

THE FACULTY OF DEPAUW UNIVERSITY  
MINUTES OF THE MEETING OF SEPTEMBER 14, 1998

CALL TO ORDER

The Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:05pm in the Union Building Ballroom with about 75 faculty present. He reminded faculty that they should rise and speak clearly to make their comments. He also asked faculty to identify themselves and to use the microphone if necessary. In addition, Prof. Brooks noted that the Prof. Terri Bonebright will act as Assistant to the Chair of the Faculty and that Prof. Martha Rainbolt will serve as parliamentarian.

APPROVAL OF PREVIOUS MINUTES

The faculty approved the minutes of May 4th, 1998 meeting as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Sheryl Tremblay announced, for CAPP, that they had met once this semester and that the new members for Winter Term Subcommittee are: for Division 3 -- Steve Raines and for Division 1 -- Caroline Perkins. The other members of the Winter Term Subcommittee are John Dittmer (Division 4) and Jim Rambo (Division 2).

COMMITTEE ON FACULTY (COF)

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

That the Academic Handbook be revised as follows (Added text in capitals). 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 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.

The motion to remove from the table was approved. Discussion of the motion included comments from COF about the change being passed by faculty in 1995, however, there is no record of the faculty approving the change in the minutes. The remainder of the discussion centered around the use of quantitative data by COF versus qualitative data and how these evaluations would be used by COF in the future if the merit pay system is changed. The question was called and the vote by hands approved the motion.

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

Prof. Jim Mills made several announcements for MAO:

- \* Internship credits are assigned as general study credits rather than toward their major unless the registrar is notified to the contrary.
- \* Only students with grades of D+ or below are allowed to repeat courses even though there are students with C- or lower who would like to do so. The only exception to this policy would be when the grade was from a course for the student's major that needed to be repeated to bring the GPA up to 2.0 for graduation. This situation would require a petition to repeat the course.
- \* Classes that are scheduled from 2pm to 4pm should release students at 3:50pm.

Prof. Jim Mills moved for MAO that the faculty consider the following changes:

- \* HPP 150 Beginning Practicum in Athletic Training (1/4 credit): This course should be added as a new course.
- \* HPP 421-422 Independent Projects (1/2 credit) should be changed to HPP 450 Senior Seminar: This is a minor change in content to accommodate "S" certification.

These changes were approved by the faculty. The chair agreed with comments from the faculty requesting printed copies of any proposed motions from coordinating committees.

Prof. Mills also announced:

- \* RUS 224 Selected Readings (1 credit) should have a title change to Reading Russian.
- \* RUS 325 Nineteenth-Century Russian Literature (1 credit) should have a new course description.

#### STUDENT LIFE AND ACADEMIC ATMOSPHERE COMMITTEE (SLAAC)

Prof. Ellen Parker announced for SLAAC that the committee meets on the first and third Thursday of the month. This semester, the committee plans on discussing the following:

- \* policy on academic dishonesty
- \* students' concerns about student representation on departmental committees
- \* consensual relationships between students and faculty and what type of policy should be enacted.

#### REPORTS FROM OTHER COMMITTEES

#### FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Bryan Hanson reminded the faculty about changes to FDC programs. These included changes to allow people to attend more programs with less cost. He also reminded the faculty about deadlines approaching for several FDC programs.

#### COMMITTEE ON ADMINISTRATION (COA)

Prof. O. Ralph Raymond reported for COA that they had met twice already this semester. The first meeting was devoted to comments from President Bottoms about the success of the endowment campaign. The second meeting concerned a set of proposals from the Vice President for Academic Affairs for replacing the current merit system by a number of programs. In the future, the lag in faculty salaries compared to peer institutions will be on the agenda. Several faculty members raised the issue of how student evaluations will be used if the current merit system is replaced. COA said that they will add this issue to their agenda.

#### REPORT FROM THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Vice President for Academic Affairs Neal Abraham presented information about the Planning Committee on the First-Year Experience that began meeting last week. The Board of Trustees called on Neal Abraham and James Lincoln to create the committee, consisting of faculty, administrators and students, to consider what the process should be to make changes to the first year experience at DPU. The current faculty and administrative members on the committee are: Neal Abraham, Marnie McInnes, Jeff Hollander, Ellie Ypma, Ellen Parker, Matthew Balensuela, Martha Rainbolt, Terri Bonebright, Dana Garrigan, Glen Kuecker, Paul Watt, and Sheryl Tremblay. The committee will have a limited number of meetings (4 to 5) and should be completed with its discussion by mid-October. He emphasized that the committee's charge is to determine who at the university should be involved in the components of the first year experience, who should make the decisions about any changes, and what the process should be.

In addition, Vice President for Academic Affairs Abraham spoke about issues concerning Rush this year and emphasized that academics have priority over any Rush activities. He also announced the addition of a new part time faculty member to the Modern Languages department: Aaron Dziubinskyj. Finally, he shared comments from the Faculty Institute which showed faculty felt our strengths were the dedication of the faculty, the closeness of faculty and students, and the faculty development program.

Prof. Marthe Chandler expressed her concerns about the excessive noise coming from Rush related events from the previous week. She didn't know to which administrator she should complain. Her calls to the campus police, as well as the Greencastle Police, did not lessen the volume nor the duration of the disturbance. Student Body President Ryan Danks assured the faculty that subsequent Rush activities would not be so loud.

#### REMARKS FROM THE PRESIDENT

President Robert Bottoms commented on the meeting of the Executive Committee from the Board of Trustees. The goal for future entering classes will be 630 students, since the committee believes efforts should be on quality rather than quantity. The President also remarked on the charge to change the first year experience at DPU. He hopes that students and faculty will be willing to examine this experience through an academic lens rather than focusing on social aspects, such as Rush.

President Bottoms concluded his comments by announcing the first Wood Street forum on Wednesday, Sept. 23 at 7pm. The discussion will be based on the first two chapters of Martha Nussbaum's new book, *Cultivating Humanity: A Classical Defense of Reform in Liberal Education* (Harvard University Press). Interested faculty should contact Peggy Swihart. He also announced that the first Ubben lecturer for this year would be David Gergen. He will be on campus on October 14 to address the general topic of the presidency and morality.

#### OLD BUSINESS

There was no old business brought before the faculty.

#### NEW BUSINESS

Prof. Steve Raines presented the following motion for a resolution for faculty consideration concerning National Coming Out Day, October 11th, 1998:

Giving full and unqualified acknowledgement to one's sexual orientation is a health-promoting act that ought to be available to all individuals, not just to the conventional or the exceptionally bold or courageous.

The DePauw faculty wants and expects this campus to be one on which at least tolerance, and preferably full, unqualified acceptance, is extended to all its members. To that end the faculty endorses and supports the positive personal adjustment that National Coming Out Day seeks to promote, it pledges to insure and enforce the fair and respectful treatment of all students regardless of sexual orientation, and it urges the institution to allocate sufficient support resources, especially in the period surrounding this national event, to ease, and where possible eliminate both immediate and delayed forms of stress, discrimination, and harassment that may arise from an individual's decision to "come out".

The motion was seconded and approved without dissent.

#### ANNOUNCEMENTS

Prof. Brooks announced changes in committee memberships:

- \* International Education - Glenda Balas for C. Fruhan
- \* Teacher Education - Eva Weisz for Greg Coverdale
- \* COF Review - Division 4 member S. Sahu and alternate, Y. Chiang

He noted that paper copies of committee membership would be provided to all department chairs. A complete electronic listing is also available on the U: drive or from the web via <http://www.depauw.edu/~hlbrooks/facgov.htm>. He also said that the chairs of the two COF Review Panels that met during 1997-98 will meet with the Chair of COF to discuss procedures for different types of appeals. Modifications to the Handbook may need to be made. Finally, he announced that some sections of the Handbook are not under the control of the faculty, including insurance and retirement programs. Chair Brooks plans to meet with the Personnel Director and Vice President for Academic Affairs to identify areas of the Handbook that are incorrect.

Prof. Bill Harman announced that there is funding available for a trip to India in July of 99. The deadline for application is Oct 1st.

Prof. Raines asked that the minutes reflect his experiences working with Dean Alan Hill (who has recently left DPU) on the student petitions committee.

\* "Alan Hill was an unapologetic, forceful advocate of high academic standards and behavioral accountability in the cases that came before the student petitions committee. Through his statements and other actions, it was clear that he was an ally of the faculty and its efforts to preserve the observance and enforcement of rules and policies that maintain or elevate academic standards."

Prof. Nahfat Nasr asked about the noisy ventilation equipment in Asbury 106-107. He was informed that such concerns should be presented to the Vice President for Academic Affairs.

Prof. Barbara Steinson registered a protest against the Ubben lecturer David Gergen. She believed that a presidential historian with scholarly citations, such as Doris Kearns Goodwin or Michael Beschloss, would be a better choice for the Ubben lecture.

Prof Jim Benedix warned faculty to make copies of their student evaluations since copies for his tenure review file had been lost.

ADJOURNMENT

The meeting was adjourned at 5:10pm.

Respectfully submitted,

Howard Brooks, Chair of the Faculty  
Terri Bonebright, Assistant to the Chair of the Faculty

The Faculty of DePauw University  
Minutes of the Meeting of October 5, 1998

Call to Order

The Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:02pm in the Union Building Ballroom with about 85 faculty present.

Approval of Previous Minutes

Chair Brooks noted that corrections from faculty concerning typographical errors will be made in the September 14 minutes. He asked if there were any substantive changes. Prof. Jim Rambo noted that in the section on CAPP the new member of the Winter Term Subcommittee should be John Dittmer (Division 4) and the continuing member should be Steve Raines (Division 3). Chair Brooks and the Assistant to the Chair noted the changes.

Reports from Coordinating Committees

Committee on Academic Policy and Planning (CAPP)

Prof. Sheryl Tremblay announced, for CAPP, that they are sending two members to the Board of Trustees meeting. If anyone has any concerns they would like to be addressed by these members, they should contact Prof. Bob Stark or Prof. Meryl Altman. Prof. Tremblay asked for nominations for the position of Q Program Coordinator. This office has been vacant for 16 months since Prof. John Schlotterbeck stepped down from the position. This is an important program that has been in existence since 1981. It has also generated interest from other colleges and universities who have contacted the Q program in the past for assistance in setting up similar programs. The Q Coordinator is responsible for organizing Q lunches and Q workshops for faculty certification in the program, and for chairing the Q Placement Monitoring Committee. Interested parties should contact CAPP or Prof. Schlotterbeck.

Committee on Faculty (COF)

Prof. Wayne Glausser moved for COF to table the following motion:

To amend the Academic Handbook Under Personnel Policies, II (Periodic Evaluation) add the following as E (and change current E to F): E. Evaluation of librarians serving in renewable term faculty positions. Beginning in the third year of service (and then in the seventh year, twelfth year, and every five years thereafter), the Vice President for Academic Affairs appoints a review committee consisting of the library director, all full-time professional librarians (excluding the candidate under review, and those in their first year of service), and two faculty from outside the library. The librarian develops a file for review in the same way as do other faculty members. The committee submits a report and recommendation to the President through the Committee on Faculty and the Vice President for Academic Affairs. The library director and assistant director are reviewed in this manner to evaluate their work as librarians; the Vice President for Academic Affairs separately reviews their administrative performance.

