

September 13, 2004

1. Call to Order - 4:00 p.m., Ballroom of the Union Building

2. Verification of Quorum -- number required for this semester 86

3. Approval of Previous Minutes

Minutes from the May 2004 faculty meeting were approved by faculty consent.

4. Reports from Coordinating Committees

Committee on Academic Policy and Planning (T. Dickinson)

A. Announcements

CAPP is responsible for general and long-range academic policy and planning. Members of CAPP were announced. The agenda is long (at least 20 items). The general education discussion is continuing and something will be put on the table in the future. Other issues being discussed by CAPP are the education studies program, minors, and winter term.

B. First Year Seminar Committee -- (S. Mou)

Members of the first-year seminar committee were announced. There are two upcoming events. On Friday, September 24, there will be an interest meeting/lunch for people who are interested in teaching a first year seminar next year. On Tuesday, October 12, there will be a workshop for current first year seminar instructors to discuss how the semester is going. There is currently an active discussion ongoing on the Blackboard site for the first year seminar program. Marnie McInnes has created a Blackboard site for the first year seminar program with lots of useful information, including current and past syllabi, information about plagiarism and academic misconduct, and other topics.

Committee on Faculty (D. Harvey)

A. Reminder about Motion to be discussed at October Meeting: Revision of Section VI of Personnel Policies of Academic Handbook: Standards and Procedures for Termination: Release, Dismissal and Non-Reappointment

The link to the full text of the revision is as follows:

<http://www.depauw.edu/admin/acadaffairs/RevisedHandbookSectionVI4-29-04.pdf>

[Hard copies of this material were available at the faculty meeting.]

The above motion will be discussed at the October meeting and will remain on the table during the month of September to allow time for review.

B. Announcements

COF is responsible for reviews of faculty. Members of the committee were announced. The above motion will be discussed at the October meeting and will remain on the table during the month of September to allow time for review. Deadlines are coming up for review files. Vacancies on COF are coming up during winter term. COF will meet during winter term to review files. Chair reviews are ongoing now. Tenure reviews will occur next.

Committee on Management of Academic Operations (B. Whitehead)

Announcements

MAO is responsible for taking CAPP's policies and putting them into practice. Members of the committee were announced. MAO will put their minutes on the web (See Faculty Governance home page). MAO is currently considering two draft plans for the Academic Calendar for the 2008-2009 school year because this year cannot fit into the existing guidelines. Draft Plan A: winter term will be the regular length and commencement will occur one week after Memorial Day. Draft Plan B: winter term will be shortened and commencement will occur before Memorial Day.

Mellon grant (B. Whitehead)

There are three types of grants available through Mellon: (1) enhance intellectual community via teaching roundtables and reading groups; (2) venture grants that allow for personal enhancement via travel to libraries, purchasing professional resources, etc; and (3) inter-institutional collaborative grants. The deadline for the first two types is October 27. The deadline for the third type is November 3.

For questions about the Mellon grant, (1) ask Barbara Whitehead or Terri Bonebright; (2) go to the Faculty Development website; or (3) go to an open Mellon meeting, Tuesday September 21, 4:15 p.m., or Wednesday October 13, 4:15, at the Bartlett House.

Nominations are being accepted for the "catalyst" position. This is a two-year position. Self nominations are fine. Nominations are due by October 1. The Faculty Development Committee will chose among the nominees.

Student Life and Academic Atmosphere Committee (A. Dziubinskyj)

Announcements

SLAAC is responsible for reviewing and updating policies in the student handbook regarding the judicial process, academic honesty, social activities, sexual harassment, etc. SLAAC is open to agenda items.

H. Pollack-Milgate requested that SLAAC discuss a bookstore-related issue. Books often are not available on the first day of class. Do other faculty members have the same problem? Or does it depend on where the books are coming from?

5. Reports from Other Committees

Faculty Development Committee (M. Kannowski)

Announcements

FDC is responsible for giving out money for various activities. Members of the committee were announced.

There will be a meeting to discuss Mellon grants on September 21, 4:15 at the Bartlett House.

There will be a luncheon to discuss sabbaticals on Tuesday, September 28, from noon to 1:30 p.m. at UB 231-232. People one and two years out have already been invited, but if someone didn't get the invitation but think they should have, they should contact Terry Bruner.

Deadlines that are approaching:

Sept. 15: Faculty Fellowship applications due

Oct. 6: Fisher time-out and Fisher Fellowship applications due

Oct. 13: Sabbatical, pre-tenure, and pre-retirement leave applications due

Oct. 27: Mellon venture fund, strengthening community fund applications due

People should use the new on-line handbook and new on-line forms. These can be access by going to <http://www.depauw.edu/admin/acadaffairs/facdev/index.asp>. Efforts were made to streamline and clarify the application process. Faculty members should make sure to look at the proper material if they plan on applying for funds.

Just a reminder that until/unless you turn in a satisfactory report for previous FDC funds, you are not eligible for new funding including conference funds.

Committee on Administration (B. Little)

Announcements

COA is responsible for advising the administration in areas, such as faculty salaries and health insurance. Committee members were announced. Items on the agenda for this year are: (1) the long-range strategy for DePauw; (2) the merits of DePauw's involvement in emeriti retirement

programs to make DePauw more attractive to health care providers; (3) distinguished professor awards and salaries; (4) electronic use policy.

6. Remarks from the Vice President for Academic Affairs

A. Amendments to Section V of Personnel Policies in Academic Handbook, proposed by Administration (to be voted on)

The text of this motion appears at this web address:

<http://www.depauw.edu/admin/acadaffairs/ProposedHandbookSectionV8-22-04.pdf>

[Hard copies of this material were available at the faculty meeting.]

As I announced at the Faculty Institute on Friday, August 20, after careful review over the summer the administration decided to accept the revisions to the tenure and promotion criteria voted by the faculty in March 2004. As you know from our discussions last spring, this section requires joint approval of the faculty and the administration since it prescribes both faculty advice on tenure and promotion decisions and the exercise of the authority over appointments granted to the president by the trustees under the Charter and Bylaws of the University.

Last spring, we were working our way through discussions of a variety of changes to the document on the assumption that we would make those changes before agreeing as a faculty and administration to the changes. That strategy would have delayed implementation of the vast majority of the changes which were mutually accepted.

So instead of continuing that process, we decided over the summer to approve the changes voted by the faculty with an alternative strategy for dealing with the issue we were discussing in the spring. We propose to address those issues in two parts:

a) to bring three specific amendments addressing the following points:

(1) (under teaching) including a professional competence requirement and a clear statement of the necessity of terminal degrees. This was already approved as an amendment to the pending rule change last spring. However, since the status of the motion has changed, this will have to be re-introduced as an amendment to the newly approved criteria.

(2) (under scholarship) including an explicit acknowledgement of our recognition of all forms of scholarship as described by the Carnegie Endowment for the Advancement of Teaching.

(3) (under the effective date) changing when these criteria apply to faculty members employed full time before 2004-2005 to the review following the next satisfactory promotion review in 2004-2005 or later.

b) to ask the Handbook Task Force to review the other details and to make recommendations for additional amendments as they think wise.

The three amendments were approved by faculty vote. The second amendment will be further modified to mention all categories of scholarship as described by the Carnegie Endowment for the Advancement of Teaching.

B. Other Announcements from the VPAA.

Report to the faculty

- We start this year with 224 full-time faculty members, maintaining our 10:1 student-faculty ratio, though our average class size will be larger with the larger number of students and our

percentage of classes with 20 or fewer students (until recently about 70%) will decline still further to about 65%.

- Retention rates are once again high for continuing students. First-to-second year retention was 90%. The average first-to-second year retention for the last four years is slightly more than 91%, among the best of these rates for private liberal arts colleges in the Midwest.
- The larger-than-planned first-year class, the large junior class which was also a larger-than-planned entering class, combined with high retention rates to give us approximately 2350 matriculated students at the start of the year.
- Though we had only five matriculating international students this year (roughly ten fewer than in each of the last two years), our total enrollment of international students (matriculated and exchange students, and language teaching assistants) has increased for the sixth straight year, to 48. We will need to pay continuing attention to this important aspect of diversifying our student body and our University community.
- Off-campus study this year will take roughly 100 students each semester, far better balance than we have been able to achieve in most of the past five years (when twice as many students went in the spring as in the fall). The total number (199) planning semester-long off-campus projects this year is larger than last year's number who actually went (190) and is larger than all but one of the annual numbers over the last five years (210 in 02-03). Though the number of applications declined by 20% from the record of 283 applicants in February of 2003, the quality of applications and the intention to actually go if approved were evidently higher this year. It is good to see that the new \$2500 fee for one semester (\$3000 for two linked semesters) was not a significant deterrent to international and off-campus study participation. Assisting students in financing off-campus study for the first time this year were two small pools of support: \$25,000 was provided to 31 students in awards ranging from \$250 to \$2500 to partially subsidize the off-campus study fee and an additional \$25,000 was provided to 56 students in awards ranging from \$100 to \$1050 to partially subsidize the round-trip travel portion of their off-campus study expenses.
- Spring 2004 grades of first-year students showed sharp declines from the levels in Fall 2003. This is the fifth straight year of a drop of about 0.1 on a 4.0 scale for men; but only the second year of the same five years in which a drop for women. I doubt that our courses got harder in the spring. I think instead there were more distractions for first-year students in the spring which detracted from their academic engagement. I think it would be wise to have SLAAC investigate this phenomenon and seek remedies for our collective consideration.
- The new faculty members include 3 visiting professors, 8 tenure-track faculty members, and 11 one-year term faculty members. Of the 224 full-time faculty members for 2004-2005, 56% are tenured; 84% are tenured or tenure-track; and 42% are female, all numbers higher than in recent years. Faculty members of color make up 14% of the full-time faculty; and they are 18% of the tenure-track faculty.

Biology professor Jim Benedix was selected to organize the Crimmel Colloquium two years from now.

7. Remarks from the President

A plan is in the works to assess the academic quality of DePauw's life. No details have been confirmed yet but the plan is under the direction of COA.

The Issues for America series of speakers and political discussions will occur this week. Among the visitors are Paul Bremer, Lee Hamilton, and many DePauw alumni. Paul Bremer will not be holding a press conference while he's here, but President Bottoms is accepting questions to ask

on our behalf.

8. Old Business

None

9. New Business

Look over committee lists for mistakes and omissions. This list is available on the academic affairs website: <http://www.depauw.edu/acad/facgov/faccom04.htm>.

Send names of committee chairs to Martha Rainbolt.

All minutes for CAPP, MAO, and SLAAC will be available on the Faculty Governance website, posted by Terry Bruner. Notetakers from these meetings should send their minutes electronically to Terry Bruner in Academic Affairs. Other faculty committees may submit their minutes for posting on the Faculty Governance website if they wish to do so.

Endorsement of additional members on faculty committees (selected after the May meeting): (M. Rainbolt)

1. Committee on Faculty -- fall replacement, Division 1: Craig Pare'
2. International Education -- 3 yr term, Division 4: Daniel Merrell
3. Academic Standing and Petitions -- 1 yr replacement, Division 2: Maria Luque-Ekrich
4. Academic Standing and Petitions -- 3 yr term, Division 4: Raymonda Burgman
5. Teacher Education -- fall replacement, Division 4: Jeffrey Gropp
6. Hartman Steering -- 1 yr replacement: Terri Bonebright
7. Review Committee 04/05 -- alternate, fall replacement, Division 1: Randy Salman
8. Review Committee 05/06 -- alternate, Division 1: Susan Wilson
9. Review Committee 05/06 -- member, Division 4: Eric Silverman
10. Division 4 Chair -- Rebecca Bordt

This list of additional committee members was approved by faculty vote.

10. Announcements

No announcements.

11. Adjournment

October 4, 2004

1. Call to Order - 4:00 p.m., Ballroom of the Union Building

2. Verification of Quorum -- number required for this semester 86

3. Approval of Previous Minutes

Minutes from the September 2004 faculty meeting were approved by faculty consent.

4. Reports from Coordinating Committees

Committee on Academic Policy and Planning (T. Dickinson)

A. Motion to accept the following changes in distribution requirements for the Bachelor of Arts Degree (to be tabled).

Background: This motion is to eliminate exceptions from the distribution requirements. CAPP's recommendation is for the faculty to vote for or against the changes, then make motions to modify specific parts. Based on feedback from last year's discussions, CAPP thinks that the faculty is interested in this approach. There are lots of options available for students to fill the requirements. This is the only change to the distribution requirements that the faculty will recommend this year. These proposed changes would not preclude any future changes.

****New Language**

Students accomplish broad-based study by taking courses distributed over the following six areas:

natural science and mathematics

social and behavioral sciences

literature and the arts

historical and philosophical understanding

foreign language

self-expression through performance and participation

Courses that meet the distribution requirements are listed in the Schedule of Classes each semester and after the course title and credit in the catalog. A complete list is also available on the web at <http://www.depauw.edu/admin/registrar/distribution.requirements.htm>. These courses introduce students to sound ways of reasoning as well as specific fields of inquiry and often usefully guide students in their choice of a major.

Courses which meet group distribution requirements list the group number following the course title in Section III.

Group 1. Natural Sciences and Mathematics: two courses, one of which must be a laboratory science course.. These courses shall consider ways in which humans attain knowledge of the natural world.

Group 2. Social and Behavioral Sciences: two courses. These courses consider ways in which we attain knowledge of the human world and the problems of ethical values that arise in or because of such knowledge.

Group 3. Literature and the Arts: two courses, one of which must be a literature course or an interdisciplinary course with a literary component. These courses consider the ways in which artists interpret the world and the problems of ethical values that arise in or because of such interpretations.

Group 4. Historical and Philosophical Understanding: two courses. These courses attend to the historical or philosophical study of classical writings from periods or movements. They also consider ways in which historical or philosophical understanding is attained and the problems of ethical values that arise in or because of such understanding.

Group 5. Foreign Language: one course at the second-semester proficiency level or participation in an overseas program in a non-English speaking country and enrolling in a minimum of two courses of different disciplines related to the location of the program. Students whose first language is not English may be certified as meeting Group 5 through the Office of the Registrar.

Group 6. Self-Expression: one and one-half courses or the equivalent. All methods of fulfilling the Group 6 requirement must include actual participation as a major part of the course or activity. Students must complete at least one-half course in physical education (PE) activities courses. Only one PE course credit is applicable toward the bachelor's degree and Group 6. In addition to studio art, PE activity classes and some courses in the departments of Communication Arts and Sciences and English, Group 6 may be partially fulfilled in the following ways:

Music: Participatory courses in music include applied music lessons (MUS BAS-VOC), applied music classes (MUS 901-908), dance classes (MUS 171-179), and ensembles (MUS 271-289)**

**In any semester, credit for only one large and one small music ensemble may count toward the course credit total required for graduation and toward Group 6.

Co-curricular participation: The equivalent of one-fourth course may be earned in any semester through non-credit participation in DePauw Theatre, forensic team, Eye on the World, Midwestern Review, Mirage, The DePauw, student TV or WGRE-FM faculty-directed activities. Editors of The DePauw earn the equivalent of one-half activity credit per semester. No academic credit is awarded toward the 31 courses required for graduation.

Additional Policies for Distribution Requirements

No course may satisfy more than one distribution requirement, and no more than two courses from any department may be used to fulfill the requirements of Groups 1 through 4. With the exception of physical education activity courses, courses used to fulfill distribution requirements may not be taken on a Pass/Fail basis. Students may satisfy graduation requirements by satisfactory performance in proficiency examinations. Credit earned for AP courses generally does not fulfill distribution requirements, but there are some exceptions. Check the current AP credit policy at <http://www.depauw.edu/admin/registrar/ap.asp>.

A student may receive up to two course credits toward the distribution requirements by participation in a DePauw-approved Off-Campus Program. No more than one course may be counted in any group. Approval of these courses is granted by the Petitions Committee.

****Current Language: (Deleted material is bracketed and indicated by italics; new language appears in CAPS.)**

Distribution Requirements for the Bachelor of Arts Degree

Students accomplish broad-based study by taking courses distributed over the following six areas:

- natural science and mathematics
- social and behavioral sciences
- literature and the arts
- historical and philosophical understanding
- foreign language
- self-expression through performance and participation

Courses that meet the distribution requirements are listed in the Schedule of Classes each semester and after the course title and credit in the catalog. A complete list is also available on the web at <http://www.depauw.edu/admin/registrar/distribution.requirements.htm>. These courses introduce students to sound ways of reasoning as well as specific fields of inquiry and often usefully guide students in their choice of a major.

[Students must pass courses that meet the requirements in each of the six groups listed below. A total of nine and one-half courses satisfies the distribution requirements; four of the six groups must be completed fully while the remaining two groups must be partially completed. Many students complete more than the minimum requirements.]

Courses which meet group distribution requirements list the group number following the course title in Section III.

Group 1. Natural Sciences and Mathematics: two courses, ONE OF WHICH MUST BE A LABORATORY SCIENCE COURSE. These courses shall consider ways in which humans attain knowledge of the natural world. *[Students choosing to fulfill this group must complete at least one laboratory science course. Students completing only one course in the group may choose either a laboratory science or a non-laboratory course.]*

Group 2. Social and Behavioral Sciences: two courses. These courses consider ways in which we attain knowledge of the human world and the problems of ethical values that arise in or because of such knowledge.

Group 3. Literature and the Arts: two courses, ONE OF WHICH MUST BE A LITERATURE COURSE OR AN INTERDISCIPLINARY COURSE WITH A LITERARY COMPONENT. These courses consider the ways in which artists interpret the world and the problems of ethical values that arise in or because of such interpretations. *[Students choosing to fulfill this group must complete at least one course in literature or an interdisciplinary course with a literary component. Students completing only one course may choose either a literature or an arts course.]*

Group 4. Historical and Philosophical Understanding: two courses. These courses attend to the historical or philosophical study of classical writings from periods or movements. They also consider ways in which historical or philosophical understanding is attained and the problems of ethical values that arise in or because of such understanding.

Group 5. Foreign Language: one course at the second-semester proficiency level *[in any of the major languages]* or participation in an overseas program in a non-English speaking country and enrolling in a minimum of two courses of different disciplines related to the location of the program. *[Students who wish to only partially fulfill Group 5 may do so with a first-semester foreign language class.]* Students whose first language is not English may be certified as meeting Group 5 through the Office of the Registrar.

Group 6. Self-Expression: one and one-half courses or the equivalent. All methods of fulfilling the Group 6 requirement must include actual participation as a major part of the course or activity. Students *[choosing to fulfill this group]* must complete at least one-half course in physical education (PE) activities courses. ONLY ONE PE COURSE CREDIT IS APPLICABLE TOWARD THE BACHLOR'S DEGREE AND GROUP 6. *[The minimum required for this group is one-half course or the equivalent, which may be either PE activities or other options listed.]* In addition to studio art, PE activity classes and some courses in the departments of Communication Arts and Sciences and English, Group 6 may be partially fulfilled in the following ways:

Music: Participatory courses in music include applied music lessons (MUS BAS-VOC), applied music classes (MUS 901-908), dance classes (MUS 171-179), and ensembles (MUS 271-289)**

****In any semester, credit for only one large and one small music ensemble may count toward the course credit total required for graduation and toward Group 6.**

Co-curricular participation: The equivalent of one-fourth course may be earned in any semester through non-credit participation in DePauw Theatre, forensic team, Eye on the World, Midwestern Review, Mirage, The DePauw, student TV or WGRE-FM faculty-directed activities. Editors of The DePauw earn the equivalent of one-half activity credit per semester. No academic credit is awarded toward the 31 courses required for graduation. *[Only one PE course credit is applicable toward the bachelor's degree and Group 6.]*

Additional Policies for Distribution Requirements

No course may satisfy more than one distribution requirement, and no more than two courses from any department may be used to fulfill the requirements of Groups 1 through 4. With the exception of physical education activity courses, courses used to fulfill distribution requirements may not be taken on a Pass/Fail basis. Students may satisfy graduation requirements by satisfactory performance in proficiency examinations. Credit earned for AP courses generally does not fulfill distribution requirements, but there are some exceptions. Check the current AP credit policy at <http://www.depauw.edu/admin/registrar/ap.asp>.

