

THE FACULTY OF DEPAUW UNIVERSITY  
MINUTES OF THE MEETING OF SEPTEMBER 11, 2000

CALL TO ORDER

Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:00 p.m. in the Union Building Ballroom with about 70 faculty present (the final attendance was about 120).

APPROVAL OF PREVIOUS MINUTES

The minutes of the May 1, 2000 faculty meeting were approved as distributed.

The faculty agreed to consider the following motion made by Prof. Martha Rainbolt: "That the faculty approve suspending a portion of the By-Laws relating to method of election of committee membership, by suspending for this academic year the clause in Article VII, Section C. 2.- 'no more than one from each department' to allow Melanie Barnes and Steve Timm to continue serving on MAO." The motion was seconded. Chair Brooks noted that the violation had been allowed to exist for the entire 1999-2000 academic year. Prof. Pam Propsom opposed the motion and supported a strict interpretation of the Academic Handbook. The motion, which needed 2/3 approval, carried by a vote of 50 yes to 24 no.

Prof. Rainbolt, as Parliamentarian, encouraged faculty in their divisional meetings to have a quorum consisting of a majority of the members of the division present for divisional elections. She also encouraged divisional elections to use either written ballots or anonymous e-mail ballots for all contested positions. Finally, she reminded the faculty to ask for written ballots on any contested issue at faculty meetings. Anonymity in voting helps to maintain good morale and insures that no one should feel real or perceived pressure to vote on one side or the other of an issue.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Jeff Hansen, for CAPP, moved to remove from the table the following motion:

"That the faculty approve a request from the School of Music to remove the Composition Major from its curriculum."

The motion to remove from the table was approved. After explaining that there was no interest or demand for the major, and that students could still concentrate on composition, the motion was approved.

Prof. Hansen informed the faculty that CAPP would not be removing from the table the motion to make all Winter Term options available to first year students. CAPP intends to re-introduce a motion in December to be voted on in February. He also announced that

the Task force reports are available on the U: drive and that CAPP will be looking at these this semester. CAPP's agenda for the semester is also posted on the U: drive and will include discussions concerning dropping the geography major, making First Year Seminar a graduation requirement, the First Year Winter Term issue, a proposal from the International Education Committee, and the general education distribution requirements. CAPP hopes to be meeting with the Vice President for Admissions during the semester and asks the faculty to let CAPP know any issues that should be discussed with Vice President Eagon. CAPP will also be considering the oversight of the Honors, Fellows, and Women's Studies programs.

#### COMMITTEE ON FACULTY (COF)

Prof. Dan Shannon, moved for COF to put the following motion on the table:

Motion to change the Academic Handbook. COF moves to make an addition to VII, B. Committee on Faculty (p. 14). (Change is underlined)

2. Membership. Nine tenured faculty members each with at least four years of service at DePauw. Five shall be elected at large and one representative by each division. No more than two members may be from one department and no more than four may be from the same division. Each divisional representation must be nominated and elected by that particular division, but the representative's actual membership in that division is not mandatory.

The motion to table was approved.

Prof. Shannon announced that COF had begun department chair reviews. COF would be distributing a new DPC (department personnel committee) prototype shortly to the chairs. The deadline for promotion nominations is September 18, 2000.

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

Prof. Melanie Barnes, for MAO moved:

That the faculty approved the new courses:

FREN 315	Introduction to Francophone Cultures	1 course
FREN 401	Topics: Literature and Cultures in the French Speaking World	1 course

The motion was approved.

Prof. Barnes, for MAO moved:

That the faculty approve deleting the following courses:

FREN 313	French Reading and Grammar	1 course
FREN 392	Topics in French	1 course
FREN 405	Nineteenth-Century French Literature	1 course
FREN 406	Twentieth-Century French Literature	1 course
MUS 113	Keyboard Skills	0 course
MUS 291	Accompanying	0 course

The motion was approved.

Prof. Barnes announced the change of title for:

FREN 327 From: Introduction to French Literature to: Introduction to Literature in French 1 course

Prof. Barnes also announced that MAO is discussing faculty workload issues and will be assessing the current timebank system. Last year, a task force on Faculty Workload studied this issue and prepared a report that is available on the U drive or available from Professor Jeff Hansen. The faculty are encouraged to share any comments or suggestions concerning workload with the members of MAO or any members of the Faculty Workload Task Force. Open meetings will be scheduled for later this fall.

Prof. Barnes also announces MAO's approval of the calendar for Academic Year 2001-2002 (with copies distributed at the meeting). Drafts of the 2002-2003 and 2003-2004 calendars are still under review.

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

Prof. Joe Heithaus, for SLAAC, moved to remove from the table:

“That Article VII, Section D, Paragraph 3 of the Faculty Handbook be revised to reflect current practices [ deleted language is in strike-out, and added language in bold face]  
‘This committee shall coordinate the faculty representation on those committees, councils, and boards which supervise student life and campus-wide academic atmosphere issues participated in jointly by faculty members and students including the Appeal Board, Board of Control of Student Publications, Committee on Academic Integrity, and Student Conduct Board University Review Committee (which deals with grade grievances and cases of academic integrity) and the Community Conduct Council.’”

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

SLAAC had not yet met during this academic year.

#### REPORTS FROM OTHER COMMITTEES

#### FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. David Guinee announced the other members of FDC for the year: Srimati Basu, Terri Bonebright, Marthe Chandler, Bridget Gourley, and Kent Menzel. He reminded faculty of the Faculty Fellowship application deadline of September 18 and the Sabbatical deadline of October 20. The FDC has changed the deadlines for Fisher Time-Out proposals and Mellon Foundation grants proposals to October 30, to meet the administration's request that review of all awards which grant release time be completed by Thanksgiving break. The Mellon proposals must be discuss with the FITS committee before going to FDC.

Prof. Guinee announced that the Fisher Fellowship stipend has been increased to \$5000 to match the Faculty Fellowships. The Professional Development Fund continues to have a \$3000 limit per project, and there is now a limit of \$6000 per academic year.

FDC will be working on clearer guidelines for project reports.

### WOMEN'S STUDIES

Prof. Meryl Altman told the faculty of the desire to reorganize the tasks overseen by the Women's Studies Committee. The committee has two distinct functions, to oversee the academic program in Women's Studies and to improve the quality of life for women at DePauw. The new structure would use a steering committee, consisting of faculty teaching in the program, to oversee the academics. Prof. Rainbolt asked that the changes in the by-laws be approved by the faculty. Chair Brooks noted that Women's Studies is an administrative committee, whose membership and function are defined by the administration. The faculty can approve the change, but cannot make any changes to the committee without the prior approval of the administration. Prof. Altman will provide the faculty with the new language at a later faculty meeting.

### FIRST YEAR SEMINAR COMMITTEE (FYS)

Prof. Matthew Balensuela announced the other members of the committee: Julia Bruggeman, Dave Berque, Meryl Altman, Marnie McInnes, Jeffrey Hollander, Keith Knightenhelser, Ellie Ypma, and Neal Abraham.

The FYS committee worked during the week before orientation to train first-year mentors for the academic expectations workshop held on the day before classes. Training focused on critical reading skills and leading effective discussions.

The FYS committee has begun to draft a memo to CAPP outlining a proposal to move the FYS program into the curriculum and the FYS committee in the University Governance Structure, which it hopes to deliver in the next few weeks.

Faculty will be receiving calls for proposals for the Fall 2001 seminars via mail. They will be due in October. The committee will continue to work on assessment issues for the program (e.g., the committee will meet with mentors to discuss the effectiveness of

orientation training). There are currently no plans for workshop this Fall related to the FYS program.

Prof. Guinnee expressed concern that the amount of work the faculty were doing for the FYS seminars was excessive, especially when orientation work and advising were factored in. He expressed concerns about some aspects of the “Outward Bound” program, and questioned the usefulness of some student mentors. Prof. Bernie Batto reported that he felt the work he had done for the seminars was not excessive and that in his experience the seminars were going well. Prof. Susan Hahn requested a form for the current FYS faculty to respond soon concerning the Orientation portion of the FYS seminars.

President Bottoms reminded the faculty of the increase in retention of first year students from 82% to 89%.

Prof. Glen Kuecker asked what happened if students did not pass their seminars and if there were options for student's to drop the seminars presently or in the proposal to CAPP. Prof. Balensuela restated that students must attempt the seminar, but were not required to pass. Options for withdrawal from the seminars do exist and will be clarified in the committee's proposal to CAPP.

Prof. Ralph Raymond expressed concern about the academic merit of certain events in first-year orientation.

#### COMMITTEE ON ADMINISTRATION (COA)

Prof. Raymond told the faculty of the participation of members of the COA in the strategic planning retreat during the summer. The COA will be considering several issues because of the successful financial campaign. There are many more options than available funds. The committee welcomes additional comments from the faculty.

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

Vice President for Academic Affairs Neal Abraham shared the basic numerical statistics of the new first year class, since Vice President Eagon was unable to attend the meeting. The class size exceeded the original budgetary goal, and there are more valedictorians in the new class. The class is 55% female, 52% from Indiana, with students from 11 countries.

Vice President Abraham noted the increase in retention of first year male students, as well as their improved grade point average in the first semester. The challenge remains to improve the sophomore year experience, and make the junior and senior years academically stronger.

Responding to a question from Prof. Robert Stark, Vice President Abraham acknowledged that the grade point average of the first year male students declined in the spring semester.

Prof. Glen Kuecker expressed concern over the decline in the number of Latino students. Vice President Abraham stated that the Office of Admission attempted to use faculty and students to recruit new students. The office had not been able to hire a recent candidate for a position that would emphasize Latino recruiting.

#### REMARKS FROM THE PRESIDENT

President Robert Bottoms told the faculty that the Board of Trustees will meet on October 5-6. He expressed pleasure in the new U.S. News and World report ranking DePauw in a tie for 39th place out of the top 50 national liberal arts colleges. Most of the recent changes in endowment and increased size of the faculty have not had a chance to influence our position. The ranking is helpful for prospective students from outside the region.

President Bottoms restated his pleasure with the retention of first year students, but noted that there is still room to improve.

President Bottoms shared a drawing of the new facade for the Roy O. West library. The modified quadrangle will be renamed the Holton Quadrangle, and will be paid for with the interest accumulated by the Holton gift during the time of its acquisition.

#### OLD BUSINESS

There was no old business.

#### NEW BUSINESS

There was no old business.

#### ANNOUNCEMENTS

Chair Brooks announced the results of the fall Faculty Elections.

Committee on Faculty (one year ELECTED) - Dan Wachter  
Committee on Faculty (one year to be filled by Division 1 for McCall) - VACANT  
Committee on Faculty (fall semester to be filled by Division 4 for Weisz)- VACANT  
Teacher Education (SPRING semester) - DIVISION 1 will conduct an election this fall (3 willing candidates)  
Women's Studies (FALL semester for O'Dell) - Judy George  
Board of Control of Student Publications (one year) - William Little  
Public Occasions (one year to be filled by Division 2 for T. Jimenez-Vegara) - VACANT  
Parliamentarian (SPRING semester for Rainbolt) - Bob Newton  
Athletic Board (one year) - DIVISION 3 Jackie Roberts  
Committee on Administration (SPRING semester for Kannowski) - Scott Thede  
Athletic Board (three years from Division 4 for Williams) - Dan Wachter  
Honorary Degrees (one year for Williams) - Scott Ross

International Education (fall semester to be filled by Division 2 replacing M. B-Frank) -  
VACANT

Library Advisory (one year) - Paula Birt

Committee on Academic Policy and Planning (one year) - Caroline Perkins

#### ADJOURNMENT

The meeting was adjourned at 5:16 p.m..

Respectfully submitted,

Howard Brooks, Chair of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY  
MINUTES OF THE MEETING OF OCTOBER 2, 2000

CALL TO ORDER

Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:02 p.m. in the Union Building Ballroom with about 85 faculty present (the final attendance was about 100).

APPROVAL OF PREVIOUS MINUTES

The minutes of the September 11, 2000 faculty meeting were approved as distributed.

REFLECTIONS ON THE LIFE AND CONTRIBUTIONS OF ARTHUR SHUMAKER

Professor Jeff McCall shared with the faculty some personal reflections about Arthur Shumaker, Professor Emeritus of English and former Secretary of the Faculty, who died recently. Professor McCall lived in the Shumaker home during part of his time as a student at DePauw.

Arthur Shumaker was a gentle man, who always treated everyone with civility. He was a strong supporter of students and attended athletic events simply because his students would be participating in the contests.

Professor Robert Sedlack concurred with Professor McCall's remarks. He considered Arthur a colleague and professional friend, despite their differences of opinion concerning social issues in the 1960's and 1970's.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Jeff Hansen announced that CAPP had with Vice President Eagon to discuss various issues related to the admission of new students. CAPP is continuing to work on the various tasks that were outlined at the September meeting.

COMMITTEE ON FACULTY (COF)

Prof. Dan Shannon, announced for COF, that the following faculty members have endorsed their nominations for promotion: M. Barnes to Associate Professor, C. Johnson to Professor, M. Kannowski to Professor, E. Parker to Professor. The faculty is requested to write letters on these candidates behalf. Letter must be received in the Office of Academic Affairs no later than October 23rd.

