

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF SEPTEMBER 9, 1996

CALL TO ORDER

Provost Leonard DiLillo called the regular meeting of the faculty to order at 4:03 P.M. with approximately 90 faculty and many guests present in Room 301 Harrison Hall.

APPROVAL OF PREVIOUS MINUTES

The minutes of the May 1996 meeting were approved as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Meryl Altman announced that the major business for CAPP's consideration this year will be to look at graduation requirements, particularly in general education.

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glausser informed the faculty of the plan to begin department chairs soon. Files of tenure candidates will be available on September 13 for the involved departments. The deadline for promotion nominations will be on September 18. COF hopes to finish the evaluation of the way we evaluate teaching, and clarify the status of librarians. Prof. Glausser declined to circulate the report on the teaching evaluation methods until COF had the opportunity agree that the report should be circulated.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim George told the faculty that MAO would be considering the timebank issue this year. He reminded departments of the need to use the new course change forms.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Dan Shannon that SAC had not yet met this year, and there was no report.

REPORTS FROM OTHER COMMITTEES

FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Martha Rainbolt reminded the faculty of upcoming deadlines for the Fisher fellowships, October 21, and research and professional development grants, September 16. There will be a lunch for faculty eligible for sabbatical during the 1997-98 academic year on September 19.

#### SELF STUDY STEERING COMMITTEE

Prof. Karin Ahlm reported that there will be six task forces that will help the self-study committee in developing material for the North Central review. The task forces will work in the areas of: Morale and Climate, Academic Standards, General Education, Governance, Long Range Planning, and Diversity. Additionally, Division 3 is being asked to development a task force in Science Education.

Prof. Ahlm announced the availability of the results of the faculty surveys collected during 1995-96.

#### REMARKS FROM DEAN ANITA SOLOW

Provost DiLillo introduced Anita Solow, the new Dean of Academic Affairs. Dean Solow informed the faculty that she is trying to meet faculty and that she has no self-created agenda for her activities. She announced the search for a new Associate Dean of Academic Affairs. The position will be an administrative appointment for a three-year term with the possibility of renewal. Dean Solow wants faculty participation in the search. Hopefully the position can be filled in time to allow a January start. The position will be filled through an internal search. The nomination deadline is September 20. The term position allows the administration to be more flexible in defining responsibilities, and can allow faculty to "experiment" with administration. A three-year term should make departmental replacement easier. Nominees should have an interest in administration, advising, and diversity issues, and be willing to work with Dean Solow.

#### REMARKS FROM THE PRESIDENT

President Robert Bottoms announced a gala planned for October 18

to  
which all DePauw boards have been invited. The faculty will be  
invited to attend the event by the Chair of the Board of  
Trustees.  
The evening's activities will include interesting announcements  
and  
entertainment.

Prof. Bryan Hanson asked the President when he planned to  
announce  
what new faculty positions will be sought for the 1997-98  
academic  
year. The President replied that he intended to share the list  
of  
positions with the faculty by October 1.

#### OLD BUSINESS

None.

#### NEW BUSINESS

None.

#### ANNOUNCEMENTS

Prof. Bob Garrett informed the faculty of an invitation from the  
Mellon Foundation to apply for a grant to support technology at  
DePauw. He wanted information from as many faculty as possible.  
The  
focus of the grant will be to improve the technology and make it  
more  
useful in teaching. More details will be shared with the faculty  
soon.

Provost DiLillo expressed his appreciation for the large  
attendance at  
the meeting.

Student Body President Kevin Toler requested the faculty to send  
him  
names of recommended students to serve on faculty committees.

#### ADJOURNMENT

Provost DiLillo adjourned the meeting at 4:26 P.M..

Respectfully submitted,

Howard Brooks,  
Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF OCTOBER 7, 1996

CALL TO ORDER

Provost Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:03 P.M. in 301 Harrison Hall with about 80 faculty present.

APPROVAL OF PREVIOUS MINUTES

The September 1996 meeting minutes were approved as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Meryl Altman announced that CAPP had agreed to form a subcommittee called the Task Force on General Education. This subcommittee is part of the North Central Accreditation process. The task force will review the purposes, strategies and results of general education at DePauw. They will look at the current distribution and competence requirements. The charge does not require a new set of graduation requirements, but does ask the task force to point out gaps and weaknesses in the current program. The membership will include one member of CAPP, one member of MAO, one member of the Self Study committee and at least four more faculty members. CAPP seeks representation and balance between the divisions and at least one member with experience with the competency programs and other members that have been actively involved in teaching in a range of group requirements.

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glausser announced that COF had finished department chair reviews and had passed their recommendations on to the administration. COF is considering the report from the committee that evaluated the way we evaluate teaching at DePauw and plans to hold a public forum related to these issues. A meeting with promotion candidates and their department chairs is scheduled for October 9.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim George announced changes in course titles:

ARTH 131 from INTRO ART HIST (I) to INTRO ART HIST ANC-MED  
ARTH 132 from INTRO ART HIST (II) to INTRO ART HIST REN-MOD  
HPP 440 from ADAPTED PHYSICAL EDUCATION to MOTOR  
DEVELOPMENT AND ADAPTED PHYSICAL EDUCATION

Prof. George moved for MAO:

"That HPP 369 MEDICAL PERSPECTIVES (1/2 course credit) be  
added as a new course in the curriculum."

After a brief explanation of the necessity of the course, the  
motion  
was approved.

Prof. George moved:

"Pre-engineering students in the 3-2 Program must complete  
two Winter Terms with grades of Satisfactory (S) including  
the First-Year Winter Term."

Prof. George moved to place the motion on the table. After a  
brief  
explanation, the motion to table was approved.

Prof. George informed the faculty of a new statement on Academic  
Probation and Dismissal Policy prepared by the Registrar's  
Office.  
Copies were available for all in attendance.

#### SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Dan Shannon told the faculty that SAC had been approached  
by the  
self study committee to work on the task force on Academic  
Standards.  
SAC will help the task force but will not assume responsibility  
for  
the project. SAC will provide information regarding academic  
standards that SAC has accumulated over the past several years.  
SAC  
will look at the new student Honor Code proposed by Student  
Congress  
and discuss its impact on the current academic integrity policy.  
The  
committee is continuing discussions on the sexual assault policy  
and  
should come to some conclusion soon.

#### REPORTS FROM OTHER COMMITTEES

##### FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Martha Rainbolt reminded the faculty that the deadline for  
Fisher timeouts and fellowships, early retirement, and fall 1997  
sabbatical leaves is October 21. She reminded the faculty that  
the  
FDC expects reports on projects to be submitted by the middle of  
the

following semester for leaves, and after the completion of projects related to summer stipends. All reports must be submitted before the FDC will award any more money to a faculty member. Prof. Rainbolt encouraged the faculty to take advantage of the student activity grants (up to \$100 per faculty member) for items or events that are not required for a class.

#### SELF STUDY STEERING COMMITTEE

Prof. Karin Ahlm announced that the committee hoped to finish the formation of all task forces within a week.

#### REMARKS FROM VICE PRESIDENT HARTMAN

Vice President Paul Hartman discussed the upcoming financial campaign. The campaign will allow DePauw to continue doing what it does now. The expanded financial aid program that began in 1994 has more than doubled the student financial aid costs. Tuition income and endowment income have not covered these increased costs. One option to make up the difference is a drastic budget cut, about 2.5 million dollars. A second option would be to reduce the size of the DePauw student body and faculty. Neither of these options is very attractive. The Board of Trustees has adopted a plan of "aggressive self-confident investing in the future." This plan includes borrowing money to remodel and renovate the campus, increasing the size of the endowment, and temporarily increasing the spending rate from the endowment. The campaign will increase the endowment and will include funds for faculty to attempt new department and interdisciplinary initiatives. Part of the campaign will provide funds for the College Connections and Horizon Scholars program that began with a Lilly Foundation grant. The funds for a new art building, and a new indoor track and tennis court facility will be secured during the campaign. The campaign should endow more faculty chairs, faculty development, and the technology infrastructure. The events scheduled for the weekend of the Board of Trustees meeting are intended to develop a sense of urgency and a sense of excitement. The Friday evening dinner, to which the faculty have been invited, will be fun. Vice President

Hartman reminded the faculty that reservations for the dinner must be made by the end of the week.