To amend the Academic Handbook under Personnel Policies, V (Criteria for Decisions) by adding: D. Librarians serving as renewable term faculty are evaluated in the areas of teaching, professional development, and

service, with the following difference: in the evaluation of teaching, the evaluation has a primary focus on library effectiveness. Librarians may also show evidence related to teaching effectiveness, but they must show evidence in at least two of the following areas of library effectiveness:

1. reference services for the university community;
2. development of library collections and information resources;
3. provision of bibliographic organization and control over library collections;
4. instruction in the use of information resources and services including workshops, bibliographic instruction sessions, and research consultations;
5. creation of instructional materials and tools on the use of information resources and services including catalogs, bibliographies, and indexes.

This motion to table was approved by a show of hands. Finally, Prof. Glausser announced the following candidates for promotion this year: for Full Professor: Françoise Coulont-Henderson, Art Evans, Cleveland Johnson, Bruce Serlin, Andrea Sununu, and Gloria Townsend; and for with the rank of Assistant Professor: Janet Teegarden. All promotion candidates were invited to attend an informational meeting with the chairs of their departments and COF.

Committee on Management of Academic Operations (MAO) Prof. Caroline Smith announced for MAO the following course number changes for courses in the Modern Languages Department:

Asia 111	to Japn 151	Asia 121	to Chin 161	RL 164	to ML 164
Asia 112	to Japn 152	Asia 122	to Chin 162	RL 260	to ML 260
Asia 211	to Japn 251	Asia 221	to Chin 261	RL 264	to ML 264
Asia 212	to Japn 252	Asia 222	to Chin 262	RL 290	to ML 290
Asia 311	to Japn 451	Asia 321	to Chin 361	RL 400	to ML

400F,S

Ger 131	to Ger 141	Rus 300	to M L 300
Ger 132	to Ger 142	Rus 301	to M L 301
Ger 201	to Ger 211	Rus 325	to M L 325
Ger 204	to Ger 214	Rus 326	to M L 326
Ger 207	to M L 207G	Span 451	to Span 430

All of the above changes were made to accommodate the merger of the language departments into the Modern Languages Department.

Prof. Smith also moved for a change of credit for Ger 400 (0.5 credit) to ML 400G (1.0 credit)

A discussion followed that centered around concerns expressed by Prof. Edith Welliver, who stated that she was unaware of the proposed changes before they were announced. She felt that such changes should be discussed within the department before they are brought before the faculty. Prof. Art Evans replied that this issue was discussed previously in a meeting of the coordinators within the Modern Languages Department. He also emphasized that this course is not a German course but rather a class taught in English for educating high school language teachers about teaching methodology. This course should be consistent with the other courses within the Modern Languages Department which

serve the same purpose. Prof. Welliver repeated that she felt this discussion should be within the department and asked someone on the faculty to make the motion to return the motion to MAO since she is not a full-time faculty member. As a courtesy, Prof. Raymond made the motion and it was seconded. There was further debate about returning the motion to MAO. The question was called and the vote was against returning the motion to the committee. The original motion to change the credit was subsequently passed by a show of hands.

Finally, Prof. Smith motioned to add new courses (from experimental division):

Japn 351 - Japanese V (1.0 credit)

Japn 352 - Japanese VI (1.0 credit)

Both courses have been offered twice as experimental courses, and The department wants to add them to serve entering students who have experience with the language. The motion was passed.

An additional motion to add new courses was also made:

ASIA 290 - Topics in Asian Studies (0.5 to 1.0 credit)

WS 370 - Topics in Women's Studies (0.5 to 1.0 credit)

There is presently a 300 level Asian topics course, but the department felt that a lower level course would better serve the students. The change for the Women's Studies topics course would place the class under Women's Studies rather than University Studies. The motion was passed.

A final motion to table a request to add a course to the list of those meeting distribution requirements: ML 326 - Twentieth-Century Russian Literature to list of courses Satisfying Group 3.

The motion to table was passed.

Student Life and Academic Atmosphere Committee (SLAAC)

Prof. Ellen Parker made the following announcement for SLAAC:

Representatives of United DePauw and the Association of African-American Students met with SLAAC at our last meeting on the topic of hate crimes. The committee heard about a variety of incidents involving harassment that have occurred on campus recently. We learned that certain segments of the student population do not feel safe on campus.

Members of the committee felt concern, dismay and outrage at the descriptions of these incidents. It is unacceptable that there are students who do not feel safe nor trust the systems that are currently in place. At the meeting, we discussed with the Dean of Students about ways that students who are threatened or harassed can be protected immediately. We will investigate the current procedures for reporting and handling these types of incidents and discuss possible modifications of these procedures. We have appointed a subcommittee composed of students and faculty to begin drafting a policy for the student handbook on hate crimes.



We are very concerned about a campus climate that seems to be so hostile to minority students. It is imperative that we create an environment which is safe and supportive of the diverse mix of students whom we have brought to DePauw often by aggressive recruiting. Our students' top priority should be learning, not fighting a battle of recognition. The committee will look for pragmatic and symbolic ways to work toward a climate of acceptance and tolerance.

#### Reports from other Committees

Faculty Development Committee (FDC) Prof. Bryan Hanson, for FDC, reminded faculty about the October 19 deadline for the Fisher Time-outs and sabbatical applications. Prof. Martha Rainbolt handed out a survey to determine how many faculty would be interested in participating in a group discussion about the scholarship of teaching and learning. The purpose of the conversation would be to reinforce those whose primary focus is teaching and would include such topics as team teaching and peer review of teaching. Faculty were encouraged to fill out the form and return it to Prof. Rainbolt, Prof. Karin Ahlm or to the Vice President of Academic Affairs Neal Abraham.

#### Committee on Administration (COA)

Prof. O. Ralph Raymond, for COA, reminded faculty that the President and the Vice President for Academic Affairs have invited the members of the faculty to remain after the faculty meeting for an Open Meeting to discuss a preliminary version of a "Plan for Investment in Faculty and Academic Programs for the 21<sup>st</sup> Century" which is under development by Vice President Abraham in Consultation with the Committee on Administration. The plan addresses the issues of enhanced faculty salaries; faculty development awards; reduced teaching loads; needs for new faculty appointments; recognition of meritorious teaching, scholarship and service; and investments in academic departments and programs. After a brief presentation of the plan, comments and questions from members of the faculty will be welcomed.

#### Report from the Vice President for Academic Affairs

Vice President for Academic Affairs Neal Abraham began by thanking colleagues who joined with parents over the past weekend during Parents' Weekend. Faculty discussed issues with parents about their adjustment as well as the adjustment of students that are new to DPU. Parents gave a number of good suggestions about the adjustment process, and faculty and administrators reminded parents to work through university channels when dealing with issues for their students. Vice President Abraham also reported on the progress of the Planning Committee on the First Year Experience. He reminded faculty that the purpose of the committee was to gain advice about how to proceed in making changes in the first year experience. As of this year, there have already been changes instituted such as summer registration and advising classes. Presently, the committee has identified more than 30 relevant issues and various programs, individuals, and university offices that should be involved in making decisions about possible changes. However, the committee felt that further discussion was only possible if there were some type of framework for the First Year Experience, and the committee then investigated programs at other institutions that might be used as models. The results of this investigation and the resulting discussion have been presented in the DePauw as well as to the Parents' Advisory Committee and to the faculty. The final meeting of the committee will be in three weeks,

and the committee would like feedback from the faculty and other interested groups for discussion at that time. Discussion following the remarks about the Planning Committee for the First Year Experience centered around both first year students and upper level students. Several faculty members asked what type of preparation could be used in the summer to help incoming students adjust to college and other faculty asked what criteria had been used to determine the strengths of the programs at DPU. Several comments were also made about upper level students concerning the feeling some of them have that the university is not as concerned about them as the entering class. Faculty felt that continuing the commitment to the quality of the experience for all students should be made a priority. Following the discussion with faculty, Vice President Abraham commented on the effectiveness of early academic alerts, warnings and grading practices. He reminded faculty that it is important to communicate with students about their performance and that faculty should continue to endorse high expectations for academic performance while encouraging students to take advantage of the wide array of academic resources available to them on campus.

In closing, Vice President Abraham told the faculty that Department chairs have been asked to provide assessment of part-time faculty on a semester basis. At this point, there is no formal procedure for such assessment in place and this needs to be remedied. Department chairs have also raised questions about annual reports for full-time and term faculty concerning where these should be filed. Vice President Abraham said he would be providing department chairs with directions in the near future about this issue. Chair Brooks reminded those present that no tape recorders were allowed at faculty meetings. The student reporters present who had been using tape recorders agreed to discontinue their use.

#### Remarks from the President

President Robert Bottoms reminded faculty that the Board of Trustees would be meeting this Thursday and Friday, and that this would be the first meeting with the new chair, Tim Ubben. In the past, there have been follow-up meetings at the Wood Street Forums with the chair of the board; however, since Chair Ubben lives in Chicago, these meetings will be difficult for him to attend. Chair Ubben did suggest that he would have time at dinner before the Board of Trustees meeting as an alternative to the Wood Street Forums. The major item for discussion at the Board of Trustees meeting will be considering how the DPU dreams might be fulfilled due to the success with the financial campaign. At this point, there has not been a recommendation made by the Board whether the campaign will continue, but new funds have been targeted for the academic programs. President Bottoms will report on the Board meeting next Monday at 4pm at the Walden Inn during an open meeting for faculty. President Bottoms reported that RAS recommendations were taken in the order presented, and he was pleased to announce that an additional position for classics will be granted. Prof. Nafhat Nasr commented that he has noticed a positive change in the development of multicultural affairs over the past few years in terms of including different religions. He asked if there might be a position considered for the Islam religion in the future. President Bottoms said this question should be addressed directly to RAS.

Old Business

Prof. Marcia McKelligan announced that there is a vacancy on the Hartman Steering Committee that was previously held by a Division 2 faculty member. This is an at large position and can be filled by any faculty member. Interested parties should contact Prof. McKelligan or Prof. David Guinee.

Prof. Robert Stark asked whether MAO had the results from the trial runs for the new time bank system. He felt that it would be useful to have this information before departments begin scheduling classes. MAO replied that a report would be forthcoming.

#### New Business

There was no new business brought before the faculty.

#### Announcements

Chair Brooks announced that the Assistant to the Chair of the Faculty, Prof. Terri Bonebright, would not be able to take minutes at the November faculty meeting since she would be attending a professional conference. Thus, a volunteer replacement would be needed for that meeting. Chair Brooks also asked faculty members to send any information for agenda items or meeting minutes in electronic format rather than as paper copy to expedite both processes.