The new DPC prototype, the “Joan Crimson” report, has been distributed to all faculty members. Departments who are currently doing reviews and candidates who are currently under review are encouraged to take a close look at this document. Special attention should be paid to the organization of the Teaching Effectiveness section of the document.

COF is presently finishing chair reviews. Faculty reviews will begin later this month.

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

Motion to change the Academic Handbook. COF moves to make an addition to VII, B. Committee on Faculty  
(p. 14). (Change is underlined)

2. Membership. Nine tenured faculty members each with at least four years of service at DePauw. Five shall be elected at large and one representative by each division. No more than two members may be from one department and no more than four may be from the same division. Each divisional representation must be nominated and elected by that particular division, but the representative's actual membership in that division is not mandatory.

The motion to remove from the table was approved. The rationale for the motion is that this brings COF in line with the other standing committees. A restriction on Division membership is needed to ensure that a full range of expertise, especially concerning Professional Development, be present on the Committee. The motion was approved.

Prof. Shannon, for COF, requested to place on the table the following motion:  
To make the following changes to the Academic Handbook: “Personnel Policies,” IV, D, 1 (p. 30). (Those parts marked by “strikeout” is what is being recommended to be removed; those parts underlined is what is being recommended to be added.) Evidentiary sessions. The committee shall is required to (a) receive the documents and recommendations of the personnel committee; (b) receive any related information or concerns from the President and/or Vice President for Academic Affairs; (c) receive further written evidence that might be offered from members of the University community; (d) read previous Committee on Faculty and administrative reports in the personnel file read the decision file; (e) interview any faculty member who has indicated in writing that this is the manner in which he or she wishes to communicate relevant information or from whom the committee wishes to solicit information; (f) interview the chair of the personnel committee, normally the dean of the school or department chair. In order to gain additional relevant evidence the committee may (f) interview anyone whom the committee wishes to solicit information; (g) collect statistical information. As a result of collecting all required and additional information the committee shall (h) provide opportunity for the candidate to inspect the decision file, make written response, and to respond in writing and/or in person to the committee.

The rationale for this motion is that the handbook needs to be clearer on what COF is obligated to do and what falls under its discretion. The revisions do not constitute any

policy change. They reflect established practice. It was noted that recent practice has varied, because the language in the handbook is open to interpretation. The motion to table was approved.

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

Prof. Melanie Barnes, for MAO moved:

That the faculty approved the new course: Arth 142 - Issues in Art (1 cr)

The course has been taught in the experiment division. The motion was approved.

Prof. Barnes, for MAO, moved to table the motion: "To add Arth 142 to the list of courses satisfying Group 3.

The motion to table was approved.

Registrar Ellie Ypma presented a visual demonstration of the new on-line course request system that will be used this fall. Prof. Barnes announced that MAO intends to have an open meeting to discuss faculty workload and time bank issues.

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

Prof. Joe Heithaus announced that SLAAC is prioritizing its agenda and will be discussing several issues, including: student representation on faculty committees, the possibility of an ombudsperson for the University, and the First Year Seminar and depauw.year1 program.

#### REPORTS FROM OTHER COMMITTEES

##### FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. David Guinee announced deadline dates for the Fisher Fellowships, Fisher Time Outs, Sabbatical leaves, and the Mellon Grant opportunities.

##### FIRST YEAR SEMINAR COMMITTEE (FYS)

Prof. Matthew Balensuela announced that the FYS committee is gathering feedback to the Orientation program this year. Copies of the abstract descriptions of the 2000 First Year Seminars were made available to all present. He, and Associate Dean Marnie McInnes, encouraged faculty to submit seminar proposals for the Fall 2001 semester.

The FYS committee has sent a proposal to CAPP to move the FYS program into the curriculum and the FYS committee into the University Governance Structure.

## COMMITTEE ON ADMINISTRATION (COA)

Prof. Wade Hazel reminded the faculty of COA's basic duties to offer advice on any topic suggested by the administration and to discuss the compensation package for faculty every spring. To successfully advise, the COA needs input from the faculty, and to that end, Prof. Hazel invited the faculty to an open meeting scheduled for October 16 to continue the discussions begun at the fall faculty institute concerning the task force reports and establishing university priorities.

## BLACK STUDIES

Prof. Vanessa Dickerson told the faculty that the Black Studies Committee is functioning and will keep the faculty informed about the Black Studies program.

## AFFIRMATIVE ACTION COMMITTEE

Prof. Eric Edberg informed the faculty of the revised affirmative action statement. The revisions have been approved by University legal counsel and will be incorporated into the Academic Handbook. It was recognized that many of the procedures outlined in the Handbook could be in violation of currently accepted legal practice, and it was suggested that the specific procedures be removed from the Handbook.

Prof. Edberg also announced that the committee was concerned about the University support of the Putnam County United Way since the Boy Scouts are one of the agencies that receives money from the organization. He said that the committee wanted to know about the practices of the local Scout organizations.

Prof. John Morrill, responded that the local United Way board was investigating the matter and considering a change in the language of the local By-Laws.

## REMARKS FROM THE PRESIDENT

President Robert Bottoms told the faculty that the Board of Trustees will meet on October 5-6. The Board will discuss the campus plan, including the Holton Quadrangle, the new face for Roy O. West Library, the indoor track and tennis facility, and the new Art building. The Trustees will also discuss the University investments, technology at DePauw, the conversion of the Julian Science Center to a technology center, and raising funds in the post-campaign era. The Board will finalize the budget and adopt the audit report.

## OLD BUSINESS

There was no old business.

## NEW BUSINESS

There was no new business.

#### ANNOUNCEMENTS

Chair Brooks announced that he had discussed the possibility of conducting the spring faculty elections on-line with an initial election for divisional offices followed by the at-large election.

Chair Brooks also reminded new faculty of the October 10 deadline for voter registration. Registrar Ypma told the faculty that voter registration cards were available at several locations on campus.

#### ADJOURNMENT

The meeting was adjourned at 5:18 p.m..

Respectfully submitted,

Howard Brooks, Chair of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY  
MINUTES OF THE MEETING OF NOVEMBER 6, 2000

CALL TO ORDER

Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:02 p.m. in the Union Building Ballroom with 85 faculty present (the final attendance was about 110). In addition to the faculty, approximately 100 students stood in the back of the Ballroom. In accordance with the By-Laws of the Faculty, Professor Tom Chiarella moved that: "The students be allowed to attend the meeting." Professor Susan Balter-Reitz seconded. The motion was approved.

APPROVAL OF PREVIOUS MINUTES

The minutes of the October 2, 2000 faculty meeting were approved with a series of minor corrections.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Jeff Hansen, for CAPP, moved to place the following motion on the table:

"All first-year matriculated students entering in the Fall semester must enroll in a First-Year Seminar. First-Year Seminars are offered only to first-year students and only in the fall term. First-Year Seminars will be offered as courses which count as one academic course credit for graduation. They introduce students to college work and prepare them for courses they will take later at DePauw. While First-Year Seminars differ from one another in topic and in the kind of assignments they ask students to complete, they are similar in the following important ways. Each seminar

-- creates a sense of intellectual community for the students and faculty member involved;

-- uses discussion as the primary basis for classroom learning;

-- emphasizes critical thinking and critical reading;

-- encourages the academic growth and development of individual students;

-- uses a variety of writing, research, or problem-solving assignments designed to give students skills and modes of analysis that will serve them well in their other courses at DePauw. Students will not be required or allowed to repeat the seminar. Students may withdraw from the First-Year Seminar only under exceptional circumstances with the permission of the Petitions Committee. Matriculated students entering in the spring semester and transfer students will not be allowed to take First-Year Seminars."

The motion to table was approved.

Prof. Hansen also moved for CAPP to place the following motion on the table:

"To add the following paragraph to the faculty by-laws as number 5 under section VII.

A.

5. The First Year Seminar Committee is a subcommittee of the Committee on Academic Policy and Planning. It is composed of four full-time faculty members (appointed for

three year staggered terms by CAPP in consultation with the FYS Committee and the Vice-President for Academic Affairs with consideration given for representation of the academic divisions of the University and diverse faculty rank), and three representatives of Academic Affairs. Non-voting members may include people invited to participate on the committee in an advisory capacity by the Vice-President for Academic Affairs. The responsibility of the First Year Seminar Committee is the oversight of the FYS program including such duties as: developing and articulating the goals of the program, soliciting and approving seminar proposals, training faculty to teach FY Seminars, coordination of FY Seminars with academically-related social activities, evaluation of the seminar program, and reporting on developments in the program to CAPP and the faculty.

The motion to table was approved. Prof. Hansen noted that this motion would only be considered if the faculty approved the previous motion concerning First Year Seminars.

Prof. Hansen, again for CAPP, moved to place the following motion on the table: "That the faculty approve the elimination of the major and minor in geography." The motion to table was approved.

Prof. Hansen announced that there would be an open meeting (location to be announced) on November 28 from 4-5:30 p.m. to discuss the FYS motions. CAPP is considering a proposal for off-campus internships and independent studies and formulating RAS for next year. CAPP has begun considering a proposal from the Women's Studies Committee.

#### COMMITTEE ON FACULTY (COF)

Prof. Dan Shannon, for COF, asked that the following motion be removed from the table: "To make the following changes to the Academic Handbook "Personnel Policies," IV, D, 1 (p. 30). (Those parts enclosed by { } is what is being recommended to be removed; those parts IN CAPITALS is what is being recommended to be added.) Evidentiary sessions. The committee {shall} IS REQUIRED TO (a) receive the documents and recommendations of the personnel committee; (b) receive any related information or concerns from the President and/or Vice President for Academic Affairs; (c) receive further written evidence that might be offered FROM MEMBERS OF THE UNIVERSITY COMMUNITY; (d) {read previous Committee on Faculty and administrative reports in the personnel file} READ THE DECISION FILE; (e) interview any faculty member who has indicated IN WRITING that this is the manner in which he or she wishes to communicate relevant information {or from whom the committee wishes to solicit information; (f) interview the chair of the personnel committee, normally the dean of the school or department chair.} IN ORDER TO GAIN ADDITIONAL RELEVANT EVIDENCE THE COMMITTEE MAY (f) INTERVIEW ANYONE WHOM THE COMMITTEE WISHES TO SOLICIT INFORMATION; (g) COLLECT STATISTICAL INFORMATION. AS A RESULT OF COLLECTING ALL REQUIRED AND ADDITIONAL INFORMATION THE COMMITTEE SHALL (h) provide opportunity for the candidate to inspect the decision file, {make written

response}, AND TO RESPOND IN WRITING AND/OR in person TO THE COMMITTEE.”

[Clean copy after revision] Evidentiary sessions. The committee is required to (a) receive the documents and recommendations of the personnel committee; (b) receive any related information or concerns from the President and/or Vice President for Academic Affairs; (c) receive further written evidence that might be offered from members of the University community; (d) read the decision file; (e) interview any faculty member who has indicated in writing that this is the manner in which he or she wishes to communicate relevant information. In order to gain additional relevant evidence the committee may (f) interview anyone from whom the committee wishes to solicit information; (g) collect statistical information. After collecting all required and additional information the committee shall (h) provide opportunity for the candidate to inspect the decision file and to respond in writing and/or in person to the committee.

The motion to remove from the table was approved. Two minor friendly amendments were accepted by COF to add the word “from” between “anyone” and “whom” in subpoint (f) and to change “As a result of” to “After” at the beginning of the last sentence. The motion was approved.

Prof. Shannon moved, for COF, to place the following motion on the table:

“To change the Academic Handbook, which will allow both Chairs of Departments to serve and restrict membership to only tenured faculty on the Review Committees. The following changes are recommended (what is recommended to be added is in CAPITALS; what is recommended to be deleted is contained inside {})

Title IX. B. Review Committee–Membership Elections, Alternates. (P. 36)

The Review Committee shall consist of eight TENURED full-time faculty members TWO FROM EACH DIVISION who are not members of the Committee on Faculty{, and who are not heads of departments}. No person shall be a member of the Review Committee unless the terms of his or her appointment are subject in whole or in part to the action of the Committee on Faculty. Persons granted leaves of absence for all or part of the review Committee’s terms of office are eligible for election to the committee. Voting for members of the Review Committee shall be restricted to members of the faculty whose terms of appointment are subject in whole or in part to action by the Committee on Faculty, and to the President and the Vice President of Academic Affairs. Eight alternative members of the Review Committee shall also be elected; they may be called upon to serve when regular committee members disqualify themselves as too directly involved in a grievance to render an objective decision.”

The motion to table was approved.

Prof. Shannon announced that COF would be soliciting nominations for a task force to consider judicial procedures for faculty. This group would consider revisions to the Academic Handbook. Prof. Shannon also announced that COF had completed its tenure and promotion reviews and passed their recommendations on to the Vice President for

Academic Affairs.

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

Prof. Melanie Barnes, for MAO, moved to remove from the table the following motion:  
“To add Arth 142 to the list of courses satisfying Group 3.”

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

Prof. Barnes, for MAO, moved to table the following motion:

“That the faculty approve the revision to the Chemistry department curriculum.”