#### REMARKS FROM THE PRESIDENT

President Bottoms discussed two items with the faculty. He said that the Resource Allocation Subcommittee (RAS) had done a good job in completing their task this summer. However, the President expressed his concern with the inability of DePauw to successfully recruit African-American faculty members. DePauw has successfully recruited African-American students, administrators, and members of the Board of Trustees and Board of Visitors. Next year, 18 percent of the First Year class will be minority students, with most of that group being African-American. After discussions with the six department chairs that represent the top eight positions in the Resource Allocation Subcommittee report, the President authorized searching for eight positions. If we are unsuccessful in recruiting African-American faculty, or if the new student pool is not as expected, then DePauw would delay some appointments. The President outlined several methods that will be used to increase the likelihood of hiring African-American faculty. Responding to questions from the faculty, President Bottoms said that advertisements for the positions would not contain language saying that the positions were contingent on funding and that no additional faculty will be hired for positions other than the eight identified by the RAS report.

The President discussed his expansion of the Committee on Administration (COA). He intends to use the committee as a sounding board for various issues and for rumor control. Recognizing that, although allowed by the Faculty Handbook, it would not be practical for him to appoint more individuals. The President met with the four division chairs and agreed to add four members to COA by appointing one officer from each division. The added members of COA are: Division 1 - probably Dan Rizner, Division 2 - Andrea Sununu, Division 3 - Vic DeCarlo, Division 4 - Ralph Raymond. The President intends

to meet with the seven faculty every other Friday to discuss issues that do not belong in any committee. This seven-person committee will serve as a locus for discussion between administration and some members of the faculty. Replying to a question from Prof. Bob Stark, the President said that the members of COA can talk in broad outlines about what is discussed in the meetings. Prof. Raines wondered about filling the positions with divisional elections and the President responded that he would not accept four more males as members of the COA. The method of selection of members for next year has not been determined. The President agreed that faculty members of the committee could bring up items for discussion. He expects the COA will report the results of the meetings to the faculty.

#### OLD BUSINESS

None.

#### NEW BUSINESS

Prof. Howard Brooks moved:

"To delete Article VIII, Section C from the Faculty By Laws to eliminate the Continuing Education Committee."

The motion was seconded. Prof. Brooks explained that the committee had not met in four years. He moved to table the motion. The motion to table was seconded and approved.

Prof. Brooks moved:

"To delete the phrase, 'the Director of the Office of Institutional Research,' from Article VIII, Section G, subsection 2 (membership of the Scholastic Standing Committee.)"

The motion was seconded. Prof. Brooks noted that there had been a change in the person that served in the position, and that the counseling needs were represented on the committee by Student Affairs staff. He moved to table the motion. The motion to table was seconded and approved.

#### ANNOUNCEMENTS

Prof. Bob Newton announced that he had prepared a new list of faculty committees that includes the large number of administratively created



committees that are not mentioned in the faculty handbook. He also outlined the changes in the Writing Competence Program approved by the Writing Program Coordinating Committee. There have been many changes since original legislation. The new guidelines are available for all faculty.

Dean Alan Hill announced that there are no First Year students in Wednesday evening classes. No upperclass student should be excused from Wednesday evening classes because of the Rush activities.

Student Body President Kevin Toler invited the faculty to preview a video that will be shown to trustees during their October meeting.

#### ADJOURNMENT

Provost DiLillo adjourned the meeting at 5:12 P.M..

Respectfully submitted,

Howard Brooks,  
Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF NOVEMBER 4, 1996

CALL TO ORDER

Provost Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:02 P.M. in 301 Harrison Hall with about 75 faculty present.

APPROVAL OF PREVIOUS MINUTES

The October 1996 meeting minutes were approved as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Speaking for CAPP, Prof. Meryl Altman moved to table the proposal regarding Winter Term Staffing.

Proposal Regarding Winter Term Staffing

The Winter Term program offers DePauw students a unique opportunity to learn in ways that are not otherwise available in the regular semesters. All aspects of the Winter Term program are intended to present students with diverse and challenging opportunities: on-campus courses offer intensive and often innovative intellectual and classroom opportunities, internships encourage integration of personal and academic interests, off-campus trips make it possible to observe and experience cultures and to develop skills not readily available in any other manner, and service trips broaden students' horizons and deepen awareness of the global community.

The staffing of Winter Term should seek to maximize realization of these objectives in all components of the Winter Term Program. The program will work if staffing procedures maintain an appropriate equity between bearing individual responsibility and ensuring that all projects are staffed by enthusiastic, qualified, and dedicated individuals. To pursue these objectives, Winter Term staffing procedures should preserve as much flexibility and autonomy as possible, while at the same time offering ways, to be used only when necessary, to meet the specific staffing needs of the four components of the Winter Term program.

The following policies are thus recommended for staffing the Winter Term program:

The existing pattern of one year "on" and one year "off" for all full time faculty will be maintained.

For their "on" year, each faculty member will be asked to rank order their preference for Winter Term participation by a specified deadline in February. Each faculty member will also submit a proposal for their highest ranked activity. Guidelines for submitting proposals along with criteria for each component of Winter Term will be sent to all faculty. Faculty who do not submit a completed proposal by the deadline may be asked to participate in a specified component, depending on the overall needs of the Winter Term program. The components of Winter Term are:

1. On-campus Winter Term project
2. Off-campus Winter Term in Service trip
3. Off-campus (not Winter Term in Service) trip
4. Internships

1. Faculty interested in teaching an on-campus project will be asked to provide the following information:

A. A statement of the course's content and objectives (course content, requirements, and instructional format).

B. An explanation of the process by which the course objectives will be realized (examples of assigned materials, approaches to engaging students in the learning process, and methods of evaluation).

C. A brief description of the faculty member's previous Winter Term activities.

2. Faculty interested in leading a Winter Term in Service trip should respond to the inquiry sent out by the Hartman Center in February and follow the current process, which links faculty to certain pre-approved proposals and sites.

3. Faculty interested in leading an off-campus (other than Winter Term in Service) trip will submit a proposal with the following information:

A. A statement of the trip's objectives (academic content, experiential learning, and cultural exposure and engagement).

B. An explanation of the process by which the trip's objectives will be realized (arrangements for on-site services and facilities, length and location of trip, qualifications of trip leaders, familiarity with destination, and plans for helping students process their experiences).

C. A brief description of the faculty member's previous Winter Term activities.

Following approval of their trips, faculty will be asked to submit a backup proposal for an on-campus winter term project to be included in the Winter Term Booklet in the event of trip cancellation.

4. Faculty wishing to sponsor internships will submit a proposal with the following information:

- A. A statement describing the specific interests, training,

or skills that the faculty member believes would make them a good internship sponsor.

B. A brief description of the faculty member's previous Winter Term activities.

Internship sponsors will contact the hosts and the interns during Winter Term. They will also be asked to meet with their interns as a group both before and after the winter term internship experience. The pre-internship meetings will be to help students prepare for the experience. The post-internship meetings (perhaps open to all interested students) will give the interns a chance to briefly share their experiences with other students.

The procedures outlined above will be used by the Winter Term subcommittee to review each faculty member's proposal. In the event that a particular component of Winter Term may not have sufficient faculty participation in a given year, the subcommittee will use the information listed above and may request that certain faculty fulfill their obligations by participating in a particular component of the overall program.

These proposals are a partial response to the historical problems of staffing the Winter Term program. These policy recommendations will hopefully eliminate the need to implement a rotation system that requires periodic participation in any one component of Winter Term, thereby pitting one part of Winter Term against another. It is the hope of the Winter Term subcommittee that all faculty will be able to participate in the component of Winter Term of their choice. If there are problems staffing any part of Winter Term under these policies, then the issue will need to be considered again.

The motion to table was approved. Prof. Jim Rambo, member of the Winter Term Subcommittee, said that no radical changes were proposed because the Winter Term program has worked very well this year. The major difference is the request for Winter Term materials as early as possible, although the deadline is not out of line with the timeline for regular course offerings for the next academic year. An earlier deadline gives time to make adjustments, if needed in the program. Prof. Tom Hall asked if there had been any discussion of the timing of sabbatical leaves and Winter Term obligations. Dean Anita Solow replied that the matter has not been discussed, but will be considered.

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glausser announced that COF had begun tenure reviews. COF was completing a draft of recommended changes in the way we evaluate teaching. The recommendations will be distributed on e-mail and COF will schedule two open meetings for discussion of the issue. The committee will bring a list of recommendations to the faculty for approval.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim George moved, for MAO, to remove from the table the motion:

"Pre-engineering students in the 3-2 Program must complete two Winter Terms with grades of Satisfactory (S) including the First-Year Winter Term."