A student may receive up to two course credits toward the distribution requirements by participation in a DePauw-approved Off-Campus Program. No more than one course may be counted in any group. Approval of these courses is granted by the Petitions Committee.

The motion was tabled.

B. CAPP Motions for Education Studies Program (to be tabled)

Background: In August 2003 CAPP and the VPAA urged the Education department to focus its endeavors on the history, sociology, philosophy, psychology and politics of education appropriate to the liberal arts mission of DePauw. Professional Studies focuses on methods of teaching reading, writing and various content, techniques for assessment and classroom management, and experience in the field-with the goal of securing a license to teach. The following motions create a liberal arts major and a liberal arts minor in educational studies, replacing the current professional major in elementary education and professional minor in secondary education, and propose a new fifth-year Master of Arts in Teaching with a Leadership emphasis (MATL) program which is designed for students to gain licensure. Further, the motions propose that the offering of the MATL program begins with the 2006-2007 academic year and that the current major in elementary education and minor in secondary education will no longer be awarded after the conclusion of the 2007-2008 academic year though the course work may be phased out sooner based on enrollment pressures.

Motion #1

To add a minor in education studies and delete the current minor in education. This education studies minor would consist of five courses:

EDUC 175. Foundations of Education (1 credit)(formerly EDUC 170: Foundations of Education)
EDUC 210. Diverse Classrooms in Education (1 credit) (formerly EDUC 180: Diverse Classrooms (.5 credits) and EDUC 230: Introduction to Exceptional Children (.5 credits)

EDUC 245. Learning and Developmental Theory in Education (1 credit) (formerly EDUC 222: Educational Psychology)

2 additional courses in Education Studies, at least one of which must be at the 300 level or higher (EDUC 240, EDUC 290, EDUC 300, EDUC 320, EDUC 362, and EDUC 380 are applicable courses)

The current minor in education will be phased out and will no longer be awarded after the 2007-2008 academic year. This new minor will be appropriate for those considering seeking licensure in either elementary or secondary education through the 5th year MAT program.

Motion #2

To add a major in education studies and delete the current major in elementary education. The education studies major would consist of ten courses:

EDUC 175. Foundations of Education (1 credit)(formerly EDUC 170: Foundations of Education)
EDUC 210. Diverse Classrooms in Education (1 credit) (formerly EDUC 180: Diverse Classrooms (.5 credits) and EDUC 230: Introduction to Exceptional Children (.5 credits)
EDUC 245. Learning and Developmental Theory in Education (1 credit) (formerly EDUC 222: Educational Psychology)
3 additional courses in Education Studies, two of which must be at the 300 level or higher (EDUC 240, EDUC 290, EDUC 300, EDUC 320, EDUC 362, and EDUC 380 are applicable courses)
2 courses from another discipline at the 200 level or higher which relate to the senior seminar research project
EDUC 390. Education Studies Research Methods (1 credit)
EDUC 490. Education Studies Seminar (1 credit)(This course will replace the current professional studies senior seminar, EDUC 430.)
The following currently offered courses will be carried over into the new listings for Education Studies:

EDUC 240. Issues and Trends in American Education (formerly EDUC 240: Today's Education: Issues and Trends)
EDUC 290. Topics
EDUC 300. Multicultural Education
EDUC 320. Education and Social Change
EDUC 362. Education Reform
EDUC 380. Comparative Education.

Two additional courses required for the major will be added to Education Studies offerings:

EDUC 390. Education Studies Research Methods (1 credit)
EDUC 490. Education Studies Seminar (1 credit)(This course will replace the current professional studies senior seminar, EDUC 430)

The current major in elementary education will be phased out and will no longer be offered after the 2007-2008 academic year.

Motion #3

To create a new fifth-year Master of Arts in Teaching with a Leadership emphasis (MATL) program for licensure in education

Overview

This is a concentrated field-based program to which students must make a full-time commitment for an academic year (that is, they cannot spread the program out over two or three years). The program provides the professional course work and field experiences, including student teaching, that students need to qualify for either an elementary (K-6) or secondary (6-12) license in Indiana.

Program Prerequisites

B.A. or B.S. degree and
Education Studies major or
EDUC 175. Foundations of Education, EDUC 210. Diverse Classrooms, EDUC 245. Learning and Developmental Theory in Education plus a practicum with children and learning or Equivalent course work and practicum experience with children and learning from another university

Course Work--Fall

Curriculum, Education and Assessment I
Methods I
Elementary: Literacy and Methods in Language Arts

Secondary: Content Methods
Leadership and Reflective Teaching I
Learning Environment I

Course Work--Spring

Curriculum, Education and Assessment II
Methods III
Elementary: Methods in Science, Social Studies and Math
Secondary: Content Literacy
Leadership and Reflective Teaching II
Learning Environment II
Field Experience and Student Teaching

Each semester students complete approximately 300 hours of field experience, which includes classroom observations and student teaching. Each semester's field work is at a different level. For elementary teachers, one semester will focus on early childhood (EC), the other on middle childhood (MC). For secondary teachers, one semester will be early adolescent generalist (EAG), the other adolescent and young adult (AYA). Student transcripts will indicate that they have had two student teaching experiences.

Scheduling : The number of hours devoted to field work and course work varies during the semester. If we divide the semester into three four-week periods, the breakdown of class time and field work is as follows:

	Class Time	Hours per day	Field experience	Hours per day
1st	1-6 pm	5.0	8-11:30 am	3.5
2nd	2:30-6 pm	3.5	8 am-1 pm	5.0
3rd	4-6	2.0	8 am-2:30 pm	6.5

Total hours per semester: 210 in class; 300 in field.

Motion #4

To begin the fifth-year Master of Arts in Teaching with a Leadership emphasis (MATL) program offerings with the 2006-2007 academic year and that the current major in elementary education and minor in secondary education cease to be offered with the conclusion of the 2007-2008 academic year.

Motion tabled.

C. Announcements

Committee on Faculty (D. Harvey)

A. Motion (to be taken off the table and discussed):

Revision of Section VI of Personnel Policies of Academic Handbook: Standards and Procedures for Termination: Release, Dismissal and Non-Reappointment

The link to the full text of the revision is as follows:
<http://www.depauw.edu/admin/acadaffairs/RevisedHandbookSectionVI4-29-04.pdf>
[Hard copies of this material were available at the faculty meeting.]

Motion removed from table.
Motion approved by faculty vote.

B. Announcements

D. Harvey reported on the current status of COF's reviews. The chair reviews are complete. Next will be the tenure reviews. There are vacancies on COF during winter term. Service on COF during winter term is equivalent to teaching a winter term course. There is also one vacancy on COF for spring semester. M. Rainbolt will send out a request for nominations for these openings.

Committee on Management of Academic Operations (B. Whitehead)

A. Motion (to be voted on):

That the faculty approve the proposed 2008-09 calendar (handouts were distributed at the start of the meeting).

Background: The proposed 2008-09 calendar must be voted on because it doesn't fit the guidelines. The options are to shorten winter term by one week or to delay commencement by one week until after Memorial Day. Shortening winter term by one week would most affect students with internships.

Approved by faculty vote.

B. Motion (to be voted on):

That the faculty approve the proposed revisions in the Academic Probation and Dismissal Policy.

The policy currently reads: "Students who fail to demonstrate satisfactory progress toward graduation are subject to academic suspension. This includes students who: receive a semester GPA below a 1.0...." MAO proposes raising the GPA to 1.3.

The policy also states: "Students are also subject to suspension if the cumulative GPA at the close of the: second semester is below a 1.0...." MAO proposes raising the GPA to 1.3.

(The full text of the policy is available as an appendix to these minutes.)

Background: The current guideline of 1.0 affects about 6 students per year. An additional 6 students per year would be affected by the proposed change. Right now, a student with all Ds except one A in a quarter-credit course would end up with a 1.09 GPA. The rationale for the change is to help identify students before they get all Ds. This change would provide a legal basis for suspension.

Approved by faculty vote.

C. Motion (to be voted on):

That the faculty approve the following new courses:
Conflict Studies 290: Topics in Conflict Studies;
Conflict Studies 390: Topics in Conflict Studies;
Religion 150: Introduction to World Religious Literature
Religion 267: Caribbean Religions and Culture

Approved by faculty vote.

D. Motion (to be tabled):

That the faculty approve Group 4 designation for the following course:
Religious Studies 150: Introduction to World Religious Literature
That the faculty approve Group 3 designation for the following course:

Religious Studies 267: Caribbean Religions and Culture.

Motion tabled.

E. Announcements

An experimental course in Conflict Studies titled Alternative Dispute Resolution will be offered spring semester 2005.

Any topics courses that are being offered for Group 1 credit should be submitted with a description to the registrar as soon as possible.

Student Life and Academic Atmosphere Committee (A. Dziubinskyj)
Announcements

SLAAC is currently updating DePauw's mission statement. Other issues are being discussed. Any requested agenda items should be submitted to SLAAC.

5. Reports from Other Committees

Faculty Development Committee (M. Kannowski)

Announcements

Upcoming deadlines for applications:

October 6, 2004: Fisher time-outs, Fisher fellowships

October 13, 2004: Sabbatical and pre-tenure leaves, pre-retirement leaves

October 21, 2004: Extension for faculty fellowship proposals

October 27, 2004: Mellon venture funds, strengthening community funds

November 3, 2004: Mellon funds, local initiatives, inter-institutional initiatives

Reminder: faculty who received a stipend for the summer of 2004 (where the stipend did not involve working with students) are not eligible for a stipend during the summer of 2005.

Committee on Administration (W. Little)

Announcements

COA is discussing the electronic communications and acceptable use policy.

6. Remarks from the Vice President for Academic Affairs

Lilly has provided a \$1 million grant for strengthening programs, faculty retentions, etc. like the faculty fellowship program. Programs for pre-college age students like DIGS (DePauw Institute for Girls in Science) will be expanded. Any comments or suggestions are welcome. Submit comments or suggestions to N. Abraham or department chairs.

7. Remarks from the President

The Board of Trustees is arriving this week. The new board chair is Jim Stewart. Five new trustees will be sworn in. Conversations will consider what DePauw will look like in 5 to 10 years.

The recent harassment incidents are of significant concern. How do we respond as a community? Events are occurring on campus: Crimmel Colloquium, Boswell Symposium, "Not in my community response" by students. Pres. Bottoms encourages the faculty to be involved and to remain vigilant.

8. Old Business

None.

9. New Business

Motion to be tabled: Revision of Section IV: Academic Organization (B. Hanson)

The text of this motion is now available on the web at <http://www.depauw.edu/admin/acadaffairs/RevisedHandbookSectionIV9-29-04.pdf> [Hard copies of this material were available at the faculty meeting.]

The handbook task force is reviewing the Academic Handbook. The goals are to bring the handbook in line with actual practice and to eliminate duplication within the handbook. No changes in spirit will be made. Some issues will be defined more specifically.

Motion tabled.

10. Announcements

Yvonne Williams announced that the Boswell Symposium is scheduled for next week.

11. Adjournment

Appendix

ACADEMIC PROBATION AND DISMISSAL POLICY (Proposed)

The Committee on Academic Standing reviews all students whose semester, cumulative or major grade point average (GPA) falls below a 2.0 or whose GPA was below a 2.0 the preceding semester. The committee clears students who were previously on probation when they regain the required semester and/or cumulative GPA specified by the terms of their probation.

Students whose semester, cumulative or major GPA is below 2.0 are placed on academic probation. In addition, students whose academic programs require student teaching are warned if their cumulative grade average is below a 2.5. Various support mechanisms are provided to students in academic difficulty.

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

Students who fail to demonstrate satisfactory progress toward graduation are subject to academic suspension. This includes students who:
receive a semester GPA below a 1.3 fail to obtain a minimum semester average of 2.0 for two consecutive semesters do not make satisfactory progress in the competence program or in their major

Students are also subject to suspension if the cumulative GPA at the close of the:
second semester is below a 1.3
third semester is below a 1.65
fourth semester is below a 1.80
fifth semester is below a 1.85 and/or unsatisfactory progress is made in the major
sixth through eighth semester is below a 1.9 and/or unsatisfactory progress is made in the major

Students may appeal the action of the Academic Standing Committee if there are extenuating circumstances that led to the poor performance. The decisions of the committee are final unless significant additional information becomes known.

Students who leave because of poor academic performance may reapply at least 30 days before the desired term begins. They may apply for readmission after being away one semester; however, experience has shown that in many cases a full year's separation from DePauw increases the probability of academic success. Students will be evaluated on their demonstrated readiness to return to DePauw's academic environment and the likelihood of their successful completion of a degree in a timely manner. Additional criteria that the readmission committee uses includes:

student's insight into what caused the original academic difficulty
evidence that the things that prevented successful academic performance previously have changed positively the amount of time spent away from DePauw and how productively it has been used (statements from employers or others may be requested) academic achievement, if undertaken, has improved substantially

Approved by the DePauw University Faculty on October 20, 1990 revised by the DePauw University Faculty on April 5, 1999 and [October 4, 2004?]; name of committee changed October 2001.

Policy\acad stdg.proposal.wpd 9/30/04

November 1, 2004

1. Call to Order - 4:00 p.m., Ballroom of the Union Building

2. Verification of Quorum -- number required for this semester 86

3. Approval of Previous Minutes

Minutes from the May 2004 faculty meeting were approved by faculty consent.

4. Reports from Coordinating Committees

Committee on Academic Policy and Planning (T. Dickinson)

A. Motion (to be tabled)

That the computational mathematics minor be eliminated (jointly proposed by the Department of Computer Science and the Department of Mathematics). **Motion tabled by faculty vote.**

B. Motion to accept the following changes in distribution requirements for the Bachelor of Arts Degree:

****New Language**

Students accomplish broad-based study by taking courses distributed over the following six areas:

natural science and mathematics

social and behavioral sciences

literature and the arts

historical and philosophical understanding

foreign language

self-expression through performance and participation

Courses that meet the distribution requirements are listed in the Schedule of Classes each semester and after the course title and credit in the catalog. A complete list is also available on the web at <http://www.depauw.edu/admin/registrar/distribution.requirements.htm>. These courses introduce students to sound ways of reasoning as well as specific fields of inquiry and often usefully guide students in their choice of a major.

Courses which meet group distribution requirements list the group number following the course title in Section III.

Group 1. Natural Sciences and Mathematics: two courses, one of which must be a laboratory science course. These courses shall consider ways in which humans attain knowledge of the natural world.

Group 2. Social and Behavioral Sciences: two courses. These courses consider ways in which we attain knowledge of the human world and the problems of ethical values that arise in or because of such knowledge.

Group 3. Literature and the Arts: two courses, one of which must be a literature course or an interdisciplinary course with a literary component. These courses consider the ways in which artists interpret the world and the problems of ethical values that arise in or because of such interpretations.

Group 4. Historical and Philosophical Understanding: two courses. These courses attend to the historical or philosophical study of classical writings from periods or movements. They also consider ways in which historical or philosophical understanding is attained and the problems of ethical values that arise in or because of such understanding.

Group 5. Foreign Language: one course at the second-semester proficiency level or

participation in an overseas program in a non-English speaking country and enrolling in a minimum of two courses of different disciplines related to the location of the program. Students whose first language is not English may be certified as meeting Group 5 through the Office of the Registrar.

Group 6. Self-Expression: one and one-half courses or the equivalent. All methods of fulfilling the Group 6 requirement must include actual participation as a major part of the course or activity. Students must complete at least one-half course in physical education (PE) activities courses. Only one PE course credit is applicable toward the bachelor's degree and Group 6. In addition to studio art, PE activity classes and some courses in the departments of Communication Arts and Sciences and English, Group 6 may be partially fulfilled in the following ways:

Music: Participatory courses in music include applied music lessons (MUS BAS-VOC), applied music classes (MUS 901-908), dance classes (MUS 171-179), and ensembles (MUS 271-289)**

**In any semester, credit for only one large and one small music ensemble may count toward the course credit total required for graduation and toward Group 6.

Co-curricular participation: The equivalent of one-fourth course may be earned in any semester through non-credit participation in DePauw Theatre, forensic team, *Eye on the World*, *Midwestern Review*, *Mirage*, *The DePauw*, student TV or WGRE-FM faculty-directed activities. Editors of *The DePauw* earn the equivalent of one-half activity credit per semester. No academic credit is awarded toward the 31 courses required for graduation.

Additional Policies for Distribution Requirements

No course may satisfy more than one distribution requirement, and no more than two courses from any department may be used to fulfill the requirements of Groups 1 through 4. With the exception of physical education activity courses, courses used to fulfill distribution requirements may not be taken on a Pass/Fail basis. Students may satisfy graduation requirements by satisfactory performance in proficiency examinations. Credit earned for AP courses generally does not fulfill distribution requirements, but there are some exceptions. Check the current AP credit policy at <http://www.depauw.edu/admin/registrar/ap.asp>. A student may receive up to two course credits toward the distribution requirements by participation in a DePauw-approved Off-Campus Program. No more than one course may be counted in any group. Approval of these courses is granted by the Petitions Committee.

****Current Language: (Deleted material is bracketed and indicated by italics; new language appears in CAPS.)**

Distribution Requirements for the Bachelor of Arts Degree

Students accomplish broad-based study by taking courses distributed over the following six areas:

- natural science and mathematics
- social and behavioral sciences
- literature and the arts
- historical and philosophical understanding
- foreign language
- self-expression through performance and participation

Courses that meet the distribution requirements are listed in the Schedule of Classes each semester and after the course title and credit in the catalog. A complete list is also available on the web at <http://www.depauw.edu/admin/registrar/distribution.requirements.htm>. These courses introduce students to sound ways of reasoning as well as specific fields of inquiry and often usefully guide students in their choice of a major.

[Students must pass courses that meet the requirements in each of the six groups listed below. A total of nine and one-half courses satisfy the distribution requirements; four of the six groups must

be completed fully while the remaining two groups must be partially completed. Many students complete more than the minimum requirements.]

Courses which meet group distribution requirements list the group number following the course title in Section III.

Group 1. Natural Sciences and Mathematics: two courses, ONE OF WHICH MUST BE A LABORATORY SCIENCE COURSE. These courses shall consider ways in which humans attain knowledge of the natural world. [Students choosing to fulfill this group must complete at least one laboratory science course. Students completing only one course in the group may choose either a laboratory science or a non-laboratory course.]

Group 2. Social and Behavioral Sciences: two courses. These courses consider ways in which we attain knowledge of the human world and the problems of ethical values that arise in or because of such knowledge.

Group 3. Literature and the Arts: two courses, ONE OF WHICH MUST BE A LITERATURE COURSE OR AN INTERDISCIPLINARY COURSE WITH A LITERARY COMPONENT. These courses consider the ways in which artists interpret the world and the problems of ethical values that arise in or because of such interpretations. *[Students choosing to fulfill this group must complete at least one course in literature or an interdisciplinary course with a literary component. Students completing only one course may choose either a literature or an arts course.]*

Group 4. Historical and Philosophical Understanding: two courses. These courses attend to the historical or philosophical study of classical writings from periods or movements. They also consider ways in which historical or philosophical understanding is attained and the problems of ethical values that arise in or because of such understanding.