Prof. Bridget Dibble announced that DePauw will be hosting and co-sponsoring a Project Kaleidoscope Workshop on "Women: An Under-Utilized Resource for Science, Mathematics, Engineering, and Technology". A schedule for the workshop will be available to faculty soon. If faculty desire to participate in activities other than the plenary sessions, they should contact Prof. Dibble or Prof. Mary Kertzman.

#### Adjournment

The meeting was adjourned at 5:15pm.

Respectfully submitted,

Howard Brooks, Chair of the Faculty

Terri Bonebright, Assistant to the Chair of the Faculty

**THE FACULTY OF DEPAUW UNIVERSITY  
MINUTES OF THE MEETING OF NOVEMBER 2, 1998  
CALL TO ORDER**

Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:04 p.m. in the Union Building Ballroom with about 90 faculty present.

**APPROVAL OF PREVIOUS MINUTES**

Chair Brooks asked if there were any substantive changes that needed to be made to the October 5, 1998 minutes. As there were none, the minutes were unanimously approved by the faculty.

**REPORTS FROM COORDINATING COMMITTEES**

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)**

Prof. Sheryl Tremblay announced, for CAPP, that they were continuing deliberations on the Sports Medicine and Sports Science major tracks. CAPP has submitted a series of questions to the Health and Physical Performance (HPP) department regarding the proposed major tracks. Specific areas of concern were the breadth of the major tracks, technical and career preparation and possible future changes in the program. CAPP expects to have made a final decision regarding the status of the Sports Medicine and Sports Science majors by November 16, 1998 so that the HPP department might begin advertising for new hires if necessary.

**COMMITTEE ON FACULTY (COF)**

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

Motion to removed from the table: To amend the Academic Handbook -

Under Personnel Policies, II (Periodic Evaluation) add the following as E (and change current E to F):

E. Evaluation of librarians serving in renewable term faculty positions. Beginning in the third year of service (and then in the seventh year, twelfth year, and every five years thereafter), the Vice President for Academic Affairs appoints a review committee consisting of the library director, all full-time professional librarians (excluding the candidate under review, and those in their first year of service), and two faculty from outside the library. The librarian develops a file for review in the same way as do other faculty members. The committee submits a report and recommendation to the President through the Committee on Faculty and the Vice President for Academic Affairs. The library director and assistant director are reviewed in this manner to evaluate their work as librarians; the Vice President for Academic Affairs separately reviews their administrative performance.

Under Personnel Policies, V (Criteria for Decisions . . . ) add

D. Librarians serving as renewable term faculty are evaluated in the areas of teaching, professional development, and service, with the following difference: in the evaluation of teaching, the evaluation has a primary focus on library effectiveness. Librarians may also show evidence related to teaching effectiveness, but they must show evidence in at least two of the following areas of library effectiveness:

1. reference services for the university community;
2. development of library collections and information resources;
3. provision of bibliographic organization and control over library collections;
4. instruction in the use of information resources and services including workshops, bibliographic instruction sessions, and research consultations;
5. creation of instructional materials and tools on the use of information resources and services including catalogs, bibliographies, and indexes.

The motion was removed from the table. The COF is beginning its review of librarians and moved that the review procedures be implemented on a regular basis. The faculty unanimously approved the motion.

Prof. Glausser announced that COF is currently reviewing tenure files.

Lastly, Prof. Glausser reminded the faculty that new student evaluation forms are being used this year as approved last year by the faculty. These new forms will be used to generate new statistical data on teaching effectiveness.

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

Prof. Caroline Smith moved for MAO to remove from the table the motion to approve ML 326 for Group 3 distribution credit. The motion was removed from the table and unanimously approved by the faculty.

Prof. Smith announced that MAO announced approval of the following Experimental Courses:

History EXP Historical Editing

Political Science EXP African American Politics

Political Science EXP Politics of Ethnicity and Nationalism

It was also announced that there will be an open meeting for all faculty concerning the proposed Biology major curriculum changes. It will be held on Tuesday, November 17 at 4:00 p. m. in the Olin Building Auditorium.

Prof. James Mills gave an update on the new Time Bank Schedule. The new schedule was tested using the course time-length preferences submitted by faculty last year. The results of this test did not indicate any major conflicts with regard to student schedules. There appears to be enough classroom space as long as classes are distributed across the day evenly. An informal meeting with the science department chairs did not indicate that there would be any serious laboratory scheduling conflicts. The science departments indicated that they would work internally to resolve any conflicts. Student congress has appointed a four-person committee to meet with the registrar to review and make recommendations on how registration procedures might be impacted by the new time bank schedule. In addition, the registrar will review the entire registration procedure to see how it might be modified to enhance student enrollment in desired courses. The registrar will talk with the Health and Physical Performance department about how the new time bank schedule will affect students traveling to athletic events. Finally, the new time bank system is still scheduled to be implemented beginning in the Fall, 1999 semester. Students will be updated via the DePauw newspaper and faculty will be updated through meetings with the department chairs.

### **STUDENT LIFE AND ACADEMIC ATMOSPHERE COMMITTEE (SLAAC)**

Prof. Ellen Parker announced that SLAAC is reviewing issues associated with hate crimes and how policies in the Student Handbook might be added or modified to deal with these issues. The administration may add a coordinator for gay, lesbian, bisexual, and transgendered students in the Multicultural Affairs Office.

SLAAC is also working on a policy that addresses consensual relationships between faculty and students. The policy will not be voted on by faculty, but will be implemented by the Administration.

### **REPORTS FROM OTHER COMMITTEES**

#### **FACULTY DEVELOPMENT COMMITTEE (FDC)**

Prof. Bryan Hanson reported that the FDC was currently reviewing sabbatical proposals.

#### **COMMITTEE ON ADMINISTRATION (COA)**

Prof. Ralph Raymond, for COA, reported that the committee had met twice since the October Faculty meeting. COA presented faculty salary compensation and merit proposals to the Board of Trustees at their fall meeting, and hosted an open faculty meeting to discuss a preliminary version of a "Plan for Investment in Faculty and Academic Programs for the 21st Century". The meeting was well attended and there was much discussion. COA has also solicited written comments and received a wide range of views from faculty. Prof. Raymond noted that even within the COA there is considerable difference of opinion. It was also noted that the Board of Trustees is committed to finding funding for parts of the plan. COA will present the final proposal to the Board at its spring meeting.

## **LIBRARY ADVISORY COMMITTEE (LAC)**

Prof. David Guinee announced that departmental chairs had been asked to submit reviews of Library operations to Karin Ahlm, but that several reports were still outstanding. LAC is currently setting its agenda for the remainder of the year.

## **REPORT FROM THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

Vice President for Academic Affairs Neal Abraham announced that he had the first of two meetings with Part-time Faculty about how to better their experience at DePauw. The primary outcome of this meeting was that Part-time Faculty felt that in many instances they were left out of the communications network because they were not on the normal mail distribution lists. Dr. Abraham asked that the faculty please pay special attention when sending out notices to other faculty to include the Part-time Faculty on their distribution lists.

Dr. Abraham announced that the First Year Experience Planning Committee had completed their initial work. The following statement addresses the results of this work.

The Planning Committee on the First Year Experience has completed its work. Conveners and co-chairs, James Lincoln and I, are compiling the extensive discussions about the framework for a comprehensive improvement in the first year experience of all students (curricular, co-curricular, extra-curricular and social). We are also weighing the options identified for us as to how the changes envisioned might be made. This will require careful consultation with the various groups responsible for oversight of academic programs and for planning campus programs and student life activities. Among those who should be involved are those responsible for academic courses and programs (departments, MAO, CAPP, and its Winter Term Subcommittee), the Advising and Orientation Committees, the Student Services, Residential Life, and Campus Programming offices and many student organizations. It appears that the best interim strategy will be to seek a program of seminars to be taught in the Fall Semester limited to 12-15 first year students, who might live together, and whose faculty member might be their adviser. To satisfy curricular requirements and to facilitate scheduling and the meeting of pre-requisites, for the most part these seminars would be drawn from or adapted from current courses taken by first-year students in the current curriculum. We would work to bring together those faculty members willing to teach these courses to design curricular links among them and to design co-curricular events for wider campus coordination during the semester, during orientation, and during Winter Term. We will work with departments to adjust staffing levels to accommodate the interest of their members in teaching such courses. Details of how we will proceed with this will be announced after a basic structure has been shared with the major relevant committees.

As the planning of co-curricular, extra-curricular and student organization activities need to be coordinated with this first year program, we need to be sure that the program allows time for students to become affiliated first with DePauw University in all its academic and cultural diversity - academic opportunities, athletic and co-curricular activities, student organizations, service opportunities, off-campus study, and international opportunities. Programs to introduce and orient students will give them more time to build leadership skills and to make affiliation choices in a less pressured environment, more suitable for making long-term commitments. To accomplish this goal, there should be no major disruption of the academic calendar. Based on a broad consensus which emerged in a poll of the First Year Planning Committee after it discussed these issues, Vice President Lincoln and I are recommending to the President that affiliation with fraternities and sororities be scheduled in the second semester and that the rush, affiliation, pledging and initiation programs for these and other organizations be adjusted to minimize disruption of the academic program.

The overall program should improve the distinctiveness of the DePauw education and improve our retention of students through four years of education.

We will let you know more of the details of the framework for making these changes over the next several weeks.

Vice President Abraham agreed that the proposed first year experience would not require every first year student to take a seminar, but would be designed so that every student could take a seminar.

## **REMARKS FROM THE PRESIDENT**

President Robert Bottoms expressed his appreciation to the faculty and administrators who worked on the First Year Experience Planning program.

Drs. Bridget Dibble, Mary Kertzman and Kathleen Jagger were also thanked by President Bottoms for all their work in organizing and hosting the recent Project Kaleidoscope workshop on "Women in Science: An Under Utilized Resource."

## **OLD BUSINESS**

Although there was no old business brought before the faculty, new faculty, unfamiliar with the new Time Bank system, asked to be informed about the upcoming changes.

## **NEW BUSINESS**

Prof. Steve Raines asked again how the student evaluation data was to be used and by whom. Vice President Abraham responded that when considering future proposals for "merit" consideration, such as University Professorships or other similar programs, student evaluation data would not be used alone; a comprehensive COF-style assessment might be used in these cases. Prof. Raines asked what would happen if faculty declined to participate in the evaluation process. Dr. Abraham responded that there were still too many variables to be considered at this time to adequately answer that question. Prof. Raymond commented that there appeared to be a substantive shift in the University from evaluating teaching effectiveness to evaluating research effectiveness. No further comments were offered.

## **ANNOUNCEMENTS**

Prof. Marthe Chandler announced that the Indiana Philosophical Association will be on campus for a conference on Saturday, November 7. All are welcome to attend.



Prof. Tom Hallasked that if faculty had any courses that would fit into the Conflict Studies major, please let him know. Prof. Hall also announced that the film "Inside Burma" would be shown on Wednesday, November 4, at 4:00 p.m.

Prof. Caroline Smith announced that three of the voice instructors had taken music students to Michigan for a competition. Seven of our students placed out of the four hundred students competing.