The motion to remove was approved. The motion was approved.

Prof. George announced changes in course titles:

MATH 400 Methods of Teaching Secondary Mathematics  
(from: Methods of Teaching Mathematics)

EDUC 440 Motor Development & Adapted Physical Education  
(from: Adapted Physical Education)

Prof. George moved the approval of a new course listing,

PHIL 317 Philosophy of Language

Prof. Marthe Chandler (unnecessarily) seconded the motion which was approved.

Prof. George moved the approval of a new course,

BIOS 381 Entomology

The motion was approved.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Dan Shannon announced that SAC had been preparing to discuss honor code, but students took care of that by defeating the code. SAC will be investigating the changes in Rush and the impact on classes, and probably will conduct its own survey of the faculty.

REPORTS FROM OTHER COMMITTEES

#### SELF STUDY STEERING COMMITTEE

Prof. Karin Ahlm said that most of the task forces have been meeting.  
The committee anticipates the use of VAX Notes Conferences to exchange ideas on the issues with the faculty.

#### AFFIRMATIVE ACTION COMMITTEE

Librarian Kathryn Millis presented a summary report of the actions of the Affirmative Action Committee in 1995-96.

Affirmative Action Committee Annual Report, Academic Year 1995-96

Members of the Affirmative Action Committee concentrated on the following activities during the 1995-96 academic year:

- Reviewed minor modifications to the Faculty Hiring Policy which DePauw's attorneys suggested. There were no substantive changes.
- Reviewed statistical reports on the makeup of the applicant pools for open faculty positions.
- Researched Maternity and Family Leave, and found that leave offered by DePauw is in compliance with all applicable laws (including the Family and Medical Leave Act, which grants up to twelve weeks of unpaid leave for either parent for the birth or adoption of a child), and comparable to that given by competing employers.
- The Committee recommended that the University offer female hourly employees eight weeks of paid maternity leave, as is currently given to female salaried employees.
- The Committee recommended that the University offer all male employees, both hourly and salaried, eight weeks of paid leave for the birth or adoption of a child.
- Researched Domestic Partnership of lesbian and gay employees and proposed that the University join with thousands of other employers in extending benefits to those partners.
- The Committee recommended that the University procedures and criteria for registering a Domestic Partner be as similar to those for married spouses as possible.

The Committee solicited input from all DePauw employees, via announcements in the Notes employee newsletter and on the VAX bulletin board.

Committee members were:

Mary Bretscher, Len DiLillo, John Dittmer, Alan Hill, Peg Lemley, Andrew Lichter, Kathryn C. Millis (Chair), Paul Schmitt, Rod Warfield, Edith Welliver, Thomas Wilkins, and Andrew Williams

The Committee expects to focus on hiring procedures during the 1996-97 academic year.

The committee wanted to bring the report to the meeting to get any questions into the public record. The major discussion centered on the rewriting of section 3 of the University Affirmative Action in Hiring Policy approved on March 7, 1994. The rewriting was the work of the Baker and Daniels law firm, and contained in a letter written November 10, 1994 to Provost DiLillo from John T. Neighbours.

For reference, the original language approved by the faculty was:

3. When there are women and/or minority candidates among those interviewed, then preference will be given to the candidate meeting the greatest department and university need for diversification. A strong and convincing case must be made if a non-woman/minority candidate is to be hired.

The rewritten version:

3. When there are women and/or minority candidates among a relatively equal group of candidates for a vacancy at a time when the number of women and/or minority candidates is less than appropriately represented within the University's faculty, then special consideration should be given to the candidates meeting the greatest department and university need for diversification.

The faculty had several questions summarized into three broad issues.

What makes up the pool, the finalists for a position or the initial applicants? What is the reference group that determines the percentage goals: demographics of the student body, the U.S. as a

whole, the current year of graduating Ph.D.s in the discipline?  
What  
is the difference between a "strong and convincing case" and  
"special  
consideration?"

Librarian Millis promised to return to the faculty with  
explanations  
for the changes and with legally acceptable wording for the  
section  
that the faculty could approve. Prof. Mark Kannowski asked that  
statistical information on the nature of the applicant pools be  
put on  
reserve in the library.

Prof. Batto asked about the specific recommendations contained in  
the  
report for 1995-96 concerning changes in benefits. President  
Bottoms  
replied that the recommendations were being reviewed by the  
University  
lawyers.

#### COMMITTEE ON ADMINISTRATION (COA)

Prof. Mark Kannowski said that the newly expanded COA had met  
twice.  
The added members for this year are: Larry Sutton, Ralph Raymond,  
Vic  
DeCarlo, and Andrea Sununu. Minutes of the first meeting had  
been  
distributed over electronic mail. COA is learning about the  
current  
financial status of DePauw and the anticipated impact of the new  
financial campaign. Prof. Kannowski encouraged the faculty to  
let  
members of the COA know their priorities within the items  
proposed for  
discussion by President Bottoms, and other topics of interest to  
take  
to the meetings. Any suggestions for improving the means of  
communication would be appreciated.

#### GLCA ACADEMIC COUNCIL

Prof. Tony Catanese informed the faculty of the recent meeting of  
the  
GLCA academic council. There were five issues that appeared to  
be of  
common interest to the colleges. Most colleges had made  
significant  
changes at administrative level. Many were in various stages of  
capital campaigns. Accreditation related assessment, and the  
negative  
faculty reaction to it, led the council to ask the GLCA to  
investigate  
other accreditation options. Almost all of the colleges had



large  
first year classes this fall. It seems to be a time for lots of  
serious and dramatic changes at all colleges including changes in  
president, money concerns, curricular issues, and changing  
student  
needs.

#### REMARKS FROM THE PRESIDENT

President Bottoms invited the faculty to attend a meeting with  
Board  
of Trustees Chair Ian Rolland on November 12 at 7:30 P.M. at the  
President's house. Mr. Rolland will have dinner with the COA  
prior to  
the meeting.

#### OLD BUSINESS

Prof. Howard Brooks moved to remove from the table:  
"To delete Article VIII, Section C from the Faculty By Laws  
to eliminate the Continuing Education Committee."

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

Prof. Brooks moved to remove from the table:  
"To delete the phrase, 'the Director of the Office of  
Institutional Research,' from Article VIII, Section G,  
subsection 2 of the Faculty By Laws."

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

#### NEW BUSINESS

None.

#### ANNOUNCEMENTS

Professor emeritus Keith Opdahl announced that Fred Kluge, author  
of  
Alma Mater, will visit campus soon. On November 20, from 2:30 -  
4:00  
he will meet with faculty to discuss issues raised by Alma Mater.  
At  
7:30 that night in the Watson Forum, he will read from his new  
work,  
The Biggest Elvis.

Prof. Jack Morrill reminded the faculty that tomorrow is election  
day.

As a former resident of Cook County, Illinois, he encouraged the faculty to vote early and often.

ADJOURNMENT

Provost DiLillo adjourned the meeting at 4:56 P.M..

Respectfully submitted,

Howard Brooks  
Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF DECEMBER 2, 1996

CALL TO ORDER

Provost Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:04 P.M. in 301 Harrison Hall with about 80 faculty present.

APPROVAL OF PREVIOUS MINUTES

The faculty approved the November meeting minutes as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Meryl Altman, for CAPP, moved to remove the proposal regarding Winter Term staffing from the table. The motion to remove was approved.

Prof. Jim Rambo reminded faculty that the largest change was in the deadline for proposals that will allow time to insure that all components of Winter Term are adequately covered. Under Section 3 dealing with off-campus projects, the committee wants to know how students are processing the information that they learn during their project. Internship sponsors will meet with interns as a group before and after their internship. Prof. Bernie Batto asked why brief descriptions of previous Winter Term activities are required with each proposal. Prof. Rambo replied that the information would be more accessible if it was on the same form. Concerns were raised about the on-campus work load, the lack of provision for Winter Term activities at other times of the year, and the logistics for meeting 18 interns during the semester. The proposal was approved.

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glausser reminded faculty of the open meetings on teaching evaluations to be held Tuesday, December 3 and Wednesday, December 4.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim George, for MAO, moved:

"That Math 400 Methods of Teaching Secondary Mathematics

be changed in credit from 1/2 credit to 1 credit."  
The motion was approved.

Prof. George, and for MAO, moved:

"Music 150 Introduction to Music Education (1/2 credit) be approved as a new course."