Group 5. Foreign Language: one course at the second-semester proficiency level *[in any of the major languages]* or participation in an overseas program in a non-English speaking country and enrolling in a minimum of two courses of different disciplines related to the location of the program. *[Students who wish to only partially fulfill Group 5 may do so with a first-semester foreign language class.]* Students whose first language is not English may be certified as meeting Group 5 through the Office of the Registrar.

Group 6. Self-Expression: one and one-half courses or the equivalent. All methods of fulfilling the Group 6 requirement must include actual participation as a major part of the course or activity. Students *[choosing to fulfill this group]* must complete at least one-half course in physical education (PE) activities courses. ONLY ONE PE COURSE CREDIT IS APPLICABLE TOWARD THE BACHELOR'S DEGREE AND GROUP 6. *[The minimum required for this group is one-half course or the equivalent, which may be either PE activities or other options listed.]* In addition to studio art, PE activity classes and some courses in the departments of Communication Arts and Sciences and English, Group 6 may be partially fulfilled in the following ways:

Music: Participatory courses in music include applied music lessons (MUS BAS-VOC), applied music classes (MUS 901-908), dance classes (MUS 171-179), and ensembles (MUS 271-289)**
**In any semester, credit for only one large and one small music ensemble may count toward the course credit total required for graduation and toward Group 6.

Co-curricular participation: The equivalent of one-fourth course may be earned in any semester through non-credit participation in DePauw Theatre, forensic team, Eye on the World, Midwestern Review, Mirage, The DePauw, student TV or WGRE-FM faculty-directed activities. Editors of The DePauw earn the equivalent of one-half activity credit per semester. No academic credit is awarded toward the 31 courses required for graduation. *[Only one PE course credit is applicable toward the bachelor's degree and Group 6.]*

Additional Policies for Distribution Requirements

No course may satisfy more than one distribution requirement, and no more than two courses from any department may be used to fulfill the requirements of Groups 1 through 4. With the exception of physical education activity courses, courses used to fulfill distribution requirements may not be taken on a Pass/Fail basis. Students may satisfy graduation requirements by satisfactory performance in proficiency examinations. Credit earned for AP courses generally does not fulfill distribution requirements, but there are some exceptions. Check the current AP credit policy at <http://www.depauw.edu/admin/registrar/ap.asp>.

A student may receive up to two course credits toward the distribution requirements by participation in a DePauw-approved Off-Campus Program. No more than one course may be counted in any group. Approval of these courses is granted by the Petitions Committee.

The motion was removed from the table by faculty vote.

J. Beeson, representing the DePauw Student Congress, presented a “white paper” summarizing the student body’s opinion on the proposed changes in the general education curriculum. [Hard copies of this material were available at the faculty meeting.]

The faculty discussed the issues. Some of the comments and questions during the discussion were:

How will these changes affect staffing needs and resource allocation requests? (A. Jennings). One FTE increase for language, no FTE increase in sciences over and above approvals for this year given recent increases in science faculty. (N. Abraham)

Did CAPP analyze data on how many students wouldn’t be able to do internships, honors programs, etc., given these changes? (R. Schindler) No, these data were not analyzed (T. Dickinson)

Data show that 48% of graduating seniors don’t take a lab science course and thus don’t complete Group 1 (H. Pollack-Milgate). Can the definition of “lab science” be broadened? (E. Maycock) Why is a lab science course being required? (J. Beeson)

The motion was approved by faculty vote: 78 yes, 19 no, 2 abstentions

C. CAPP Motions for Education Studies Program (to be removed from the table)

Background: In August 2003 CAPP and the VPAA urged the Education department to focus its endeavors on the history, sociology, philosophy, psychology and politics of education appropriate to the liberal arts mission of DePauw. Professional Studies focuses on methods of teaching reading, writing and various content, techniques for assessment and classroom management, and experience in the field-with the goal of securing a license to teach. The following motions create a liberal arts major and a liberal arts minor in educational studies, replacing the current professional major in elementary education and professional minor in secondary education, and propose a new fifth-year Master of Arts in Teaching with a Leadership emphasis (MATL) program which is designed for students to gain licensure. Further, the motions propose that the offering of the MATL program begins with the 2006-2007 academic year and that the current major in elementary education and minor in secondary education will no longer be awarded after the conclusion of the 2007-2008 academic year though the course work may be phased out sooner based on enrollment pressures.

Motion #1

To add a minor in education studies and delete the current minor in education. This education studies minor would consist of five courses:

EDUC 175. Foundations of Education (1 credit)(formerly EDUC 170: Foundations of Education)
EDUC 210. Diverse Classrooms in Education (1 credit) (formerly EDUC 180: Diverse Classrooms (.5 credits) and EDUC 230: Introduction to Exceptional Children (.5 credits)
EDUC 245. Learning and Developmental Theory in Education (1 credit) (formerly EDUC 222: Educational Psychology)

2 additional courses in Education Studies, at least one of which must be at the 300 level or higher (EDUC 240, EDUC 290, EDUC 300, EDUC 320, EDUC 362, and EDUC 380 are applicable courses)

The current minor in education will be phased out and will no longer be awarded after the 2007-2008 academic year. This new minor will be appropriate for those considering seeking licensure in either elementary or secondary education through the 5th year MAT program.

Motion #2

To add a major in education studies and delete the current major in elementary education. The education studies major would consist of ten courses:

EDUC 175. Foundations of Education (1 credit)(formerly EDUC 170: Foundations of Education)
EDUC 210. Diverse Classrooms in Education (1 credit) (formerly EDUC 180: Diverse Classrooms (.5 credits) and EDUC 230: Introduction to Exceptional Children (.5 credits)
EDUC 245. Learning and Developmental Theory in Education (1 credit) (formerly EDUC 222: Educational Psychology)

3 additional courses in Education Studies, two of which must be at the 300 level or higher (EDUC 240, EDUC 290, EDUC 300, EDUC 320, EDUC 362, and EDUC 380 are applicable courses)

2 courses from another discipline at the 200 level or higher which relate to the senior seminar research project

EDUC 390. Education Studies Research Methods (1 credit)

EDUC 490. Education Studies Seminar (1 credit)(This course will replace the current professional studies senior seminar, EDUC 430.)

The following currently offered courses will be carried over into the new listings for Education Studies:

EDUC 240. Issues and Trends in American Education (formerly EDUC 240: Today's Education: Issues and Trends)

EDUC 290. Topics

EDUC 300. Multicultural Education

EDUC 320. Education and Social Change

EDUC 362. Education Reform

EDUC 380. Comparative Education.

Two additional courses required for the major will be added to Education Studies offerings:

EDUC 390. Education Studies Research Methods (1 credit)

EDUC 490. Education Studies Seminar (1 credit)(This course will replace the current professional studies senior seminar, EDUC 430)

The current major in elementary education will be phased out and will no longer be offered after the 2007-2008 academic year.

Motion #3

To create a new fifth-year Master of Arts in Teaching with a Leadership emphasis (MATL) program for licensure in education

Overview

This is a concentrated field-based program to which students must make a full-time commitment for an academic year (that is, they cannot spread the program out over two or three years). The program provides the professional course work and field experiences, including student teaching, that students need to qualify for either an elementary (K-6) or secondary (6-12) license in Indiana.

Program Prerequisites

B.A. or B.S. degree and
 Education Studies major or
 EDUC 175. Foundations of Education, EDUC 210. Diverse Classrooms, EDUC 245. Learning and Developmental Theory in Education plus a practicum with children and learning or
 Equivalent course work and practicum experience with children and learning from another university

Course Work--Fall

Curriculum, Education and Assessment I
 Methods I
 Elementary: Literacy and Methods in Language Arts
 Secondary: Content Methods
 Leadership and Reflective Teaching I
 Learning Environment I

Course Work--Spring

Curriculum, Education and Assessment II
 Methods III
 Elementary: Methods in Science, Social Studies and Math
 Secondary: Content Literacy
 Leadership and Reflective Teaching II
 Learning Environment II
 Field Experience and Student Teaching

Each semester students complete approximately 300 hours of field experience, which includes classroom observations and student teaching.

Each semester's field work is at a different level. For elementary teachers, one semester will focus on early childhood (EC), the other on middle childhood (MC). For secondary teachers, one semester will be early adolescent generalist (EAG), the other adolescent and young adult (AYA). Student transcripts will indicate that they have had two student teaching experiences.

Scheduling : The number of hours devoted to field work and course work varies during the semester. If we divide the semester into three four-week periods, the breakdown of class time and field work is as follows:

	Class Time	Hours per day	Field experience	Hours per day
1st	1-6 pm	5.0	8-11:30 am	3.5
2nd	2:30 - 6 pm	3.5	8 am -1 pm	5.0
3rd	4-6 pm	2.0	8 am - 2:30 pm	6.5

Total hours per semester: 210 in class; 300 in field.

Motion #4

To begin the fifth-year Master of Arts in Teaching with a Leadership emphasis (MATL) program offerings with the 2006-2007 academic year and that the current major in elementary education and minor in secondary education cease to be offered with the conclusion of the 2007-2008 academic year.

The motion was removed from the table by faculty vote. T. Dickinson introduced the motions. The faculty discussed the issues. Comments and questions included:

Why are liberal arts colleges getting out of teacher education? How many students would be in the MAT program? Would it be cost-effective? (B. Stark). Elementary and secondary education would be run together as a cohort and would still come from liberal arts colleges and students would come in from other schools that don't have these programs (J. Stockton). We should expect 20-30 students to be involved each year (N. Abraham).

What does "L" mean? (J. Rambo). This represents an emphasis on leadership (T. Dickinson).

Will this make our graduates un-hireable by local schools because their starting salaries would have to be higher with the advanced degrees? (B. Hanson). No, this is initial licensure, not a Masters of Education (T. Dickinson).

Will there be teaching experience before the fifth year? (P. Propsom) Yes, there's an experiential requirement as a prerequisite (J. Stockton).

What will be the admissions requirement? Will there be automatic entry or would DePauw students need to reapply to the program? (D. Worthington) The GPA requirement is 2.5. Other requirements are necessary for students to be admitted. There may be too much demand in the future but priority would go to DePauw graduates first. (T. Dickinson)

What will the staffing requirements be? (C. Huffman) Fewer faculty may be necessary to supervise student teaching. No more than 6.5 to 8 FTEs will be required. (N. Abraham)

Called to question by S. Wilkerson.

All four motions passed:

Motion #1 – 87 yes, 7 no, 2 abstention
Motion #2 – 83 yes, 9 no, 2 abstention
Motion #3 – 71 yes, 20 no, 3 abstention
Motion #4 – passed with majority vote

C. Announcements

None

Committee on Faculty (D. Harvey)

Announcements

Tenure files are currently being reviewed.

Committee on Management of Academic Operations (B. Whitehead)

A. Motion (to be voted on):

That the faculty approve the following new courses:
ARTH 228 Jewish Art and Architecture: Middle Ages to the Present
PHIL 440 Senior Thesis

Motion passed, approved by faculty vote

B. Motion (To be tabled):

That the faculty grant permanent Group 4 status to the following course:
ARTH 228 Jewish Art and Architecture: Middle Ages to the Present

Motion tabled by faculty vote.

C. Motion (To be tabled):

That the faculty grant one-time Group status for the spring 2005 term to the following courses:
for Group 1
MUS 390 Psychology of Music
for Group 3
MUS 290 Topics: Music of Africa
ML 295 Topics: Italy in Mind: A Literary, Artistic, and Historical Tour of Italy
for Group 3 Literature
SPAN 390 Topics: Feminism in Latin American Theater
ML 395 Topics: "R" is for Rocket: Russian Science Fiction

Motion tabled by faculty vote

D. Motion (to be removed from the table)

That the faculty grant Group status to the following courses:
REL 150 Introduction to World Religious Literature, Group 3 literature
REL 267 Caribbean Religions and Culture, Group 4

Motion removed from table. Motion passed, approved by faculty vote.

E. Announcements

Student Life and Academic Atmosphere Committee (A. Dziubinskyj)
Announcements

The committee is currently discussing DePauw's mission statement and availability of safe rides.

5. Reports from Other Committees

Faculty Development Committee (M. Kannowski)
Announcements

The Fisher Fellowship for fall 2005-06 has been awarded to Mary Kertzman, Professor of Physics and Astronomy for her research entitled "The first VHE Gamma Ray sky survey with the Whipple 10m telescope." She is granted a one-semester leave to complete a major scholarly, creative, teaching, or curricular project. In addition to the regular salary, she receives a \$5000 stipend and \$1000 for project expenses. Only tenured faculty members may apply and the fellowship semester must be more than one academic year before or after a leave.

Committee on Administration (W. Little)
Announcements

A decision on the Emeriti health insurance program is delayed until spring.

6. Remarks from the Vice President for Academic Affairs

No announcements, no questions.

7. Remarks from the President

No announcements, no questions.

8. Old Business

Motion (to be removed from the table): Revision of Section IV: Academic Organization (B. Hanson)

The text of this motion is now available on the web at
<http://www.depauw.edu/admin/acadaffairs/ProposedRevisionHandbookSectionIV10-25-04.pdf>

[Hard copies of this material were available at the faculty meeting.]

The motion was removed from the table by faculty vote. The motion passed, approved by faculty vote.

9. New Business

Motion to add Academic Technology Advisory Committee (To be tabled): (T. Bonebright)
Under Administration Committees in By-Laws section of Academic Handbook:

F. Academic Technology Advisory Committee

1. Function: This committee will seek input from the university community and advise the Chief Information Officer on all matters related to technology and associated support services that impact, or have the potential to impact, teaching, learning, research, academic advising, and academic professional activities. This committee will cooperate with other groups, such as the Student Technology Advisory Committee and SLAAC, as appropriate.

2. Membership:

Voting members: Six faculty members, of which four will be elected, one from each division, and two appointed by the administration to balance the range of experience and expertise with information technologies. The membership should include no more than one faculty member from each department and no more than two from each division. The chair will be selected from among the voting members of the committee.

Non-voting members: Chief Information Officer, Director of Instructional & Learning Services and Registrar.

The motion was tabled by faculty vote.

Endorsement of election results (M. Rainbolt)

R. Martoglio was elected for the teacher education committee for fall semester. Moved and seconded. Motion approved by faculty vote.

10. Announcements

When do the new graduation requirements go into effect? For next year's entering class.

11. Adjournment

December 6, 2004

1. Call to Order - 4:00 p.m., Ballroom of the Union Building

2. Verification of Quorum -- number required for this semester 86

3. Approval of Previous Minutes

Minutes from the November 2004 faculty meeting were approved by faculty consent.

4. Reports from Coordinating Committees

Committee on Academic Policy and Planning (T. Dickinson)

CAPP has had extensive debates about the general education curriculum. T. Dickinson announced a moratorium on major changes to general education requirements. He said we will observe the changes that were voted on to see how these changes will play out. K. Kinney asked if we can do any tweaking and how long the moratorium will be in effect. T. Dickinson replied that enough major changes have occurred so we need to stand by and see the effects. For example, what happens when all students take lab courses? If enrollment in lab sciences doesn't change then students may be delaying completing this requirements until their third or fourth years, which means it's worth discussing again.

A. Motion (to be removed from the table)

That the computational mathematics minor be eliminated (jointly proposed by the Department of Computer Science and the Department of Mathematics).

The motion was removed from the table by faculty vote. There was no debate. The motion was approved by faculty vote.

B. Motion (to be voted on)

That the Art Education minor be eliminated (proposed by the Art Department).

The removal of the Art Education minor would not affect any current courses; these courses would continue to be available to students. This action parallels the new direction of the Education Studies Department with the move to a 5th year program. Students would major in art then complete the 5th year education program for pedagogy in art.

The motion was approved by faculty vote.

C. Announcements

Committee on Faculty (D. Harvey)

A. Motion (to be tabled):

Revision of Article IX: Faculty Grievance Process

The text of this motion is now on the web

<http://www.depauw.edu/admin/acadaffairs/ProposedHandbookSectionIX12-1-04.pdf>

The current policy is available on the web as Article IX of the Personnel Policies of the Academic Handbook.

[Hard copies of this material will **not** be available at the December faculty meeting, but they will be available at the February faculty meeting. If you are unable to print off a copy from the web, please let me know and I'll get one to you.--email address: rainbolt. A summary of the major

changes from the current handbook Article IX is appended at the end of the agenda.]

The motion to table was approved by faculty vote.

B. Announcements

Committee on Management of Academic Operations (B. Whitehead)

A. Motions (to be voted on):

(1) That the faculty approve the following new course:
BIO 135: Organismal Biology

The motion was approved by faculty vote, unanimously.

(2) That the faculty approve the following changes from topics or experimental courses to numbered courses:

ANTH 252: Anthropology of Power and Violence
ANTH 257: Culture, Medicine and Health
ANTH 279: U.S. Latino Cultures
ED 265: Women in Education
SOC 211: Sociology of Childhood
SOC 214: Sociology of Education
SOC 322: Black Issues and Identity
SOC 329: Social Inequalities
SOC 332: Women, Culture, and Identity

The motion was approved by faculty vote, unanimously.

(3) That the faculty approve the following changes in credit and numbering:

ARTS 390s: Studio Art Topics (.5 credits) to ARTS 398: Studio Art Topics (1 credit). The change in credit is based on workload for the course.

The motion was approved by faculty vote, unanimously.

(4) That the faculty approve the following changes in credit, number, and title:

- Bio 160 & 180: Intro to Ecology and Intro to Evolution (.5 credits each) to Bio 145: Ecology and Evolution (1 credit)
- Bio 120/140: Intro to Cell Biology/Intro to Genetics (.5 credits each) to Bio 215: Cell and Molecular Biology (1 credit)
- Bio 190: Laboratory in Diversity (.5 credits) to Bio 285: Biodiversity (1 credit)

S. Wilkerson asked about the prerequisites for Bio 215. J. Benedix replied that Chem 120 is a prerequisite for Bio 215. S. Wilkerson asked if any of the new courses have labs. J. Benedix replied that only Bio 285 will be a course with a lab.

The motion was approved by faculty vote, unanimously.

(5) That the faculty approve the following courses to be dropped:

ARTS 251: Collage
ARTS 252: Drawing II
ARTS 290s: Topics

The motion was approved by faculty vote, unanimously.

B. Motion (to be tabled)

That the faculty grant permanent group status to the following courses:

Group 1 (lab)

BIO 135: Organismal Biology

Bio 285: Biodiversity

Group 2

ANTH 252: Anthropology of Power and Violence

ANTH 257: Culture, Medicine and Health

ANTH 279: U.S. Latino Cultures

ED 265: Women in Education

SOC 211: Sociology of Childhood

SOC 214: Sociology of Education

SOC 322: Black Issues and Identity

SOC 329: Social Inequalities

SOC 332: Women, Culture, and Identity

These are the same courses approved in the above motions. The motion was tabled by faculty vote.

C. Motions (to be removed from the table)

(1) That the faculty grant one-time Group status for the spring 2005 term to the following courses:

Group 1

MUS 390 Psychology of Music

Group 3

MUS 290 Topics: Music of Africa

Group 3 Literature

ML 295 Topics: Italy in Mind: A Literary, Artistic, and Historical Tour of Italy

SPAN 390 Topics: Feminism in Latin American Theater

ML 395 Topics: "R" is for Rocket: Russian Science Fiction

The motion was removed from the table by faculty vote. Each of these proposals had been closely reviewed by MAO. There was discussion about the Group 1 designation for the MUS 390 course. The description for the course was read. The course will address the brain processes involved in perception of music with emphasis on psychology and empiricism. The prerequisites for the course are one course in psychology and one course in music theory. This motion was voted on separately and was approved by faculty vote, but not unanimously. The other designations were approved by faculty vote, unanimously.