The details of the motion involve the dropping of 11 full courses and the addition of 22 half credit courses. The motion to table was approved.

Prof. Barnes told the faculty that a modification to the current time bank system has been developed. The new system will be discussed at an open meeting on November 30.

Registrar Ellie Ypma reminded the faculty of the next steps in the new registration process.

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

Prof. Joe Heithaus announced that SLAAC is continuing to discuss student representation on faculty committees, and the possibility of an ombudsperson for the University. Prof. Heithaus introduced Student Body President Sean Nicol, whom SLAAC had invited to address the faculty concerning the changes in the Fall Break and Thanksgiving Break during the 2001-02 academic year.

Student Body President Nicol informed the faculty of the strong opposition by many students to the modifications to the break schedule. He told of two Student Congress resolutions opposing the changes, and 600 student signatures on a petition opposing the longer Fall Break and shorter Thanksgiving Break. He cited increased costs for student travel at Thanksgiving, and increased costs for the University to house student athletes during the week long Fall Break. He also mentioned that the long break at Thanksgiving allowed students to be better prepared for the last two weeks of the semester. Recognizing that the decision for 2001-02 had already been made, President Nicol asked the faculty to reconsider these breaks before including them in future academic calendars.

#### REPORTS FROM OTHER COMMITTEES

##### FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. David Guinee announced that Vice President Neal Abraham had informed FDC of additional monies to fund more than the standard number of Student/Faculty summer research grants and Summer Stipends. Although the exact numbers are not known, it is

anticipated that 50% more than usual in each category will be possible. Deadlines for those awards are: February 5, 2001 for summer stipends and March 16, 2001 for Student Faculty research grants.

The FDC finished the review of the Faculty Fellowship proposals, and plans to hold workshops in the spring to assist faculty in writing proposals for the next round.

The Fisher Fellow for 2001-02 is Eugene Gloria of the English Department. (The faculty greeted this announcement with applause.) Prof. Guinee noted that the last two approved fellowship proposals were for artistic projects by junior faculty.

#### FIRST YEAR SEMINAR COMMITTEE (FYS)

Prof. Matthew Balensuela announced that the FYS committee had received 55 proposals for First Year Seminars for Fall 2001. The FYS committee is pleased with the proposals from CAPP to add FYS to the graduation requirements and to regularize the committee within the university governance structure.

#### COMMITTEE ON ADMINISTRATION (COA)

Prof. Wade Hazel told the faculty that COA continues to work on assessing the Strategic Planning Proposals. The COA is still interested in faculty input on the proposals including ideas for other initiatives or modifications of existing proposals. Summaries of all the proposals can be found on the U drive in the Academics folder. Hard copies can be obtained from Prof. Hazel. COA's next meeting is scheduled for November 27.

#### AFFIRMATIVE ACTION COMMITTEE(AAC)

Prof. Eric Edberg informed the faculty that the AAC is briefing search committees seeking new faculty for next year. The AAC is continuing to monitor the Boy Scout / Putnam County United Way situation.

#### BLACK STUDIES

Prof. Vanessa Dickerson told the faculty that the Black Studies Committee is overhauling the Black Studies curriculum and making plans for the GLCA Black Studies Conference to be held at DePauw on April 20-21, 2001.

#### REMARKS FROM THE PRESIDENT

President Robert Bottoms announced that Prof. Terri Bonebright had been granted tenure and promoted to the rank of Associate Professor. The faculty greeted this announcement with applause. The applause was repeated with the announcement that Prof. Bonebright had been selected to receive the United Methodist Exemplary Teaching Award.

President Bottoms shared the details of a memorandum concerning the newly created Ubben endowed chairs for DePauw faculty. These fifteen new chairs will be for fixed terms, with an additional stipend beyond regular salary for the individuals that hold the chair. The Ubbens will name two of the chairs, but want each chair to be named in honor of distinguished members of the DePauw faculty. The details of the selection process will be subject to negotiation between the Vice President for Academic Affairs and the department or program involved with the chair.

#### OLD BUSINESS

There was no old business.

#### NEW BUSINESS

There was no new business.

#### ANNOUNCEMENTS

Prof. Dennis Trinkle told the faculty that the University was working to solve the recent problems with the computer network. A contact protocol is being developed which will include voice mail and website information.

Craig Griewe, a first year student at THE DEPAUW, told the faculty of a proposed survey soliciting faculty input on a variety of issues. Many faculty objected to the presence of the faculty name on the survey. It was strongly suggested that he contact Prof. Kevin Moore and the Institutional Review Board for assistance in developing the survey in a manner that is consistent with University guidelines.

#### ADJOURNMENT

The meeting was adjourned at 5:25 p.m..

Respectfully submitted,

Howard Brooks, Chair of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY  
MINUTES OF THE MEETING OF DECEMBER 4, 2000

CALL TO ORDER

Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:02 p.m. in the Union Building Ballroom with 80 faculty present (the final attendance was about 110).

APPROVAL OF PREVIOUS MINUTES

The minutes of the November 6, 2000 faculty meeting were approved as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Jeff Hansen, for CAPP, announced that the committee had endorsed the new Chemistry curriculum that MAO would be presenting for faculty approval later in the meeting.

Prof. Hansen moved, for CAPP: "CAPP recommends that the Administration change the structure governing the Women's studies program and adopt a three part-structure as follows:

1. Women's Studies Affiliated Faculty: the large group of all who teach in the program or have a demonstrated teaching and research interest in the field of women's and gender studies. This group would meet regularly for purposes of course and curriculum development, and to maintain the coherence of a program relying very heavily upon cross-listed courses.
2. Women's Studies Steering Committee. Voting members would include: faculty currently holding appointments in women's studies and/or teaching core courses; a representative of Academic Affairs; and four other faculty members, to be nominated from and by the affiliated faculty. (The sitting steering committee would propose a slate to the VPAA with an eye to disciplinary and generational balance.) Non-voting members would include a student representative, a representative of the library, and others as appropriate. This group will make curricular decisions, such as adding new core courses or proposing changes to the major and minor; will serve as department personnel committee when there is need to hire or review a women's studies faculty member; will vet and oversee the cross-listed courses; will assist and advise the director with respect to budget, public events, student advising, course development, and so forth.
3. Status of Women Committee. This group would carry on the remainder of the original charge to the old women's studies committee, to address the needs and concerns of women at DePauw--staff, students, and independent scholars as well as faculty—and to safeguard the University's commitment to gender equity. We suggest this at first be appointed as a task force, drawing input from SLAAC, Affirmative Action, and Sexual Harassment committees, from student affairs, and from the coalition for women's concerns, as well as the women's studies groups described under 1 and 2 above, to determine and propose a structure that would work well to coordinate such issues. We

suggest that the Vice President send out a general call for nominations to this group.” After brief discussion, the motion was approved.

Next, Prof. Hansen moved to remove from the table: “All first-year matriculated students entering in the Fall semester must enroll in a First-Year Seminar.

First-Year Seminars are offered only to first-year students and only in the fall term. First-Year Seminars will be offered as courses which count as one academic course credit for graduation. They introduce students to college work and prepare them for courses they will take later at DePauw. While First-Year Seminars differ from one another in topic and in the kind of assignments they ask students to complete, they are similar in the following important ways. Each seminar

- creates a sense of intellectual community for the students and faculty member involved;

- uses discussion as the primary basis for classroom learning;

- emphasizes critical thinking and critical reading;

- encourages the academic growth and development of individual students;

- uses a variety of writing, research, or problem-solving assignments designed to give students skills and modes of analysis that will serve them well in their other courses at DePauw. Students will not be required or allowed to repeat the seminar. Students may withdraw from the First-Year Seminar only under exceptional circumstances with the permission of the Petitions Committee. Matriculated students entering in the spring semester and transfer students will not be allowed to take First-Year Seminars.”

The motion to remove from the table was approved. The motion was approved by a secret ballot vote of 89 yes, 23 no.

Prof. Hansen moved to remove from the table:”To add the following paragraph to the faculty by-laws as number 5 under section VII. A.:

5. The First Year Seminar Committee is a subcommittee of the Committee on Academic Policy and Planning. It is composed of four full-time faculty members (appointed for three year staggered terms by CAPP in consultation with the FYS Committee and the Vice-President for Academic Affairs with consideration given for representation of the academic divisions of the University and diverse faculty rank), and three representatives of Academic Affairs. Non-voting members may include people invited to participate on the committee in an advisory capacity by the Vice-President for Academic Affairs. The responsibility of the First Year Seminar Committee is the oversight of the FYS program including such duties as: developing and articulating the goals of the program, soliciting and approving seminar proposals, training faculty to teach FY Seminars, coordination of FY Seminars with academically-related social activities, evaluation of the seminar program, and reporting on developments in the program to CAPP and the faculty.”

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

Prof. Hansen again moved to remove from the table another motion: “That the faculty approve the elimination of the major and minor in geography.”

The motion to remove from the table was approved. After some discussion concerning the impact of not having a geography major, and the interest from other departments about having a geology major, the motion failed by a vote of 29 yes, 56 no, 1 abstention. Prof. Fred Soster reminded the faculty that the Geology and Geography department is not adequately staffed to offer the major.

Prof. Hansen announced that the motion concerning first-year Winter Term would not be presented until the February meeting.

#### COMMITTEE ON FACULTY (COF)

Prof. Dan Shannon, for COF, asked that the following motion be removed from the table: “To change the Academic Handbook, which will allow both Chairs of Departments to serve and restrict membership to only tenured faculty on the Review Committees. The following changes are recommended (what is recommended to be added is in CAPITALS; what is recommended to be deleted is contained inside {})

Title IX. B. Review Committee–Membership Elections, Alternates. (P. 36)  
The Review Committee shall consist of eight TENURED full-time faculty members TWO FROM EACH DIVISION who are not members of the Committee on Faculty{, and who are not heads of departments}. No person shall be a member of the Review Committee unless the terms of his or her appointment are subject in whole or in part to the action of the Committee on Faculty. Persons granted leaves of absence for all or part of the review Committee’s terms of office are eligible for election to the committee. Voting for members of the Review Committee shall be restricted to members of the faculty whose terms of appointment are subject in whole or in part to action by the Committee on Faculty, and to the President and the Vice President of Academic Affairs. Eight alternative members of the Review Committee shall also be elected; they may be called upon to serve when regular committee members disqualify themselves as too directly involved in a grievance to render an objective decision.”

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

Prof. Shannon announced that COF needs more individuals to serve on the task force to consider judicial procedures for faculty. This group would consider revisions to the Academic Handbook. Individuals serving on the task force will receive a stipend.

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

Prof. Melanie Barnes, for MAO, moved to remove from the table the following motion: “That the faculty approve the Chemistry Curriculum Revision (elimination of 12 courses (totaling 11 credits); addition of 22 new courses (totaling 14.25 credits); increasing the number of required courses for the major from 8 credits to 9.25 credits; increasing the number of required courses for the minor from 5 credits to 5.25 credits.”

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

Prof. Barnes moved, for MAO, to place the following motion on the table: "That the faculty approve adding Chemistry 120 and Chemistry 130 to the list of courses satisfying the Group 1 distribution requirement (with lab)."

The motion to table was approved. Prof. Barnes moved, for MAO: "To approve change in course credit for HPP 367 - Injury Recognition and Evaluation II from 1.0 credit to .5 credit" The motion was approved. Prof. Barnes moved, for MAO: "To approve change in course credit for HPP 369 - Medical Perspectives from .5 credit to 1.0 credit"

The motion was approved.

Prof. Barnes moved, for MAO: "To approve change in course credit and course number: HPP 251 - Sports Medicine and First Aid (1 credit) to HPP 110 - Sports Medicine and First Aid (.5 credit)"

The motion was approved.

Prof. Barnes moved, for MAO: "To accept the proposed time bank system effective Fall 2001." The motion was presented to allow for discussion for a fixed period of time. After various concerns and questions were raised, Prof. Barnes moved to table the motion.

The motion to table was approved.

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

Prof. Joe Heithaus announced that SLAAC is developing an information sheet explaining the roles and duties of various faculty committees that have student representatives. This sheet can be used to attract more students to serve on the committees.

#### REPORTS FROM OTHER COMMITTEES

#### FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. David Guinee announced the following deadlines: Spring 2002 Sabbatical Leave - January 31, 2001, FITS-Mellon Teaching and Technology Awards- to FITS by February 2, 2001, Faculty Development Summer Stipends - February 5, 2001. He reminded faculty that it looks as though FDC will have funds for more than the standard 10 summer stipend awards this year.

#### FIRST YEAR SEMINAR COMMITTEE (FYS)

Prof. Matthew Balensuela expressed thanks to the faculty for incorporating the committee into the Academic Handbook. He also expressed thanks to Marnie McInnes for her work with the FYS, which was supported by applause from the faculty.

#### COMMITTEE ON ADMINISTRATION (COA)

Prof. Wade Hazel told the faculty that COA continues to work on assessing the Strategic Planning Proposals.