The motion was approved.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Dan Shannon moved:

"That the faculty give SAC the mandate to investigate the Bachelorette and the policies of the Publications Board. SAC should see if the appropriate policies are in place and being enforced by the publications board."

The motion was seconded. Prof. Rich Roth opposed motion. He noted

that THE DEPAUW is an independent organization distanced from the University. Prof. Altman asked for clarification of the independence.

Prof. Roth responded that THE DEPAUW has been independent for more than sixty years, and that only 10 percent of college newspapers claim to be independent. Prof. Sheryl Tremblay reminded the faculty of the former publications building and the fears of losing their independence that were expressed by THE DEPAUW staff when the operations were moved into the Center for Contemporary Media. Prof.

Eric Silverman said that THE DEPAUW, in a de facto sense, is the student newspaper. Prof. John Dittmer asked if the University had a financial stake in the paper. Prof. Roth responded that the University did not provide any funds for the paper.

Many faculty recognized the need to take a public position in response to the publication of THE BACHELORETTE. Several questioned the need to have SAC investigate a matter that was being considered by the publications board. Many wanted a broader study of homophobia at DePauw. Some were worried about granting SAC broad investigative powers. Prof. Shannon responded that SAC had no power.

Prof. Steve Raines moved to substitute:

"The faculty exhort its elected representatives on the publication board to show leadership in initiating the review of procedure and policies and suggesting revisions where appropriate."

The substitute motion was seconded. After brief discussion the faculty approved substituting the motion.

Prof. Altman offered an amendment to the motion:

"Further, the faculty direct SAC to look generally into the recent incident involving the Bachelorette and its implications for student life and university policy."

The amendment was seconded. Prof. Altman felt that people on both committees wished to work together on the problem. Discussion continued with concern about the double effort, and whether SAC had any role in determining publication board policy.

Many faculty desired to have two separate motions. The amendment was withdrawn. The substitute motion was approved.

Prof. Jack Morrill moved:

"That the elected faculty representatives of publications board report at February faculty meeting the results of investigating the pub board and the Bachelorette."

The motion was seconded and approved.

Prof. Altman moved:

"That the faculty direct SAC to look into the recent incident involving the Bachelorette and its implications for student life and university policy. Further we direct SAC to look into general issues of homophobia as it relates to quality of life of faculty staff and students."

The motion was seconded and approved.

Prof. Ellen Parker hopes to have some education because of this process. She has been in contact with DePauw alumni that shared a video on homophobia offered the possibility of a faculty forum or similar exchange. Provost DiLillo recommended that the faculty send their suggestions for educational activities to Prof. Bob Garrett, Faculty Development Coordinator, Prof. Roth and Prof. Edberg.

Prof. Istvan Csicsery-Ronay expressed the desire for a general, extensive motion that expressed the concern of the faculty on this issue, although he cautioned against a hastily worded motion.

#### REPORTS FROM OTHER COMMITTEES

FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Martha Rainbolt reminded the faculty of deadlines of February 10 for spring Research and Professional Development projects and January 31 for Fisher time outs and early or phased retirement requests.

SELF STUDY STEERING COMMITTEE

Academic Resource Center Director Ken Kirkpatrick provided the faculty with memberships lists for the task forces.

Academic Standards	Governance
Matthew Balensuela (SAC)	Art Evans
Marty Catanese (Chair, Self-Study)	Jeff McCall (Chair, Self-Study)
David Herrold	Jim Mills
Carl Huffman	Bob Newton
Jack Morrill	Pam Propsom

Diversity	Morale
Terri Bonebright	Melanie Barnes
Mac Dixon-Fyle	Carla Edwards (Chair)
Tom Ewing	Mark Kannowski
Dee Gardner	Martha Rainbolt (Self-Study)
Kathryn Millis	Anita Solow (Self-Study)
Jim Rambo (Chair, Self-Study)	
Cristina Rivera-Garza	
Bruce Serlin	

General Education  
Meryl Altman (Chair, CAPP)  
Valarie Ziegler  
Jeff Hansen  
Ken Kirkpatrick (Self-Study)  
Ralph Raymond (MAO)  
John Schlotterbeck

Director Kirkpatrick also announced the opening of a VAX NOTES site Self Study for discussions related to the task forces.

AFFIRMATIVE ACTION COMMITTEE

Librarian Kathryn Millis offered to clarify any points discussed in the report from the committee that accompanied the agenda. There were no questions and Librarian Millis moved:  
"That the faculty recognize and endorse the revised hiring policy as recommended by counsel."

The motion was seconded. Prof. Raines asked what are the other sectors of the university community and if there is a coordinated

effort to make the language for affirmative action in the other sectors parallel the faculty sector language. Provost DiLillo identified the other sectors as staff and administration.

President

Robert Bottoms said that the issue had been discussed at a summer cabinet meeting. Based on his visit to Macalester College for an accreditation review, the administration will begin to

"anticipate

staff openings ahead of time (in January)" and will attempt to broaden

the pool for these openings. Similar language will be developed.

The

President said that there are twelve African-American members of the

administration.

The motion was approved.

#### COMMITTEE ON ADMINISTRATION (COA)

Prof. Mark Kannowski said that COA is continuing to meet Friday afternoons. He urged the faculty to read the electronic mail minutes

of the meetings. The COA is looking at long range planning and wants

to announce that there are no plans to downsize at DePauw. The committee will discuss the possibility of returning to the practice of

automatic replacements of retirements. The COA will be discussing

benefits, and related issues for next year's contracts.

#### REMARKS FROM THE PRESIDENT

President Bottoms said that the aggressive advertising campaign for

open faculty positions is building a larger pool. More than 100 applicants have responded to the general advertisement, including many

African-Americans.

#### OLD BUSINESS

NONE

#### NEW BUSINESS

Prof. Howard Brooks moved to table the following motion:

"To modify portions of the Academic Handbook under the Appendix,  
Section XVII. Descriptions of Administration Committees A.  
Committee

of Administration

1. Function.

Rewrite the second sentence as:

'When the Academic Affairs Committee of the Board of

Trustees wants faculty representation, the three AT LARGE members elected by the faculty will serve in this capacity.'

2. Membership CHANGE the number of faculty members from three to seven and rewrite the section:

"Membership of this committee shall be appointees of the President and SEVEN faculty members elected by the faculty. Each division shall elect one member from their division to serve a two-year term (two divisional members will be replaced each year.) Additionally, three faculty members shall be elected at large to serve three-year terms (one at large member being replaced each year.)"

The motion to table was seconded and approved.

Prof. Rainbolt moved:

"The faculty laments the recent homophobic incident, regarding THE BACHELORETTE, and the pain and suffering it causes ourselves, our friends, our colleagues, and our students. At this time we affirm our commitment to and our continuing effort to attain a fully integrated and inclusive community."

Motion was seconded and approved. There was consensus that the motion should be broadly distributed to the campus community and to the concerned off-campus community. The Secretary of the Faculty will circulate the motion to the campus community via electronic mail.

Prof. Jim Rambo, whose daughter is completing her degree this semester, moved:

"That the University grants degrees to those students that have satisfied all requirements for graduation."

The motion was seconded and approved.

#### ANNOUNCEMENTS

Prof. Carl Singer announced that a Winter Term workshop dealing with faculty use of instructional technology will be presented during Winter Term. An all day session on January 7 will focus on effective uses of the Internet and World Wide Web in the classroom. Follow up sessions will be held on the Friday afternoons in January. January 10 will deal with the World Wide Web. January 17 will deal with developing courseware part 1 (presentation software) and January



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with developing courseware part 2 (authoring packages). A closing session will be presented as a faculty forum during the first week of the second semester. Prof. Singer encouraged faculty participation. Individuals are encouraged to register with Sally Neal.

Prof. Tom Ewing invited the faculty to attend the research forum presented by Meryl Altman entitled "Did the Modernists Believe Their Myths: Ancient and Modern Lesbians in the Work of H. D. and her Critics" on Tuesday, December 3 at 4:15 P.M. in East College 106.

Student Body President Kevin Toler invited the faculty to attend a forum at 7:30 P.M. Wednesday, December 4 on the subject of homophobia. He also announced that a statement from the Student Congress related to THE BACHELORETTE should be adopted Tuesday night.

ADJOURNMENT

Provost DiLillo adjourned the meeting at 5:40 P.M..

Respectfully submitted,

Howard Brooks  
Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF FEBRUARY 3, 1997

CALL TO ORDER

Provost Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:02 P.M. in 301 Harrison Hall with about 60 faculty present.