(2) That the faculty grant permanent Group 4 status to the following course:

ARTH 228 Jewish Art and Architecture: Middle Ages to the Present

ARTH 336 Art and Literature in Paris and Berlin

The motion was approved by faculty vote, unanimously.

D. Announcements

Changes in numbering:

ANTH 280: Ethnographic Methods to S&A 380: Ethnographic Methods

Changes in title:

Math 141: Quantitative Reasoning Through Statistics to Math 141: Statistical Reasoning

Math 340: Elementary Probability and Statistics to Math 340: Applied Probability and Statistics

S&A 255: The Anthropology of Women and Gender to ANTH 255: The Anthropology of Gender

D. Guinee asked what is the approximate percent of courses that are approved via this process with voting at faculty meetings. B. Whitehead estimated that 99% of courses are approved this way. D. Guinee asked about the possibility of reporting these changes without voting on them. Why not let MAO make the decisions and then announce the decisions at the faculty meetings?

Student Life and Academic Atmosphere Committee (A. Dziubinskyj)

Announcements

SLAAC is consulting with Doug Cox to discuss safe ride concerns. SLAAC is also reviewing the mission statement. Recommended changes will be submitted by the end of the week.

5. Reports from Other Committees

Faculty Development Committee (M. Kannowski)

Announcements

Summer stipend applications are due February 9, 2005.

The awards of Faculty Fellowships for 2005-2008 were announced. The faculty fellowship is designed to stimulate and facilitate projects by faculty members to improve their teaching, to advance their scholarly and creative work, to enhance the University's academic programs, and to realize institutional goals. A faculty fellowship is awarded for a three year project. To provide the time to complete the project, each faculty recipient receives the reassignment of time from teaching one course each year. In addition, each recipient receives a \$5000 salary supplement each year and has access to a project budget of up to \$2000 per year. Under the program guidelines, up to 12 awards may be made each year, but if all 12 awards are made, at least three awards must be for curriculum development projects and at least three for scholarly or creative projects.

Faculty Fellowship awards for 2005-2008

Teaching Projects/Curricular Development:

Matthew Balensuela – “An Intro to Music Notation and Theory: Performance, Analysis, and Composition”

Howard Brooks – “Modifying the Physics and Astronomy Instructional Delivery System Utilizing the Laptop Initiative and DyKnow”

Thomas Dickinson – “Dewey, Addams, and Montessori: An Examination of Three Progressive Educators”

Marcia McKelligan – “Two Courses in Applied Ethics”

Scholarly/Creative Projects:

Vanessa Dickerson – “African American Women Abroad in Twentieth Century Fiction”

Tim Good – “The Living Theatre and the Importance of Space”

Carl Huffman – “Aristoxenus and the History of Ancient Pythagoreanism”

Leslie James – “Wilson Harris and Caribbean Poetics: Religion at the Crossroads of Civilization”

Jeff McCall – “Media Literacy for the Masses”

Sherry Mou – “Through the Confucian Lens: The Literati Tradition and the Contemporary Chinese Film”

Jackie Roberts – “Understanding Archaeal Transcriptional Regulatory Networks”

The awards for Fisher Time-Outs were announced. A Fisher Time-Out is reassigned time from one course or its equivalent in a given semester for a colleague to complete a professional project, either for teaching or scholarly/artistic work.

Fisher Time-Outs for 2005-2006

Meryl Altman “Classical Language and the Literature Study”

Tamara Beauboeuf “Reading Vivian Paley: Examining a Life Lived in Classrooms”

Rick Hillis “The Colony (feature length screenplay)”

Eric Isenberg “Economics of Education”

Announcements

Nominations are needed to fill a vacancy on COA left by the resignation of Terri Bonebright. COA is currently discussing the definition of academic excellence, funding international education, and recruitment of students.

6. Remarks from the Vice President for Academic Affairs

Each year DePauw University and the General Board of Higher Education of the United Methodist Church make an award to recognize Exemplary Teaching. Past recipients include David Field, Tom Chiarella, Andrea Sununu, Valarie Ziegler, Craig Pare, John Dittmer, Terri Bonebright, Carl Singer and Jackie Roberts. Each fall Neal issues a call for nominations from faculty colleagues. After review of these nominations and study of the annual reports and personnel files of the nominated faculty members, Neal selects the recipients. For the current year Neal received so many and such strong nominations that he decided to make two awards.

This year's recipients of the Exemplary Teaching Awards are Tamara Beauboeuf and Robert Hershberger.

Bob Hershberger joined the DePauw faculty in Modern Languages in 1998. He has been an exemplar for his faculty colleagues in the teaching of languages, particularly in the use of various technologies to enhance both teaching and learning. His teaching is particularly exemplary for its student-centered approach. Students speak of the effectiveness with which he has drawn them to mastery and fluency. He has enriched the curriculum with new courses in film and Hispanic literature. He has helped to attract higher numbers of majors and minors. He has been a dedicated leader and contributor to the Winter Term in Service program. He has authored elementary and intermediate textbooks which adhere to the standard of his pedagogy which prioritizes oral proficiency attained through a communicative approach to instruction. And he has served as a mentor to both junior and senior faculty colleagues.

Tamara Beauboeuf joined the DePauw faculty in Sociology and Education in 2001. In a few years she has demonstrated exceptional abilities to bridge teaching in two different departments, one since renamed to Education Studies. She has provided inspiration to colleagues through her new courses; she has led Winter Term trips that were particularly effective for her students; and she has contributed greatly to the development of the new curriculum for the Education Studies Department, just as she contributed effectively to the work of the General Education Task Force. She has inspired a number of faculty colleagues and attracted many students to each of her departments. Students speak in glowing terms of the rigor of her courses and the demands she places on them, and they express gratitude for her dedication and devotion to their learning.

Awards for the University Professorships and Distinguished Professorships were also announced.

Distinguished Professor Awards for 2005-2007 for sustained excellence in teaching and service: awarded to Jamie Stockton, Assistant Professor of Education; Bob Hershberger, Associate Professor of Modern Languages; and Dan Shannon, Professor of Philosophy.

University Professors for 2005-2009 for sustained excellence in teaching, service, and professional growth and development: awarded to Yung-chen Chiang, Professor of History; Mary Kertzman, Professor of Physics and Astronomy; and Mitchell Merback, Associate Professor of Art.

7. Remarks from the President

The Board of Trustees will have their retreat in January 2005. There will be no decisions, just conversations. Topics for conversation are:

a.) What kind of student body do we want to have at DePauw? Out of 3000+ applicants, how important are SAT scores? Other criteria? Especially if there's no correlation between SAT scores and student success at DePauw. Should other criteria include Dean's list, Phi Beta Kappa? What about diversity? Can we achieve a goal of 20 percent diversity? What about international students? Of 650 new students each year, how many will be international?

b.) What are the most important experiences for students during their four years at DePauw? How important are off-campus winter term or off-campus international studies? Should we provide additional opportunities for international study? Is it necessary for students to pay a mandatory fee for off-campus study?

c.) What are the costs in financial aid? How much should be available for merit awards vs. need-based awards? How much would it cost for students to no longer pay the mandatory fee for off-campus study?

d.) What are the needs of the Physical Plant? Upcoming projects include renovation of Lucy and Mason Halls and the Performing Arts Center.

Two actions will be taken:

a.) Tuition, room, and board increases will be recommended

b.) Recipients of honorary degrees will be announced. There should be three or fewer. Last year there were six, but perhaps because there were deferrals from the previous year due to illness.

8. Old Business

Motion to add Academic Technology Advisory Committee (to be removed from the table):
(D. Berque)

Under Administration Committees in By-Laws section of Academic Handbook:

F. Academic Technology Advisory Committee

1. Function: This committee will seek input from the university community and advise the Chief Information Officer on all matters related to technology and associated support services that impact, or have the potential to impact, teaching, learning, research, academic advising, and academic professional activities. This committee will cooperate with other groups, such as the Student Technology Advisory Committee and SLAAC, as appropriate.

2. Membership:

Voting members: Six faculty members, of which four will be elected, one from each division, and two appointed by the Vice President for Academic Affairs in consultation with the elected members of the committee to balance the range of experience and expertise with information technologies. Elected members will service three year staggered terms. Appointed members will serve a one year term. The membership should include no more than one faculty member from each department and no more than two from each division. The chair will be selected from among the voting members of the committee.

Non-voting members: Chief Information Officer (Dennis Trinkle), Director of Instructional & Learning Services (Carol Smith) and Registrar.

The motion was removed from the table by faculty vote.

S. Hahn asked why two members were appointed. D. Berque said this ensures diversity on the committee (Mac and PC users, and representatives of multiple buildings on campus). S. Hahn asked if this could create a bias based on who is on the committee. D. Berque proposed a

friendly amendment in response to these comments.
The motion, as amended, was approved by faculty vote, unanimously.

9. New Business

A. Motion to confer degrees: (G. Townsend)

That the faculty authorize the Board of Trustees to confer degrees on candidates eligible for graduation at the conclusion of the semester ending in December 2004.
The motion was approved by faculty vote, unanimously.

B . Motion to endorse the election of the following faculty members to the Committee on Faculty: (M. Rainbolt)

Winter Term 05 replacement: William Field and Valarie Ziegler
Spring 05 replacement: Robert Newton

The motion was approved by faculty vote, unanimously.

10. Announcements

J. Benedix asked if there is a way to encourage faculty members to attend meetings. Should N. Abraham remind faculty members of their service requirement? N. Abraham said he worked at a university where role sheets were passed around and these were read when faculty members were up for review. M. Rainbolt said we will think about appropriate strategies.

K. Hall reminded us that this is Ellie Ypma's last faculty meeting, and Ellie was recognized by an enthusiastic round of applause.

11. Adjournment

Appendix

Summary of changes to accompany Grievance Procedure 11/30/04

Most of the new Grievance Procedure description is similar in spirit, if not in language, to the current handbook version. The Handbook Task Force has tried to preserve the current written policy but also to provide more detailed language which codifies current understanding of good practice in the implementation of this relatively infrequently used policy. In addition, the language has been modified by university attorneys to remove legal ambiguities and to clarify other statements to avoid misunderstandings that could result in a lawsuit.

Recognizing that any change in wording, however slight, is a change in meaning, however slight, the Handbook Task Force thinks that the following represent the major differences between the two documents:

1. New title: Faculty Grievance Process (currently Faculty Review Procedure)

As a corollary to this, the present Review Committee would be renamed the Grievance Committee and its function and membership will be specified in this document.

2. There were contradictions in the current policy, such as the statement that only recommendations by COF were subject to grievance AND that salary was one area of grievance. For the past twenty years or more, COF has not been directly involved in setting salary. To resolve this contradiction, the scope has been broadened to conform to current practice, so there are now two types of petitions: one for actions that were not previously the subject of a COF recommendation, but originated with the administration (see section

C); and one for those which were the subject of a COF recommendation (see section D). Review of salary challenges is no longer mandatory but may be considered by the COF.

3. You may notice some change in days allotted for various stages in the process; these changes were made so that all time is calculated on the basis of "in-session days." In the current document, some time periods were calculated on the basis of calendar days and some as "in-session" days.

4. The language about consultation with the department chair and the Vice President for Academic Affairs is changed from "expected to consult" to that of "encouraged, though not required, to consult."

5. Section on "Conflicts of Interest" has been expanded (see section I). In the current handbook, in the sections describing the Mediation and Appeals panels, there are statements which read: "A member of the Mediation [or Appeals] Panel shall remove himself or herself from participation in any case with respect to which he or she feels disqualified because of bias or interest." We have tried to provide a procedure for dealing with challenges to participation of a member of the panel rather than leaving the choice to the discretion of the member of the panel whose participation has been questioned.

6. Section on "Confidentiality" has been added (See section J.8).

February 7, 2005

1. Call to Order - 4:12 p.m., Ballroom of the Union Building

2. Verification of Quorum -- number required for this semester 86

3. Approval of Previous Minutes

No additions or corrections were made.

4. Reports from Coordinating Committees

Committee on Academic Policy and Planning (T. Dickinson)

A. Announcements

At the request of the VPAA, CAPP will be alternating meeting weeks with MAO, so Ken Kirkpatrick can participate in both committees. The meeting dates for CAPP will be February 21 and 28, March 14 and 28, April 18 and 25, and May 9.

B. Report of First-Year Seminar Committee: (S. Mou)

Everyone is reminded of the first FYS workshop, on Wednesday, Feb. 23 at Walden Inn.

C. Comments by N. Abraham on CAPP issues

VPAA Neal Abraham reported on two concerns which he had recently raised with CAPP and about which CAPP would soon communicate with the faculty. First with regard to the RAS process in the coming years, he noted that the number of full-time faculty members had recently been expanded by 40%, first as term positions and more recently as tenure-track positions as it became clear where there were long-term needs. Since the number of full-time faculty positions is now stabilized overall at 220, the increasing number of tenure-track positions has caused a reduction in the number of term positions to close to the minimum needed to provide replacements for those on leave in critical areas. Hence in the near future tenure-track searches could only be authorized for replacements or reassignments of retirements or resignations. This makes it critical to plan carefully for the use of the last few term positions that can be converted to tenure-track positions. Instead of only accepting proposals from departments or programs, it seems appropriate to have plans to address needs in critical areas of the curriculum. CAPP will issue a call for the formation of discussion groups which will be asked to prepare reports on needs in such areas as Environmental Studies, Film Studies, Islam, the Middle East, Latin America, Central Asia, or others that might be suggested. This will give CAPP a chance to provide advice to RAS on proposals to address these areas of need.

Second, with regard to faculty fellowships, we have had a provision permitting the reservation of a certain number of fellowships to address critical institutional needs. These might be for one or another of such things as development of new science courses or revised pedagogical strategies to serve the students needing to fulfill the new general education requirement, or optimizing uses of the Nature Park. The VPAA will be asking CAPP to assess proposals for reserving some of the next round of fellowships to address one or another of these needs.

Third, as mentioned earlier, there has been a 40% increase in the full-time faculty of the College of Liberal Arts thereby reducing the reliance on part-time faculty member by more than half, but there has only been a 5% increase (one position) in the School of Music faculty while nearly 40% of the courses are taught by adjuncts. The administration in consultation with the trustees has

recognized the need to increase the number of full-time faculty members in the School of Music and reduce the reliance on part-time faculty members, to gain better full-time commitment to studio instruction, to expand faculty contributions to music business, music education, and theory, and to gain more contributors to student advising and faculty ensembles. Hence the administration has identified funding for three additional faculty positions for the School of Music. After consultations with CAPP, the administration accepted the offer of the members of CAPP to review the proposals from the School of Music for the allocation of these new positions so that the searches can be pursued expeditiously this spring.

Committee on Faculty (D. Harvey)

A. Motion (to be removed from the table):

Revision of Article IX of Personnel Policies: Faculty Grievance Process

The text of this motion is now on the web

<http://www.depauw.edu/admin/acadaffairs/RevisedHandbookSectionIX1-4-05.pdf>

The current policy is available on the web as Article IX of the Personnel Policies of the Academic Handbook.

A summary of the major changes from the current handbook Article IX is appended at the end of the minutes

Motion is removed from table.

Notable changes:

- 1) It has been retitled as "Faculty Grievance" and reorganized so information pertinent to faculty is in front.
- 2) Changes to policy to remove discrepancies.
- 3) Changes to initial proposal made in December, to G5 and G8, moving back to previous policy.
- 4) Changes in language to unify handbook terminology.
- 5) VPAA is removed as final arbitrator, so only faculty are involved.

Per a question from the faculty: confidentiality of sources does not conflict with Open File policy. Charges are listed in detail, only the source is kept anonymous.

Vote taken: approved unanimously.

B. Motion (to be tabled):

Revision of Section IV of By-Laws: Description of departmental personnel and search committees

The text of this motion is now on the web

<http://www.depauw.edu/admin/acadaffairs/proposedhandbooksectioniv-a-5--1-21-05.pdf>

The current policy is available on the web as Section IV.A.5 in the By-Laws of the Academic Handbook -- see web copy; or Section IV.C in By-Laws as published 8/26/04 -- see hard copy.

The new policy more clearly divides duties of DPC and search committees.

Vote: unanimously approved to table.

C. Announcements

Regarding email on Student Opinion forms: new scanning technology has slowed up the process. It should not happen in the future.

The committee is still working on tenure cases.

Committee on Management of Academic Operations (B. Whitehead)

A. Motion (to be voted on):

To drop the following courses from the catalog because they have not been offered in the last 4 years (this is a standard course of action).

Dept, Course #, Title, Credit, Last Offered
REL 262 Rel/Trad Japanese Culture (1) never
REL 265 African Amer Rel History (1) never
REL 271 Feminist Theologies (1) 2000/01
REL 371 Goddess Traditions (1) 2000/01
REL 380 Satnism,Wtchrft,Spirit (1) 2000/01
POLS 346 Marxism/Socilst Thought (1) 2000/01
MUS 105 Hist Rock/Pop Music (0.5) 2000/01
MUS 345 Organ Design/Repertoire (0.5) 1989/90
MUS 346 The Organ/Church Service (0.5) 1989/90
MUS 906 Beginning Class Voice II (0.25) 1996/97 (2nd semester)
MATH 248 Intro to Fractals (1) 1997/98 (2nd semester)
M L 207 Masterworks/German Lit (1) 1997/98 (2nd semester)
HIST 222 Modern France (1) never
HIST 243 Germany, 1648-1870 (1) never
HIST 376 U.S. Women's Legal History (1) never
GER 404 18th C German Lit/Culture (1) never
GER 409 19th C German Lit/Culture (1) never
ENG 411 Seminar in Writing (1) 1989/909
EDUC 370 The Middle School (1) 2000/01
BIO 333 Comp/Devlpmntl Anatomy (1) 2000/01
BIO 339 Plant Physiology (1) 1979/80
BIO 381 Entomology (1) 1989/90

Vote: approved unanimously.

B. Motion (to be voted on):

To drop the following courses, at the department's request. They are all Rod Clifford's courses that will no longer be taught, or have been replaced by new courses:

Hist 333: Northern Ireland - The Debate
Hist 330: Sex, Politics, Society in Victorian England
Hist 231: England to 1760
Hist 201: Twentieth Century Europe

Vote: approved unanimously.

C. Motion (to be voted on):

To drop Hist 232: Modern England and replace it with a new course, Hist 232: 19th and 20th Century Britain.

This was one of Rod Clifford's courses and his replacement would prefer a new title and description.

The new teacher provided a description of the changed goals of the course.

Vote: motion carries with a few nays.

D. Announcements:

The course description for Eng 252: Children's Literature has been changed, and it will now count toward the English major. Previously it was mainly a support course for the elementary education program.

Student Life and Academic Atmosphere Committee (R. Schindler)

Announcements

No meeting yet this semester. We have submitted a new version of the Mission statement. We are reviewing statements of Education At DePauw in official documents. We are also looking at SafeRide. Give any suggestions for topics to Rebecca or other members.

Report on Academic Integrity Cases (M. McInnes)

There were 19 reported violations of the academic integrity policy during fall semester 2004 and Winter Term 2005: these involved 10 first-year students, 5 juniors, and 4 seniors.

The number of charges has remained fairly consistent for the past several years, averaging about 18 per semester.