#### AFFIRMATIVE ACTION COMMITTEE(AAC)

Prof. Eric Edberg supplied a written report read to the faculty by Chair Brooks. The AAC is continuing to conduct briefing sessions with faculty search committees. The AAC has been informed that the United Way of Putnam County has added “sexual orientation” to its non-discrimination policy. At this time, it is not known what effect, if any, this change will have on local United Way funding of the Boy Scouts. The AAC appreciated the responses to the Quality of Life survey, including the many faculty who pointed out that the scale was reversed on the second page. The AAC will work closely with the Office of Institutional Research to evaluate the reliability of the results.

#### BLACK STUDIES

Prof. Vanessa Dickerson told the faculty that the Black Studies Committee is finalizing the descriptions of four core courses in the program. DePauw will host the GLCA Black Studies Conference on April 20- 21, 2001.

#### FACULTY TECHNOLOGY ADVISORY COMMITTEE

Prof. Dennis Trinkle informed the faculty that descriptions of crashes and other problems with the University network will be posted on the DePauw website, and available via telephone at 658-6666. The committee wants to keep the entire campus community better informed when there are operational difficulties on the network.

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

Vice President Neal Abraham reminded the faculty that no major exams, nor other major assignment without prior announcement, can be scheduled in the last week of classes. The special advisory committee on Distinguished and University Professors has presented their report to the President. With the increase to 203 full-time faculty, it will be possible to spread the Winter Term load over a larger number of faculty members. The Winter Term subcommittee is considering changing the frequency of Winter Term offering by an individual faculty member to once every three years for those faculty offering an off-campus trip or an on-campus course, while maintaining the every other year of WT service for those supervising interns. Individuals wanting to participate more often in WT could receive a ten percent addition to their base salary.

#### REMARKS FROM THE PRESIDENT

President Bottoms did not attend the meeting.

#### OLD BUSINESS

Prof. Dave Berque moved: “The faculty recognizes significant student and faculty discomfort with the changes to the schedule for breaks effective during the 2001-2001 academic year. While we realize it is too late to reconsider for next year, we direct MAO to reconsider for the 2002-2003 academic year.”

The motion was seconded. Since MAO has already announced the calendar for 2002-2003, Prof. Berque accepted a friendly amendment to change the last clause of the motion to read:”... as soon as possible.” After some discussion, the motion failed.

#### NEW BUSINESS

Prof. Gary Lemon moved: “To confer degrees to those students who have satisfied all requirements for graduation.”

The motion was seconded by Prof. Nafhat Nasr. The motion was approved

#### ANNOUNCEMENTS

Prof. Jack Morrill thanked the faculty for their support of the United Way fund raising campaign.

Vice President Abraham reminded the faculty to be alert to cases of violation of academic integrity and urged the faculty to report each violation.

#### ADJOURNMENT

The meeting was adjourned at 5:49 p.m..

Respectfully submitted,

Howard Brooks, Chair of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY  
MINUTES OF THE MEETING OF FEBRUARY 5, 2001

CALL TO ORDER

Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:03 p.m. in the Union Building Ballroom with more than 60 faculty present (the final attendance was about 95).

APPROVAL OF PREVIOUS MINUTES

The minutes of the December 4, 2000 faculty meeting were approved with a minor grammatical correction.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Jeff Hansen moved, for CAPP, to place the following motion on the table: "The requirement that first-year students must fulfill their first Winter Term on campus be suspended on a three-year experimental basis beginning with students enrolling in academic year 2001-2002, permitting first-year students to choose without limitation from the full array of Winter Term options. During the experimental period, however, first-year students will be required to complete a Winter Term project."

Prof. Hansen shared some brief comments about the motion, and invited the faculty to an open meeting on Friday, February 23. The motion to table was approved.

COMMITTEE ON FACULTY (COF)

Prof. Dan Shannon announced that COF is continuing to work on term and interim reviews. He said that COF had determined the membership of the task force considering the judicial review process, but has not told the members of the task force that they have been selected.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

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

"That the faculty approve adding Chemistry 120 and Chemistry 130 to the list of courses satisfying the Group 1 distribution requirement (with lab)."

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

Prof. Barnes moved, for MAO, to approve a new Course: ML 395, Topics in Modern Languages, 1 Course. The motion was approved.

Prof. Barnes announced change in title of two courses: EDUC 335 Methods and Management (Adolescent Level) 1 course, TO: EDUC 335 Methods and Management: AYA/EAG (Adolescence and Young Adulthood/Early Adolescence Generalist)

EDUC 340 Content Literacy: Literacy Curriculum/AYA/EA TO: EDUC 340 Literacy Curriculum: AYA/EAG (Adolescence and Young Adulthood/Early Adolescence Generalist)

Prof. Barnes concluded her remarks by announcing that the Proposed Time Bank system motion would remain on the table.

STUDENT LIFE AND ACADEMIC ATMOSPHERE COMMITTEE (SLAAC)  
Prof. Jackie Roberts announced that SLAAC is continuing to develop an information book on student roles on faculty committees. SLAAC is also considering an open meeting to discuss a University ombudsperson program.

#### REPORTS FROM OTHER COMMITTEES

##### FACULTY DEVELOPMENT COMMITTEE

Prof. Terri Bonebright reminded faculty of the March deadlines for applications to the FITS summer stipend program and the student/faculty summer research collaboration projects.

##### FIRST YEAR SEMINAR COMMITTEE (FYS)

Prof. Meryl Altman told the faculty that seminars for next year are being finalized pending staffing negotiations. There will be three workshops this spring, two sponsored jointly with the Faculty Development Committee, for the faculty involved with the fall seminars. The challenge remains to maintain the energy and cohesion of the seminars.

Prof. Altman concluded her remarks with a request for all Fall 2000 FYS faculty to return their survey forms.

##### COMMITTEE ON ADMINISTRATION (COA)

Prof. Wade Hazel, reporting for COA, announced that the evaluation of the strategic planning proposals had been completed. The full text of the recommendations will be on the U drive (academics folder). A consensus was reached to endorse two proposals: (1) to move from a 3-3 teaching load to a 3-2 teaching load, and, (2) increasing the academic quality of our students. All of the other proposals were considered worthy, but these two were seen as the ones to improve the academic quality of the institution, from both a student and faculty perspective. The COA regarded these proposals to be equally important and complementary. The goal of both of these proposals, moving to a 3-2 teaching load and increasing the academic quality of our students, is to change the core of the DePauw academic program. It may take ten years, with a disciplined policy, to implement these two proposals. COA recommended that DePauw devote a significant proportion of our new resources to these far reaching plans, and resist the temptation to spend our money on shorter-term projects.

After the COA had agreed on this recommendation, the committee received a petition signed by 58 junior faculty supporting the 3-2 proposal.

Four members of the COA attended the Board of Trustees retreat during January in Florida.

Prof. Scott Thede will replace Prof. Mark Kannowski, who is on sabbatical leave, during the spring semester.

#### BLACK STUDIES COMMITTEE

Prof. Vanessa Dickerson announced that the committee was completing its work on the Black Studies curriculum, and will approach MAO with their work. The GLCA Black Studies conference is coming to DePauw April 20-21. Hopefully, many from the DPU campus will participate in the conference. Prof. Dickerson concluded her remarks by reminding faculty of the visits to campus by William Wiggins and Lani Guinier.

#### FACULTY TECHNOLOGY ADVISORY COMMITTEE

Prof. Dennis Trinkle announced that two new technology classrooms had been added to Asbury Hall and one new technology classroom had been added to Harrison Hall.

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

Vice President for Academic Affairs Neal Abraham reminded the faculty that annual reports from all faculty members are due March 15. To avoid some of the confusions in the past, separate instruction sheets were provided this year for tenured faculty members, full-time untenured faculty members (both term and tenure-track), and part-time faculty members.

Vice President Abraham announced that the department chairs and Registrar Ellie Ypma have compiled a list of needed classroom repairs and improvements. Efforts will be made to develop a schedule for improving the furnishings in various classrooms. Some improvements have been made this spring, and most will be made in the summer. Faculty members should share their concerns about classroom facilities and repairs with their chairs or the Registrar.

When the two new building projects are completed 2-3 years hence, there will be opportunities to reassign departments and individual faculty offices to consolidate colleagues and to create departmental suites for faculty members and their students. A task force headed by Associate Dean of Academic Affairs Ken Kirkpatrick will work with chairs of departments eligible to move to propose alternatives that will maximize the outcome and minimize the number of moves between now and several years from now.

A draft of guidelines for faculty members on absences from class and class cancellations was distributed by email in January. Faculty members are urged to provide comments before the guidelines are finalized.

At the December faculty meeting a revised policy on faculty members' Winter Term obligations was outlined -- faculty members would earn two years "off" for each year of leading a trip or project or for teaching an on-campus course; those supervising interns or

accompanying trips led by others would earn one year "off", new faculty members (term or tenure-track) would not have Winter Term obligations in their first year. The new policy was developed in response to a recommendation from the faculty Winter Term Committee (a subcommittee of CAPP) and its parent committee. An email was distributed to all faculty members shortly after the meeting. Comments were uniformly positive with a few suggestions and many questions about how the policy would be applied in individual cases. A more detailed and slightly revised version of the policy will be distributed by email shortly after the faculty meeting.

Vice President Abraham expressed thanks and approval for the strong statements by leaders of the PanHellenic Council and the Interfraternity Council that academic obligations (classes and studying) should take priority over rush. They also provided assurances that alternative activities would be provided for all students with schedule conflicts with the regular rush activities. No student can argue that such alternatives were not available. The VPAA urged faculty members to insist with the student leaders that academic obligations take priority. The VPAA announced the completion of three nationally advertised tenure-track searches which led to the appointment of three faculty members currently on term positions at DePauw: Scott Thede in Computer Science, Jamie Stockton in Education, and Hilary Eppley in Inorganic Chemistry. The VPAA also announced that under the special policy for the creation of tenure-track positions for members of under-represented minority groups in departments or programs which are deficient in representation a tenure-track position in Religious Studies had been created for Leslie James, with a part of the job description being to offer some courses on a regular basis (listed or cross-listed) in Black Studies and Latin American and Caribbean Studies. Since this is the sixth year of his full-time appointment at DePauw, a review for tenure and promotion will be conducted this spring. Progress is being made under several initiatives to appoint minority post-doctoral and pre-doctoral scholars. DePauw has an agreement to work with the Political Science and Sociology Departments at Indiana University under their Preparing Future Faculty program which will bring IU graduate students to work with DePauw faculty members as observers of the professorial life at liberal arts colleges. DePauw is also a member of the Consortium for a Strong Minority Presence at Liberal Arts Colleges and through this Consortium we are actively recruiting minority faculty fellows. Several candidates have interviewed on campus already, one has accepted a position at DePauw, and several more will be interviewed in the coming weeks. The report on Fall 2000 grades shows that first-year student grades are much improved for the second year in a row, with both the men and women now showing a 0.2 increase in their GPA's over the performance of first-year students two years ago. The precipitous drop in spring grades for last year's first-year students was almost entirely offset by improvements in the grades of students in that graduating class this past fall. For the second year in a row, low first-year seminar grades were a good predictor of academic difficulty for students, but for the second year in a row, the number of first-year students in academic difficulty in the fall semester declined significantly. There is increasing evidence that the overall improvement in first-year grades is related to better overall academic engagement, since the first-year seminar grades only explain about one fourth of the overall improvement in academic performance of first-year students. Faculty salary data from other schools permitting a comparison of average salaries and of salary

raises has been received and will be reviewed with COA. Further progress was made relative to other schools. Comparative materials will be distributed to the Faculty after they have been discussed with COA. The Academic Affairs Committee of the Board of Trustees has asked to review the progress we have made and are making on relative faculty compensation. They have also asked to have a chance to review academic priorities, including the strategic initiatives favored by the faculty. The endorsement of the COA recommendations by a large number of junior faculty members was received in a timely way. The VPAA will try to have an open meeting with the junior full-time faculty members relatively soon. Several faculty members have asked that the VPAA make it more broadly known that the administration is willing to work with those who receive job offers, or who hold current jobs, to explore employment opportunities in the University and community for their partners or spouses. The VPAA welcomes inquiries about possible positions at the University. A private donor has given a major gift to the endowment of the University so that the income can be used to hold an annual symposium in the fall on the liberal arts. Faculty members wishing to organize the symposium in 2001 or 2002 will be asked to place their names in a hat for a drawing at the next faculty meeting. The VPAA will distribute a description of the purposes of the grant. The departments in which the Ubben chairs will be awarded for 2001-2006 have been selected: chemistry, economics and management, history. Chairs will be named in honor of emeritus faculty members in economics and management and in chemistry by the Ubbens. A name has yet to be selected for the chair in history which will be named after consultations with alumni, faculty members and emeritus faculty members. The recipients of each of these chairs, to be announced in the spring, will be selected by the VPAA after consultations with all of the faculty members in the department. Vice President Abraham announced the recipients of the Distinguished Professor Awards and the University Professorships to begin in Fall 2001, as selected by the President on the recommendation of the special review committee consisting of Neal Abraham (VPAA), University Professors Wayne Glausser and Nancy Davis, and Distinguished Professors Charles Mays and Jim Rambo. Distinguished Professor Awards for 2001-2003 for sustained excellence in teaching and service go to: Meryl Altman, Associate Professor of Women's Studies and English, Francoise Coulont-Henderson, Professor of Modern Languages, French, and Craig Paré, Associate Professor of Music and Director of University Bands. Appointments as University Professors for 2001-2005 for sustained excellence in teaching, service and scholarly and creative growth and accomplishment go to: David Berque, Associate Professor of Computer Science, David Newman, Associate Professor of Sociology, and Paul Watt, Professor of Asian Studies. This announcement was greeted with applause.