APPROVAL OF PREVIOUS MINUTES

The faculty approved the December meeting minutes as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING

No report

COMMITTEE ON FACULTY

No report

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim George announced that, beginning with the 1999-2000 academic year, Fall Break will be scheduled for the sixth or seventh week of the semester. (The seventh week will be preferred.)

MAO met with Dean Anita Solow to discuss student initiated interdisciplinary majors. There were no changes in policy, but Prof. George reminded the faculty that the major should be submitted to the Dean of Academic Affairs by the sixth week of the second semester of the sophomore year. The final deadline is the sixth week of the first semester of the junior year. Dean Solow is considering the establishment of a committee to review and oversee interdisciplinary majors.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Dan Shannon announced that SAC is reviewing the policy concerning cancelling classes the day before a holiday because of a "large" number of cancellations on the Friday before Thanksgiving break.

SAC is forming a subcommittee to investigate homophobia at DePauw. The subcommittee will work with a task force appointed by the

Student  
Congress.

#### REPORTS FROM OTHER COMMITTEES

##### FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Martha Rainbolt reminded faculty of the February 10 deadline for research and professional development projects scheduled from March to mid-May.

##### SELF STUDY STEERING COMMITTEE

No report

##### COMMITTEE ON ADMINISTRATION (COA)

Prof. Mark Kannowski announced that the COA would be meeting to consider the health benefits and salary distribution packages for next year. Responding to a question from Prof. Art Evans, he informed the faculty that no decision had been made concerning automatic replacement of faculty positions vacated by retirement.

##### REMARKS FROM THE PRESIDENT

President Bottoms deferred his comments until the discussion of honorary degrees.

##### OLD BUSINESS

Prof. Howard Brooks moved to remove from the table:

"To modify portions of the Academic Handbook under the Appendix,

Section XVII. Descriptions of Administration Committees

A. Committee of Administration

1. Function.

Rewrite the second sentence as:

"When the Academic Affairs Committee of the Board of Trustees want faculty representation, the three AT LARGE members elected by the faculty will serve in this capacity."

2. Membership

CHANGE the number of faculty members from three to seven and rewrite the section:

"Membership of this committee shall be appointees of the President and SEVEN faculty members elected by the faculty. Each division shall elect one member from their division to serve a two-year term (two divisional members will be replaced each year.)

Additionally, three faculty members shall be elected at large to serve three-year terms (one at large member being replaced each year.)"

The motion to remove from the table was seconded and approved. It was understood that the new second sentence of the function of the Committee on Administration would not limit the faculty representation to the Academic Affairs committee of the Board of Trustees. The motion was approved.

#### NEW BUSINESS

The faculty went into executive session for the discussion of Honorary Degree candidates. President Bottoms spoke in favor of Willis Davis. Professors John Schlotterbeck and Barbara Steinson endorsed Sidney Fine. Prof. Kannowski spoke on behalf of Michael Vogel. The faculty, voting by secret ballot, approved all three candidates with minimal opposition.

Prof. Eric Silverman expressed concerns about the closing of the library on the weekend before the start of classes for the spring semester. It was also noted that the extensive closing during Christmas break can be a hardship on faculty that will be off campus during January. Prof. Silverman asked for faculty to share their concerns with him. He will meet with Library Director Kathy Davis to discuss the situation.

#### ANNOUNCEMENTS

None

#### ADJOURNMENT

The meeting was adjourned at 4:26 P.M..

Respectfully submitted,

Howard Brooks  
Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF MARCH 3, 1997

CALL TO ORDER

Provost Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:04 P.M. in 301 Harrison Hall with about 60 faculty present.

APPROVAL OF PREVIOUS MINUTES

The faculty approved the February meeting minutes as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING

No report

COMMITTEE ON FACULTY

Prof. Wayne Glausser announced that the Committee on Faculty had finished the tenure reviews and was working on interim reviews.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim George announced the following changes in course titles and/or numbers: GEOL 420 ENVIRONMENTAL GEOPHYSICS (from GEOPHYSICS), ANTH 273 INDIANS: SOUTH AND CENTRAL AMERICA (from PEOPLES AND CULTURES OF SOUTH AND MIDDLE AMERICA), HONR 251 SOPHOMORE MANAGEMENT FELLOWS SEMINAR (from HONR 152 FIRST YEAR MANAGEMENT FELLOWS SEMINAR), and CLST 100 GREEK AND ROMAN MYTHOLOGY (from CLST 252).

Prof. George moved, for MAO:

"That the faculty approve a new course, GEOL 107 GEOLOGY OF AMERICA'S NATIONAL PARKS, one course credit with no laboratory."

Prof. George said that the course had been taught in the experimental division. The faculty approved the motion.

Prof. George moved, for MAO:

"That the faculty approve a new course, MUS 179 BALLROOM DANCING .5 course credit that satisfies group 6."

Prof. George said that the course had been taught in the experimental division. The faculty approved the motion.

Prof. George moved, for MAO:

"That the faculty approve a new course, MUS 299 INTERNSHIP IN

MUSIC BUSINESS .5 - two course credits."

After a brief discussion concerning the precedents for granting more that one course credit, the faculty approved the motion.

Prof. George moved, for MAO:

"That the faculty approve a new course, MUS 920 PARTNER LESSONS IN PIANO .25 - .5 course credits."

This course has been offered in the experimental division. Concerns

were expressed about the role of the faculty member in the course.

With no one present that knew the details of the course, the faculty voted to table the motion.

Prof. George moved, for MAO:

"That the faculty approve a new course, Russian Studies 400 INDEPENDENT READINGS .5 - one course."

The faculty approved the motion.

Prof. George moved, for MAO:

"That the faculty approve a new course, MUS 432 PROJECTS .25 - one course."

This motion recognizes a change in the lower credit limit from 0.5 to 0.25 credits. The faculty approved the motion.

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

"That GEOL 107 GEOLOGY OF AMERICA'S NATIONAL PARKS be added to the list of courses satisfying the non-laboratory component of Group 1."

The motion to table was approved.

Finally, Prof. George moved to table a proposal to replace mid-term grades with an advanced alert system. The motion to table was approved.

#### SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. David Berque informed the faculty that SAC had no report.

## REPORTS FROM OTHER COMMITTEES

### FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Martha Rainbolt reminded faculty of the March 31 deadline for research and professional development projects scheduled from mid-May to the middle of the summer.

### SELF STUDY STEERING COMMITTEE

Prof. Karin Ahlm announced that the NCA review of the self study proposal suggested that there was not enough objective evaluation. The self study steering committee will be forming another committee to generate critical questions for each department and unit report. The committee will include students and administrators.

### COMMITTEE ON ADMINISTRATION (COA)

Prof. Tom Chiarella announced that the COA was in the final stages of consideration of the health benefits and salary distribution packages for next year. Responding to a question from Prof. Art Evans, he informed the faculty that there would be no guaranteed replacement of retiring faculty, but that there is no plan to downsize the faculty.

### REMARKS FROM THE PRESIDENT

President Bob Bottoms announced his plan to replace the University Chaplain with a Dean of the Chapel. He is discussing this plan with the United Methodist Council, the Committee on Administration, and Gobin United Methodist Church.

President Bottoms also announced that the funds campaign has raised over ninety million dollars.

Prof. Pam Propsom asked if a departmental recommendation to fill a vacant faculty position had been rejected by the administration. Provost DiLillo responded that the administration had not accepted the recommendation of the department because the departmental committee report was not unanimous. Prof. Bob Sedlack asked if job offers

were  
being made outside the Resource Allocation Subcommittee requests.  
Provost DiLillo replied that a "target of opportunity" outside  
the RAS  
recommendations had resulted in an offer that was refused.

Prof. Tony Catanese expressed his desire to have a written  
faculty  
hiring policy that would clarify these issues. Prof. Steve  
Raines  
repeated his request that the affirmative action language that  
applies  
to the faculty be extended to administrative positions.

#### OLD BUSINESS

None

#### NEW BUSINESS

Prof. Howard Brooks moved to table the following motion:  
"To delete from the Academic Handbook, Appendix,  
Article XVII, Section E Chaplains' Advisory Committee"

The committee no longer functions. The faculty approved tabling  
the  
motion.

Director of the Libraries Kathy Davis moved to table the  
following  
motion:

"To add to the Academic Handbook, Appendix, Article XVII,  
Section E. Hartman Center Standing Committee

1. Function: The role of the Hartman Center Steering  
Committee  
is to evaluate and develop Hartman Center programs.  
Additionally,  
this committee will develop long range plans for the center.