- Last year, 2003-2004, there were 21 violations in the fall and Winter Term and 17 in the spring.
- In 2002-2003, there were 12 violations in the fall and 22 in the spring.

In two cases from this past fall (2004), students disputed the charge and asked for a hearing before the University Review Committee (URC).

Just to remind you: SLAAC oversees the Academic Integrity Policy and hearing procedures. (This is a faculty, not an administrative, policy.) The URC is composed of two teaching faculty members, a third faculty member from SLAAC who serves as chair, and two students. A representative from Academic Affairs (Jeffrey Hollander or I) observes and records the hearing but doesn't participate in committee deliberations. In most cases, I meet with the faculty member bringing a charge, and with the student who has been charged, before a hearing takes place or a settlement form is signed.

In its two hearings this year, the URC listened carefully to presentations made by the faculty member, student, and in one case a witness, and deliberated at length. In both cases, the URC upheld the faculty member's original charge and penalty (zero on the relevant assignment and a lowered final grade in the course).

These cases are never easy -- they are sometimes agonizing for all involved -- and SLAAC appreciates the time and energy that faculty volunteers have put into this work.

The most common violation continues to be what our policy calls "mosaic plagiarism": students cut and paste sentences or whole paragraphs from websites without adequate citation. Faculty members have become stricter about reporting and penalizing mosaic plagiarism on first drafts, reminding students that they are responsible for all the work that they hand in, and that drafts "count."

Other violations from this fall included 1) borrowing papers, speeches, or web presentations, and handing them in or presenting them orally as the student's own work; 2) passing or receiving

information during an exam; and 3) getting inappropriate help for a project, with the result of not doing substantial work of one's own.

Students who cut and paste from web sources sometimes say that they cannot imagine how to put complex information or ideas into their own words. They also tell us that they write a paper by assembling material from websites onto a word document, and then loosely linking this material together. But problems arise when citations don't get "added" accurately, and much of the paper remains undigested, improperly cited borrowing.

This cut-and-paste process of writing a paper is alarming to hear about and represents, in most cases, a willful misunderstanding of what we are teaching. Every student learns about the process of developing ideas about a topic, quoting accurately, and acknowledging sources; this process is emphasized in first-year seminars, college writing classes, and W courses, as well as in many other courses across the disciplines. Depauw.year1 mentors convey the importance of academic integrity to the first-year students in their mentor groups. Students have little excuse for thinking that this sort of shortcut represents honest academic work.

I hasten to add that the great majority of our students are scrupulously honest. In fact, I believe that the majority of those who violate the integrity policy are decent students who have made a bad mistake in judgment. Students can recover from such mistakes and go on to do excellent work at DePauw; I have seen that happen and it makes me glad. The integrity policy and settlement process seeks to educate students who have made a mistake, and not simply to penalize them.

Faculty members have asked how we get word out to students about the policy and consequences of academic dishonesty. Frankly, this has not been an easy task for me or for SLAAC. Nevertheless, we have made several efforts this year. In August, we discussed integrity in workshops with mentors and first-year seminar faculty instructors. In the fall, I talked extensively with reporters from The DePauw and from the campus television station, reviewing the penalties and rationale for the academic integrity policy. Your help in conveying the policy to your classes is also very important – and, as you know, this involves saying more than simply "don't cheat"; it involves modeling for students at all levels how and when to include a footnote and how to paraphrase and quote from a source.

Finally: I remind you that the policy does not permit faculty members to penalize a student's grade for dishonesty unless the charge is reported and the settlement process is followed. Consistency in reporting is very important, both to maintain high standards at DePauw, but also for the sake of fairness. The penalty for two violations is suspension or dismissal. We don't want to penalize some students while letting others earn credit for work that is not their own. If questions come up about student work in your classes, please give me a call.

A question from the faculty: How often are repeat offenses made? About 3 out of 30, though no official stats are kept.

5. Reports from Other Committees

Faculty Development Committee (M. Kannowski)

Announcements

Reminder of deadlines for various funds.
Lunch workshops coming up to help in application for funds.

Committee on Administration (W. Little)

Announcements

Members attended the January Trustees meeting. COA is currently discussing salaries and insurance. There will be new discussions on faculty governance. These include concerns on disengagement of faculty, proliferation of unknown committees, etc. COA is asking MAO to consider changes to policy on course adoption and deletion, in efforts to shorten faculty meetings. COA will be asking for feedback from faculty on views of important issues.

Admissions Advisory Committee (W. Little)

Announcements

This is a newly official committee, formerly informal. All faculty will receive a request for potential tour guides, to make the pool of applicants more diverse. The committee is working on changing the tour to better demonstrate strengths of DePauw, such as off-campus living options. We are also working on changes to university web pages. We hope to formalize the relationship between faculty and admissions staff.

Per questions from faculty: tour guides were formerly chosen by word of mouth, invitation from current tour guides. The new policy would be to get larger number of nominations. Faculty should see if students are interested before nominating them.

Tour guides are trained, but still know more about personally experienced areas.

There was one suggestion that student feedback be gleaned for AAC.

6. Remarks from the Vice President for Academic Affairs

Kathy Davis is replacing Ken Kirkpatrick as Associate Dean of Academic Affairs. She will coordinate department and program assessments in Academic Affairs and help organize the reassignments of departments and programs among East College, Asbury, Harrison, and the Faculty Office Building to fill the space left by Religious Studies and Asian Studies, and the museums and art storage when they move to Emison.

Kathy's previous position as Director of Libraries will remain vacant for the time being. Dennis Trinkle, Carol Smith, and Rick Provine will be working with the staffs in the libraries and information services to improve services while reducing the number of managers.

Dennis Trinkle announced changes to electronic communications policy. The new policy is in the Appendix. The faculty is encouraged to give feedback on the policy.

7. Old Business

None.

8. New Business

None.

9. Announcements

Phi Beta Kappa announcement (K. Kinney)

Time for selection of new members. New form will be available electronically from e-services. Please comment on students that you have knowledge of. Short comments are welcomed. Deadline has not been determined yet.

Moved into executive session at 5:10.

10. Remarks from the President

Theme of trustees meeting was view of DePauw University in five years.
Plans to maintain faculty size and support.
Trustees support larger plans for renovations of PAC. Still in planning stages.
Trustees recognize need to expand faculty size of School of Music.
3.75% increase in tuition, smallest increase in years.

11. Executive session to elect candidates for honorary degrees (N. Abraham)

12. Adjournment made at 5:26

Appendix

1. Summary of changes to accompany Grievance Procedure 11/30/04

Most of the new Grievance Procedure description is similar in spirit, if not in language, to the current handbook version. The Handbook Task Force has tried to preserve the current written policy but also to provide more detailed language which codifies current understanding of good practice in the implementation of this relatively infrequently used policy. In addition, the language has been modified by university attorneys to remove legal ambiguities and to clarify other statements to avoid misunderstandings that could result in a lawsuit.

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As a corollary to this, the present Review Committee would be renamed the Grievance Committee and its function and membership will be specified in this document.
2. There were contradictions in the current policy, such as the statement that only recommendations by COF were subject to grievance AND that salary was one area of grievance. For the past twenty years or more, COF has not been directly involved in setting salary. To resolve this contradiction, the scope has been broadened to conform to current practice, so there are now two types of petitions: one for actions that were not previously the subject of a COF recommendation, but originated with the administration (see section C); and one for those which were the subject of a COF recommendation (see section D). Review of salary challenges is no longer mandatory but may be considered by the COF.
3. You may notice some change in days allotted for various stages in the process; these changes were made so that all time is calculated on the basis of "in-session days." In the current document, some time periods were calculated on the basis of calendar days and some as "in-session" days.
4. The language about consultation with the department chair and the Vice President for Academic Affairs is changed from "expected to consult" to that of "encouraged, though not required, to consult."
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rather than leaving the choice to the discretion of the member of the panel whose participation has been questioned.

6. Section on "Confidentiality" has been added (See section J.8).

2. Electronic Communications and Acceptable Use Policy (01-07-2005)

I. INTRODUCTION

The University has adopted this Policy in part to: encourage employee and student productivity; maintain the integrity and security of its network and computing resources and electronic communication systems; preserve its academic and business interests; and protect confidential information. This Policy cannot and does not provide rules and requirements to address every possible situation that may arise. However, it does provide certain minimum standards and requirements with respect to electronic communication issues. The University reserves the right to change, revise or add to this Policy at any time with such notice as it deems appropriate.

Under its Intellectual Property policy, the University has granted to faculty members the intellectual property rights to materials they have authored (articles, books, software, manuscripts, syllabi and course materials) and the results of their research. Faculty members may be required to provide copies of course materials or research protocols if needed for personnel reviews, program reviews, or campus disciplinary proceedings, including the enforcement of this or other policies. All other aspects of the University's electronic communication facilities, including all equipment and data, messages, or other information transmitted, stored or maintained on or in such facilities, are and remain at all times the property of the University, unless otherwise expressly noted in a written confirmation signed by an authorized University official. However, such ownership shall not include any such information that is in violation of any University policy, including, but not limited to, this Policy.

DePauw University recognizes and honors the importance of academic freedom, and the provisions of the Policy will be enforced with respect to the teaching and research mission of the University.

II. POLICIES

Permissible Uses of Electronic Communication Facilities

Electronic communication facilities are intended to be used primarily for official University business, including employee and student academic pursuits, and employee administrative, personnel and/or business matters. However, reasonable use of University-owned or operated electronic communication facilities for non-commercial personal purposes is permitted if it does not entail a direct cost to the University, interfere with the completion of job responsibilities, impede network operations, or violate University policies, including, but not limited to this Policy. Should users make use of the electronic communication facilities to transmit personal messages, such messages shall not be treated with a higher standard of privacy than any other electronic communication. The University reserves the right to place additional restrictions on the personal use of its electronic communication facilities if necessary to conserve network resources for University purposes. Further, those using the University's electronic communication facilities must use such facilities in a responsible and lawful manner. Unlawful use of electronic communication facilities or use of such facilities which violates any University policy, including this policy, by any user, as determined solely by University officials, will be cause for the University to deny such user further access to such facilities and may be cause for other University disciplinary action, up to and including termination from employment or expulsion.

Consistent with this Policy, users may use the electronic communication facilities to initiate or

receive electronic communication. Users should only use their own files, those that have been designated as "public" files, or those that have been made available to them with the knowledge and consent of the owner.

Users shall always keep all copyright and trademark notices intact on University or third-party materials that are received or disseminated in electronic communication. An authorized University representative shall be consulted if there is any question about the form of such notice.

Users of electronic communication facilities in all IS facilities (including any remote sites operated by IS) must: a) fully identify themselves (e.g., by showing a University ID card or other appropriate identification) to any IS staff member or student employee who requests such ID; b) act in an appropriate manner towards other users and IS staff; and c) respect and follow all applicable rules and any notices (e.g., those concerning hours of operation) posted in IS facilities.

Prohibited Uses of University Electronic Communication Facilities.

Commercial Purposes:

Electronic communication facilities shall not be used for commercial purposes unrelated to the business of the University or for any commercial purpose that has not been expressly authorized by the University.

Other Prohibited Uses and Restrictions:

Electronic communication facilities shall not be used to access or transmit electronic communication which promote or contain offensive, unlawful or inappropriate content, including, but not limited to content that is slanderous, defamatory, harassing, vulgar, threatening, intimidating, offensive, or that promotes hate or violence; or which is racially inflammatory or inappropriate; or which is pornographic, or sexually offensive; or which consists of offensive comments based on gender, or any other content that denigrates or demeans persons on the basis of race, age, gender, national origin, disability, religion, sexual orientation or any basis protected by law. This prohibition shall not apply to educational and professional work that requires such access or transmission.

Users should not attempt any unauthorized connection to a host using electronic communications facilities.

Electronic communication facilities should not be used to transmit, copy, or store confidential information, except as authorized by University officials. Further, all users must exercise a great deal of caution in transmitting and storing confidential information due to the ease with which electronic communication may be reproduced, stored and/or redistributed. Users should be particularly cautious in using distribution lists if confidential information is being transmitted.

Electronic communication facilities should not be used in any way that may infringe upon the rights of the holder of any copyright or trademark. Downloading, copying or installing software or other data that is subject to copyright, trademark or other legal protection without appropriate authorization or license is prohibited. Information Services (IS) staff will not knowingly provide support for software that a user possesses in violation of the applicable license agreement. IS staff may ask for proof of ownership before helping users with their software. IS staff will not knowingly allow infringing copies or otherwise unauthorized copies of software to be installed on electronic communications facilities and will remove any such suspect software loaded onto electronic communication facilities.

Electronic communication facilities shall not be used in any manner that: is contrary to the University's interests; attempts to obscure, withhold or falsify the identify of the sender; impairs the electronic communication facilities in any way; attempts to gain access to the electronic communication of third parties (unless expressly authorized by such third party or by the University); interferes with, interrupts or obstructs the ability of others to use such facilities; is not related to the performance of an employee's job responsibilities or a student's academic work;

and/or is not otherwise authorized by the University.

Electronic communication facilities shall not be used in violation of University policies or local, state or federal laws, rules or regulations.

Users shall not abuse or vandalize any electronic communication facilities. Users are to immediately report any observed or suspected instances of abuse or vandalizing of electronic communication facilities to University officials.

Users should relinquish public computing facilities that they are using if they are doing non-essential work when the computers are in heavy demand. Electronic communication facilities should not be monopolized.

Security/Breach of Security:

Although the University uses various methods in an effort to secure its electronic communication facilities, the University cannot guarantee such security. Electronic communication and electronic communication facilities shall not be used to breach the electronic security of others. A breach of security includes, but is not limited to: any unauthorized attempt to compromise any electronic communication facility, including the use of network privileges, accounts, access codes, identifiers or passwords, or equipment; knowing and unauthorized interception, access, disclosure, disruption, damage, destruction or unauthorized alteration/modification of any electronic information, or electronic communication facilities, including software or hardware; and any unauthorized and intentional disruption or interference with others' use of electronic communication facilities.

Users of electronic communication facilities are responsible for protecting their personal account information and/or password. Any user holding a personal account and its password is, at all times, responsible for its use and all activity originating from that account or using that password. Any attempt to determine the passwords or personal account information of others is strictly prohibited.

Privacy

Although University email messages are encrypted by University systems as part of the regular transmission process, the University cannot guarantee the privacy of electronic communications, and users should not expect their use of electronic communication facilities will be private. Users may not further encrypt an electronic communication unless they furnish the encryption key or software to the University in advance of its use so that the University may fulfill its obligations under the provisions of this Policy.

III. MONITORING AND DISCLOSURE

A. In General

The University reserves the right to monitor or disclose the content of any electronic communication sent, received or stored using electronic communication facilities. Monitoring, investigation, and examination of electronic content will only be conducted in connection with a specific event, such as the delivery of a warrant for search and seizure or other permissible events as listed in the Policy. Employees are not permitted to engage in the monitoring, investigation, or examination of electronic communication content without prior specific authorization of the Chief Information Officer as specifically permitted under the Policy. Employees do regularly monitor the performance of the University's computing resources, and the University reserves the right to install or update files on any University-owned computer to assure the performance or security of the campus computing environment. Use of the electronic communication facilities shall be deemed to constitute consent to allow the University to exercise its rights outlined in this Policy and agreement to abide by this Policy.

Monitoring and Disclosure:

As the owner or operator of electronic communication facilities and a private institution of higher education, the University will monitor or disclose the content of the electronic communication of users only under the following circumstances:

A party to the communication consents; or

The communication is readily accessible to the public (examples include, but are not limited to, web pages, e-mails sent to a public mailing list, or a newsgroup post); or

The University has an administrative need to access an e-mail, voice mail or other electronic communication or electronic communication facilities (examples include routine maintenance, backup of data, monitoring of usage patterns, troubleshooting or investigation of an excessive use of network resources that adversely affects performance or protection of the University's rights or property); or

The University is furnished with reasonable information causing it to conduct a review or investigation of any electronic communication or the use of electronic communication facilities (examples include reports or evidence of hacking, identity theft, harassment, commercial card fraud). The University has sole discretion to conduct such a review or investigation under this Policy; or

The monitoring or disclosure occurs as a result of the University's obligations under local, state and/or federal laws, rules or regulations.

IV. RETENTION AND ARCHIVAL STORAGE OF ELECTRONIC COMMUNICATIONS

B. Policies

Records created or stored in digital format, including electronic communication, may be subject to state or federal laws or University record-keeping policies.

Employee Responsibilities:

Employees are responsible for copying electronic communication for storage in departmental or office files as required by law or University policy.

The University does not maintain centralized or distributed archives of electronic communication sent or received over its electronic communication facilities. Backups made for maintenance or troubleshooting purposes are erased at regular intervals.

Staff should periodically store such copies in departmental or office files for subsequent review followed by either archival storage or destruction in accordance with general University record-keeping policies.

V. VIOLATIONS

Violations of this Policy by any user will be cause for the University to deny such users further access to the electronic communication facilities and may result in disciplinary action, up to and including termination from employment or expulsion. In certain circumstances, violators may be prosecuted. Violations of this Policy or the alleged misuse of University electronic communication facilities should be reported to the Public Safety Office, the Human Resources Office, or the Chief Information Officer. Reports and violations will be investigated and adjudicated according to the applicable University policies and procedures. The University reserves the right to delete any electronic communication from its electronic communication facilities that violates any provision of this Policy or any other University policy.

VI. RELATIONSHIP TO OTHER UNIVERSITY POLICIES

This Policy is a supplement to other University policies including, but not limited to, policies governing the appropriate or acceptable use of University property and/or electronic communication facilities.

VII. DEFINITIONS

1. "Confidential information" means any information, data, documents or tangible things which contain proprietary or private information including, but not limited to information not generally known to persons outside of the University concerning students, academic or business matters, donors, alumni, financial or scholarship matters, grant matters, personnel matters, trade secrets, and/or development or business plans.
2. "Direct cost" means a cost, fee or charge assessed for a product or service provided for some purpose other than a valid University purpose (for example, unauthorized long-distance telephone charges and printing costs).
3. "Electronic communication" includes, but is not limited to, electronic mail ("e-mail"), newsgroup posts, internal or external bulletin board posts, Internet or World Wide Web pages ("web pages"), data and file transfers, voice mail, telephone and pager messages, facsimile transmissions, any other electronic communication sent, published, or received by an employee, student or guest using electronic communication facilities, and any other information transmitted, stored or maintained in or on such electronic communication facilities.
4. "Electronic communication facilities" includes, but is not limited to, all University-owned or operated: equipment, data, telephones, computers, computer networks, servers, workstations, personal computers, removable media, electronic voice mail systems, e-mail systems, pagers, facsimile machines, scanners, electronic external or internal bulletin boards, wire services, on-line services, the Internet or World Wide Web, or any other communication system or electronic technical resource provided, owned or operated by the University.
5. "Monitor" and "monitoring" mean to intercept, access, or inspect an electronic communication with the purpose of viewing the data contained therein. "Monitor" does not include automatic scanning of an electronic communication by network security and performance software such as a firewall, anti-virus, or packet shaper program.
6. "Employees" means any and all full- and part-time, temporary and regular University employees including, but not limited to faculty members, administrators, instructors, staff members, classified personnel and student employees who have been authorized to use the electronic communication facilities.
7. "Students" means any and all students who have paid a deposit or are currently enrolled in the University, as well as former students who have been authorized to use the electronic communication facilities.
8. "Guests" means any and all persons not directly connected to the University, but who have been authorized to use the electronic communication facilities.
9. "University authorization", "University authorized", or authorization from the "University", a "University official", or "University officials" means any written or oral express permission granted by one of the following University representatives: the President, the Vice President of Academic Affairs, or the Chief Information Officer.
10. "User" means any and all employees, students and guests.
11. "IS" means University Information Services.