Prof. Cleve Johnson announced that on Monday evening, November 9, at 10 p. m., he would be coordinating a ceremony to commemorate the sixtieth anniversary of Kristallnacht.

Chair Brooks suggested that faculty not be reluctant to vote on issues of principle at faculty meetings.

The meeting was adjourned at 4:49 p.m..

Respectfully submitted,

Howard Brooks, Chair of the Faculty

James Mills, Temporary Assistant to the Chair of the Faculty

The Faculty of DePauw University  
Minutes of the Meeting of DECEMBER 7, 1998

Call to Order

The Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:04pm in the Union Building Ballroom with about 67 faculty present.

Approval of Previous Minutes

Chair Brooks asked for any corrections to the minutes of the November 2 faculty meeting. Prof. O. Ralph Raymond asked that a correction be made to the section for the Committee on Administration (COA). Prof. Raymond clarified that COA does not present "proposals", as stated in the minutes, but rather this committee makes "recommendations" to the Board of Trustees and the Administration acting as a conduit for the faculty. Chair Brooks said the change would be made. The faculty unanimously approved the minutes with this change.

Reports from Coordinating Committees

Chair Brooks asked the faculty if the order of the reports from the Coordinating Committees could be changed since portions of the reports from the Committee on Academic Policy and Planning (CAPP) and the committee on Management of Academic Operations (MAO) dealt with the same issue. The faculty agreed to the change.

Committee on Faculty (COF)

Prof. Wayne Glausser announced, for COF, that the committee was finishing their tenure reports.

Committee on Academic Policy and Planning (CAPP)

Prof. Sheryl Tremblay announced, for CAPP, that the committee has been studying the role of Health and Physical Performance (HPP) in the academic program. After extended debate, the committee narrowly voted to bring a motion to the faculty to phase HPP out of the academic program. The issues addressed by CAPP during this debate will be presented at the February faculty meeting when the motion will be tabled and then voted on during the March meeting. Since the vote was 5 to 4 for the recommendation, CAPP will prepare two reports for the faculty: one representing the view of the majority and one for the opinions of the minority.

The second order of business presented by Prof. Tremblay was a unanimous recommendation to the faculty in the form of a motion. Since the motion had not appeared on the agenda, Prof. Tremblay asked if this rule could be suspended. Chair Brooks asked if anyone from the faculty would move to suspend the rules. The motion was presented and seconded and subsequently passed by over two-thirds of the faculty. Prof. Tremblay then presented the following motion for CAPP:

CAPP recommends that the faculty approve a temporary "general education major", for this year only, for two students who do not meet the requirements for an elementary education major.

She also stated that the motion is connected to the first three

motions listed on the agenda that MAO would present. The current situation was brought to the attention of CAPP and MAO by the petitions committee and the teacher's education committee. The current motion is made for two students who do not have the 2.5 GPA required for the program.

The discussion that followed began with two questions: why these two students had not been advised out of the major and why these two students had not applied for an independent major. Registrar Ellie Ypma responded by stating that both students had hoped to raise their GPAs to the required 2.5 to receive their professional training. The 2.5 GPA requirement is set by the state, and since the university has a 2.0 GPA for academic probation, students in the education department can continue in the major even though they may eventually have difficulties meeting the state requirement. Also, both of these students missed the deadline for an interdisciplinary major and have been at DePauw for over six semesters.

Several faculty members were concerned about the precedent such a temporary measure might set for shifting the responsibility for meeting graduation requirements from the student to the advisor. The information informing students about requirements is readily available and should be used by the student to make appropriate plans for their major. Additional concerns about why this issue was not addressed by the petitions committee were also expressed. Registrar Ypma replied that this issue was brought before the faculty to make sure that the same situation did not repeat itself in the future. Further discussion centered around whether the registrar should intervene in such cases and require students in this situation to declare another major and whether making an exception in these two cases would be fair to students in other majors who have been required to attend additional classes in order to graduate.

The question was called and a vote on calling the question was required since there were individuals still interested in discussing the issue. A vote of the faculty resulted in over two-thirds of the members in favor of calling the question. The final vote on the motion for a special major in education without certification for this year only was passed with 44 votes for and 23 votes against the motion.

Committee on Management of Academic Operations (MAO)

Prof. Caroline Smith presented the following motions for MAO:

The first three motions were presented as a package in response to problems with elementary education majors and music education majors:

1. Students are not allowed to declare a major unless they meet the grade average requirement for that major.
2. Students must have a declared major by the second semester of the junior year to continue at DePauw.
3. Majors in elementary education and the School of Music

Education (BME) degree program will be placed on academic probation for one semester if their cumulative GPA drops below a 2.5. If the GPA does not reach 2.5 within that semester, the major or degree program will be removed and students will need to declare another major. The rationale for this motion is that BME and elementary education majors have teacher certification as an integral part of their program. Students without the appropriate grade point average cannot be admitted to the teacher education program or complete student teaching, which is a critical part of the major program. In the past, they have been allowed to continue as declared elementary education or BME majors. Recently, we have several students who do not have the necessary GPA for the programs and apparently have not been successfully advised to switch majors. These motions should help force students to plan to switch majors before the senior year.

Faculty members were puzzled by the second motion. Presently, students are required to declare a major by the second semester of their sophomore year, which would be contradicted by the second motion. Professor Smith responded that this would allow the scholastic standings committee to monitor students who are close to the 2.5 GPA requirement more closely. In addition, there are some students who do not declare majors during their sophomore year. This motion would require them to do so or they would not be allowed to enroll for classes in the second semester of their junior year.

Faculty members made suggestions about clarification in the wording of the second motion. It should begin with the phrase "to continue at DePauw" and the motion should state explicitly that students must declare a major at the start of the junior year. In addition, the wording of the motion should also address students who change their majors. Finally, faculty recommended that the third motion be edited to read that students would be required to reach the 2.5 GPA requirement by the end of the probationary semester.

A motion was made and seconded to return these motions back to the committee for corrections. The faculty voted in favor of this motion.

Finally, Prof. Smith motioned, for MAO, that the proposal from the Biological Sciences Department to reorganize courses in their department should be approved. This decision came after careful study of the proposal, in-depth discussion with the Biological Sciences faculty, chairs of the other science departments, and an open faculty meeting. MAO believes that the Biological Sciences Department has addressed the major concerns and has given credible reasoning for the changes involved. MAO also understands that the department will carefully monitor these proposed changes to insure the continued success of majors and non-majors alike.

A. Addition of new courses

BIOS 120 Introduction to Cell Biology -- 1/2 credit  
BIOS 140 Introduction to Genetics -- 1/2 credit  
BIOS 156 Advanced Placement in Biology -- 1 credit

BIOS 160 Introduction to Ecology -- 1/2 credit  
BIOS 180 Introduction to Evolution -- 1/2 credit  
BIOS 190 Laboratory in Biological Diversity -- 1/2 credit  
(Note: The course title for BIOS 190 was incorrectly given as  
Introduction to Biological Diversity in the agenda for the  
meeting)

B. Change in credit: BIOS 390 Topics from 1 credit to 1/2 to 1  
credit.

C. Discontinued courses:

BIOS 103 Technology and Human Evolution  
BIOS 205 Introduction to Public Health (still listed in UNIV 290  
Topics)  
BIOS 280 Animal Behavior  
BIOS 315 Molecular Basis of Diversity  
BIOS 345 Paleobiology  
BIOS 387 Histology

After a brief discussion, the question was called and the faculty  
voted in favor of the changes proposed by the Biological Sciences  
Department.

Prof. Smith finished her presentation of MAO business with the  
following announcements of changes in course numbers and titles  
that were necessary from the passage of the previous motion:

BIOS 110 to BIOS 211 Animal Biology  
BIOS 130 to BIOS 230 Plant Biology  
BIOS 150 to BIOS 250 Microbiology  
BIOS 233 to BIOS 333 Comparative & Developmental Anatomy  
BIOS 235 to BIOS 335 Animal Physiology

Student Life and Academic Atmosphere Committee (SLAAC)

Prof. Ellen Parker announced for SLAAC that the committee has  
completed a discriminatory harassment policy and a sexual  
relations policy that are currently under review by DePauw's  
legal council. These policies will be posted next semester. In  
addition, a meeting was held about academic dishonesty, but a  
report will not be issued until next semester.

Reports from other Committees

Faculty Development Committee (FDC)

Prof. Bryan Hanson announced, for FDC, that the committee has  
recommended two faculty members to the administration as Fisher  
Fellows this year. President Bottoms approved the  
recommendation. The Fisher Fellows are Prof. Noah Lemos and  
Prof. Carl Huffman.

Committee on Administration (COA)

Prof. O. Ralph Raymond reported, for COA, that the committee met  
with the President and the Vice President for Academic Affairs to  
discuss the faculty compensation package, which will be presented  
to the Board of Trustees in January. A wide range of issues were  
discussed at this meeting, as well as at a meeting consisting of  
only the members of COA, including: how the salary pool for the  
coming year should be distributed; how existing salary inequities  
should be addressed; how faculty fellowships and university

fellowships should be implemented, what the selection process should be, and how they should administered; as well as what types of new incentives should be used to recruit instructors and assistant professors.

Finally, Prof. Raymond reminded the faculty that the COA serves only as a conduit between the faculty and the administration and makes no binding decisions nor presents or endorses any proposals. It is the hope of the committee that the views transmitted from the faculty to the administration via the committee will be carefully weighed by the administration during its decision making process.

Report from the Vice President for Academic Affairs  
Vice President for Academic Affairs Neal Abraham had no report for the faculty at this time.

#### REMARKS FROM THE PRESIDENT

President Bottoms was not present at the meeting; consequently, no remarks were made.

#### Old Business

There was no old business brought before the faculty.

#### New Business

Registrar Ellie Ypma moved "That degrees be granted to those students that have satisfied all requirements for graduation." The motion was seconded and approved.

#### Announcements

Prof. Marnie McInnes, representing the First Year Seminar Committee, provided the faculty with proposal forms for faculty to indicate their interest in offering a first year seminar for Fall 1999 or Fall 2000. The proposal would be preliminary and would not commit faculty to any specific course, but rather would be used to help plan for the coming fall semester.

Several questions were raised by faculty members such as: how many students would there be in each seminar, how would departments be compensated for members choosing to participate in the program, and how would the selection process work. Prof. McInnes told the faculty that many of these issues would be resolved throughout the process during the first couple of years of the program, but she also told the faculty that the administration and the Board of Trustees were committed to providing funding and faculty replacements in order to develop an exemplary first year experience for incoming students. All faculty were encouraged by Prof. McInnes to submit a preliminary proposal to help with the beginning of the program.

#### Adjournment

The meeting was adjourned at 5:45 pm.

Respectfully submitted,

Howard Brooks, Chair of the Faculty  
Terri Bonebright, Assistant to the Chair of the Faculty



## **Minutes of the Meeting of FEBRUARY 1, 1999**

### **Call to Order**

The Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:07pm in the Union Building Ballroom with about 87 faculty present.