Prof. Tom Chiarella questioned Vice President Abraham on the new requirements for proposing off campus study trips during Winter Term. Prof. Bob Sedlack believed the new process represented substantive changes in the Winter Term program and expressed the desire to have the changes brought to the faculty by CAPP, and that any changes be approved by a faculty vote. Chair Brooks referred the matter to CAPP, which promised to respond quickly.

## REMARKS FROM THE PRESIDENT

President Bottoms deferred his comments until the Executive Session.

### OLD BUSINESS

The faculty agreed to allow Michelle Evans, editor of THE DEPAUW, and Craig Greiwe, survey coordinator for THE DEPAUW, to speak to the faculty. After consultations with several individuals, including Dr. Pam Propsom, the students presented a new 'blind' survey of faculty attitudes concerning many issues on campus. This new survey answered many objections that had been expressed during the previous November faculty meeting.

### NEW BUSINESS

There was no new business.

### ANNOUNCEMENTS

Prof. Kevin Kinney reminded faculty to complete and return their Phi Beta Kappa candidate evaluations.

Prof. Jack Morrill thanked the faculty for their support of the United Way program. DePauw exceeded its \$40,000 goal by \$2,000. Putnam County exceeded its goal of \$220,000.

Chair Brooks told the faculty that materials for the spring faculty elections will be distributed in the next two weeks.

### EXECUTIVE SESSION

The faculty meeting moved into executive session to consider candidates for honorary degrees. President Bob Bottoms opened the session by announcing a 4 per cent increase in tuition and room and board for next year. The Board of Trustees will be considering the future role of student financial aid at DePauw. President Bottoms gave very brief summary statements concerning each degree candidate. After his presentation, the faculty that remained at the meeting, approximately 60, voted by secret ballot. All four candidates were approved by the faculty.

### ADJOURNMENT

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

Respectfully submitted,

Howard Brooks,  
Chair of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY  
MINUTES OF THE MEETING OF MARCH 5, 2001

CALL TO ORDER

Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:03 p.m. in the Union Building Ballroom with about 65 faculty present (the final attendance was about 100).

APPROVAL OF PREVIOUS MINUTES

The minutes of the February 5, 2001 faculty meeting were approved as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Jeff Hansen, for CAPP, moved to remove from the table:

“The requirement that first-year students must fulfill their first Winter Term on campus be suspended on a three-year experimental basis beginning with students enrolling in academic year 2001-2002, permitting first- year students to choose without limitation from the full array of Winter Term options. During the experimental period, however, first-year students will be required to complete a Winter Term project.”

Prof. Hansen wanted to allow discussion of the concerns about the motion. He identified some specific opposition to the motion including: from First Year students that found the on-campus Winter Term to be a positive experience; the increased cost of supporting additional off-campus trips; the uncertainty about on- campus enrollment numbers; and questions about making another change in the FY program at this time, especially since our retention of FY students has improved. After additional comments from the floor, including a few statements of support for the motion, Prof. Marthe Chandler moved to return the motion to the table. Prof. Robert Stark seconded the motion to table. The motion to table was approved.

Prof. Hansen moved, for CAPP, to place the following motion on the table:

“CAPP moves to add the following text (ADDITIONS IN CAPITALS) to the Faculty By-Laws under VII.

A. 1. following “This committee shall supervise programs and recommend policies relating to: admissions requirements, Aerospace Studies, Army ROTC, Experimental Division, University Studies, Winter Term, graduation requirements, pre-professional programs, public occasions, and other programs of similar relevance to academic policy.”

ALL NEW MAJORS AND MINORS, WHETHER DEPARTMENTAL OR INTERDISCIPLINARY IN NATURE, SHALL BE CONSIDERED BY CAPP AND SUBSEQUENTLY VOTED ON BY THE FACULTY. and the following text under VII.

C. 1. following “This committee shall supervise the Area Major, scheduling, registration, classrooms, course changes, calendar, the grading system, comprehensives, academic counseling, learning resources, the libraries, and the Computer Center.” MAO SHALL

CONSIDER ALL CHANGES TO EXISTING MAJORS OR MINORS AND SUBSEQUENTLY BRING THOSE CHANGES TO A VOTE BEFORE THE FACULTY. IF MAO DETERMINES THAT A PROPOSED CHANGE TO A MAJOR OR MINOR REPRESENTS A SIGNIFICANT CHANGE IN POLICY, MAO WILL ALSO REFER THE PROPOSAL TO CAPP FOR CONSIDERATION BEFORE BRINGING THE CHANGES TO A VOTE BEFORE THE FACULTY.” Prof. Hansen explained that the changes in Academic Handbook language were intended to provide a more consistent policy concerning the tasks assigned to CAPP and MAO regarding the curriculum. The motion to table was approved.

Prof. Hansen, for CAPP, moved to place the following motion on the table: “CAPP moves that: DePauw expand opportunities for students who desire to have quality active learning experiences such as internships as a part of their formal education but for whom currently available options are not appropriate or possible. The amount of credit for a given internship may not exceed two course credits. Internships for two credits are considered to be essentially full-time work experiences (at least 30 hours per week). No more than one internship experience through this program may be credited towards graduation. Individually designed internship projects are coordinated by designated members of the administrative staff of the Office of Academic Affairs and sponsored by a member of the faculty whose field is related to the internship experience. To ensure that students reflect upon and synthesize the work experience, an additional one-credit independent study or web-based course associated with the internship experience and/or the student’s major field of study shall be required. This course should require an additional 10-12 hours a week. The semester- long learning experience as a whole should be considered a three-credit package.”

Prof. Hansen explained that the motion arose from the work of the Task Force on Internships and Independent Study. The motion to table was approved.

Prof. Hansen announced that CAPP has reviewed the questions raised about the proposed changes to Winter Term staffing. We believe that in this situation faculty governance has functioned appropriately. According to the faculty by-laws the Winter Term committee is to "oversee and make final recommendations about the staffing of WT programs." The Winter Term committee was fulfilling this obligation when it sent a proposal to the Vice President for Academic Affairs regarding changes in staffing for Winter Term. While CAPP believes that the Winter Term committee should have first sent the proposal to CAPP, we likely would have forwarded the proposal to the Vice President and made an announcement to that effect in a faculty meeting. Since the Vice President distributed a draft of the proposal and invited comments from faculty, we believe the faculty had sufficient notification of this change. Furthermore, since the faculty do not have the final say in matters of workload, we do not believe it was necessary for the faculty to vote on this proposal.

Insofar as the changes may affect faculty pay during full-year sabbaticals, CAPP urges the administration to consult with COA about this policy.

CAPP asked the Winter Term Committee for clarification on criteria for selecting Winter Term study projects (trips). We received the following set of criteria.

#### Criteria for Evaluation of Study Project Proposals

1. The quality of the proposal is the primary criterion. The committee will consider the clarity and quality of the project's educational objectives, and the clarity and completeness of the plans to carry out the proposed curriculum (logistics, budget, etc.). No single model or format is prescribed (or proscribed, for that matter).
2. Diversity of location. An important consideration in establishing a roster of study projects is diversity of location. The committee will find an appropriate balance between international and domestic projects, and will pay careful attention to the distribution of proposed locations. We have a pretty clear sense of the number of projects that can be sustained in any given year and, as a result, it may be that not all worthy projects can be approved.
3. Diversity of faculty opportunity. The committee considers Winter Term study projects to be important faculty development opportunities. We are not comfortable with the idea of "ownership" of a particular location. At the same time, faculty expertise is an important consideration, which may be demonstrated by previous experience on a specific project.
4. Priority. In general, priority will be given to faculty members with Winter Term obligations. But there will be room for excellent proposals from faculty members without obligation, and in no case will we approve inferior proposals.
5. Diversity of cost. From year to year, the typical range of the actual cost to students (fixed plus variable costs) of Winter Term study projects is remarkably consistent. (In recent years projects have typically cost somewhere between \$2000-3000.) Faculty members who propose projects beyond the upper end of this range should justify their plans with particular care.
6. Linkages. The committee may consider links between the Winter Term study project proposal and other courses. These links may involve sophomore seminars, first-year seminars (if the first-year on-campus requirement is suspended), or other types of courses, as appropriate.
7. Fullest consideration will be given to those proposals submitted by the deadline.

#### Procedure for Evaluation

1. Each proposal will be reviewed by all members of the Winter Term subcommittee of CAPP.

2. Each member of the committee will rank each proposal on a five-point scale, with 1 being the highest score. The comments and rankings will be reviewed and discussed by the whole committee.

3. The committee will approve the strongest proposals. Others will be returned to the authors for modification or elaboration. If a proposal is rejected, a summary of the committee's comments will be returned to the faculty member.

#### COMMITTEE ON FACULTY (COF)

Prof. Dan Shannon announced that COF is continuing to work on term and interim reviews, but hopes to be onto promotion cases before the April Faculty meeting. Prof. Shannon also announced the members of the COF task force on judicial procedures: Jim Rambo, Bob Stark, Valarie Ziegler, and Caroline Smith.

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

Prof. Melanie Barnes moved, for MAO, to approve each of the following new courses:

BLST 100 Introduction to Black Studies 1 credit

BLST 240 Readings in Literatures of the Black Diaspora 1 credit

HPP 160 Clinical Education in Physical Conditioning & Nutrition .25 credit

HIST 222 Modern France 1 credit

HIST 281 History of the Black Experience 1 credit

BLST 281 History of the Black Experience 1 credit

HIST 295 History Today: Debates and Practices 1 credit

CSC 422 Computer Networking 1 credit

UNIV 275 Introduction to Public Health 1 credit

Each new course was approved by the faculty.

Prof. Barnes announced the following changes in course numbers and titles:

ML 300 Russian Culture: From Icons to Faberge' 1 credit TO: ML 225 Russian Culture: From Icons to Faberge' 1 credit

ML 325 Nineteenth Century Russian Literature 1 credit TO: ML 227 Nineteenth Century Russian Literature

1 credit Soc 249 North American Indians to Soc 249 Native Nations of the U.S.

Chem 190 to Chem 156 General Chemistry (AP cr.)

Prof. Barnes also announced new experimental courses:

in Geology and Geography: Environmental Geology; Resources of the Earth

in Classical Studies: Introduction to Mediterranean Archaeology

Prof. Barnes moved to place the following motion on the table: "To add ML 225 Russian Culture: From Icons to Faberge to the courses counted toward Group 3."

The motion to table was approved.

Prof. Barnes moved to place the following motion on the table: "To add ART 302 Italian Renaissance Art to courses counted toward Group 4" The motion to table was approved.

Prof. Barnes announced that Time Bank proposal would remain on the table. MAO had received an alternative proposal from some Biology faculty.

Prof. Dana Dudle, for the Advising Subcommittee, announced that the deadline for declaring a major for sophomores is March 16. There will be an advising workshop on March 20. Advising for the Fall semester will be conducted after spring break.

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

Prof. Bob Hershberger announced that SLAAC is continuing to develop an information book on student roles on faculty committees. SLAAC has added questions concerning a University ombudsperson program to the campus climate survey to be completed in April. SLAAC is endorsing a plan to have guidelines for letters of recommendation for students. SLAAC is discussing an Alcohol and Controlled Substance Policy for faculty and staff.

#### REPORTS FROM OTHER COMMITTEES

##### FACULTY DEVELOPMENT COMMITTEE(FDC)

Prof. Dave Guinee announced the March 16 deadline for summer collaborative research proposals. The Battey award proposals are due April 2. Faculty Development Coordinator Kathleen Jagger and the FDC will host a workshop on preparing Faculty Fellowship proposals on March 22.

##### FIRST YEAR SEMINAR COMMITTEE (FYS)

Prof. Meryl Altman thanked the faculty that participated in the workshop on responding to student papers.

She also announced the March 19 workshop concerning discussions in the classroom. There was good response to the survey of faculty that taught FYS last fall.

Prof. Altman concluded her remarks by encouraging faculty to participate in the various special programs during Women's Week.

##### COMMITTEE ON ADMINISTRATION (COA)

There was no report from the COA.

##### AFFIRMATIVE ACTION COMMITTEE(AAC)

Prof. Eric Edberg announced that the AAC had completed its briefings for departments hiring faculty for next year. The AAC will offer similar sessions for any staff hires.

##### BLACK STUDIES COMMITTEE

Prof. John Schlotterbeck announced that the committee was fine tuning the report concerning the Black Studies major that will be sent to CAPP. He also reminded faculty of the Black Studies conference coming to DePauw, April 20-21.