March 7, 2005

1. Call to Order - 4:09 p.m., Ballroom of the Union Building

2. Verification of Quorum -- number required for this semester 86

3. Approval of Previous Minutes: Approved

4. Reports from Coordinating Committees

Committee on Academic Policy and Planning (Howard)

A. Motion: (to be voted on)

Change department name of Chemistry to Chemistry and Biochemistry. (The current department abbreviation of CHEM would remain.)

Approved unanimously.

B. Announcements

Committee on Faculty (D. Harvey)

A. Motion (to be removed from the table):

Revision of Section IV of By-Laws: Description of departmental personnel and search committees

The text of this motion is now on the web

<http://www.depauw.edu/admin/acadaffairs/proposedhandbooksectioniv-a-5--1-21-05.pdf>

The current policy is attached as an appendix.

Motion removed from table.

Key points:

-Originated with the handbook taskforce as part of the process of updating and clarifying the handbook.

-COF has reviewed the language and brings it to the faculty for its considerations.

-In the current language there is one personnel committee that prepares proposals for faculty positions, oversees searches for new faculty members and makes "recommendations regarding all other personnel decisions affecting members" of the department or school; personnel committees can create a search committee to conduct any portion of a search, bringing a recommendation back to the personnel committee.

-The intention of the proposed language is to separate the functions of the personnel committee and the search committee more cleanly; this is done in two ways.

-First, by narrowing the scope of the personnel committee to making recommendations regarding interim, term, tenure and promotion reviews and recommendations regarding extensions of term appointments.

-Second, by assigning all aspects of a search to a search committee; the search committee will coordinate the search following established procedures, which include the ability of the search committee to create sub-committees to complete designated portions of the search.

From a query on searches for positions of less than one year, such part-time positions are handled by a separate section of the bylaws, and do not require a member from outside the department.

Motion carries unanimously.

C. Announcements

Tenure cases have been finished and sent on to administration. Currently working on interim reviews.

Question: student evaluations. Comments and questions are welcomed, though no time for COF to deal with these issues this year. Comparative statistics will not be in personnel files or considered for decisions.

Committee on Management of Academic Operations (M. Villinski)

A. Motion (to be tabled):

That the faculty grant permanent group status to the following course:

Group 1:

Approval of Math 141: Statistical Reasoning

Motion is tabled.

B. Motion (to be removed from the table) -- these were tabled in December

That the faculty grant permanent group status to the following courses:

Group 1 (lab)

BIO 135: Organismal Biology

Bio 285: Biodiversity

Group 2

ANTH 252: Anthropology of Power and Violence

ANTH 257: Culture, Medicine and Health

ANTH 279: U.S. Latino Cultures

ED 265: Women in Education

SOC 211: Sociology of Childhood

SOC 214: Sociology of Education

SOC 322: Black Issues and Identity

SOC 329: Social Inequalities

SOC 332: Women, Culture, and Identity

Motion is removed from table. No questions. Motion is approved unanimously.

C. Announcements:

Changing ARTS 398: Studio Art Topics from 1 credit to 1/2 - 1 credit.

Changing Music 316: Advanced Musicianship to Music 224: Musicianship IV, retaining Group 3 designation.

Changing Music 317: Form and Analysis to Music 214: Theory IV, retaining Group 3 designation.

Changes to courses in the School of Music:

Converting Music 111, 112, and 211 (Theory and Musicianship I, II, and III) each into 2, 1/2-credit courses. Music 111, 112, and 211 are currently 1-credit courses offered for Group 3 credit, so the new courses will be as follows:

Music 113: Theory I (0.5 credit, Group 3)

Music 114: Theory II (0.5 credit, Group 3)

Music 213: Theory III (0.5 credit, Group 3)

Music 123: Musicianship I (0.5 credit, Group 3)

Music 124: Musicianship II (0.5 credit, Group 3)

Music 223: Musicianship III (0.5 credit, Group 3)

Question: Will there be different topic titles on the transcript for Studio Art Topics? Answer: Yes.

Student Life and Academic Atmosphere Committee (R. Schindler)
Announcements

Revising front materials for student handbook and catalog. Updating and removing redundancies and discrepancies.

Absentee policy: extended absence due to illness, no current policy, working on a policy draft to show at next meeting.

Discussion about library administration changes and information commons. Two meetings coming up these next two weeks with administration.

5. Reports from Other Committees

Faculty Development Committee (M. Kannowski)
Announcements

Deadline March 9 for Student-faculty summer research grants.
Sabbatical luncheon on April 26, noon – 1:30 UB 221. Another workshop will be held in the fall.

Summer Stipend 2005 Awards

Exploratory:

Jennifer Adams – Helen Gougar: A Midwestern Pioneer in the Women's Rights Movement, 1878-1907

Masha Belyavski-Frank – Translation Project: Sevdalinke

Jeanette Pope – Environmental Science Readings

Eric Silverman – Skullcap Style: A cultural History of Jewish Dress

Rebecca Upton – Preparing for “The Long Haul”: Exploratory Scholarship on Work, Family, and the Trucking Industry in the U.S.

Janet Vaglia – Body Axis Elongation and Tail Development in Salamanders

Scholarly:

Geoffrey Klingler – Convict No. 9653 for President: The Life and Oratory of Eugene Victor Debs

Scott Wilkerson – Basic Methods of Structural Geology Laboratory Textbook, 2nd Edition

Course Development:

Matthew Balensuela – MUS 104Q: Introduction to Music Theory for Non Majors

Angela Castaneda – Introduction to Latin American and Caribbean Studies

Robert Dewey – FYS-HIST 197: History of Australia, New Zealand, and the Pacific Islands

Jinyu Liu – The Impact of the Roman Empire: From Augustus to Constantine

Jeff McCall – Mediated Communication in the Public Sphere

Kevin Moore – Psychology of Learning: Adding a Laboratory Section to a Course and Modifying Course Content

Committee on Administration (W. Little)
Announcements

Invitation to nominate tour guides by this Friday.

Working on faculty salaries for next year. Reform of faculty governance, attendance, streamlining, more open debate/discussion. Centralized format was not well-received. Still working on it.

6. Remarks from the Vice President for Academic Affairs

COF will have smaller caseloads in the next several years, so it will not meet during winter term and can spend more time in other areas.

Faculty salary information has been provided. Not complete, but averages are listed. Increase in rank of Professor rank due mostly to changes in personnel at Wabash. Decile rankings were explained.

Project-oriented process for re-accreditation makes sense, and will be followed for the future. Survey for suggestions of projects to review in the next three years. A campus-wide discussion day has been scheduled. Student discussion day during pre-orientation week. Work with faculty committees by October for final project decisions.

Public presentation and discussions by Virginia Valian last week. Neal will provide summaries and suggestions from these presentations and discussions on gender differences. Work on awareness, not elimination, and recalibration of evaluations.

No questions.

7. Remarks from the President

Admissions report: applications even with last year, stronger academically than last year, 80 people invited to apply for Rector, 60 have accepted invitation.

Tucker award: Senior faculty member award, nominate as many as you like. \$10,000 stipend.

Tenure decisions: total agreement between DPCs, COF, VPAA, President.

Awarded tenure:

Aaron Dziubinskyj – Modern Languages, Spanish

Peter Graham – English

Ronda Henry - English

Awarded tenure and promotion to Associate Professor

Inge Aures – Modern Languages, German

Rebecca Bordt – Sociology & Anthropology

Julia Bruggemann – History

Dana Dudle – Biology

Hilary Eppley – Chemistry

Pedar Foss – Classical Studies

David Gellman – History

Eugene Gloria – English

Anne Harris – Art

Emmanuel Harris – Modern Languages, Spanish

Rick Hillis – English

Kevin Kinney – Biology

Rebecca Schindler – Classical Studies

Michael Sinowitz – English

Scott Thede – Computer Science

Erik Wielenberg – Philosophy

Lili Wright - English

No questions.

8. Old Business

None offered.

9. New Business

Announcement and Description of Faculty Election Process (M. Rainbolt)

Note vacancies in handout and from email of February 18th. Is on Faculty governance web page, will be kept updated. Request to committee chairs and people going on sabbatical or retiring to help keep the vacancy list accurate.

Note that chairs should not have consecutive terms. Can move faculty through Division officer positions.

COF will not meet in Winter Term.

Reminder to have Division meetings this week.

Division 4 is meeting Thursday at 1pm.

10. Announcements

RALPH F. CARL

I would like to recall Prof. Ralph Carl, a former colleague of mine who passed away last month at the age of 88. I first met Ralph when I arrived at DePauw in 1966. He was a Professor of French, and was already one of the senior members of the department.

Originally from northern Ohio, Ralph received his undergraduate degree from Wooster College, and his M.A. and Ph.D. from the University of Michigan.

Ralph first came to DePauw in 1947-48, then left to pursue graduate studies and returned in 1952. After his return he served continuously as a faculty member in French, and later also in Italian, until his retirement 30 years later, in 1982. (During the 1950s, he also occasionally taught Spanish.) He taught all levels of French, from elementary to the senior seminar. In particular he taught Conversation/Composition, 19th Century and 20th Century literature, Advanced Syntax and Composition, and once a seminar on French-language literature outside of France, which may have been the first time such a class had been taught at DePauw. (That literature is taught regularly today.) He taught elementary Italian on a regular basis from 1969 until his retirement. Ralph also served as chair of the Romance Languages department between 1968 and 1979.

Ralph was a kind, open person, and had a very puckish sense of humor, exemplified by his common practice for many years of listing as his religious preference on DePauw surveys: "Druid." He owned a "Karmann Ghia" sports car, and often sped around town with the top down in nice weather, wearing his beret. (For those of you too young to remember the Karmann Ghia, it had a sports car body on a Volkswagen beetle chassis; not much sports car performance, but it looked spiffy.)

Ralph was a traveler. He served in the Signal Corps as a translator during World War II, and afterwards he remained for many years on a State Department list of persons who could be called on to escort foreign visitors around the country, which he did regularly in the summer during the 1950s and 60s. He loved to travel to all parts of the world, especially in Europe, and when he was past 80 he signed on for an around-the-world trip, even though by that time he was

confined to an electric cart for mobility. He kept in contact with former students living abroad who often welcomed him into their homes when he visited.

He also traveled some with his older sister Kate, and here is a story he loved to tell: He and Kate had been traveling in all parts of France for several weeks, and then crossed to Britain. As they were signing the register in an English hotel, the desk clerk noticed that they had different surnames (Kate used a married name). "But you can't stay in the same room!" the clerk protested. "We've been doing that for weeks all across France!" replied Ralph. The clerk puffed up in self-importance, and retorted, "Well, we aren't in France now, are we?"

Ralph was always excellent company, an amiable and gregarious person, and when I was in Greece in Spring 1981 as resident director of DePauw's former Athens program, and Ralph was on leave that semester, he came to visit me for several weeks and we had a wonderful time. He was always up for any sightseeing or new experiences, or new restaurants, and even when we stayed in at night we spent hours playing cards, eating olives and drinking lots of ouzo.

After his retirement in 1982, Ralph continued to live in his home on South Arlington Street until as a result of declining health he moved into Asbury Towers. Even then he dealt with a debilitating illness in an admirable manner. He was well known on campus for the way in which he scooted everywhere at a high rate of speed on his little electric cart. Until his health prevented him from getting out much.... (well, actually he had an accident with his cart, and Asbury Towers "grounded him" -- for reckless driving). I repeat: until his health prevented him from getting out much he was a regular at the daily emeritus coffee hour in East College, and at the weekly French and Spanish tables. He always said that he maintained his language knowledge by reading aloud fifteen minutes per day in all the languages he knew. I can testify that before he became too ill to speak anything easily, he spoke Spanish very well.

In the 1990s he endowed the Ralph F. Carl Award, given annually to the outstanding graduating French major. I remember when Ralph came to one of our Putnam County Playhouse productions in September 2003. He had come, in his electric cart, to see the performance of one of the young men in our cast, Rajai Bimbo, who had gotten to know Ralph when he signed on to accompany and help him on one of his last trips abroad and then had contact with him again through DePauw Community Services. Rajai and I helped Ralph back to Asbury Towers that night after the performance.

Ralph is survived by his sister Kate, who continues to live at Asbury Towers. He was buried in his home town of Jeromesville, Ohio.

- Prof. James S. Rambo, Modern Languages (Spanish)

11. Adjournment at 4:56 (wow!)

APPENDIX

Current Version of this section of By-Laws, as printed August 26, 2004

IV. Schools and Departments

C. Committees

1. Personnel Committee

(Procedures described under Procedures for Personnel Decisions in the Personnel Policies section of the Handbook.)

a. Membership

A personnel committee shall consist of all continuing tenure and term faculty members of the

department except the person being reviewed, those on non-academic leave, and those in their first year of service. Faculty members on academic leave and nontenured members of the department may withdraw from any case. If there are fewer than three eligible department members or if the tenured members do not constitute a majority, the committee shall select additional tenured members from related departments, according to a procedure established by the Committee on Faculty and the administration. It is expected that all members of a personnel committee shall fully participate in the activities of the committee.

When conducting a search or considering a recommendation from a search committee, a personnel committee shall include two members from other departments approved by the Vice President for Academic Affairs. (See below IV.C.2.a.) A personnel committee may delegate responsibilities to subcommittees.

b. Function

1. The personnel committee makes requests for faculty positions to the appropriate faculty committee(s) and administrative officer(s).
2. writes the job description to meet publicly defined criteria and stated policies of equal opportunity and affirmative action, and
3. prepares the advertisement for appropriate journals.
4. It may act as the search committee or receive the report of the search committee; and it makes the recommendation to hire.
5. It insures that job candidates are fully apprized of the primacy of teaching, the nature of student-faculty relationships and the kinds of professional and service activities required by the University and any departmental expectations for tenure and promotion.*
6. The committee investigates, considers evidence, and makes recommendations regarding all other personnel decisions affecting members of the department.

*The job description and the school or department expectations shall be given to the Committee on Faculty prior to campus interviews of candidates.

c. Chair

The department chair serves as committee chair and communicates in writing the recommendations of the committee to the candidate for promotion or tenure, the Committee on Faculty, and the Vice President for Academic Affairs, including any separate reports by members of the committee.

2. Search Committee

a. Membership

A search committee may be constituted by the department with three or more members drawn from its continuing tenure and term faculty members and two additional members from each of two other departments, chosen after consultation with the Vice President for Academic Affairs. Additional members from other departments are not required in searches for positions lasting one year or less. In special circumstances, members may be appointed from other faculty of the department, such as those who are leaving the department or the University at the end of the year. If there are fewer than three eligible department members, with approval of the Vice President for Academic Affairs the personnel committee shall select additional search committee members from related departments.

b. Function

The committee:

1. screens applicants, arranges off- and on-campus interviews, including those with the Vice President for Academic Affairs and the President, if appropriate;
2. arranges on campus presentations and performances;

3. confers with all regular members of the department and others, such as emeriti and part-time teachers, regarding assessment of the candidates interviewed; and
4. formulates a recommendation and brings it to the personnel committee.

c. Organization and Chair

The chair of the department shall be responsible for the organization of the committee and may be its chair.

April 4, 2005

1. Call to Order - 4:10 p.m., Ballroom of the Union Building

Since we did not have a quorum at this time, we began with reports from the Vice President for Academic Affairs and the President.

2. Remarks from the Vice President for Academic Affairs

Neal Abraham announced that notices would be circulated shortly about a change in the University's plan for supporting health care of retirees. Please look for those announcements and send any questions so we can compile a complete set of questions and answers.

a) Current retirees will continue with a payment plan similar to the one they have at present -- DePauw pays part of the premium and the retiree pays both part of the premium and co-pays. A new carrier, Aetna, will provide the insurance. The plan should offer similar or better benefits at a similar premium but a lower maximum healthcare liability. The plan will have many more providers than the CIGNA plan and less paperwork for filing claims.

b) For current employees DePauw will contribute to a medical spending investment account for 25 years. Employees who are vested (after serving at least 15 years, reaching at least age 55, and a total of age and years of service of 80 or more = the rule of 80) will have this matured fund which can be used to pay healthcare costs in lieu of DePauw contributing to the premiums after retirement.

c) For those who retire before DePauw has contributed for 25 years, there will be a bridge plan, with the spending account covering some of the costs and DePauw contributing a portion of the premium payments.

3. Remarks from the President

Trustees meet on campus April 21st and 22nd. Faculty recognition dinner on 22nd. More nominations for Tucker award than any other year. Please write a letter to nominate candidates.

(Questions answered by Neal)

Question: admissions office and honors program conflict? Admissions office had invited people without vetting of honors program. This change is meant to attract more students, both to the Programs of Distinction and to the University as a whole.

Question: The website description of large number of applicants in the Programs of Distinction seems to be misleading? The description was really about the large number of Rector Scholars.

4. Verification of Quorum -- number required for this semester 86 Reached at 4:30.

5. Approval of Previous Minutes: Approved

6. Reports from Coordinating Committees

Committee on Academic Policy and Planning (T. Dickinson)

Announcements

Responding to Strategic plan from VPAA. Suggested changes and elaborations have been heard and enacted by VPAA.

CAPP, in order to appropriately advise RAS, would like to call upon interested faculty members who see faculty needs in interdisciplinary program areas (or areas where joint proposals from different departments may be called for) to form discussion groups that would make recommendations to CAPP for these areas. Faculty members are free to work within either new or existing areas in creating discussion groups and making recommendations.

CAPP would like to receive these recommendation by Friday, April 22, 2005 so that it can review these recommendations at our April 26, 2005 meeting. Please include the membership of the discussion group with your recommendations. An appropriate rationale would also be helpful to committee members..

Committee on Faculty (D. Harvey)

Announcements

Received proposal on change of personnel committees. Will be on agenda next year. Request for input. First: term faculty no longer serve on personnel committees. Second, not allow faculty members to serve who would be judging those of equal or higher rank.

Finished fall reviews, have not started spring reviews yet.

Committee on Management of Academic Operations (M. Villinski)

A. Motion (to be removed from the table):

That the faculty grant permanent group status to the following course:
Group 1:

Math 141: Statistical Reasoning

Removed from table. Motion approved unanimously.

B. Motion (to be voted on):

That the faculty approve a change to two Kinesiology emphases:
Drop KINS 406: Administration and Risk Management from the Sports Medicine and Sport and Exercise Science emphases as a requirement.

The purpose is to strengthen the primary emphases.
Motion approved unanimously.

C. Motion (to be voted on):

That the faculty approve the following new courses:
BIO 334: Developmental Biology
BIO 325: Bioinformatics

KINS 260: Sport and Exercise Psychology
MUS 233: Miles and 'Trane

Miles and 'Trane = Miles Davis and John Coltrane (clarification). Bioinformatics is combination of statistics, genomes, technology, cutting edge in science, "not a fad."

Motion approved unanimously.

D. Announcements:

MUS EXP: Explorations in Jazz Compositions
MUS EXP: Beginning Tap

Title, numbering, and other course changes:

GEOL 220: Geologic Field Experience. Change lab to add category "D. Other."

GEOG 125: Environmental Science Change title to GEOG 125: The Global Environment.

BIO 315: Molecular Biology. Numbering and prerequisite change from BIO 220: Molecular Biology.

BIO 415: Molecular Genetics. Numbering and prerequisite change from BIO 364: Molecular Genetics.

BIO 444: Population Genetics and Evolution. Numbering change from BIO 344: Population Genetics and Evolution.