2. Membership: Director of the Hartman Center, a  
representative  
from CAPP, Director of Conflict Studies Program, an  
Administrator, the  
Chair of the Volunteer Student Council of the DCS, the Chair of  
the  
Volunteer Student Council of the WTIS, the Indiana Campus Compact  
and  
Recorder, three faculty members elected at-large, and three  
student  
members."

The faculty approved tabling the motion.

Prof. Brooks moved:

"To allow the Secretary of the Faculty to make the necessary



- technical changes in the Faculty Handbook concerning:
- a) the numbering of sections and subsections
  - b) the titles of administrative members of the committees"

The motion was seconded. It has been five years since the handbook was reviewed. Prof. Brooks agreed to only make technical changes, and each faculty member will receive a copy of the corrected handbook. The motion was approved.

Prof. Marty Catanese, representing the task force on academic standards moved to place the following motion on the table:

"That the following statement of Academic Expectations be adopted by the faculty and added 1) to page 15 of the catalogue before the section entitled "General Policies for All Degree Programs" 2) to page 23 of the student handbook at the beginning of the section on "Academic and Scholastic Standing Policies" 3) to first year advising materials. A copy should also be distributed to all incoming students.

#### Academic Expectations for DePauw Students

DePauw has considerably different academic expectations from those of high school and it is important that students adjust to these new expectations early in their college careers.

1) College is not the end of the educational process but a foundation for a lifetime of continued learning and growth. Therefore, one of the central goals of college is to help students develop a sense of responsibility for their own learning and the ability to learn on their own.

2) Accordingly, college students spend much less time in class than they did in high school but are correspondingly expected to do much more work outside of class than they did in high school.

3) Students should expect to spend at least two hours studying outside of class for every hour in class. This means that they will be spending between forty and fifty hours a week (or more) on their academics, the equivalent of a full-time job.

4) Students are responsible for learning a great deal of the material on their own outside of the classroom.

5) Students should expect that course material will be covered at a much more rapid pace than they have experienced before. This expectation is partially based on the assumption that students are preparing carefully for class so that more material can be covered in class.

6) Students are expected to come to class prepared and ready to participate actively in the class session. They are expected to have read the texts and used other required materials carefully and comprehensively before the class session.

The faculty approved tabling the motion.

Prof. Altman informed the faculty of the current efforts to obtain a planning grant from the Ford Foundation to encourage development of courses, curriculum, and faculty expertise in area studies.

Student Emily Porter was granted permission to speak at the meeting. Emily, representing the Panhellenic Council, told the faculty of a fund raiser that would involve a student exchanging positions for a day with an administrator. Deans Alan Hill and Teresa Loser have agreed to participate. Emily wanted to alert the faculty to the prospect of having an administrator present in their class.

#### ANNOUNCEMENTS

Prof. Chiarella invited the faculty to a poetry reading by members of the English department.

Prof. Bob Calvert invited the faculty to watch the PBS video series "Making Sense of the '60's" in the Watson forum.

Prof. Bob Stark announced the Ubben lecture to be given by Dr. David Ho on April 16.

President Bottoms informed the faculty that the students injured in accidents over the weekend were improving.

Prof. Cynthia Cornell introduced Prof. Yvonne Jackson, a new faculty member in the English Department.

ADJOURNMENT

The meeting was adjourned at 5:11 P.M..

Respectfully submitted,

Howard Brooks  
Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF APRIL 7, 1997

CALL TO ORDER

Provost Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:04 p.m. in 301 Harrison Hall with about 60 faculty present.

APPROVAL OF PREVIOUS MINUTES

The faculty approved the March meeting minutes as circulated.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Meryl Altman announced that CAPP is seeking one person for the Winter Term Subcommittee and is receiving nominations for the Resource Allocation Subcommittee.

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glausser announced that the Committee on Faculty had finished the interim reviews and was working on promotion cases. COF will be returning to the issue of evaluating teaching.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim George moved, for MAO, to remove from the table and approve the following motion:

"That the faculty approve a new course: Music 920 Partner Lessons in Piano (.25 - .50 course)."

The faculty approved removing the motion from the table. Prof. Julianne Miranda explained the course, answering unresolved questions from the March meeting. The course, which had been in the experimental division, will satisfy Group 6. The faculty approved the new course.

Prof. George moved, for MAO:

"That the faculty approve a new course: Russian Studies 401 Senior Research (0.5 - 1.0 course)."

The motion was approved.

Prof. Jim George moved, for MAO, to remove from the table and approve the following motion:

"That GEOL 107 Geology of America's National Parks (1.0 course) be added to the list of Group 1 non-laboratory courses."

The faculty approved removing the motion from the table. The motion was approved after Prof. George noted that limitations on the number of courses that satisfy a group will not be considered until MAO receives further instructions from CAPP.

Prof. George announced that MAO was considering the possibility of having the Academic Advising Committee as a subcommittee of MAO. He also reminded faculty that all end at ten minutes to the hour, e.g., afternoon classes end at 3:50 P.M.. Prof. George reminded the faculty that MAO was considering a new time-bank proposal.

#### SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Eric Silverman announced that SAC was working on gay, lesbian, and bisexual issues.

#### REPORTS FROM OTHER COMMITTEES

##### FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Martha Rainbolt reminded the faculty of the April 28 deadline for research and professional development projects in the second half of the summer.

##### SELF STUDY STEERING COMMITTEE

Prof. Karin Ahlm announced the members of the Self-Study Evaluation Committee: Len DiLillo, Mary English, Marty Catanese, Gary Barcus, Scott Lewis, Karin Ahlm and students - Kevin Toler, Marisa Stubbs, and Leanne Bailey. Prof. Ahlm reminded the faculty that reports are needed from the Coordinating committees and other committees for the North Central Accreditation.

##### COMMITTEE ON ADMINISTRATION (COA)

Prof. Mark Kannowski announced that the COA was recommending a straight percentage increase in faculty salaries at all ranks. There is a possibility of equity adjustments. A series of open meeting will

be held during the next two weeks to discuss health benefits.

As a starting point for the discussion of the search for the Vice-

President for Academic Affairs, Prof. Kannowski moved:

"Be it resolved that the faculty elect, before the end of the spring semester 1997, six faculty members to serve as faculty representatives on the search committee for the position of Vice President for Academic Affairs. These six faculty shall include one representative from each division and two representatives elected from the faculty at large."

The motion was seconded. Some faculty asked if there would be a "real search." President Bottoms believes that this is the time to discuss the type of person, but not to elect a search committee. Prof. Meryl Altman questioned the expenses of a search, when there is a strong internal candidate for the position. Provost DiLillo confirmed that there will still be a Dean of Academic Affairs in the new administrative structure. Prof. Rainbolt felt that the COA is the committee that should discuss these issues and offered a substitute motion:

"That the faculty empower the present COA to discuss the issue, define the position, and set a tentative timeline for the search for the Vice-President for Academic Affairs."

The motion was seconded. Several individuals expressed interest in having broad, informal, hospitable discussions of the position. The motion to substitute was approved. The substitute motion was approved.

#### REMARKS FROM THE PRESIDENT

President Bottoms opened his remarks by announcing that the Capital funds campaign had reached the \$85 million mark and that the Annual Fund had raised more than \$150 thousand. The President would like more of the Capital fund gifts to be cash, but now many gifts are deferred.

President Bottoms announced the April 10 Wood Street Forum visit of Board Chair Ian Rolland. The Board of Trustees will meet on April 24 and 25 with attention being given to student life issues including student housing and the Greek system.

The President announced that he was in complete agreement with the recommendations of the COF. Tenure and promotion to the rank of associate professor have been granted to Dave Berque, Eva Weisz, and Maria Luque-Eckrich. The faculty greeted the announcement with applause.

#### OLD BUSINESS

Prof. Howard Brooks moved to remove the following motion from the table:

"To delete from the Academic Handbook, Appendix, Article XVII, Section E Chaplains' Advisory Committee."

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

Director of the Libraries Kathy Davis moved to remove the following motion from the table:

"To add to the Academic Handbook, Appendix, Article XVII, Section E. Hartman Center Standing Committee

1. Function: The role of the Hartman Center Steering Committee is to evaluate and develop Hartman Center programs. Additionally, this committee will develop long range plans for the center.