#### FACULTY TECHNOLOGY ADVISORY COMMITTEE

Prof. Dennis Trinkle announced the pending network outage on March 11. The committee was scheduled to host a town meeting with students concerning relevant issues. The candidates for the network administrator position will be on campus during the week. He cautioned Macintosh users about the new operating system OS10.

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

Vice President for Academic Affairs Neal Abraham conducted a random drawing for the first two offerings of the Hays and Margaret Crimmel Colloquium on Liberal Education for the Fall 2001 and Fall 2002 semesters. The faculty organizer for Fall 2001 is Glen Kuecker, and for Fall 2002 is Vanessa Dickerson.

VPAA Abraham informed the faculty that the Winter Term policy changes, mentioned earlier in the CAPP report are moving ahead. He reminded faculty of their obligation to hold classes in the time sessions immediately preceding and following Spring Break. Additional tenure track positions have been filled, including: Bob Wenta in Education, Carrie Klaus in Modern Languages, and Jeff Kenney in Religious Studies.

#### REMARKS FROM THE PRESIDENT

President Bottoms told the faculty that he would not be attending the April faculty meeting. He also announced the annual faculty recognition dinner to be held on April 27 in conjunction with the first gathering of the Ubben scholars.

#### OLD BUSINESS

There was no old business.

#### NEW BUSINESS

Prof. Marthe Chandler, at the request of the Chair of the Faculty, moved to table:

“To amend Article V. Section H. 1. of the Academic Handbook, [deletions within square braces], ADDITIONS IN CAPITALS

#### H. Reporting Divisional NOMINATIONS AND DIVISIONAL Elections

1. Following the meeting of a division at which nominations to faculty committees have been made, the secretary of the division shall deliver at once to the Chair of the Faculty a complete [report of the voting, listing the vote given by the division to each candidate for each office so that in case of the resignation of a faculty member or in case he or she is found to be ineligible for the office, the person receiving the next highest vote can be selected] LISTING OF ALL CANDIDATES FOR ALL VACANT POSITIONS. THE CHAIR OF THE FACULTY WILL SUPERVISE A SECRET BALLOT CANVAS OF ALL DIVISIONAL MEMBERS TO DETERMINE THE DIVISIONAL REPRESENTATIVES AND AT-LARGE NOMINEES FROM THAT DIVISION.”

The motion to table was seconded by Prof. Edberg. The motion to table was approved.

## ANNOUNCEMENTS

There were several announcements of speakers and programs scheduled during the next few weeks.

Chair Brooks reminded the faculty of the pending faculty elections.

## ADJOURNMENT

The meeting was adjourned at 5:38 p.m..

Respectfully submitted,

Howard Brooks, Chair of the Faculty

Agenda for the Faculty Meeting of April 2, 2001

1. Call to Order - 4:00 p.m., Union Building Ballroom
2. Approval of Previous Minutes
3. Reports from Coordinating Committees

***Committee on Academic Policy and Planning*** (J. Hansen)

A. The motion concerning First Year Winter Term will remain on the table.

B. Motion to be removed from the table:

CAPP moves to add the following text (ADDITIONS IN CAPITALS) to the Faculty By-Laws under VII. A. 1. following ""This committee shall supervise programs and recommend policies relating to: admissions requirements, Aerospace Studies, Army ROTC, Experimental Division, University Studies, Winter Term, graduation requirements, pre-professional programs, public occasions, and other programs of similar relevance to academic policy.""

ALL NEW MAJORS AND MINORS, WHETHER DEPARTMENTAL OR INTERDISCIPLINARY IN NATURE, SHALL BE CONSIDERED BY CAPP AND SUBSEQUENTLY VOTED ON BY THE FACULTY.

and the following text under VII. C. 1. following ""This committee shall supervise the Area Major, scheduling, registration, classrooms, course changes, calendar, the grading system, comprehensives, academic counseling, learning resources, the libraries, and the Computer Center.""

MAO SHALL CONSIDER ALL CHANGES TO EXISTING MAJORS OR MINORS AND SUBSEQUENTLY BRING THOSE CHANGES TO A VOTE BEFORE THE FACULTY. IF MAO DETERMINES THAT A PROPOSED CHANGE TO A MAJOR OR MINOR REPRESENTS A SIGNIFICANT CHANGE IN POLICY, MAO WILL ALSO REFER THE PROPOSAL TO CAPP FOR CONSIDERATION BEFORE BRINGING THE CHANGES TO A VOTE BEFORE THE FACULTY.

C. Motion to be removed from the table:

CAPP moves that: DePauw expand opportunities for students who desire to have quality active learning experiences such as internships as a part of their formal education but for whom currently available options are not appropriate or possible.

The amount of credit for a given internship may not exceed two course credits. Internships for two credits are considered to be essentially full-time work experiences (at least 30 hours per week). No more than one internship experience through this program may be credited towards graduation. Individually designed internship projects are coordinated by designated members of the administrative staff of the Office of Academic Affairs and sponsored by a member of the faculty whose field is related to the internship experience. To ensure that students reflect upon and synthesize the work experience, an additional one-credit independent study or web-based course associated with the internship experience and/or the student's major field of study shall be required. This course should require an additional 10-12 hours a week. The semester-long learning experience as a whole should be considered a three-credit package.

***Committee on Faculty*** (D. Shannon)

***Committee on Management of Academic Operations*** (M. Barnes)

A. Motions to be removed from the table:

To add ML 225 Russian Culture: From Icons to Faberge to courses counted toward Group 3

To add ART 302 Italian Renaissance Art to courses counted toward Group 4

B. Motion to accept the curricular revision of the English Department.

C. Motion to be removed from the table: Time bank proposal

***Student Life and Academic Atmosphere Committee*** (B. Hershberger)

4. Reports from other Committees

*Faculty Development Committee* (D. Guinee)

*First Year Seminar Committee* (M. Altman)

*Committee on Administration* (W. Hazel)

*Affirmative Action Committee* (E. Edberg)

*Black Studies Committee* (V. Dickerson)

*Faculty Technology Advisory Committee* (D. Trinkle)

5. Remarks from the Vice President for Academic Affairs

6. Remarks from the President - President Bottoms will be unable to attend the meeting

7. Old Business

Motion to be removed from the table: To amend Article V. Section H. 1. of the Academic Handbook , [deletions within square braces], ADDITIONS IN CAPITALS

H. Reporting Divisional NOMINATIONS AND DIVISIONAL Elections

1. Following the meeting of a division at which nominations to faculty committees have been made, the secretary of the division shall deliver at once to the Chair of the Faculty a complete [report of the voting, listing the vote given by the division to each candidate for each office so that in case of the resignation of a faculty member or in case he or she is found to be ineligible for the office, the person receiving the next highest vote can be selected] LISTING OF ALL CANDIDATES FOR ALL VACANT POSITIONS. THE CHAIR OF THE FACULTY WILL SUPERVISE A SECRET BALLOT CANVAS OF ALL DIVISIONAL MEMBERS TO DETERMINE THE DIVISIONAL REPRESENTATIVES AND AT-LARGE NOMINEES FROM THAT DIVISION.

8. New Business

9. Announcements

10. Adjournment

**THE FACULTY OF DEPAUW UNIVERSITY  
MINUTES OF THE MEETING OF APRIL 2, 2001**

**CALL TO ORDER**

Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:06 p.m. in the Union Building Ballroom with about 65 faculty present (the final attendance was about 90).

**APPROVAL OF PREVIOUS MINUTES**

The minutes of the March 5, 2001 faculty meeting were approved as distributed.

The faculty accepted the announcement that Prof. Sue Balter-Reitz would be serving as parliamentarian pro tem for the meeting.

**REPORTS FROM COORDINATING COMMITTEES**

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

Prof. Jeff Hansen, for CAPP, announced that the First Year Winter Term motion would remain on the table.

Next, Prof. Hansen moved, for CAPP, to remove the following motion from the table:

“CAPP moves to add the following text (ADDITIONS IN CAPITALS) to the Faculty By-Laws under VII. A. 1. following “This committee shall supervise programs and recommend policies relating to: admissions requirements, Aerospace Studies, Army ROTC, Experimental Division, University Studies, Winter Term, graduation requirements, pre-professional programs, public occasions, and other programs of similar relevance to academic policy.” ALL NEW MAJORS AND MINORS, WHETHER DEPARTMENTAL OR INTERDISCIPLINARY IN NATURE, SHALL BE CONSIDERED BY CAPP AND SUBSEQUENTLY VOTED ON BY THE FACULTY.

and the following text under VII. C. 1. following “This committee shall supervise the Area Major, scheduling, registration, classrooms, course changes, calendar, the grading system, comprehensives, academic counseling, learning resources, the libraries, and the Computer Center.” MAO SHALL CONSIDER ALL CHANGES TO EXISTING MAJORS OR MINORS AND SUBSEQUENTLY BRING THOSE CHANGES TO A VOTE BEFORE THE FACULTY. IF MAO DETERMINES THAT A PROPOSED CHANGE TO A MAJOR OR MINOR REPRESENTS A SIGNIFICANT CHANGE IN POLICY, MAO WILL ALSO REFER THE PROPOSAL TO CAPP FOR CONSIDERATION BEFORE BRINGING THE CHANGES TO A VOTE BEFORE THE FACULTY.”

The motion to remove from the table was approved. Prof. Hansen reminded the faculty that the changes in Academic Handbook language were intended to provide a more consistent policy concerning the tasks assigned to CAPP and MAO regarding the curriculum. The motion was approved.

Prof. Hansen, for CAPP, moved to remove the following motion from the table:

“CAPP moves that: DePauw expand opportunities for students who desire to have quality active learning experiences such as internships as a part of their formal education but for whom currently available options are not appropriate or possible.

The amount of credit for a given internship may not exceed two course credits. Internships for two credits are considered to be essentially full-time work experiences (at least 30 hours per week). No more than one internship experience through this program may be credited toward graduation. Individually designed internship projects are coordinated by designated members of the administrative staff of the Office of

Academic Affairs and sponsored by a member of the faculty whose field is related to the internship experience. To ensure that students reflect upon and synthesize the work experience, an additional one-credit independent study or web-based course associated with the internship experience and/or the student's major field of study shall be required. This course should require an additional 10-12 hours a week. The semester-long learning experience as a whole should be considered a three-credit package."

The motion was removed from the table. After a brief discussion, which included supporting comments from the Off-Campus studies office and opposition from Prof. Carl Huffman to the increase in experiential learning, the motion was approved.

Prof. Hansen announced that CAPP would be considering a Black Studies major, a European Studies minor, and general education issues for the remainder of the semester.

#### **COMMITTEE ON FACULTY (COF)**

Prof. Dan Shannon announced that COF is continuing to work on promotion and spring tenure cases. COF has developed an alternative teaching evaluation form for non-traditional teaching load requirements. Use of the alternative form is voluntary. COF is proposing minor changes to the standard teaching evaluation form: deletion of student descriptive information, additional space for comments in part I, and the deletion of the second open ended response question concerning recommending the course to other students. Prof. Shannon planned to send an electronic mail message to the faculty with these suggested changes.

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

Prof. Melanie Barnes, for MAO, moved to remove the following motion from the table: "To add ML 225 Russian Culture: From Icons to Faberge to the courses counted toward Group 3."

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

Prof. Barnes, for MAO, moved to remove the following motion from the table: "To add ART 302 Italian Renaissance Art to courses counted toward Group 4."

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

Prof. Barnes, for MAO, moved to accept the curriculum revision of the English department.

#### English Curriculum Revision (April 2001)

Two new introductory literature courses:

151: Literature and Interpretation. As a first course in literary interpretation, English 151 explores a number of texts from different genres. Students will develop foundational skills for the close reading of poetry and prose, and engage in interpretive work representative of contemporary literary methods and topics.

155: Topics in Literary Studies. This course explores in depth a single topic while refining students' ability to analyze and interpret texts. Recent courses have examined poetry and place, memoir and sexuality, Robin Hood and other outlaw tales, contemporary African-American fiction, the political novel, and *film noir*.