KINS 100: Health and Exercise Science. Change title to KINS 100: Introduction to Kinesiology

Student Life and Academic Atmosphere Committee (S. Anthony)

**A. Motion: to accept the proposed addition in the Class Attendance policy as noted below:
Class Attendance and Absences [in the Student Handbook]**

Regular attendance at class, laboratory and other appointments for which credit is given is expected of all students according to the guidelines established by individual instructors. There are no "allowed cuts" or "free" absences from class sessions. Faculty may drop students from their classes or other appropriate action may be taken if absences are too frequent.

Absences for medical reasons: When an absence due to medical reasons will result in a student being unable to fulfill academic responsibilities--for example, papers and examinations--the student should notify the instructor in advance. Each instructor should let the students know how to give this notification. The instructor and student should work out arrangements for possible extension or makeup work. In cases where students are hospitalized, the University physician will, with the student's permission, notify the Student Affairs Office. It is the student's responsibility to contact the faculty; in addition, the faculty will be notified by student affairs personnel.

PROPOSED ADDITION. If a student misses two or more weeks of class for medical or other reasons beyond the student's control, the student's faculty instructors, in consultation with a member of the Academic Affairs staff, will decide whether the student may reasonably make up the missed work. As a general rule, students who miss two or more weeks of class may no longer be eligible to continue in the class. The final decision about whether a student may continue with a class rests with the faculty instructor.

Absences for personal or psychological reasons: Occasionally student affairs staff will encounter students who must miss class for personal or emotional reasons. These cases include such events as death or illness of a family member or emergency psychological crisis. When possible, student affairs staff will ask the student to notify faculty and indicate that faculty may call student affairs staff for confirmation if such validation is deemed necessary. In some of these cases, the student affairs staff member has no real way to validate the student's statement. Maintaining such information over a period of time, however, could help determine possible patterns of dishonesty for an individual student. In some extreme emergencies, student affairs staff may notify faculty directly.

Early departure or late return from breaks: Faculty are expected to hold class on the days immediately before and after breaks. Students will not be excused from class attendance or from taking examinations at their announced time to accommodate travel schedules. It is the responsibility of students and their families to make travel arrangements accordingly. (Adopted by the faculty November 1988)

SLAAC requests that the proposal be tabled.

Motion tabled.

B. Announcements

Meeting in conjunction with library advisory committee to discuss library restructuring. Questions directed to Dennis Trinkle.

7. Reports from Other Committees

Faculty Development Committee (M. Kannowski)

Announcements

Continuing on summer student research proposals, finishing in the next week or so.

April 13th deadline for Mellon Intellectual Community proposals. Contact Barbara Whitehead or Terri Bonebright with questions. Awards go up to \$5000

Sabbatical luncheon April 26th from 12 – 1:30. Conflicts with FYS mentor lunch, so go to that as there will be another Sabbatical Luncheon in the fall.

Committee on Administration (W. Little)

Announcements

Across the board 4% raise, rather than different percentages by rank, accepted with slight modifications: The salary scale involves setting salaries based on rank and years of services. Presently the salary steps for years of service are \$500 per year for Assistant Professors and Instructors and \$700 per year for Associate Professors and Professors. These will change to \$520 and \$730, respectively. (The \$730 is slightly more than 4% which would have been \$728.) In addition, since salaries have already been set for some new faculty members for next year, the raises for Assistant Professors with 5 or fewer years of experience will be \$2000 to avoid salary differences for new and continuing faculty members with the same number of years of experience.

Please fill out AQUIP survey. It is available through next Monday (April 11).

8. Old Business: No old business.

9. New Business

A. Approval of results of faculty elections as distributed (M. Rainbolt)

Note vacancies. 139 faculty voted. Division 3 had the best turnout.
Please notify Martha of any errors in vacancy list.

Motion to approve made by Scott Thede, seconded by Jim Rambo. Motion carries unanimously.

B. Four Motions from Handbook Task Force (to be tabled) (B. Hanson)

Other members of Handbook Task Force include Eric Edberg, Karin Ahlm, David Harvey, Martha Rainbolt and Neal Abraham.

These four motions are attached as an appendix to the minutes. The full text of the proposed revised by-laws is available at
<http://www.depauw.edu/admin/acadaffairs/ProposedHandbookBylaws3-29-05.pdf>

Goal is to change words without changing meaning.

Motion to table seconded by Mark Kannowski. Motion carries unanimously.

10. Announcements

Need faculty members to serve on Bookstore Advisory Committee -- (M. Rainbolt)

If interested in serving, please call or write Tracie Muhammad, the new manager of the DePauw bookstore, at Ext. 4926 (email: tmuhammad).

Hillary Epply: Admissions advisory committee, asking for volunteers to phone prospective students within their field.

11. Adjournment

APPENDIX

March 29, 2005

New material is in capital letters; complete revision of by-laws section of handbook is available on the website at
<http://www.depauw.edu/admin/acadaffairs/ProposedHandbookBylaws3-29-05.pdf>

ACADEMIC HANDBOOK (2005 REVISION)
By-Laws and Standing Rules of the Faculty

FIRST MOTION
I. The Faculty

THE FACULTY CONSISTS OF THE PRESIDENT AND THOSE PERSONS APPOINTED TO TENURE TRACK, TERM, OR PART-TIME POSITIONS WITH ACADEMIC RANK OR NOMINAL RANK. (SEE 1.A OF PERSONNEL POLICIES.)

II. Faculty Meetings

A. Regular and Called

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

B. All faculty members may attend faculty meetings and participate freely in discussions.

C. Voting

1. FULL-TIME FACULTY MEMBERS HOLDING POSITIONS WITH ACADEMIC OR NOMINAL RANK, INCLUDING THOSE ON SABBATICAL, PRE-TENURE OR ACADEMIC LEAVE, MAY VOTE. (SEE SECTION I.A.1 OF THE PERSONNEL POLICY FOR A DEFINITION OF FULL-TIME FACULTY.) THE PRESIDENT, THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND THE REGISTRAR ALSO HAVE VOTING PRIVILEGES.

2. Faculty in part-time positions may attend faculty meetings and participate in debate, but not vote; HOWEVER, SENIOR (EMERITI) PROFESSORS ARE ELIGIBLE TO VOTE DURING ANY SEMESTER IN WHICH THEY ARE TEACHING AT LEAST ONE COURSE.

3. A quorum shall consist of 40% of the faculty eligible to vote and not on approved leave (rounded to the nearest whole number). This number shall be determined for each semester by the Vice President for Academic Affairs, using the faculty roster as of the Friday immediately preceding the first faculty meeting of each semester. Immediately after the call to order at the first faculty meeting of each semester, the Vice President for Academic Affairs shall announce the quorum requirement for that semester. The next order of business after the call to order at each faculty meeting shall be the verification of a quorum by the Chair of the Faculty; (for the first meeting of the semester, the quorum verification shall occur after the Vice President for Academic Affairs has announced the requirement).

4. All voting in meetings, unless otherwise stipulated, shall be by show of hands. However, at the request of any faculty member the vote shall be by secret ballot.

[D and E of Section II are unchanged; III, IV, V are unchanged.]

SECOND MOTION

VI. Elections

A. METHOD OF ELECTION

1. NO LATER THAN TWO MONTHS BEFORE THE END OF THE SECOND SEMESTER EACH YEAR, THE CHAIR OF THE FACULTY SHALL DELIVER TO THE CHAIRPERSON OF EACH FACULTY DIVISION ALL THE MATERIALS PERTINENT TO THE ANNUAL FACULTY ELECTION. HE/SHE SHALL LIST THE VACANCIES IN BOTH DIVISIONAL AND AT-LARGE POSITIONS.

2. 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 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.

3. THE CHAIR OF THE FACULTY SHALL ANNOUNCE THE DIVISIONAL REPRESENTATIVES AND NOMINATIONS FOR AT-LARGE POSITIONS AT THE FACULTY MEETING, AND THEY SHALL BE CONFIRMED BY A VOTE OF THE FACULTY.

4. IF THERE ARE VACANCIES REMAINING IN THE AT-LARGE NOMINATION SLOTS, THE DIVISION OFFICERS WILL HAVE AT LEAST TEN DAYS TO FILL THOSE SLOTS. THEY MAY CHOOSE TO HOLD A SECOND DIVISION MEETING TO FILL THESE VACANCIES, OR THEY MAY ANNOUNCE THESE POSITIONS ELECTRONICALLY. ALL VACANCIES MUST BE ANNOUNCED TO ALL ELIGIBLE FACULTY MEMBERS, SO THAT THEY MAY HAVE THE OPPORTUNITY OF NOMINATING THEMSELVES OR THEIR COLLEAGUES.

5. ALL OFFICES FOR THE SAME COMMITTEE WHICH HAVE THE SAME TERM SHALL BE CONSIDERED AS ONE GROUP IN THE ELECTION OF AT-LARGE FACULTY REPRESENTATIVES TO FACULTY COMMITTEES. EACH DIVISION SHALL SELECT ONE NOMINEE FOR EACH VACANT OFFICE. NOMINEES RECEIVING THE HIGHEST NUMBERS OF VOTES IN THE GENERAL ELECTION SHALL BE ELECTED. VOTING SHALL BE CONDUCTED BY AN ELECTRONIC BALLOT AVAILABLE TO ALL VOTING MEMBERS OF THE FACULTY FOR AT LEAST THREE WEEK DAYS. THE NAMES OF THE INDIVIDUALS NOMINATED BY THE DIVISIONS SHALL BE ARRANGED IN RANDOM ORDER ON THE OFFICIAL BALLOT. THE CHAIR OF THE FACULTY, WITH THE ASSISTANCE OF TWO TELLERS APPOINTED BY HIM OR HER, SHALL CONDUCT ALL ELECTIONS. THE RESULTS OF THIS ELECTION WILL BE ANNOUNCED AT A FACULTY MEETING, AND THEY SHALL BE CONFIRMED BY A VOTE OF THE FACULTY.

6. No persons may be elected or appointed to any faculty position without their consent.

7. STUDENT MEMBERS OF FACULTY COMMITTEES WILL BE CHOSEN BY THE STUDENT CONGRESS FROM AMONG THOSE STUDENTS IN GOOD STANDING PETITIONING FOR THE POSITIONS.

B. Vacancies

IN THE EVENT OF A VACANCY IN ANY FACULTY OFFICE OR COMMITTEE AFTER THE SPRING ELECTIONS, THE CHAIR OF THE FACULTY WILL SEND OUT A GENERAL CALL FOR NOMINATIONS TO THE APPROPRIATE DIVISION MEMBERS. THE CHAIR WILL THEN CONDUCT A DIVISIONAL OR GENERAL ELECTION BY ELECTRONIC BALLOT. IF THERE IS ONLY ONE NOMINEE FOR A VACANCY, THE CHAIR OF THE FACULTY MAY APPOINT THAT PERSON TO THE POSITION, SUBJECT TO THE APPROVAL OF THE FACULTY AT ITS NEXT FACULTY MEETING.

C. Special Elections

Other special elections may be held at the discretion of the Chair of the Faculty or at the direction of the faculty.

THIRD MOTION

VII. UNIVERSITY STANDING Committees

THERE ARE THREE CATEGORIES OF STANDING COMMITTEES:

***COORDINATING COMMITTEES (SECTION VIII)**

These committees will supervise and integrate, singly or in conjunction, the formulation and execution of policy in four areas: academic policy and planning, operations, scholastic life and academic atmosphere, and faculty. They shall recommend all policies to the faculty for adoption. They shall be responsible for the interpretation of policy in their respective areas.

They shall consider ALL ISSUES SUBMITTED BY THE FACULTY MEMBERS OR REFERRED BY THE CHAIR OF THE FACULTY. They shall report to the faculty at each faculty meeting.

***EXECUTIVE COMMITTEES (SECTION IX)**

These committees will carry out specific policies and programs in the areas of their respective assignments. They shall submit their policy recommendations to the relevant coordinating committees for consideration, and they may report such recommendations directly to the faculty. Upon request of the appropriate coordinating committee they shall present a report of their particular actions.

These committees may be assisted in the execution of their duties by an administrative director appointed by the President.

***COMMITTEES OF THE ADMINISTRATION (SECTION X)**

These are committees created by the administration that the faculty has agreed to participate in, and all are governed by guidelines listed in Section VII. Except when otherwise indicated in the committee descriptions below, each faculty member of an administration committee shall be elected and shall serve in accord with the Procedures of Article VI of the faculty by-laws. Terms of service are subject to amendment at the discretion of the administration committee, the President, or the Board of Trustees.

A. Delegation of Powers

Faculty committees may delegate matters of specialized study, program direction, and administration to ad hoc or permanent sub-committees. (The members of such sub-committees need not be members of the committee making the delegation.)

B. Eligibility, Restrictions, Terms

1. Faculty members appointed to tenure-track and term positions are eligible for elected positions on most faculty committees, EXCEPT WHERE OTHERWISE NOTED IN THESE BY-LAWS. FOR EXAMPLE, The Committee on Faculty [see VIII.B.2] and the GRIEVANCE Committee [see IX.F] ARE LIMITED TO TENURED MEMBERS OF THE FACULTY.

2. All faculty members are eligible for appointed positions on faculty committees, where such positions exist and subject to restrictions that may be imposed on each committee.

3. All terms of service on faculty committees filled by elections shall be three years, unless otherwise specified. Members may be re-elected.

4. No faculty member may serve in an elected position on more than three committees or on more than one coordinating committee.

C. Election of Officers of Faculty Committees

The chair and secretary of a faculty committee shall be chosen from the elected faculty members at the last meeting of the previous academic year except where otherwise specified. No person shall serve two years in succession. Officers of committees shall have voting rights.

D. Communications and Reports

Minutes of coordinating committees shall be MADE AVAILABLE TO ALL MEMBERS OF THE FACULTY, UNLESS RESTRICTED ACCESS IS REQUIRED DUE TO CONFIDENTIALITY CONSIDERATIONS. Each coordinating committee shall report regularly to the faculty meeting.

E. Creation of New Committees

THE FACULTY MAY CREATE NEW COMMITTEES WHOSE MEMBERS SHALL BE ELECTED BY THE FACULTY, except in cases where the faculty, by a two-thirds vote of those present and voting, shall authorize some other procedure.

VIII. Coordinating Committees

A. Committee on Academic Policy and Planning (CAPP)

1. Function: This committee shall be responsible for general and long-range academic policy and planning, and it shall recommend to the faculty policies and programs relating to academic interest of the University.

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.

This committee shall coordinate the activities of one Executive Committee: International Education Committee.

2. Membership. Voting members: The President of the University; the Vice President for Academic Affairs (or his or her appointed representative); six elected faculty members (one elected from each division and two elected at large), of which no more than two may be from one division and no more than one from each department, and two students. Ex-officio members (without vote): the Dean of the School of Music.

3. Sub-committees

a. The Resource Allocation Committee (RAS) is a subcommittee of the Committee on Academic Policy and Planning. The Resource Allocation Committee considers those departmental requests for new faculty forwarded to the Resource Allocation Committee by the Vice President for Academic Affairs, and sends to the Committee on Academic Policy and Planning their recommendations concerning granting or not granting requests. RAS shall be appointed by the Committee on Academic Policy and Planning as needed.

b. The Winter Term Committee is a subcommittee of the Committee on Academic Policy and Planning. It is composed of four full-time faculty (appointed by CAPP, one from each division, for three year staggered terms), two students (appointed yearly by Student Congress), the Vice President for Academic Affairs (or his or her representative), and the WT Coordinator as an ex-

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

c. 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.

B. Committee on Faculty (COF)

1. Function. The committee shall represent the faculty by (a) recommending policy and procedures for personnel decisions to the faculty; (b) communicating procedures for personnel decisions to faculty members; (c) ensuring that candidates interviewing for initial appointment are informed of the procedures and criteria by which they will be evaluated; (d) considering evidence and testimony and consulting with and making recommendations to the President of the University in the following areas: appointment of new faculty members when requested by the Vice President for Academic Affairs; retention, advancement to tenure, promotion and dismissal of faculty members; and appointment, reappointment, and evaluation of school deans and department chairs; (e) considering the legal propriety and risks of all faculty personnel procedures, including those at the school and department level; and informing all faculty participants in personnel procedures of possible legal concerns. The committee should be informed by a lawyer knowledgeable in the application of law to institutions of higher education. NO MEMBERS OF THE COMMITTEE ON FACULTY MAY PARTICIPATE AT THE COF LEVEL IN MATTERS RELATED TO THEIR DEPARTMENTS OR SCHOOL.

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 representative must be nominated and elected by that particular division, but the representative's actual membership in that division is not mandatory.

The committee will usually meet with the Vice President for Academic Affairs, though the Vice President for Academic Affairs does not vote. The Vice President for Academic Affairs shall have the other privileges granted to members of the committee, including receipt of minutes (which shall include all committee discussions of the merits of personnel cases) and opportunity to hear all testimony.

The Vice President for Academic Affairs and the committee shall meet together upon the request of either, and the President and the committee shall meet together upon the request of either.

3. Organization and orientation

a. Members of the committee shall be elected by the faculty during the spring election (described in VI).

b. The committee of the coming year shall elect as its chair a member with experience on the committee.

c. A quorum shall consist of the chair and five other committee members.

d. At an early meeting in the academic year, there shall be an orientation to the work of the committee in which both faculty members of the committee and administrators will discuss their respective roles; the personnel decision calendar; types of admissible evidence; hypothetical difficult cases and the procedures for dealing with such; and legal guidelines and risks.

4. Subcommittees. The Committee on Faculty may form subcommittees (e.g., those to consider interim reviews, candidate interviews, review of school deans or department chairs), but the committee shall act on all recommendations 5. Responsibilities and privileges of the chair

a. The chair with the Vice President for Academic Affairs shall arrange the agenda of the committee, setting the calendar for its orientation, the evidentiary and deliberative sessions, and shall arrange the keeping of personnel documents.

b. The chair shall preside at the sessions of the committee and report to the faculty and the university community regarding the progress of the committee.

c. The chair, assisted by designated members of the committee, shall provide notice and guidance to those participating in personnel matters (school or department personnel committees, nominations for promotions, candidates for personnel action, etc.) regarding the time and form of recommendations, procedures for gathering and evaluating evidence, and statement of reasons for the recommendations.

6. COMMITTEE ON FACULTY COORDINATOR

a. The COORDINATOR shall be a staff person provided by the office of the Vice President for Academic Affairs.

b. The COORDINATOR shall attend and keep the minutes of the organization.

c. The COORDINATOR shall assist the chair, the Vice President for Academic Affairs, and the chairs of subcommittees in preparing and maintaining documents, including model documents that might be helpful to the school or department personnel committees, to recommenders, and to candidates for personnel actions, and in communicating with others participating in personnel matters.

C. Committee on Management of Academic Operations (MAO)

1. Function. This committee shall be responsible for policies and actions of the Faculty relating to the daily operation of academic programs, and it shall have the responsibility for making recommendations to the faculty concerning the institution and implementation of these policies and details.

This committee shall supervise the INDEPENDENT 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.

This committee shall coordinate the activities of the following Executive Committees: Petitions, Academic Standing, and TEACHER EDUCATION.

2. Membership. Voting members: The President of the University; the Vice President for Academic Affairs (or his or her appointed representative); six elected faculty members (one elected from each division and two elected at-large), of which no more than two may be from one division and no more than one from each department; and two students. Ex-officio members (without vote): the Registrar, and the Dean of the School of Music.