2. Membership: Director of the Hartman Center, a representative from CAPP, Director of Conflict Studies Program, an Administrator, the Chair of the Volunteer Student Council of the DCS, the Chair of the Volunteer Student Council of the WTIS, the Indiana Campus Compact and Recorder, three faculty members elected at-large, and three student members."

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

Tony Catanese objected to a faculty committee that had a minority of faculty members. Prof. Brooks reminded the faculty that this structure was typical of the administrative committees. Prof.

Catanese moved to substitute:

"To return the motion to the committee and return with a structure for a smaller committee with more faculty members."

The motion was seconded. The motion to substitute failed.

Prof. Carl Huffman offered an amendment:

"To delete the CAPP representative and reduce the elected at-large representatives from three to one."

The amendment was seconded. After considerable discussion, the amendment failed.

The original question was called. There was an objection to calling the question. The faculty voted, by a majority greater than the necessary two-thirds to call the question. The original motion was approved.

Prof. Marty Catanese moved to remove from the table the following motion:

"That the following statement of Academic Expectations be adopted by the faculty and added 1) to page 15 of the catalogue before the section entitled "General Policies for All Degree Programs" 2) to page 23 of the student handbook at the beginning of the section on "Academic and Scholastic Standing Policies" 3) to first year advising materials. A copy should also be distributed to all incoming students.

#### Academic Expectations for DePauw Students

DePauw has considerably different academic expectations from those of high school and it is important that students adjust to these new expectations early in their college careers.

1) College is not the end of the educational process but a foundation for a lifetime of continued learning and growth. Therefore, one of the central goals of college is to help students develop a sense of responsibility for their own learning and the ability to learn on their own.

2) Accordingly, college students spend much less time in class than they did in high school but are correspondingly expected to do much more work outside class than they did in high school.

3) Students should expect to spend at least two hours studying



outside

of class for every hour in class. This means that they will be spending between forty and fifty hours a week (or more) on their academics, the equivalent of a full-time job.

4) Students are responsible for learning a great deal of the material on their own outside of the classroom.

5) Students should expect that course material will be covered at a much more rapid pace than they have experienced before. This expectation is partially based on the assumption that students are preparing carefully for class so that more material can be covered in class.

6) Students are expected to come to class prepared and ready to participate actively in the class session. They are expected to have read the texts and used other required materials carefully and comprehensively before the class session.

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

#### NEW BUSINESS

Prof. Pam Propsom asked the Provost about the written faculty hiring policy. Provost DiLillo responded that the document, with information about the size of the faculty, had been written and would be distributed.

Prof. Jack Morrill requested that the Secretary of the Faculty investigate the role of the faculty in the creation of administrative committees and report to the faculty at the May meeting.

Prof. Propsom asked if the faculty would have an opportunity to express its views on the possibility of DePauw moving to a new athletic conference. She was concerned about the increase travel distance with colleges scattered across the country from Georgia to Texas. Provost DiLillo said that travel was not a major issue, but that a team of visitors from outside DePauw would be commenting on the possibility of changing conferences.

Prof. Bob Sedlack asked about the larger parking area to be located to the north of East College on Simpson Street. Vice-President for Finance and Administration Tom Dixon responded that the street

would  
be widened on the south side by five feet to allow for diagonal  
parking.

Prof. Propsom asked if there was a merit pay system for  
administrators. Provost DiLillo said no. President Bottoms  
replied  
that there were job reviews throughout the administration.

#### ANNOUNCEMENTS

Dean of Admission and Financial Aid Madeleine Eagon updated the  
faculty on the status of the incoming class of students. The  
admission goal is 650 students, and 150 deposits (more than  
previous  
years) are already paid. She thanked the faculty that were  
planning  
to help with the accepted student day on April 12.

Prof. Jim Mannon invited the faculty to attend a talk by Scott  
Decker  
on criminal justice to be given on April 11.

Prof. Bob Stark reminded the faculty of the Ubben lecture to be  
given  
by Dr. David Ho, aids researcher, on April 16.

Prof. Huffman invited the faculty to attend a series of classical  
studies talks to be presented on April 9 by Dr. David Potter.

Prof. Kannowski reminded the faculty of the discussion topic  
dealing  
with the Vice-President for Academic Affairs located in the VAX  
notes  
conference DPU\_TEACHER.

Prof. Jim Benedix informed the faculty of the destruction of  
education  
materials posted on the walls in the Olin Biological Sciences  
building. The materials were marred with graffiti that showed an  
intolerance of evolution. The destruction has occurred  
throughout the  
semester, and campus security is investigating the incidents.

Chaplain Fred Lamar invited the faculty to attend a talk by Craig  
Baldwin on Reconciling Congregations on April 8.

Provost DiLillo informed the faculty that Parent's Weekend will  
be on  
October 17-18, 1997. He reminded the faculty of the Honors  
Convocation to be held on May 2. He encouraged the faculty to  
attend  
and announced that Prof. Pam Propsom would be the speaker.

#### ADJOURNMENT

The meeting was adjourned at 5:33 p.m..

Respectfully submitted,

Howard Brooks,  
Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY  
MINUTES OF THE MEETING OF MAY 5, 1997

CALL TO ORDER

Provost Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:06 p.m. in 301 Harrison Hall with about 45 faculty present.

APPROVAL OF PREVIOUS MINUTES

The faculty approved the April meeting minutes as circulated.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Meryl Altman announced the membership of the Resource Allocation Subcommittee. The returning members are Noah Lemos (Div. II) and Bob Calvert (Div. IV) - terms expire after August, 1997; Bryan Hanson (Div. III) and Fred Soster (Div. III) terms expire after August, 1998. New three-year term members are Larry Sutton (Div. I) and Art Evans (Div. II). One-year terms will be filled by Carl Huffman (Div. II, CAPP representative), Rick Smock (Div. III, CAPP representative), and Tom Chiarella (Division II).

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glausser asked the faculty to consider a set of Recommendations for Teaching.

I. CONTENT OF PERSONNEL REPORTS

We recommend that departmental personnel committees include discussion of the following areas in their evaluation of a candidate's teaching. Committees may use these three headings to organize reports, or use a different structure (as long as all three areas are adequately addressed).

a. Content and Rigor

Review based on course goals, syllabi, examinations and assignments, texts, other course materials, distribution of grades, etc. In this area, personnel committees must judge whether the material covered in courses meets scholarly standards and is offered

at an appropriate level of difficulty.

b. Teaching Methods

Review based on teaching philosophy, course goals, syllabi, examinations and assignments, other course materials, etc. In this area, personnel committees must judge whether the teaching methods used by a faculty member are appropriate, given the contexts of discipline and topic, and specific characteristics of a given class.

c. Effectiveness

Review based on student evaluations, peer observations, self reports, etc. In this area, personnel committees must judge whether the faculty member has been successful in implementing her/his teaching methods. This judgment should be made with due consideration of the contexts of discipline and topic, and specific characteristics of a given class.

To receive a positive review, a faculty member must be judged as having performed at least satisfactorily in all three areas. If a candidate falls short of this standard, the personnel committee should clearly indicate where the trouble lies.

## II. OUTSIDE REVIEWERS

COF recommends that the faculty handbook be revised to reflect the following change: the policy on outside review that currently applies only to the area of Professional Growth and Development should now be extended to include the area of Teaching Effectiveness. As is now the case with Professional Growth and Development, an outside review may be requested either by the candidate or by the DPC.

## III. PEER OBSERVATION

The Committee on Faculty (COF) makes the following comments and recommendations regarding faculty peer observation.

1. COF notes that all faculty may, at any point in their career, request that the faculty development coordinator observe their classes and offer a critique of their teaching. Such classroom observations are made for developmental purposes only and no comments made by the faculty development coordinator become part of the faculty

members  
personnel file.

2. Observations during the first year: COF recommends that faculty in their first year of teaching be informed of the availability of peer observation by tenured departmental colleagues and that first-year faculty be encouraged to take advantage of that opportunity. However, peer observation during the first year should be voluntary. After visiting a class or classes, the observing faculty member should arrange a meeting with the first-year faculty member to provide feedback. Any written materials provided to the first-year faculty member based on class visits will be under the control of the first-year faculty member (that is, the materials would not be placed in the faculty member's personnel file unless requested by the first-year faculty member).