	<b>NEW</b>		<b>CURRENT</b>
100	College Writing for the Bilingual Student	100	College Writing for the Bilingual Student
120	College Writing I	120	College Writing I
130	College Writing II	130	College Writing II
<b>151</b>	<b>Literature and Interpretation<sup>1</sup></b>	<i>157</i>	<i>Introduction to Poetry<sup>2</sup></i>
		<i>158</i>	<i>Introduction to Fiction</i>
155	Topics in Literary Studies	155	Topics in Literature
167	Introduction to Film	167	Introduction to film
197	First-Year Seminar	197	First-Year Seminar
<b>201</b>	<b>Introduction to Creative Writing<sup>3</sup></b>	<i>211</i>	<i>Introduction to Creative Writing</i>
		<i>226</i>	<i>Development of Modern English</i>
<b>231</b>	<b>Newswriting and Editing</b>	<i>232</i>	<i>Newswriting and Editing</i>
250	<b>World Literature</b>	250	World Literature
<b>252</b>	<b>Children's Literature</b>	<i>292</i>	<i>Children's Literature</i>
		<i>260</i>	<i>Poetry and the Visual Arts</i>
261	<b>Modern Continental Literature</b>	261	Modern Continental Literature
263	African-American Literature	263	African-American Literature
<b>264</b>	<b>Women and Literature: Topics</b>	<i>190</i>	<i>Women and Literature: Topics</i>
<b>281</b>	<b>British Writers I</b>	<i>181</i>	<i>British Writers I</i>
<b>282</b>	<b>British Writers II</b>	<i>182</i>	<i>British Writers II</i>
<b>283</b>	<b>American Writers</b>	<i>183</i>	<i>American Writers</i>

<b>301</b>	<b>Fiction Writing Workshop</b>	<i>309a.</i>	<i>Fiction Writing</i>
<b>302</b>	<b>Fiction Writing: Topics</b>		
<b>311</b>	<b>Poetry Writing Workshop</b>	<i>309c.</i>	<i>Poetry Writing</i>
<b>312</b>	<b>Poetry Writing: Topics</b>		
<b>321</b>	<b>Creative Non-Fiction Workshop</b>	<i>309d.</i>	<i>Creative Non-Fiction</i>
<b>322</b>	<b>Creative Non-Fiction: Topics</b>		
<b>323</b>	<b>Advanced Expository Writing</b>	<i>209</i>	<i>Advanced Expository Writing</i>
<b>331</b>	<b>Advanced Reporting Workshop</b>	<i>309e.</i>	<i>Advanced Reporting</i>
<b>332</b>	<b>Advanced Reporting: Topics</b>		
<b>341</b>	<b>Playwriting Workshop</b>	<i>309b.</i>	<i>Playwriting</i>
<b>342</b>	<b>Playwriting: Topics</b>		
351	Principles of Literary Studies	351	Principles of Literary Studies
		<i>355</i>	<i>Advanced Topics (see 390-395)</i>
360	Chaucer and His World	360	Chaucer and His World
361	Shakespeare	361	Shakespeare
363	<b>Renaissance or Early Modern British Literature</b>	363	The English Renaissance
364	Milton	364	Milton
365	Restoration and Eighteenth Century	365	Restoration and Eighteenth Century
366	<b>The Romantic Period</b>	366	The Romantic Movement
367	The Victorian Period	367	The Victorian Period
<b>368</b>	<b>Modern British Literature</b>	368	Modern British Literature through WWII
<b>369</b>	<b>Contemporary Literature in English</b>	369	Modern British Literature since 1945
<b>371</b>	<b>American Literature: Revolution and Renaissance</b>	371	American Literature: Romanticism

372	<b>American Literature: The Age of Realism</b>	372	American Literature: Realism and Naturalism
373	<b>American Literature: Modern</b>	373	American Literature: Modern
374	<b>American Literature: Post-War to Post-Modern</b>	374	American Literature: Contemporary
390	Women and Literature: Advanced Topics	390	Women and Literature: Advanced Topics
391	<b>Authors: Advanced Topics</b>		
392	<b>Genre: Advanced Topics</b>	259	<i>The Drama,</i>
		265	<i>The Novel,</i>
		357	<i>Modern Poetry,</i>
		155/355	Various Topics
393	<b>Literature and Culture: Advanced Topics</b>	155/355	<i>Various Topics</i>
394	<b>Literature and History: Advanced Topics</b>	155/355	<i>Various Topics</i>
395	<b>Literature and Theory: Advanced Topics</b>	382	<i>Critical Theory,</i>
		155/355	<i>Various Topics</i>
412	Seminar in Writing	412	Seminar in Writing
460	Readings in Literature	460	Readings in Literature
461	Seminar in Literature	461	Seminar in Literature

<sup>1</sup>New courses (and in some cases, new titles or renumberings) are in **bold**

<sup>2</sup>Courses to be deleted or renumbered are in *italics*.

<sup>3</sup>Gray bands indicate creative writing courses.

Prof. Wayne Glausser spoke in favor of the motion, and identified some errors in the copies distributed during the meeting (the correct copy appears above.) After some discussion, the motion was approved with minimal dissent.

Prof. Melanie Barnes, for MAO, moved to remove the following motion from the table: "That the faculty approve the new time bank system, effective Fall 2002." The motion to remove from the table was approved. After some limited discussion on the impact of linking class meeting times with specific laboratory periods, the motion was approved.

The Advising Subcommittee reminded faculty of the various electronic resources that are available for advising students during the registration process.

Prof. Barnes reminded faculty that any student with three final exams scheduled on the same day must be given special allowance to take one of the exams on another day. The student must bring verification of the conflict to all involved instructors.

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

Prof. Bob Hershberger announced that SLAAC is continuing to discuss an Alcohol and Controlled Substance Policy for faculty and staff and will have an open meeting later in April. SLAAC reminds the faculty to complete their campus climate survey.

**REPORTS FROM OTHER COMMITTEES  
FACULTY DEVELOPMENT COMMITTEE(FDC)**

Prof. Dave Guinee announced that faculty fellowship progress reports are due on May 9 for all current holders of faculty fellowships. FDC had hosted a lunch workshop on preparing fellowship applications. April 27 is the last deadline for Professional Development Fund applications for this spring and summer.

**FIRST YEAR SEMINAR COMMITTEE (FYS)**

Prof. Meryl Altman thanked the faculty that participated in the workshop on leading effective discussion in the classroom. She also announced the April 16 workshop concerning the Fall 2001 First Year Seminars. Descriptions for the new seminars are due April 16.

**COMMITTEE ON ADMINISTRATION (COA)**

Prof. Wade Hazel told the faculty that the COA had met once and discussed long term salary goals and the transition to a 3-2 teaching load.

**FACULTY TECHNOLOGY ADVISORY COMMITTEE**

Prof. Dennis Trinkle announced the DISCUS server was operating very slowly due to additional loads placed on the server by non-academic activities.

**REMARKS FROM THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

Vice President for Academic Affairs Neal Abraham announced that tuition costs for students enrolling in their ninth semester are being developed for next year. He also made a brief announcement concerning the grant from the Lilly Endowment to enhance technological developments on campus. He also presented a summary of information provided in a memo to the faculty concerning faculty salary comparisons.

**REMARKS FROM THE PRESIDENT**

President Bottoms was unable to attend the meeting.

**OLD BUSINESS**

At the request of the Chair of the Faculty, it was moved and seconded to remove the following motion from the table:

“To amend Article V. Section H. 1. of the Academic Handbook, [deletions within square braces],  
ADDITIONS IN CAPITALS

**H. Reporting Divisional NOMINATIONS AND DIVISIONAL Elections**

1.Following the meeting of a division at which nominations to faculty committees have been made, the secretary of the division shall deliver at once to the Chair of the Faculty a complete [report of the voting, listing the vote given by the division to each candidate for each office so that in case of the resignation of a faculty member or in case he or she is found to be ineligible for the office, the person receiving the next highest vote can be selected] LISTING OF ALL CANDIDATES FOR ALL VACANT POSITIONS. THE CHAIR OF THE FACULTY WILL SUPERVISE A SECRET BALLOT CANVAS OF ALL DIVISIONAL MEMBERS TO DETERMINE THE DIVISIONAL REPRESENTATIVES AND AT-LARGE NOMINEES FROM THAT DIVISION.”

The motion to remove from the table was approved. Prof. Guinee expressed opposition to the motion by some members of Division 2. The Chair of the faculty restated that the purpose was to give all faculty the opportunity to vote in divisional elections. The motion was approved.

#### **NEW BUSINESS**

There was no new business.

#### **ANNOUNCEMENTS**

Student Rebecca Hedge presented information about the upcoming Relay for Life and asked for individual faculty support.

Upcoming events, including the GLCA Black Studies Conference, and the Student Scholarship Day, were announced.

#### **ADJOURNMENT**

The meeting was adjourned at 5:45 p.m..

Respectfully submitted,

Howard Brooks, Chair of the Faculty

## **THE FACULTY OF DEPAUW UNIVERSITY**

### **MINUTES OF THE MEETING OF MAY 7, 2001**

#### **CALL TO ORDER**

Chair of the Faculty Prof. Howard Brooks called the regular meeting of the DePauw University faculty to order at 4:02 p.m. in the Union Building Ballroom with about 65 faculty present (the final attendance was about 90).

#### **APPROVAL OF PREVIOUS MINUTES**

The minutes of the April 2, 2001 faculty meeting were approved as distributed.

#### **REPORTS FROM COORDINATING COMMITTEES**

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

Prof. Jeff Hansen, for CAPP, moved to placed the following motion on the table:

"CAPP moves that the faculty approve a new major in Black Studies with the requirements outlined below.

Requirements for Black Studies Major

The major in Black Studies will consist of 10 courses, which will include:

four (4) core courses: Introduction to Black Studies, History of the Black Experience, Readings Literature of the Black Diaspora, and the capstone Senior Project

six (6) electives with at least one course from each of the following three fields of study: African American, Afro-Latin, and African

of the 10 courses students must take for the major, at least four (4) of the courses should be at the 300-400 level [the senior project will count as one of these upper-level courses.]"

The motion to table was approved.

Next, Prof. Hansen moved, for CAPP:

"CAPP moves that the faculty approve a new minor in European Studies with the following requirements and administrative structure.

## Requirements for a Minor in European Studies

### Language Proficiency:

German or French-- minimum 4th semester proficiency.

This language requirement can be fulfilled by coursework, placement tests, or approved off-campus study programs.

**I–Core Courses:** Courses that have a broader European scope (more than two countries) and are transnational and transcultural in focus. A minimum of 2 are required.

**II–Elective Courses:** These courses generally provide more in-depth study of specific European cultures/nations or time periods. A minimum of 3 courses are required in at least 2 different disciplines.

### Footnotes:

1. A large number of the courses that may be taken to satisfy requirements for this minor focus on the 19<sup>th</sup> century so students will be unlikely to avoid taking such a course. Students must take at least one course which focuses primarily on the 20th century and at least one course which focuses primarily on the pre-19th century.
2. At least one course must be at the 300-400 level.
3. There must be at least 3 courses (including the language proficiency) that are *not* being used to satisfy the requirements of another minor or major.

## Administrative Structure

The minor will be administered as follows:

The director of the European Studies program will serve as the minor adviser for all students enrolled in the program. The director will monitor and approve the students, selection of core courses and electives, ensuring breadth, depth, and cohesiveness of the minor in each individual case. The director will be responsible for signing the 'Proposed Completion of Minor' sheet. **Not all combinations of 5 courses on the list of approved courses may be acceptable.** If there is a disagreement between the director and the student, the European Studies Steering Committee will make the final decision as to the appropriateness of the courses selected to fulfill the minor.

A European Studies Steering Committee will be composed of faculty representatives from the divisions with participating departments: 1. Division I - Art; School of Music; Communication Arts and Sciences. 2. Division II - Classical Studies; English; Modern Languages; Philosophy; Religious Studies. 4. Division IV - Economics and Management; Education; History; Political Science; Sociology and Anthropology.

The Steering committee advises COF about who will be the director and will meet at least once a semester to review the state of the minor, approve courses, etc.

An at-large committee made up by all participating and interested faculty will meet on occasion when judged appropriate by the director and steering committee." After brief discussion, the motion was approved.

Prof. Hansen, for CAPP, moved to place the following motion on the table:

"The Academic Handbook will be amended in Article VIII. Section C. International Education and Off-Campus Programs Committee, as follows:

Proposed deletions are enclosed in [ ] and proposed additions are in CAPITALS. 2. Voting Members: The President of the University, the Vice President for Academic Affairs (or his or her appointed representative); the Director of [Off Campus Studies] INTERNATIONAL EDUCATION AND OFF-CAMPUS PROGRAMS; the Registrar (when he or she has a vote at faculty meetings); eight elected faculty members (one elected from each division and four elected at-large); of which no more than two may be from one division and no more than [one] TWO from each department; and three students, including one international student and another who has studied abroad. Ex-officio member (without vote: the Registrar (when he or she does not have a vote at faculty meeting), the [Director] VICE PRESIDENT OF ADMISSION AND FINANCIAL AID, AND THE INTERNATIONAL STUDENT ADVISOR [and the liaison faculty persons for the Great Lakes Colleges Association programs]."

The motion to table was approved.

### **COMMITTEE ON FACULTY (COF)**

Prof. Dan Shannon announced that COF is continuing to work on promotion and spring tenure cases. The alternative teaching evaluation form for non-traditional teaching load requirements are being used and will continue to be revised..

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

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

"To Revise the Faculty By-Laws to Change the Name of the Scholastic Standing Committee and the Membership and Procedures Used for the Scholastic Standing and the Petitions Committees. The proposal is to make the following changes: CAPITALS ARE ADDITIONS; [contains deleted material]

By-Laws for the Scholastic Standing Committee to read:

F. [Scholastic Standing] ACADEMIC STANDING

2. Membership: A REPRESENTATIVE APPOINTED BY the Vice President for Academic Affairs, THE DEAN OF ACADEMIC SUPPORT SERVICES, the Dean of Students, the Dean of the School of Music (FOR MUSIC STUDENTS ONLY), the registrar, and four elected faculty members, one from each division. [All ex-officio members would be deleted: associate deans of students, Director of Financial Aid, Director of the Office of Institutional Research, and the University Physician.]