### **Approval of Previous Minutes**

Chair Brooks asked the faculty if there were any changes for the minutes of the January faculty meeting. Prof. Sheryl Tremblay stated that the section for CAPP should state that they brought a motion to the faculty to phase out the Health and Physical Performance "major" rather than "to phase HPP out of the academic program." The change was noted, and the faculty accepted the minutes as distributed with this change.

### **Reports from Coordinating Committees**

#### **Committee on Academic Policy and Planning (CAPP)**

Prof. Sheryl Tremblay presented, for CAPP, a motion to be tabled to phase out the HPP major. The committee distributed handouts to the faculty for the majority and minority reports. Prof. Tremblay noted that the issues are extensive and the disagreements are explained in the two reports. In addition, faculty also received a copy of the response to CAPP's recommendation from the HPP department. There will be an open meeting to discuss these issues on February 17.

#### **Committee on Faculty (COF)**

Prof. Wayne Glausser announced, for COF, that they have finished the tenure reports and will continue their work on promotions and interim reviews.

#### **Committee on Management of Academic Operations (MAO)**

Prof. Caroline Smith reported, for MAO, that the committee had not yet met in the current semester. Prof. Jim Mills reminded faculty that they had received a survey asking whether faculty required a two and a half or three hour time slot for their final exams. He asked that faculty respond with this information by February 15.

#### **Student Life and Academic Atmosphere Committee (SLAAC)**

Prof. Ellen Parker announced, for SLAAC, that the Discriminatory Harassment Policy was reviewed and approved by the university lawyers. The new policy will go into effect this semester. The committee would like the faculty to support this policy in principle. Prof. Parker then presented the following motion from SLAAC for faculty approval:



DePauw University reaffirms the right of its students, faculty and all other employees to learn, teach, love and work in an environment free from harassment by any member of the DePauw community. The faculty of DePauw University endorses *in principle* the Discriminatory Harassment Policy, which will be included in the Student Handbook.

Chair Brooks stated that the faculty could vote on this motion. However, several faculty members asked if the vote could be delayed so that everyone could get a chance to understand what supporting the policy would mean in actual application. Several other faculty members were concerned about the potential infringement on the right of freedom of speech. SLAAC members explained that the policy had been written after consulting similar policies from other universities and that the attorneys consulted also felt that there were no problems with freedom of speech issues. Prof. Parker reminded faculty that this is not a speech policy but rather a statement to deal with acts that have been directed toward certain individuals and groups on campus. There was a motion to table the motion from SLAAC, which was seconded, and approved by the faculty.

### **Reports from other Committees Faculty Development Committee (FDC)**

Prof. Bryan Hanson announced, for FDC, several upcoming deadlines for applications. He also announced that the FDC received the guidelines for the new Faculty Fellowships after the December meeting. A subcommittee met twice during January, and the entire committee will meet tomorrow to develop the details of the program. Once this is finished, there will be an open meeting for faculty on this program.

### **Committee on Administration (COA)**

Prof. O. Ralph Raymond reported, for COA, that the committee has been working on the Faculty Compensation, Development and Recognition package developed by the administration. Some elements of the new program were modified in response to concerns expressed during committee meetings with Vice President Neal Abraham. The Board of Trustees has received the current package positively and agreed to implement the program during the coming academic year. Prof. Raymond remarked that Vice President Abraham would present the more information about the package during his remarks to the faculty.

Prof. Raymond also reported on the Board of Trustees meeting. Committee members devoted their energies to discussions and brainstorming about the first year experience for incoming students. Many different approaches were proposed for strengthening retention of students and for helping develop students' affiliation with the entire campus early in their DePauw experience.

## **Report from the Vice President for Academic Affairs**

Vice President for Academic Affairs Neal Abraham made the following announcements:

- The Richard W. Peck Professorship in Creative Writing, an endowed chair established by Mr. Peck, an alumnus and honored creative author in his own right, has been awarded to Prof. Thomas Emory in the Department of English for a two-year term.
- The 1998 Exemplary Teaching Award, funded by DePauw University and by the Board of Higher Education and Ministry of the United Methodist Church was presented to Prof. Craig Pare of the School of Music after review of nominations received from members of the faculty.
- There are four new colleagues to welcome to DePauw: Jean Abshire (Political Science - part time), Terrine Brown (Education), Nancy Kline (Classical Studies - part time), and Susan Parsons (English - part time).
- Several awards of note have been received recently by colleagues for support of their forthcoming sabbaticals, including a grant/contract from the National Trust for Historic Preservation to Prof. John Schlotterbeck, and two awards to Prof. Barbara Steinson, one a grant from the Indiana Historical Society for a book length manuscript on rural women in Indiana and the other a Faculty Fellowship Award from The Scotland Program of Wabash College.
- Grants have also been received from a US Department of Education grant awarded to DePauw and three other Indiana Universities for the development of instruction related to India. A summer 1999 month-long study tour to be led by Prof. Bill Harman will have as grant recipient participants Prof. Cleve Johnson and Prof. Kerry Pannell. Prof. Johnson, Prof. Pannell, and Prof. Sunil Sahu have also received awards for curriculum development from the same USDE grant.
- 466 students received notification of their addition to the Dean's list for their academic work in Fall 1998.
- There are currently nine tenure track searches and a search for the Director of International and Off Campus Education, a full time administrative position. Applications from faculty members are encouraged. Although the position is advertised as an administrative position, tenured faculty members would be allowed a first multi-year term of service before being required to relinquish their tenure if they chose to continue as IEC director.
- Faculty support for the 24 students from four local high schools who are enrolling in courses at DePauw through the Alpha program is appreciated. There were four others admitted who declined to enroll and three whose applications were rejected. The enrolled students are participating in 16 different courses for a total of 28 classes.

- Special visitors and programs of note:
- Dr. Jack Horner, paleontologist and specialist in dinosaurs will speak on campus, Wednesday, April 14.
- The Honors Conference in Communications (March 4 - 6) will take place the same weekend as Honors and Fellows Weekend (March 5 - 7) and will feature noted playwright Tony Kushner as speaker.
- There will be a "conversation" with Doris Kearns Goodwin and panelists Prof. John Dittmer and Prof. Barbara Steinson in the Watson Forum on Thursday, February 11 prior to her Ubben lecture on February 12.

Vice President Abraham also presented information about the Faculty Compensation package. Details are included in a memo that will be sent to all faculty members later this week. Faculty asked several questions about the elements of the package including how individuals would be selected for the proposed recognition awards, what type of effect teaching evaluations would have on salary increases, and how replacement positions would be handled for faculty awarded release time.

Prof. Marnie McInnes provided additional information from the office of Academic Affairs. She thanked all faculty who had sent in the 45 proposals for the First Year Seminars. The replacement staffing issues for individuals offering these seminars will need to be addressed by the faculty instructors, department chairs, and Vice President Abraham.

Prof. McInnes also reminded faculty of the importance of documenting cases of academic dishonesty. Academic Affairs needs to be kept current with such cases in order to track repeat offenders and to be able to send the message to students that this type of behavior will not be tolerated. Finally, Prof. McInnes asked faculty to continue to provide clear guidelines in their syllabi for expectations and grading procedures for their courses. She also recommended that faculty keep accurate records of grades, syllabi, assignments, and examinations in case the faculty member were to be away from campus during a grievance proceeding.

### **Remarks from the President**

President Robert Bottoms reported that the Board of Trustees is pleased with the success for the endowment campaign and that several Board Members have made substantial contributions themselves. The early part of the Board meeting was spent considering what the priorities should be for implementing the Faculty Compensation package. In addition, the Board discussed the proposed changes to the first year experience at DePauw and approved funds for dormitory renovation. Additional priorities in capital projects include the addition of indoor tennis and track facilities and the renovation of the Julian Science and Mathematics Building. Strong consensus was expressed that future

campaign funds should be devoted to the academic program. Finally, the Board approved tuition rates for students for the coming academic year and voted on Honorary degrees for this year, which were presented for faculty consideration during the executive session at the end of the faculty meeting.

### **Old Business**

There was no old business brought before the faculty.

### **New Business**

Several faculty members asked how the winter term changes had affected the alcohol consumption of the students this year. Vice President Lincoln responded that there were no large parties and that there was a decrease in the number of serious alcohol related problems. He also told faculty that the university sponsored events were very well attended by students during winter term.

### **Announcements**

- Prof. Dana Garrigan reminded faculty members that Phi Beta Kappa would appreciate faculty input for the nomination process.
- Prof. Wade Hazel asked faculty to note the recent memo sent by Prof. Ken Kirkpatrick concerning the changes in the Biological Sciences major and how these changes might affect health sciences advisees.
- Prof. Bill Harman announced that the Fulbright foundation has given more awards to DePauw students than was the practice in the past. He felt that this accomplishment needed to be brought to the attention of the faculty.
- Prof. Paul Watt announced that there would be a luncheon to discuss advising classes on February 12.
- Chair Brooks reminded faculty that elections for committee positions would happen in the near future.

### **Adjournment**

The meeting was adjourned at 5:40 pm.

Respectfully submitted,

Howard Brooks, Chair of the Faculty

Terri Bonebright, Assistant to the Chair of the Faculty



The Faculty of DePauw University  
Minutes of the Meeting of MARCH 1, 1999  
Call to Order

The Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:02 pm in the Union Building Ballroom with about 120 faculty present.

Approval of Previous Minutes

The minutes from the February 1 meeting were approved as distributed.

Reports from Coordinating Committees

Committee on Academic Policy and Planning (CAPP)

Prof. Sheryl Tremblay asked, for CAPP, to remove the following motion from the table:

CAPP recommends (by a vote of 5 to 4) that the majors in Health and Physical Performance be phased out at DePauw.

The faculty voted to remove the motion from the table, and Chair Brooks asked that the discussion for and against the motion take place in an organized manner. First, Prof. Carl Huffman presented the majority view from CAPP, followed by Prof. Tremblay for the minority view, and then the position for HPP was presented by the chair of the department, Prof. Judy George. Second, members of the faculty were allowed to present their views alternating between one person speaking for the motion and then one person speaking against the motion. Finally, the faculty were asked to take action concerning the motion.

Prof. Huffman explained, for the majority report, that the examination of the HPP major began with reports, such as the strategic planning document, that asked CAPP to take on this job. In the past, DePauw has chosen not to have specific majors, and therefore, the university may continue to change majors in the future. In addition, DePauw is not the same as other universities and should not be expected to replicate the majors at other institutions. For example, DePauw has 40 majors while IU has over 100. The majority opinion of the committee is that DePauw must support the mission of a liberal arts education, which focuses on broad training rather than on vocational training. The HPP major was determined to be too narrow in definition to be accepted as part of a liberal arts education. Finally, the majority of the members of the committee felt that if HPP becomes popular, it will have an impact on the type of student DePauw attracts to its programs.