3. Observations after the first year and before the interim review: COF recommends that classroom observation of probationary faculty during this period be required in preparation for the interim review in the third year. In both the fall and spring semesters of the second year, all of the probationary faculty member's courses should be observed. Observations should be made of at least two successive class sessions, and at least two, tenured faculty members should be involved in the process. The timing of class observations should be arranged in consultation with the faculty member being observed. Following visits to each course, the observing colleague should provide both written and oral feedback to the observed faculty member. A copy of the written feedback will be placed in the observed faculty member's personnel file.

4. Observations during the period from the interim to the tenure review: COF recommends that classroom observation of probationary faculty during this period be required in preparation for the tenure review. At least once each year, during the third, fourth, and fifth years of service, three courses taught by the probationary faculty member should be observed by tenured colleagues. Observations should be of at least two successive class sessions in each course and at least two colleagues should be involved in the process. The

timing of  
class observations should be arranged in consultation with the  
faculty  
member being observed. Following visits to each course, the  
observing  
colleague should provide both written and oral feedback to the  
observed faculty member. A copy of the written feedback will be  
placed in the observed faculty member's personnel file.

5. Observations before promotion reviews: COF recommends that  
classroom observation continue during this period; the scheduling  
of  
class visits is left to the discretion of the faculty member and  
the  
department concerned.

6. COF recommends that, for developmental purposes, untenured  
colleagues be encouraged to visit the classes of tenured  
colleagues.  
These visits may be within or outside of the untenured faculty  
member's department and they should be followed by a  
consultation  
with the tenured faculty member observed.

Prof. Glasusser moved that Section II of the recommendations be  
tabled  
since it requires changes to the Academic Handbook. The motion  
was  
seconded and approved.

Section I was considered next. Prof. Glasusser moved for COF,  
"That  
the faculty approve Section I of the recommendations." He said  
that  
the recommendations matched current COF procedures, but several  
faculty wondered why the language was not being included in the  
academic handbook.

Prof. Steve Raines moved to delete the last two sections in  
Section I,  
part C. The motion was seconded. Prof. Bryan Hanson asked if a  
quorum was present. Provost DiLillo announced that there was not  
a  
quorum and asked for faculty to leave the meeting and find  
additional  
faculty to meet the quorum requirement of 60.

After a delay, during which President Bottoms gave his report  
(which  
is recorded under REMARKS FROM THE PRESIDENT), a quorum was  
achieved  
and debate resumed. Prof. Raines made a friendly amendment to  
change  
his motion "to delete the next to the last sentence of Section I,  
part  
C., and to rewrite the last sentence of the part to read 'If a  
candidate is judged to be ineffective, the personnel committee  
should

clearly indicate where the trouble lies." The motion to amend failed on a tie vote.

Debate resumed on the original motion with many faculty still questioning reasoning for not including the language in the handbook. Some objected that the changes dictate how the departmental personnel committee must conduct their review. Historically, the departmental review and COF reviews were totally independent. The criteria listed in the Handbook show content, rigor, and teaching methods as subpoints that provide evidence to support teaching effectiveness which is "considered paramount." The new COF recommendations separate the three areas and give them equal weight.

Chaplain Fred Lamar offered a substitute motion, "That the faculty approve the recommendations of Section I with the expectation that the new language will be placed in the faculty handbook."

Prof. Bob Stark seconded the motion. The question was called. The motion to substitute was approved. The substitute motion was approved.

Prof. Glasser moved for COF, "That the faculty approve Section III of the recommendations." He said that this section would not be implemented for one year.

Prof. Tony Catanese questioned the cost of the extensive classroom observation versus the benefits of direct observation. Members of COF responded that single peer observations are probably neither effective nor reliable. Questions were also raised about the selection of observers and the need for common standards. Prof. Jack Morrill repeated the request that the language be included in the handbook. The question was called. There was an objection to calling the question. The vote on calling the question was approved and debate ceased. The motion was approved.

Prof. Glasser concluded his report by reminding candidates for review and their department chairs of a meeting on May 7.

#### COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim George announced one change in title of a course:



Psychology 320 from CONSUMER PSYCHOLOGY AND ADVERTISING to  
CONSUMER  
PSYCHOLOGY.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Dan Shannon told the faculty that SAC was continuing to  
work on  
gay, lesbian, and bisexual issues.

REPORTS FROM OTHER COMMITTEES

FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Martha Rainbolt outlined the changes in the Faculty  
Conference  
fund deadlines. The changes will be implemented for a one year  
trial  
period during 1997-98.

SELF STUDY STEERING COMMITTEE

Prof. Karin Ahlm announced that the draft of the self study  
report  
will be available in early September. She reminded department  
chairs  
about the materials that they need to submit for the report.

COMMITTEE ON ADMINISTRATION (COA)

Prof. Mark Kannowski said that the COA had discussed health  
benefits  
packages. The COA had recommended a national search for the new  
Vice-  
President of Academic Affairs.

REMARKS FROM THE PRESIDENT

President Robert Bottoms addressed the faculty concerning the  
recent  
meeting of the Board of Trustees. The Board discussed student  
life  
issues and is studying the future of fraternities, housing  
options,  
and retention issues. The development campaign has reached the  
\$92  
million mark. There are currently 641 paid deposits from new  
students  
for the fall which is an increase of 100 from a year ago. The  
salary  
increase for faculty for 1997-98 will be four percent.

OLD BUSINESS

Prof. Howard Brooks, responding to a question raised by Prof.  
Morrill  
at the April faculty meeting, informed the faculty that the

structure  
and functions of administrative committees are not subject to  
modification by the faculty without the prior consent of the  
administration.

#### NEW BUSINESS

Prof. Howard Brooks moved,

"To confirm the divisional representatives to faculty  
committees:

from Division 1 -

CAPP	Sheryl Tremblay
FDC	Catherine Fruhan
Scholastic Standing	Vergene Miller
Teacher Education	Sally Neal
Administration (1 yr)	Carla Edwards
COF Review member	Mitch Merback
Divisional Chair:	Dan Rizner
Secretary:	Larry Sutton
Third Member:	Claudia Ruediger

from Division 2 -

International Education	Maria Luque-Eckrich
Public Occasions (4 yr)	Tulia Jimenez-Vergara
Administration (1 yr)	Marcia McKelligan
COF Review Members:	Valarie Ziegler, Noah Lemos
Alternates:	Tom Chiarella, Bernie Batto
Divisional Chair:	Martha Rainbolt
Secretary:	Marcia McKelligan
Third Member:	David Guinea

from Division 3 -

International Education	Terri Bonebright
Public Occasions (4 yr)	Scott Wilkerson
Administration (2 yr)	Jim Benedix
COF Review Members:	Steve Raines, Jim George
Alternates:	Chuck Mays, Terri Bonebright
Divisional Chair:	Jeff Hansen
Secretary:	Carl Singer
Third member:	Jim Mills

from Division 4 -

CAPP -	Bob Calvert
COF -	Mac Dixon-Fyle
MAO -	Barbara Whitehead
SAC -	David Newman
Athletic Board -	John Dittmer
COA (2 yr.) -	Tom Hall
COF Review - members:	Bill Field, Rod Clifford
alternates:	Sunil Sahu, Nancy Davis

Divisional Chair:	Marty Catanese
Secretary:	Ralph Raymond
Third Member:	Eva Weisz"

The motion to confirm was seconded and approved.

Prof. Francoise Coulont-Henderson, parent of a 1997 graduate,  
moved  
with "pleasure, anticipation, and relief":

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

The motion was seconded by Prof. Charles Mays, another parent,  
and  
approved. It was announced that Prof. Barbara Bean was the other  
faculty parent of a graduate.

#### ANNOUNCEMENTS

Prof. Brooks announced the results of the At-Large Faculty  
Elections  
for 1997-98:

Committee on Faculty:	Jim Rambo, Richard Roth
Management of Academic Operations:	Jim Mills
Scholastic Achievement Committee:	Ellen Parker
Athletic Board:	Richard Roth
Faculty Development Committee:	Scott Wilkerson
International Education:	Dana Garrigan
Public Occasions (2 year term):	Jeff Hansen
Teacher Education:	Bill Field
Committee on Administration (3 year):	Ralph Raymond
Control of Student Publications (2 yr):	Tom Emery, Rich Curry
Honorary Degrees (3 yr):	Bernie Batto
Honorary Degrees (1 year):	Bill Cavanaugh
Women's Studies:	Rick Smock, Mary Kertzman
GLCA Representative:	Yung Chen Chiang

#### ADJOURNMENT

The meeting was adjourned at 5:42 p.m..

Respectfully submitted,

Howard Brooks  
Secretary of the Faculty