D. Petitions:

2. Membership. The Vice President for Academic Affairs (or his or her appointed representative), the Dean of Students, the Registrar, THE DEAN OF ACADEMIC SUPPORT SERVICES, and the four elected faculty members of the Committee on [Scholastic Standing] ACADEMIC STANDING .

The change of name also affects text under the Committee on Management of Academic Operations: 1. Last paragraph: This committee shall coordinate the activities of the executive committees on Petitions and [Scholastic] ACADEMIC Standing."

The motion to table was approved.

Prof. Barnes, for MAO, moved to approve the following new courses:

CLST 161 - Introduction to Mediterranean Archaeology (1 cr.). (currently offered as CLST EXP - Introduction to Mediterranean Archaeology (1 cr.)

CLST 262 - Egyptian, Aegean and Near Eastern Art and Archaeology (1 cr.)

CLST 263 - Greek, Etruscan and Persian Art and Archaeology (1 cr.).

CLST 264 - Hellenistic and Roman Art and Archaeology (1 cr.).

COMM 319 - Writing for the Stage, Screen and TV (1 cr.) (Currently offered as a COMM topics course)

CSC 320 - Human Computer Interaction (1 cr.), (currently offered as a CSC Topics course)

HPP 303 - Clinical Practicum in Athletic Training II (1/4 cr.)

HPP 304 - Clinical Practicum in Athletic Training III (1/4 cr.)

HPP 403 - Clinical Practicum in Athletic Training IV (1/4 cr.)

HPP 404 - Clinical Practicum in Athletic Training V (1/4 cr.)

MUS 480 - Advanced Jazz Improvisation (1/2 cr.)

The new courses were approved.

Prof. Barnes, for MAO, moved to delete the following courses:

CLST 258 - Greek Art and Archaeology (1 cr.)

CLST 259 - Roman Art and Archaeology (1 cr.)

The motion to delete the courses was approved.

Prof. Barnes announced the changes in title of the following courses:

HPP 254 - Human Systems and Organs (1 cr.), name change to Human Physiology

MUS 380 - Jazz Theory and Improvisation (1/2 cr.), name change to Jazz Improvisation and Theory.

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

"To approve the following courses for fulfillment of Group Distribution Requirements:

CLST 161 - Group 2; CLST 262, 263 and 264 - Group 3; HIST 221 - France from Charlemagne to Napoleon - Group 4; HPP 254 - Group 1"

The motion to table was approved.

Finally, Prof. Barnes announced a change in the History major, adding an additional course requirement and increasing the number of courses at the 300 level from two to three.

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

Prof. Bob Hershberger, for SLAAC, moved: "That the faculty endorse the Alcohol and Controlled Substance Policy."

### **Clarifications of Alcohol and Controlled Substance Policy**

Faculty and staff employees of the University are advised to take note of the significant difficulties that occur at DePauw and on other college campuses from a culture of excessive consumption of alcohol and the use of controlled substances. Employees are urged to be responsible in the consumption and service of alcohol and to exercise good judgment with regard to the provision of alcohol to students who are 21 or older or socializing with alcohol with students who are 21 or older. Employees are urged to be cognizant of the laws and legal liabilities that affect them with regard to serving, consuming or using alcohol or other controlled substances. University support for employees in their official roles on behalf of the University will be difficult to sustain in the face of violations of University policy. All employees of the University in their conduct of University business and in their participation in University activities must comply with the laws of the locality in which they pursue those activities.

#### Alcohol and class activities

Alcohol is not permitted at mandatory class activities.

#### Travel expenses (restatement of current travel policy)

University expense reimbursements to employees may cover alcohol consumed in moderation with meals, but not alcohol consumed between meals.

#### University funding

University funds may not be used for the purchase of alcohol for Students. This includes University-sponsored travel in states or other countries where students may legally consume alcohol.

#### Alcohol service on campus

Alcohol may not be served at events on campus regardless of who is in attendance without approval of the President, which should be sought through application for approval to the supervising Vice President.

### Drinking socially with students

Employees are advised that they share a responsibility to see that students they entertain in their homes or in other places, as well as students with whom they socialize, consume alcohol legally and responsibly.

### Traveling with Students

Faculty and staff traveling with students away from campus on university-sponsored activities should develop an alcohol policy in consultation with the students. All participants must agree to abide by the policy. This policy must comply with local laws and customs, make provisions for the group's academic or professional goals, and underscore responsible behavior and the exercise of good judgment with regard to the consumption of alcohol.

### Illegal use of controlled substances

No employee may use or distribute controlled substances in an illegal manner on University property or at University-sponsored events, or at any event at which University students are present.

### Sanctions

Sanctions against an employee for violation of the University Policy on Alcohol and Controlled Substances will be determined by the supervising Vice President and may include warning, suspension, or termination.

### Exceptions

Exceptions to the University Policy on Alcohol and Controlled Substances for special circumstances may be granted by the President on recommendation of the supervising Vice President(s).

After discussion, a request was made for a secret ballot. The motion was approved with 49-YES, 30-NO, and 4-ABSTAIN.

Associate Dean of Academic Affairs Marnie McInnes presented a report on the academic integrity cases for 2000-01.

Number of incidents reported and settled (or in the process of being settled).

Fall 2000	Spring 2001
FY 3	5
SOPH 1	3 (plus 2 pending)
JR 4	2
SR 1	3
TOTAL 9	15

TOTAL FOR 2000-01 so far: 24

One hearing was held to consider penalty for a second offense.

FY 33.3% SOPH 25% JR 25% SR 16.6%

Compared to: 1997-98 --- 8 total

1998-99 --- 14 total

1999-2000 --- 22 (fall) + 6 (spring) = 28 total

What happened? Students committed the following violations of the integrity policy:

presented work from the Internet as their own

submitted a paper written wholly or partly by another student

presented another student's creative work as their own

collaborated on exam revisions or projects when explicitly asked not to do so

looked at another student's answers on a quiz (1 student)

plagiarized from sources, borrowing language and ideas with insufficient citations

fabricated credentials on an application form (1 student)

It's important for faculty across disciplines to be consistent in applying this policy. Being consistent does not mean we're suspicious of all students, or just waiting to catch them out. Most of our students are honest and trustworthy. Rather, being consistent means that we agree as a faculty that plagiarism and other forms of cheating are not appropriate within the academic community. It also means we're willing to do the difficult work of talking to a student about what has happened and helping the student understand the seriousness of what he or she has done. Our policy makes it possible for a student to learn from a first offense, and to move on and do good work and graduate in good standing.

It's important that all students who violate the integrity policy be treated similarly for many reasons, but especially so that we'll know when a student has committed a second violation. Signed settlement forms are kept on file for five years, and remain confidential except in the case of a second offense, when a committee hearing must be held.

One hearing was held this year for a student who committed a second offense. A committee met to review the student's two offenses and to determine an additional penalty.

This spring we also had an out-of-class instance of academic dishonesty handled through the steps outlined in the integrity policy. It was a kind of test case. The language in the policy is broad enough to cover cases outside of class that still fall within the academic program.

Thanks to those faculty members who pursued cases this year despite the pain of doing so. For most of us, having a student turn in plagiarized work is a betrayal that we feel deeply; it's not easy to handle these situations, though it may seem simple to an outsider. The work of these faculty members has been important.

## **REPORTS FROM OTHER COMMITTEES**

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

Prof. Dave Guinee announced that faculty recognition program would be held on Thursday, May10. Beginning next year each faculty member will be limited to a total of \$5,000 from the Professional Development Fund. The fund will only reimburse up to \$3,000 for any one project.

The FDC reminded the faculty that various forms have deadlines for application. There have been several problems this year with late applications. This is particularly true for the Student Artistic and Research grants. FDC does not want to penalize students, but cannot guarantee that late applications will be processed in time.

The deadlines for submission of Faculty Fellowship and Fisher Fellowship proposals will come early in the fall.

### **FIRST YEAR SEMINAR COMMITTEE (FYS)**

Prof. Meryl Altman thanked the faculty that participated in the workshop concerning the Fall 2001 First Year Seminars. The committee is looking forward to the new offerings.

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

Prof. Wade Hazel told the faculty that the COA had met with the Academic Affairs subcommittee of the Board of Trustees. The COA is comparing our benefits package to the other GLCA institutions.

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

Vice President for Academic Affairs Neal Abraham announced that the Academic Affairs subcommittee of the Board of Trustees is considering the strategic planning recommendations. There was further discussion on the concept of a five course load. He reminded the faculty of the awards convocation scheduled for that evening. He also reminded the faculty of the May 11 deadline for nominations of University and Distinguished Professors.

### **REMARKS FROM THE PRESIDENT**

President Robert Bottoms described the April meeting of the Board of Trustees as an important meeting. The Board tried to envision future First Year classes. DePauw has choices to make about the principles around which to structure the size and composition of future entering classes.

The Board is interviewing for a chief investment officer. Plans for the alternative social space are moving forward. The campus will be impacted starting in the summer with the construction of the new Art Building and the renovations to the Julian Center and Roy O. West Library.

Tim Ubben is the outgoing chair of the Board of Trustees, and Judson Green is the new chair.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

Prof. Joe Heithaus read the following tribute to Polly Marchese, a DePauw senior.

### **Commemoration for Polly Elizabeth Marchese**

When any student dies, it is a tragedy for the community of DePauw. When senior Polly Elizabeth Marchese died last week it was especially painful because, in her own modest way, she had become an emblem of strength and hope for the people of DePauw, Greencastle, and Terre Haute. In the Fall on the first day of classes, Polly found out she had Leukemia. After intensive chemo-therapy, she returned, bald and bold, to classes this past February. That she returned so soon was remarkable, that Polly could put people at such ease with her struggles, was astounding. I had the privilege of having her in my seminar and as I recounted at her funeral last week, she was able to write about her illness, her frustrations, and her worries with unbelievable clarity. In a seminar of needy seniors about to embark on their lives, Polly was, notably, one of the least needy.

What I've learned in the last week is that one ordinary life at DePauw has the potential to influence the entire community. Those things we, as teachers, take for granted, those conversations we have with students every day have the potential to shape lives that will in turn affect so many others. I'm up here today talking about Polly, because Cynthia Cornell called me during Polly's first year to pressure me into letting another student into my class. No doubt, Polly was in her office at the time. I'm here because Mary English, then the director of Management Fellows gave a student permission to follow her strengths and interests as a writer. Mary told me in an e-mail last week about a number of "chats" with a certain first year student struggling with economics.

And Cynthia, Mary, and I are, by no means alone, among the faculty who touched and were touched by this young woman. Professor Istvan Csicsery-Ronay marveled to me the other night about how Polly, who could be a Polly-Anna, sank her teeth into difficult ideas in his class. Professor Caroline Perkins was amazed that a writing major in her senior year would risk taking "Music and Early Childhood" and have the gusto to sing in front of the class, to rise to every challenge and ask for more. Professor Ellen Parker remarked to me that Polly worked tenaciously to succeed, that she would risk asking any question in order to more fully understand a concept. Professor Barbara Bean knew from Polly's stories that Polly loved life. Polly's strength as a writer was describing the world in sensuous detail. In Barbara's class, Polly wrote often about her family – her mother, her father, her brother, her grandmother, her funny Aunt – and when Polly turned in a portfolio with pictures of that family on the cover, Barbara said it was if she had already met them. This semester, even in describing being in a hospital bed, Polly did it with a sense of fascination. For her, even the most difficult of circumstances could be studied, observed, and savored. Her personality as a student brought humor and creativity into the classroom. A running theme in Polly's stories in Barbara's class was foot wear, and Polly came to Barbara's fiction writing class wearing various kinds of absurd shoes. "Don't forget to mention her laugh," Barbara told me, "and the shoes." Finally, it was Cynthia, her advisor, who saw early on in Polly what many of us came to know – an inquisitiveness, a brightness, and an intelligence that while hardly rare in our students, made this particular one special.

Polly's death has taught me that all my students are special, that the hundred or so conversations I have with them in a given semester, are more meaningful than I could ever describe or even allow myself to know. Polly was in many ways a typical – if such a thing exists – DePauw student. Her parents went here, she entered her first year as a Management Fellow, struggled with economics, and found her niche in writing. She was a member of Mortar Board, Kappa Kappa Gamma sorority, she was a first year mentor, and she worked at the writing center. But this tells only the smallest part of her story; she was someone you couldn't wait to watch tackle life; she was the kind of student you knew would keep in touch; and you knew she would make no small impact on the world. And that is our greatest hope and our greatest loss – she has and will continue to have, even in death, a considerable impact, we only wish that she might have lived to do more.

I'd like to move that this tribute be entered into the minutes of the faculty meeting and that action be conveyed to the Marchese family out of respect for her courage and accomplishments. And that a moment of silence be observed for Polly at commencement.

The faculty unanimously seconded and approved the motion by acclamation.

Prof. Mac Dixon-Fyle moved: "To authorize the Board of Trustees to confer degrees on all eligible students." The motion was seconded and approved.

#### **ANNOUNCEMENTS**

Chair Brooks announced the results of the spring faculty elections. ([See Committee Membership page](#))

#### **ADJOURNMENT**

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

Respectfully submitted,

Howard Brooks, Chair of the Faculty