Prof. Tremblay reported on the highlights of the minority position. First, she noted that other liberal arts schools have HPP majors, but that we should make our judgment based on our own liberal arts statement. HPP has lost three full time faculty members since 1993. In 1992, CAPP and the faculty approved the HPP major unanimously. There is room for change in the HPP curriculum, which can be accomplished by support from the administration in filling the necessary faculty positions. Finally, the HPP major opens up a wide variety of jobs for students rather than just a single field, and thus, does not fall into the designation of vocational training.

Prof. George asked the faculty to refer to the handout they received for a list of the condensed points. First, she wanted to remind faculty that this motion concerns the major program, which has been at DePauw since 1941, not the activities classes. The HPP major consists of a multidisciplinary curriculum. It is no longer related to teacher education, but takes information from many other disciplines as well. The

discipline has expanded tremendously across time and focuses on movement as well as mind and body which is different from other departments. Two-thirds of their majors continue on to graduate school in a variety of fields. The department asks that their major be evaluated by their graduates and their external reviews. Finally, Prof. George noted that faculty members in the department teach Q, W, and S courses and also conduct and present research with students. In addition, many courses are open to students outside of the major.

The faculty discussion in favor of the motion centered around two major concerns. One of these was the use of resources within the university. An institution needs to make decisions about how best to use resources and some faculty members felt that the resources designated for the HPP major could better be used in other academic programs. Another concern was the quality of students drawn to the HPP major. Some faculty members believed that such students may be weaker academically than the rest of the student body.

The arguments against the motion contained responses to the concerns in favor of the motion and two additional comments. The responses to the arguments in favor of the motion related that there was no reason to believe that if the HPP major were eliminated the funds used that program would be rechanneled into other academic departments. Also, the students interested in the HPP major must pass the same entrance requirements as the rest of the students applying at DePauw, and there is evidence that the quality of these students is good overall. One of the additional comments concerned the discrepancy between the motion and the interim review of the department, which was passed with flying colors in 1992. It seems that a department should receive some type of notice if there are problems so that they can address them rather than simply eliminating the major. Also, RAS has consistently ranked the requests for faculty from this department so that the positions cannot be filled. This leaves the department and major with little support to further develop the program and major. The second and final comment related to the problem of five members of a nine member committee defining liberal arts education. This has been a task that the faculty as a whole has found controversial and difficult to do.

There was a call of the question, but an objection was voiced, so a vote on calling the question was performed. Over two-thirds of the faculty voted to call the question, and a written ballot was requested. The vote on the motion was 90 against, 25 for, and 2 abstentions.

#### Committee on Faculty (COF)

Prof. Wayne Glausser announced, for COF, that the committee was currently working on promotions. Several faculty members expressed interest in receiving information about the student evaluations from last semester. Prof. Glausser said that COF would review the new student evaluations forms after one full year of use.

#### Committee on Management of Academic Operations (MAO)

Prof. Caroline Smith presented the following motion for MAO:

##### A. Motion to approve new courses:

RUS 321 Advanced Russian (1 cr)  
SOC 225 Sexuality, Culture & Power (1 cr)  
UNIV 197 First Year Seminar (1 cr)  
DEPT 197\*\* First Year Seminar (1 cr)  
POLS 320 African American Politics (1 cr) yes  
POLS 323 The Politics of Race (1 cr) yes

\*\*Approval for any department that offers a FYS.

The faculty voted to approve the first two courses. However, there was a discussion about the scope of the courses included in the UNIV 197 and DEPT 197 designations. Some faculty members were concerned that these two course numbers would be used for a variety of courses and that a vote in favor of these would give a blanket approval for courses the faculty had not been able to approve on an individual course basis. Prof. Marnie McInnes told the faculty that any courses receiving these designated numbers would be approved by the first year seminar committee in conjunction with the appropriate departments. She reminded faculty that this would be similar to the procedure used for Winter Term courses, which are also not approved individually by the faculty as a whole. In addition, this procedure would be used this year on a trial basis since these courses are not a formalized part of graduation requirements, and no courses would be used for group credits unless the course was already approved previously by the faculty. Faculty then voted to approve UNIV 197 and DEPT 197. Finally, faculty members approved the last two new courses.

B. Announcements only:

Change in number:

Computer in Business, Science, Society from CSC 155 to CSC 255 (1 cr)

Change in title:

GER 142 from German for Academic Use to Review of Elementary German (1 cr)

Experimental Course:

MUS EXP – Introduction to Music Technology (1 cr)

Student Life and Academic Atmosphere Committee (SLAAC)

Prof. Ellen Parker requested, for SLAAC, that the following motion be removed from the table:

DePauw University reaffirms the right of its students, faculty and all other employees to learn, teach, love and work in an environment free from harassment by any member of the DePauw community. The faculty of DePauw University endorses in principle the Discriminatory Harassment Policy, which will be included in the Student Handbook.

She noted a correction in reading the motion that the word "love" should be changed to "live". Prof. Parker also reminded faculty that the motion is not related to acceptance of the policy itself, which was the job of SLAAC. The policy has been reviewed by university attorneys and will be placed in the new student handbook. The faculty is only being asked to give its approval in principle and to actively endorse it.

Prof. Steve Raines put forward a substitute motion, which was seconded. The substitute motion read as follows:

The DePauw faculty recognizes:

--the need upon its campus for the protections that a sufficiently specific and effectively

targeted discriminatory harassment policy can offer;

--the need for a statement of both philosophy and policy that effectively serves this appropriate protective function while also clearly and unambiguously indicating what would constitute misuses and misapplications of its intent; and



--the need for careful, deliberate implementation of this statement by those charged with

its execution in a way that provides protections to individuals and groups while also remaining mindful and respectful of the intellectual tradition within universities to serve as broadly open forums in which even unpopular and controversial ideas are permitted expression.

With these tempering considerations and concerns in mind, the DePauw faculty reaffirms the right of its students, faculty and all other employees to learn, teach, live and work in an environment free from harassment by any member of the DePauw community, and endorses in principle, the Discriminatory Harassment Policy, which will be included in the Student Handbook.

Several faculty spoke out against the substitute motion stating that we need to trust the judicial process and that there are many other policies at the university that are open to interpretation.

The question was called on the substitute motion. The vote revealed non-support of the substitute motion. The question was then called on the original motion from SLAAC, and a written ballot was requested. The final vote was in favor of the motion (69 for, 12 against, and 1 abstention).

#### Reports from other Committees

##### Faculty Development Committee (FDC)

Prof. Bryan Hanson announced, for FDC, several upcoming deadlines. He informed the faculty that there were 23 applications for summer stipends as well as several applications for the Mellon Grant. The committee has not finished considering these applications. The committee may begin reviewing sabbaticals next week. Finally, Prof. Hanson commented that the open meeting on faculty fellowships last week was very useful, and if faculty members were not able to attend, they could still provide their comments to the committee until 4pm tomorrow. He also encouraged other disciplines besides the sciences to apply for the summer faculty/student research stipend, which has a deadline of March 19.

##### Committee on Administration (COA)

Prof. O. Ralph Raymond reported, for COA, that the committee met last week and discussed two items. The first item was the faculty merit package, which is being implemented next year. The committee feels that it will be necessary to fine tune the selection process since this will be the first time the procedure is carried out. The second item addressed was the new structure for faculty salaries on which Vice President Neal Abraham has been working. Vice President Abraham will present the details in his address to the faculty.

##### Report from the Vice President for Academic Affairs

Vice President for Academic Affairs Neal Abraham began his comments with information about the faculty salary structure. There has been \$200,000 invested in faculty salaries in addition to a 5% salary pool. The distribution of the additional funds is being calculated into a dollar figure that is related to years in higher education so that there will be a progression due to years of service and so that there will be a significant change in salary between ranks. The adjustment would be given first followed by the 5% increase.

Vice President Abraham then commented on course evaluations from last semester. This semester marked the implementation of the new course evaluations approved by the faculty. The Office of Institutional Research noted that some evaluations were not completed appropriately by students. Some students remarked

that they did not like the new forms since they felt that their answers would not be anonymous. Vice President Abraham told the faculty that all courses would need to have student evaluations completed for them except for special cases that would need to be dealt with ahead of time.

Finally, Vice President Abraham reminded faculty that students should be informed now about their progress in their courses. Academic alert forms should be sent out when necessary to help students make changes in their approach to courses before mid-term evaluations. He also reminded faculty that their annual reports are due on March 15.

There were several questions from faculty concerning the University Fellowships and Professorships that are part of the new merit package. One member asked if it would be possible to exclude any individual from consideration for all merit pay options by sending a letter to Vice President Abraham as was done in the past with the old merit pay system. Vice President Abraham said that this may be done in the future, but the details would need to be worked out. At the present time, many of the awards need to be applied for by faculty members, while other awards are given from nominations. Faculty who do not wish to participate in the application process for merit package components would simply not submit an application. If any faculty member were nominated and voted to receive an award he or she did not wish to accept, the individual could decline the award. Therefore, currently each component has a specific feature that will allow faculty to remove themselves from consideration, but there is no general mechanism to remove oneself from all options.

#### Remarks from the President

President Robert Bottoms announced faculty who have been recommended and approved for tenure and promotion. These faculty members are: Prof. Jim Benedix (tenure and rank of associate professor), Prof. Susan Hahn (tenure and rank of associate professor), and Prof. Craig Pare (tenure and rank of associate professor). Vice President Madeleine Eagon reported to the faculty that the yield for applications for admission for next year was the highest since 1972-73. The number of students admitted should show an improvement in selectivity with an acceptance rate of well under 80%. The goal for next year's class is 630 students.

#### Old Business

There was no old business brought before the faculty.

#### New Business

There was no new business brought before the faculty.

#### Announcements

There were no announcements made to the faculty.

#### Adjournment

The meeting was adjourned at 6:07 pm.

Respectfully submitted,

Howard Brooks, Chair of the Faculty

Terri Bonebright, Assistant to the Chair of the Faculty

The Faculty of DePauw University  
Minutes of the Meeting of APRIL 5, 1999

Call to Order

The Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:03 pm in room 301 Harrison Hall with about 75 faculty present.

Approval of Previous Minutes

The minutes of the March 1 meeting were approved as distributed with the correction of the year in the heading.

Reports from Coordinating Committees

Chair Brooks received the permission of the faculty to depart from the standard order of reports so that Vice President Madeleine Eagon could present her report first. Vice President Eagon reported that the current number of applications for admission was 2700, which is a 50% increase over last year and the highest number of applications the university has received since the early 1970s. The office of admissions expects a 72% acceptance rate this year compared with a rate of 82% last year for an entering class of 630 students. The academic quality of the applicant pool is the same this year as last year. In addition, the university has received 50 applications from international students, but the enrollment number for these students will be low due to financial award difficulties for these applicants. Vice President Eagon thanked all faculty who have helped and will help with the university recruitment efforts for next year's incoming class.

Committee on Academic Policy and Planning (CAPP)

Prof. Sheryl Tremblay reported, for CAPP, that the committee continues to study the issue of long range planning and has asked RAS to meet during the semester to consider long range planning issues. In response to this request, RAS has met several times, but the committee members feel that within the context of the information they receive about faculty position requests, they cannot effectively fit long range planning into their deliberations. CAPP has also asked RAS to list the strengths and weaknesses for the positions requested by departments in addition to the ranking of the positions they have traditionally prepared. Prof. Tremblay reminded faculty that RAS needs volunteers to meet this summer for one week and that the nominations for this committee must be submitted by April 9.

Committee on Faculty (COF)

Prof. Wayne Glasusser announced, for COF, that they are finished with their recommendations for promotions, interim reviews and term reviews. In addition, COF has been asked by Chair Brooks to discuss revisions for the appeal process in the faculty handbook.

Committee on Management of Academic Operations (MAO)

Prof. Caroline Smith presented the following items for MAO:

A. Motion to approve new course:

Math 251 – Calculus III

Most colleges in the country have at least a 3 or 4 course sequence for Calculus. The Mathematics Department would like to add this course to their curriculum to better prepare students for more advanced courses in mathematics. The motion was approved by faculty vote with no discussion.

B. Motion to approve a Group 1 lab course:

GEOL 107 – Geology of America's National Parks

The expectations of the course have led the Geology Department to recommend this course be counted as a Group 1 Lab course. After a short discussion, the motion was passed.

C. Motion to change language in Student Handbook and Catalog concerning faculty dropping students from class for disruptive behavior and procedures for implementation. (From the Student Handbook, pp 17-18 with proposed changes underlined and in italics).

Absences (formerly Class Absences and Attendance)

Regular attendance at classes and laboratories is expected of all students according to guidelines established by individual instructors. There are no "allowed cuts" or "free" absences from class sessions. A faculty member may drop a student from a class if absences are too frequent or if the student's behavior seriously disrupts the learning environment in the classroom.

Proposed Procedure for dropping a student from a class (not to be published in the catalog).

1. The instructor should talk with the department chair (or senior colleague if the chair is not appropriate) about the situation.
2. The instructor discusses the situation with the student and follows the meeting with a written warning indicating the difficulty, expected change in behavior and consequence if there is no change. A copy of the letter should be sent to the department chair.
3. If the situation does not change, inform the chair and, assuming the two agree the student should be dropped, write to the registrar's office with a copy to the student to remove the student from the class. If it is within the withdrawal period, the student will be given a "W" grade. If it is after the sixth week (or withdrawal period), the student will be given a grade of "F".

A number of issues were raised by faculty members during the following discussion. One faculty member noted that the heading for the section titled "Absences" should be changed to reflect the addition of classroom behavior in general. Other faculty members were concerned with how the concept "seriously disrupts the learning environment" would be interpreted and with how students would be represented in the process. In addition, several faculty wondered about the grade of DR, which was a grading option that dropped a student from a class that was discontinued. Would this proposal reinstate this grading option? Finally, faculty discussed the proposed procedure for implementing the policy. Prof. Smith emphasized that the function of MAO was to develop a statement about disruptive behavior that the faculty could endorse in principle. The procedure was not presented for a vote at this time, and

the final details for the procedure would be assigned to another group, such as SLAAC, to finalize. A discussion followed that focused on where such procedures are published, since they are not expected to be in the catalog, and on whether the faculty as a whole would be able to vote on a final version of the procedure.

An amendment to the motion was presented that faculty approve, in principle, the underlying language and appoint SLAAC to develop the procedures. Several faculty members once again raised the issue of whether the faculty would receive the procedure from SLAAC for final approval. Prof. Ellen Parker responded, for SLAAC, that in the past, such items have not been returned to the faculty. Another faculty member asked that the current amendment and motion be tabled, but faculty voted against this motion. The question was called and the vote on the amendment passed. Another motion to amend the amendment was presented which stated that the language be changed so that SLAAC would RECOMMEND a policy which would be returned to the faculty. This vote carried by a vote of 32 to 31. Finally, the original motion was passed by the faculty.

D. Motion to change language in the Student Handbook and Catalog concerning declaring a major and making satisfactory progress in the major. (Only the proposed additions/changes are presented here in italics. This material is under the heading Academic Probation and Dismissal in the Student Handbook).

Students are required to select a major by the sixth week in the second semester of the sophomore year. The Scholastic Standing Committee will take appropriate warning actions in the case of students who have failed to do so by the end of the sophomore year. The committee may also require students who fail to demonstrate satisfactory progress toward the major to drop that major and select a new major before continuing at DePauw.

A second addition was presented in the motion which would follow the item "fifth semester is below a 1.85")

and/or satisfactory progress is made in the major

The motion was passed by the faculty.

E. Announcements:

Change in number:

MATH 351 TO MATH 321 – Topics in Geometry

UNIV 232 TO UNIV 131 – Bonner Scholars Seminar

Change in number and title:

From HPP 252 -- Health and Sport Science to HPP 100 – Health and Exercise Science

From HPP 201 – History, Philosophy, and Curriculum to Philosophy, History and Sociology of Human Movement

Finally, two announcements were presented that were not on agenda:

An open forum will be held to discuss the proposed changes in the Education Department curriculum. Faculty will receive information about the proposed changes prior to the meeting via e-mail.

Department of Modern Languages will now be offering minors in Russian and Japanese.

#### Student Life and Academic Atmosphere Committee (SLAAC)

Prof. Ellen Parker reported, for SLAAC, that the committee has developed a set of procedures for the grade grievance policy voted on by the faculty. The committee also will be speaking with the Hispanic students, who are concerned about the campus atmosphere since a student was arrested earlier this semester. A faculty member asked SLAAC about the progress on the consensual relations policy. Prof. Parker stated that Vice President Abraham was handling the policy at this time. It has been reviewed by the university lawyers and should be presented to the faculty at the May faculty meeting.

Several faculty commented that there are many policies that are not in specific documents. It was moved that a document be created that contains all such policies. Discussion continued and issues were raised such as should the Chair of the Faculty be responsible for this document. Chair Brooks responded that he and Vice President Abraham had already agreed to work on the Faculty Handbook over the summer. He suggested that this issue could be considered by them at that time. The question was called and the motion was withdrawn.

#### Reports from other Committees

##### Faculty Development Committee (FDC)

Prof. Bryan Hanson reported, for FDC, that the committee was working as rapidly as possible to complete their evaluations of all proposals they have received up to this point.

##### Committee on Administration (COA)

Prof. O. Ralph Raymond reported, for COA, that the committee had met once again to discuss the processes and criteria for awarding University Professorships and Distinguished Professorships. There has been a recommendation that a panel be created for helping with the process for all merit awards and Tucker award recipients. The criteria for these awards has also been examined, and the committee has considered the form of the nominations, the relative size of monetary award between the two professorships, and the amount of time necessary between awards for a faculty member. The final decisions about these issues will be made in May. Vice President Abraham added that awards for these professorships would be made for next fall. Finally, COA has been asked by the Board of Trustees to meet with them to evaluate the performance of the president. They will also be meeting with Vice President Tom Dixon about insurance benefits.

Prof. Raymond asked Prof Stinebrickner to report on the activity of the International Education Committee and the search committee for the permanent director of International Education and Off-campus Study. Prof. Stinebrickner reminded faculty that they should turn in their recommendations for students in a timely manner and that advisors should help students make sure their off-campus study plans are feasible. He also reported that the national search for the director is currently underway. Candidates for the position will be on campus from the end of April until the middle of May, and faculty are encouraged to provide the committee with

feedback about the candidates. Information about the formal presentations by the candidates will be sent via e-mail to all faculty prior to the on-campus visits.

#### Report from the Vice President for Academic Affairs

Vice President for Academic Affairs Neal Abraham had no prepared remarks for the meeting. However, a faculty member asked what steps the university had taken to make sure the computer equipment was prepared for the year 2000. Vice President Abraham said there had been considerable work done on this issue and that there was going to be a meeting later in the week about the steps that need to be taken for faculty members' personal computers.

#### Remarks from the President

President Robert Bottoms commented on the good news on admissions presented by Vice President Eagon. He also reported that the Board of Trustees meeting would take place on April 22 and 23. Some of the major discussion items for that meeting will include progress on the first year experience and tentative approval of the budget including faculty salaries. They will also hear a final report on cosmetic dormitory renovations and the closing of Bishop Roberts Hall in the fall for massive renovations. Finally, the Board will elect new members for the Board of Trustees and the Board of Visitors.

President Bottoms also announced that Vice President Dixon has been granted a leave of absence for personal reasons for one year beginning May 1. His responsibilities have been reassigned to other individuals during this time period.

#### Old Business

There was no old business brought before the faculty.

#### New Business

There was no new business brought before the faculty.

#### Announcements

The following announcements were made:

Prof. Tom Hall announced that there would be a workshop on "What is a Conflict Studies Course?" to be held May 1. Interested individuals should check with him for details.

Prof. Meryl Altman reminded faculty members that the current week was "Women's Week". She encouraged faculty to attend one of the events that had been planned for this time period.

Prof. Dana Garrigan announced that Dr. John Horner, an expert on dinosaur behavior, would be speaking at an evening convocation on May 14.

#### Adjournment

The meeting was adjourned at 5:25 pm.

Respectfully submitted,

Howard Brooks, Chair of the Faculty

Terri Bonebright, Assistant to the Chair of the Faculty

The Faculty of DePauw University  
Minutes of the Meeting of MAY 3, 1999

Call to Order

The Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:04 pm in the Union Building Ballroom with about 65 faculty present.

Approval of Previous Minutes

Chair Brooks asked the faculty if there were any corrections for the minutes of the April 5 meeting. Prof. Bruce Stinebrickner asked that the minutes be corrected to reflect that his report, which was shown under the COA section, was given in response to the Chair's request and not in response to Prof. Raymond. He also asked that it be noted that this report was not part of the report from COA. The corrections were duly noted by the Chair and the Assistant to the Chair.

Reports from Coordinating Committees

Committee on Academic Policy and Planning (CAPP)

Prof. Sheryl Tremblay reported, for CAPP, that the new RAS appointments have been made. The following faculty are now serving as new members of RAS: Prof. Larry Sutton, Prof. Art Evans, Prof. Carla Edwards, Prof. Wayne Glausser, Prof. Robert Stark, and Prof. Kerry Pannell. The committee has met once this semester and will be completing work over the summer. Prof. Tremblay also asked for volunteers for the Winter Term Subcommittee from Division 2 and 3.

Committee on Faculty (COF)

Prof. Wayne Glausser presented, for COF, the following motions to be tabled:

A. Motion (to be tabled)

"To revise the Academic Handbook by adding the words printed in CAPITAL LETTERS, under Personnel Policies I.F.1 (second sentence): However, the total probationary time for a person appointed initially as associate professor shall NORMALLY BE NO LONGER than three years."

B. Motion (to be tabled)

"To revise the Academic Handbook by deleting the words within { } and adding the words printed in CAPITAL LETTERS, under Personnel Policies

II.B.1:{At the end of each year} FOLLOWING THE END OF EACH CALENDAR YEAR (except the tenure review year) of the probationary period, the faculty member shall submit in writing to the school director or department chair a reasonably detailed evaluation of his or her performance..."

The motions were tabled by the faculty.

Prof. Glausser also reminded the faculty that there would be an informational meeting for next year's candidates for tenure, interim and promotion reviews before the end of the semester.

Committee on Management of Academic Operations (MAO)

Prof. Caroline Smith, for MAO, presented the following motion:



Motion to approve a new course:

ML GER 447-48--Advanced Readings & Projects in German  
Credit: .5-1

The Modern Languages Department needed a course number for independent study to make German the same as other languages in the Department. Prof. Art Evans pointed out that the listing of the course designation was incorrect. The course should be listed without the ML prefix since this is used only for courses that are taught in English. The motion was passed by the faculty with the aforementioned correction.

Student Life and Academic Atmosphere Committee (SLAAC)  
Prof. Ellen Parker reported, for SLAAC, that the committee had met twice since the last faculty meeting in April. One of these meetings was with Latino students, who have been concerned with the atmosphere on campus since the arrest of a Latino student. They presented a list of suggestions to SLAAC and CAPP about how to improve conditions on campus for Latino students. This discussion led SLAAC to add to their agenda for next year the question of whether there should be a diversity program on campus and how such a program would be evaluated for its effectiveness. During the second meeting of SLAAC, the committee discussed the disruptive student policy, which will be brought back to the faculty in the fall for further consideration.

#### Reports from other Committees

##### Faculty Development Committee (FDC)

Prof. Bryan Hanson made three announcements for FDC. First, the committee was pleased to announce that Prof. Craig Pare has been awarded the Battey Teaching Award for a two-year period. Second, the committee had finished with all applications except the Fisher Time-Outs and the Faculty Fellowships. These should be completed shortly, and notifications should be sent out soon. Third, Prof. Hanson asked Prof. Martha Rainbolt to speak about the Faculty Achievement Recognition Program. Prof. Rainbolt reminded faculty members that she would like to receive permission from individuals to include their performances and publications in the achievement report. Those who do not wish to be included should simply not give their permission. At the program, 12 faculty members who have received grants, published books or given significant performances will be recognized by one of their colleagues. She encouraged faculty members to attend the program.

##### Committee on Administration (COA)

Prof. O. Ralph Raymond reported, for COA, that they met with Vice President for Academic Affairs Neal Abraham to discuss the faculty salary scale. The committee accepted the salary proposal and will recommend it to the administration. Details of the salary proposal will be given by Vice President Abraham in his comments to the faculty.

##### Report from the Vice President for Academic Affairs

Vice President for Academic Affairs Neal Abraham began his report by thanking Prof. Raymond and the members of COA for their work on the salary proposal at the last COA meeting. He then provided basic information about the new salary structure. Salaries for 1998-1999 for Associate and Full Professors will be adjusted using an additional

\$200,000. The base salary for an Assistant Professor with a PhD with no prior full time teaching experience will be \$39,500. An incoming Assistant Professor will receive an additional \$500 per year for full-time teaching experience at the college or university level (including but not necessarily at DePauw) or for postdoctoral work. Promotion bonuses will be raised to \$3000 for promotion to Associate and Full Professor. In addition, Associate and Full Professors will receive an additional \$700 per year to their base salary for up to a total of 30 years of service, after which, the additional amount shall be \$500 per year for additional years of service. This base salary scheme will be explained in a letter that will be sent to all faculty members with their new appointment letters. A small number of faculty members (about 10%), who are in fields for which market forces set higher or lower rates for faculty members of the quality equivalent to that of the vast majority of faculty members in the College of Liberal Arts, will have salaries that are not according to the aforementioned formula. Finally, these amounts will form the "new base" onto which the salary raises will be added using the 5% pool for next year. Each ranked group will receive a fixed dollar amount raise set by 5% of the average base salary of the members of that group.

Vice President Abraham reminded faculty that an e-mail message was sent outlining the procedures for implementing the new University Professorships and Distinguished Professorships. Nominations for both of these awards should be submitted to his office by May 10. Individuals who are nominated will be contacted to get their approval and application materials, and then the university community will be sent a list of the nominees so that faculty members can provide comments. Using the information gathered about the nominees, recommendations will be made to President Bottoms, and the announcement of the recipients for both professorships will be made at the start of the academic year.

The new consensual relationship policy will be effective July 1. The policy has been extended to relationships for all university staff as well as faculty with students. Thus, faculty and staff are to avoid any relationship with students that might cause problems for students and to regulate any sexual relationships with a student with whom faculty or staff might have direct contact in classes.

Registration for fall semester was somewhat more difficult than in the past due to the new time bank system. There are still students who need one more course to complete their schedule. Rather than defer drop/add for all these students until fall, it seems prudent to have faculty work with students so they can take drop/add forms to the registrar and make the adjustments now. Any faculty members who are willing to assist students with adjusting their schedules should do so. Vice President Abraham also noted that there would be a task force over the summer that will consider a time bank system with a 3-class hour a week base per course. This would allow the time bank system to use the Monday, Wednesday, Friday and Tuesday, Thursday system used by many universities. This would open up more options for course scheduling than the current system allows. The task force will also be charged with considering what an appropriate workload outside of the classroom should be for both students and faculty per course.

Many of the committees lack diversity in terms of gender and rank. Vice President Abraham urged the faculty to keep these issues in mind for future elections to committee vacancies.

Presently, there are two formal ways a student can participate in off-campus internships and other opportunities of off-campus study. These are through the International Education Center or through individually designed activities that a few departments have supervised. However, there are also students who are participating in off-campus experiences without using either of these systems. Vice President Abraham suggested that these informal activities should be made into formal arrangements. He asked faculty to think about how this might be implemented.

Prof. Hanson requested that Vice President Abraham provide the faculty with a report of the state of the university and his vision for the future in the fall, which he agreed to do. In addition, Prof. Hanson asked if the Vice President Abraham was one of the parties that provide input for hiring and tenure, to which he responded affirmatively. Prof. Hanson then asked if there was going to be a shift to require publications for granting tenure. Vice President Abraham responded that he would continue to follow the standards of the faculty handbook, which do not require publications for tenure.

Finally, Vice President Abraham informed the faculty that assessments of his performance over the last year would also be made. Input from committees and departments will be used as part of the assessment procedure.

#### Remarks from the President

President Bottoms began his comments by asking Vice President Eagon to report on student admissions for the fall. She reported that as of the previous Saturday, there were 518 enrollment checks on deposit with 115 students on the waiting list and 750 students who had not responded. She commented that it had been a slow year for replies but that the admission office was still happy with the current state of the fall class.

President Bottoms reported on the Board of Trustees meeting. The Board received an update on the progress with the changes in the first year experience for students. They also approved the faculty salaries for next year, including the 5% pool for raises and the \$200,000 for equity adjustments. In addition, they also approved the funds for the University and Distinguished Professorships, which carries with it the implicit approval for 54 such awards in 3 years when the program is fully implemented.

The campaign is going well, with money being placed in the academic programs rather than in scholarships as has been done in the past. Tenure and promotion recommendations have been finished and the public announcements will be made at the faculty appreciation dinner on Friday. There was 100% agreement among COF, the Vice President of Academic Affairs and the President. The Tucker Award will also be presented at the dinner, but there has been no decision yet about the recipient. Finally, President Bottoms encouraged faculty to attend an open house on May 21 for seniors before graduation.

Old Business

There was no old business brought before the faculty.

New Business

There were two items of new business brought before the faculty. First, Prof. Bill Cavanaugh moved "That degrees be granted to those students that have satisfied all requirements for graduation." The motion was seconded and approved by the faculty.

Second, Chair Brooks moved to approve the results of the divisional elections. The motion was seconded and passed. The following list indicates the newly elected faculty members to university committees for the coming year:

Division 1

MAO -- Melanie Barnes

SLAAC: -- Matt Balensuela

IEC -- Page Cotton

COF Review -- Members Page Cotton & Claudia Ruediger

Alternates -- Kathryn Millis, Larry Sutton

Division Chair -- Claudia Ruediger

Secretary -- Nick Mourouzis

3rd member -- Bob Kingsley

Division 2

CAPP -- Francoise Coulont-Henderson

COF -- Meryl Altman

MAO -- Teri Hernandez

SLAAC -- Bob Hershberger

Athletic Board -- Noah Lemos

Scholastic Standing -- Howard Pollack

COF Review - Members -- Noah Lemos & Marthe Chandler  
Alternates -- Vanessa Dickerson & Francoise Coulont-  
Henderson

Division Chair -- David Guinee

Secretary -- Cynthia Cornell

3rd member -- Tom Chiarella

Division 3

COF -- Karin Ahlm

FDC -- Bridget Dibble

Athletic Board -- Janet Teegarden

Library Advisory -- Bruce Serlin

Teacher Education -- Janet Teegarden

COA (2 year term) -- Wade Hazel

COF Review - members -- Mark Kannowski & Bruce Serlin  
Alternates -- Pam Propsom & Kevin Moore

Division Chair -- Jim Mills

Secretary -- Terri Bonebright

3rd member -- Mark Kannowski

Division 4

FDC -- Gary Lemon

IEC -- Ophelia Goma

Public Occasions -- Glenn Kuecker

Teacher Education -- Dennis Trinkle

COA -- Gary Lemon

COF Review - members -- Judy Raybern & James Mannon  
Alternates -- VACANT

Division Chair -- Eva Weisz

Secretary -- Jim Mannon

3rd member -- Barbara Whitehead

Announcements

Chair Brooks announced the results of the At-Large Faculty Election:

CAPP -- Dennis Trinkle

COF-- Vic DeCarlo

Public Occasions -- N. Manickam

COA -- Craig Pare

Student Publications -- Tom Emery & Susan Hahn

Honorary Degrees -- Eric Edberg

Women's Studies -- Bridget Dibble

Hartman Center -- Ann Jennings

GLCA Representative -- Tom Chiarella

Chair of Faculty -- Howard Brooks

Chair Brooks also announced that Prof. Terri Bonebright would not be acting as Assistant to the Chair of the Faculty for the upcoming year. He asked for anyone interested in the position to contact him.

Prof. Tom Hall announced a Conflict Studies Interest Meeting and an open house for interested parties that will take place later this week. He also said that the workshop for Conflict Studies would not take place until the fall semester.

Prof. Chiarella announced that there would be a poetry reading this week. He encouraged faculty to attend.

Prof. Jack Morrill thanked the people who have been chairing the faculty meetings this year.

Chair Brooks announced that the webpage for faculty governance had been changed so that it would be a more secure site. Faculty can access the information on the Faculty Folder on the U: drive. He also announced that there would be a task force for review procedures for the status of COF recommendations and the appeals process for lesser sanctions. A committee will be formed for the early fall, and there should be some handbook revision for the fall as well.

Adjournment

The meeting was adjourned at 5 pm.

Respectfully submitted,

Howard Brooks, Chair of the Faculty

**Terri Bonebright, Assistant to the Chair of the Faculty**