3. SUBCOMMITTEE: THE ADVISING COMMITTEE

THE ADVISING COMMITTEE IS A SUBCOMMITTEE OF THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO). IT IS COMPOSED OF FOUR FULL-TIME FACULTY MEMBERS, A REPRESENTATIVE FROM MAO, THE DIRECTOR OF ADVISING (OR ASSOCIATE DEAN OF ACADEMIC AFFAIRS RESPONSIBLE FOR ACADEMIC ADVISING), THE REGISTRAR (OR A REPRESENTATIVE FROM HIS OR HER OFFICE), A REPRESENTATIVE FROM STUDENT ACADEMIC SUPPORT SERVICES, AND TWO STUDENTS (APPOINTED YEARLY BY STUDENT CONGRESS). THE PURPOSE OF THE ADVISING COMMITTEE IS TO PROMOTE EFFECTIVE ACADEMIC ADVISING THAT ASSISTS STUDENTS IN THE DEVELOPMENT OF MEANINGFUL EDUCATIONAL PLANS THAT ARE COMPATIBLE WITH THEIR ACADEMIC, CAREER, AND PERSONAL GOALS. TO ACCOMPLISH THIS, THE ADVISING COMMITTEE PROVIDES DEVELOPMENT OPPORTUNITIES AND INFORMATION TO FACULTY ADVISORS, ENHANCES STUDENT AND FACULTY AWARENESS OF ADVISING PROCESSES AND RESOURCES, AND ASSESSES THE ACADEMIC ADVISING PROGRAM.

D. Student Life and Academic Atmosphere Committee (SLAAC)

1. Function. This committee shall be responsible for the policies and actions of the faculty relating to student life and general academic atmosphere of the university.

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

This committee shall coordinate the faculty representation on those committees, councils, and boards which supervise student life and campus-wide academic atmosphere issues participated in jointly by faculty members and students including the University Review Committee, which deals with grade grievances and cases of academic integrity (SEE THE ACADEMIC INTEGRITY POLICY IN THE ACADEMIC POLICIES SECTION OF THE ACADEMIC HANDBOOK), Community Conduct Council (See section VI of the Student Judicial Code in the Student Life section of the Student Handbook), AND ATHLETIC BOARD.

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

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

IX. Executive Committees

A. Athletic Board

1. Function. This committee shall determine policies related to intercollegiate athletics including schedules and athletic awards, though basic policies are subject to ratification by the faculty. IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS.

2. Membership. Voting members: The Vice President for Academic Affairs; six elected faculty members (one elected from each division and two elected at large), of which no more than two may be from one division and no more than one from each department; and two students, one of whom shall have participated in intercollegiate athletics. Ex-officio members (without vote): the Director of Athletics, the Director of Alumni Services, one alumnus/alumna elected by the Board of Directors of the Alumni Association for a term of three years, a coach of a men's intercollegiate athletic team, and a coach of a women's intercollegiate athletic team.

B. Faculty Development

1. Function. This committee shall plan and execute faculty development programs within the University and coordinate institutional programs with faculty development programs of outside agencies. The committee will cooperate with the Committee on Faculty in establishing policies for faculty development.

This committee shall make recommendations to the President of the University concerning the granting of institutional research and development funds, leaves of absence, and selection of institutional nominees for grants or awards given by outside agencies. Policies and procedures of faculty development programs are outlined in detail in the Faculty Development Handbook which is available from the Academic Affairs Office.

2. Membership. Six elected faculty members (one elected from each division and two elected at-large) of which no more than two may be from one division and no more than one from each department. Ex-officio members (without vote): the Vice President for Academic Affairs (or his or her appointed representative); the Coordinator for Faculty Development. The chair for this committee shall be chosen from among the elected faculty members.

C. International Education and Off-Campus Programs

1. Function. This committee shall be responsible for overseeing International and Off-Campus Programs in which DePauw students participate and for international students studying on the campus. This committee shall consider all academic aspects of International and Off-Campus Programs including the following:

- a. the general development of International Education, both on- campus and off- campus;
- b. the selection of DePauw and non-DePauw students for DePauw programs;
- c. the approval of non-DePauw programs for DePauw students;

- d. the recruitment and supervision of international students attending DePauw (in cooperation with the Offices of Admissions and Financial Aid);
- e. the offering of courses on and off-campus as related to International Education;
- f. the amount of credit a student shall earn during an off-campus experience (in cooperation with appropriate academic departments).

IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON ACADEMIC POLICY AND PLANNING.

2. Membership

Voting Members: The President of the University, the Vice President for Academic Affairs (or his or her appointed representative); the Director of International Education and Off-Campus Programs; the Registrar; eight elected faculty members (two elected from each division); of which no more than two may be from one department; and three students, including one international student and another who has studied abroad.

Ex-officio member (without vote): Vice President of Admission and Financial Aid, and the International Student Advisor.

D. Academic Standing

1. Function. This committee shall consider all matters affecting academic classification and standing of students, including level of scholarship, probation, dismissal from and readmission to the University. IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS.

2. Membership. Voting members: 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.

E. Petitions

1. Function. This committee shall consider and decide upon student petitions concerning academic matters as detailed in the University Bulletin. IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS.

2. Membership. The Vice President for Academic Affairs (or his or her appointed representative), the Dean of Academic Support Services, the Dean of Students, the Registrar, and the four elected faculty members of the Committee on Academic Standing.

F. GRIEVANCE Committee

FOR A COMPLETE DESCRIPTION OF THE FUNCTION, MEMBERSHIP, AND PROCESSES OF THIS COMMITTEE, SEE ARTICLE IX OF THE PERSONNEL POLICIES: FACULTY GRIEVANCE PROCESS.

G. Teacher Education Committee

1. Function. This committee shall advise the Vice President for Academic Affairs and the LICENSURE officer on all matters relating to the preparation of teachers and the LICENSURE

requirements which should be met by students desiring LICENSURE. This advising shall include approving students applying to the teacher education program and making recommendations for departmental LICENSURE patterns and making recommendations to the faculty concerning the teacher education program. IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS.

2. Membership. The Vice President for Academic Affairs (or his/her appointed representative); two members of the Education STUDIES Department, one from elementary and one from secondary education, one of whom is the Chair of the Education STUDIES Department; six elected faculty members (one elected from each division and two elected at large), of which no more than two from one division and no more than one from each department. The chair shall be the Chair of the Education STUDIES Department.

H. Public Occasions Committee

1. Function. This committee solicits suggestions for campus convocation speakers and events with either small-group or campus-wide appeal. It then approves and funds programs which, with the President, it determines to be beneficial to the University community.

2. Membership. Six faculty members (one from each division and two at large) for four-year terms, of which no more than two from one division and no more than one from each department; the Coordinator of Convocations; the Vice President for Academic Affairs (or his/her representative); and the Director of MEDIA Relations (non-voting ex-officio).

I. Library Advisory Committee

1. Function. This committee advises the library staff and administration on matters of library policy and assists in formulating plans, goals, and priorities, and in determining the overall role of the library in support of the academic program. IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS.

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

J. Academic Technology Advisory Committee

1. Function: This committee will seek input from the university community and advise the Chief Information Officer on all matters related to technology and associated support services that impact, or have the potential to impact, teaching, learning, research, academic advising, and academic professional activities. This committee will cooperate with other groups, such as the Student Technology Advisory Committee and SLAAC, as appropriate. IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS.

2. Membership: Six faculty members, of which four will be elected, one from each division, and two appointed by the Vice President for Academic Affairs in consultation with the elected members of the committee to balance the range of experience and expertise with information technologies. Elected members will serve three-year, staggered terms. Appointed members will serve a one year term. The membership should include no more than one faculty member from each department and no more than two from each division. The chair will be selected from among the voting members of the committee.

X. Committees of the Administration

A. Committee on Administration

1. Function. This committee shall advise the President on matters of administration. When the Academic Affairs Committee of the Board of Trustees wants faculty representation, the three at large members elected by the faculty will serve in this capacity.
2. Membership. Membership of this committee shall be appointees of the President and seven faculty members elected by the faculty, of which no more than two may be from one division and no more than one from each department. Each division shall elect one member from their division to serve a two-year term (two divisional members will be replaced each year.) Additionally, three faculty members shall be elected at large to serve three-year terms (one at large member being replaced each year.)

B. Board of Control of Student Publications

1. Function. This committee shall exert final authority over The DePauw and the Mirage. The board functions much as would the owner of a private publishing operation except that it does not dictate editorial policy.
2. Membership. The Vice President for Academic Affairs (or his/her appointed representative), a permanent treasurer appointed from the faculty by the President, the instructor of the journalism courses, four faculty members elected by the faculty to serve two-year terms (two members being replaced each year), and six students chosen by Student Congress in the manner prescribed.

C. Committee on Honorary Degrees

1. Function. This committee shall survey candidates for honorary degrees and present a slate of candidates to the faculty for recommendation to the Board of Trustees. Members of the faculty and of the board may offer names of possible candidates. The Trustees and faculty delegate the approval of an honorary degree for the commencement speaker to a joint subcommittee of the Nominations and Trusteeship of the Board of Trustees, composed of three Trustees, including the Chairman of the Board and the three faculty members elected to the Committee on Honorary Degrees. An affirmative vote shall require approval of four of the six members.
2. Membership. Three members of the faculty are elected by the faculty to serve three-year terms (one member being replaced each year) and to sit with members of the subcommittee of the Nominations and Trusteeship of the Board of Trustees.

D. Hartman Center Steering Committee

1. Function. The role of the Hartman Center Steering Committee is to evaluate and develop Hartman Center programs. Additionally, this committee will develop long-range plans for the center.
2. Membership. Director of the Hartman Center, a representative from CAPP, an administrator, the Chair of the Volunteer Student Council of the DCS, the Chair of the Volunteer Student Council of the WTIS, the Indiana Campus Compact and Recorder, three faculty members elected at-large, and three student members.

E. Diversity and Equity Committee

1. Function: In matters regarding diversity, inclusiveness, and equity, the Diversity and Equity Committee advises the Administration and the faculty on policy; presents educational sessions for all employees; identifies issues regarding diversity and equity in campus life and refers them to the appropriate university office and/or committee(s) for action; annually reviews and assesses aspects of the University's efforts to attract and retain a diverse campus community.

2. Membership: Faculty: 4 full-time, appointed by COF (3-year terms), 1 part-time, appointed by COF; Administration: 2 administrators appointed by the president (3-year terms), Director of Human Resources (or representatives), Director of Multicultural Affairs; Hourly Staff: 2 appointed by the Hourly Support Staff Committee (2 year terms); Students: 2 appointed by the Student Congress (1 year terms, renewable)

SEE CHART FOR THE RELATIONSHIP AMONG THE COMMITTEES

FOURTH MOTION

XI. Amendments TO AND SUSPENSION OF By-Laws and Standing Rules

Amendments proposed for these By-Laws must lie on the table one month and may be passed at any regular faculty meeting by a majority vote of those present and voting.

By-laws relating to the transaction of business (such as order of business and method of election) may be suspended by two-thirds vote of those present and voting at any regular faculty meeting. Any motion to suspend the OTHER By-Laws at a faculty meeting must be announced in the written agenda circulated at least three days prior to the meeting.

Standing rules may be amended at any regular meeting by a two thirds vote of those present and voting.

XII. Standing Rules

A. The regular meeting of the faculty shall be held once a month during the academic year. The time and place of these regular meetings shall be determined and announced, by the chair of the faculty, to all faculty members by May 1 of the previous academic year.

B. IN ADDITION TO FACULTY MEMBERS AS DEFINED IN SECTION 1, THE FOLLOWING PERSONS MAY ATTEND FACULTY MEETINGS: STUDENT MEMBERS OF COORDINATING COMMITTEES, THE PRESIDENT OF THE STUDENT BODY, AND REPRESENTATIVES (2 FROM EACH) OF THE DEPAUW, WGRE, AND THE STUDENT TV BOARD. ADDITIONAL REPRESENTATIVES MAY BE PERMITTED AT THE DISCRETION OF THE CHAIR OF THE FACULTY BEFORE THE MEETING STARTS.

C. THE FOLLOWING PERSONS MAY ATTEND AND MAY ALSO MAKE PRESENTATIONS, RESPOND TO QUESTIONS, AND PARTICIPATE IN DISCUSSIONS: VICE PRESIDENTS, DEANS, OTHER SENIOR ADMINISTRATORS AS DESIGNATED BY THE PRESIDENT, AND OTHERS TO WHOM PERMISSION IS GRANTED BY PRIOR AGREEMENT WITH THE PRESIDING OFFICER OR BY MAJORITY FACULTY VOTE AT THE BEGINNING OF THE MEETING.

D. MOTIONS WILL NORMALLY BE VOTED UPON AT THE MEETING AT WHICH THE MOTION IS MADE. HOWEVER, CHANGES IN GRADUATION REQUIREMENTS, ACADEMIC POLICIES AND PERSONNEL POLICIES MUST BE PLACED ON THE TABLE FOR AT LEAST ONE MONTH. OTHER MOTIONS MAY BE TABLED BY THE VOTE OF THE HOUSE.

[APPENDIX UNCHANGED]

May 2, 2005

1. Call to Order - 4:08 p.m., Ballroom of the Union Building
2. Verification of Quorum -- number required for this semester 86
3. Approval of Previous Minutes as submitted
4. Reports from Coordinating Committees

Committee on Academic Policy and Planning (T. Dickinson)

Announcements

One more meeting on the 9th, devoted to RAS concerns. Have received reports from Winter Term subcommittee and FYS subcommittee. Motions will be made in the fall from recommendations by the WT subcommittee.

Request for volunteers for RAS committee.

Number of continuing items rolling over to the fall. Latin American and Caribbean Studies major, feedback to VPAA on strategic plan, definition of laboratory, size of majors.

Committee on Faculty (D. Harvey)

Announcements

Have completed promotion reviews, letters to president this week. Working on spring tenure cases.

Committee on Management of Academic Operations (M. Villinski)

A. Motion – That the faculty approve the following new courses:

LACS 290: Topics

LACS 390: Advanced Topics

LACS 100: Introduction to Latin American and Caribbean Studies

ML CHIN 362: Advanced Chinese II (group 5)

ML CHIN 461: Advanced Readings and Projects in Chinese (group 5) 0.5 to 1 credit

Motion approved unanimously.

B. Announcements

Title, numbering, and other course changes:

HIST EXP: Modern Middle East 1500-2005

CHEM 440: Biophysical Chemistry credit changed from 0.5 course to 1 course

CHEM 341: Metabolism and CHEM 441: Biochemical Methods combined into CHEM 343:

Advanced Biochemistry

CHEM 341 (formerly required) and CHEM 441 (formerly required) dropped from the Biochemistry major, replaced with CHEM 343 (required)

ML CHIN 361: Advanced Chinese title changed to ML CHIN 361: Advanced Chinese I
HIST 100: The Ancient Mediterranean World changed department home and number to CLST
120: The Ancient Mediterranean World (retains group 4 status)
GEOG 125: The Global Environment. Change title to GEOG 125: Introduction to Environmental
Science (Correction from the announcement made at the April faculty meeting.)
GEOL 110: Physical Geology title changed to GEOL: Earth and the Environment (Correction from
the announcement made at the April faculty meeting.)
WS 240: Women's Studies Research Methods title changed to WS 240: Feminist Inquiry

Michele Villinski will continue as chair for Fall semester 2005-2006.

One more meeting for the semester. Goals for next year include being more attentive to
subordinate committees.

Student Life and Academic Atmosphere Committee (R. Schindler)

A. Motion removed from table:

That the faculty accept the proposed addition in the Class Attendance policy as noted below:

Class Attendance and Absences [in the Student Handbook]

Regular attendance at class, laboratory and other appointments for which credit is given is
expected of all students according to the guidelines established by individual instructors. There
are no "allowed cuts" or "free" absences from class sessions. Faculty may drop students from
their classes or other appropriate action may be taken if absences are too frequent.

Absences for medical reasons: When an absence due to medical reasons will result in a student
being unable to fulfill academic responsibilities--for example, papers and examinations--the
student should notify the instructor in advance. Each instructor should let the students know how
to give this notification. The instructor and student should work out arrangements for possible
extension or makeup work. In cases where students are hospitalized, the University physician
will, with the student's permission, notify the Student Affairs Office. It is the student's responsibility
to contact the faculty; in addition, the faculty will be notified by student affairs personnel.

PROPOSED ADDITION. If a student misses two or more weeks of class for medical or other
reasons beyond the student's control, the student's faculty instructors, in consultation with a
member of the Academic Affairs staff, will decide whether the student may reasonably make up
the missed work. Students who miss two or more weeks of class may no longer be eligible to
continue in the class. The final decision about whether a student may continue with a class rests
with the faculty member (footnote:subject to constraints set by other academic policies.)

Absences for personal or psychological reasons: Occasionally student affairs staff will encounter
students who must miss class for personal or emotional reasons. These cases include such
events as death or illness of a family member or emergency psychological crisis. When possible,
student affairs staff will ask the student to notify faculty and indicate that faculty may call student
affairs staff for confirmation if such validation is deemed necessary. In some of these cases, the
student affairs staff member has no real way to validate the student's statement. Maintaining such
information over a period of time, however, could help determine possible patterns of dishonesty
for an individual student. In some extreme emergencies, student affairs staff may notify faculty
directly.

Early departure or late return from breaks: Faculty are expected to hold class on the days
immediately before and after breaks. Students will not be excused from class attendance or from
taking examinations at their announced time to accommodate travel schedules. It is the

responsibility of students and their families to make travel arrangements accordingly.
(Adopted by the faculty November 1988)

Meant to clarify problems that arose in previous semesters.

Absences do not have to be consecutive. Documented disabilities require accommodation of needed absences (N. Abraham). Proposed friendly amendment to change the last sentence to acknowledge the legal obligations of said accommodation: "subject to constraints set by other academic policies."

Per a question, there is no specific form for dropping students from a class.

Proposed friendly amendment to change "instructor" to "member." Addition changed to a footnote.

Amended motion passed unanimously.

B. Announcements

Reminder of problems with plagiarism. Working to work more academic integrity issues into orientation program in DePauw Year.1 with Chris Niles. Perhaps a panel discussion with faculty and mentors.

Rebecca Schindler will be continuing as chair for the fall.

5. Reports from Other Committees

Faculty Development Committee (T. Good)

Announcements

For the Student Faculty Summer Research projects for Summer 2005, 24 students were funded to work with faculty on research and artistic collaborative projects. The Faculty Development Committee was pleased to see more disciplines making applications for this award (especially in humanities).

Through the Mellon Dyad - Strengthening Intellectual Communities initiative, 7 applications have been funded for fall 2005.

The Faculty Achievement Program will be held Thursday, May 12, (last day of classes) from 4-5:30 pm in the Walden Inn Galleria. Food and drinks will be provided.

Committee on Administration (W. Little)

A. Motion (to be tabled)

That the Chairs of coordinating committees (COF, CAPP, MAO, SLAAC), the chairs of FDC and COA, and the Chair of the Faculty should serve on a steering committee for faculty governance. The Chair of the Faculty should serve as convener of the committee. The committee--designated the Faculty Governance Steering Committee (FGSC)--should meet regularly to oversee the faculty governance system and to engage in or delegate strategic planning matters for the faculty. The committee will assist the administration in directing its inquiries and requests for input to the appropriate faculty committee and, where necessary, in constituting representative ad-hoc committees.

Motion is tabled (unanimously).

B . Announcements

Admissions Advisory Committee (W. Little)

A. Announcements

Received information on process for selecting tour guides. Double the number of applicants, thus more competitive. 28 faculty submitted recommendations, 114 applicants, etc.
Good process, hope to continue it.

Request for nomination of students to profile on web page. Send them as soon as possible to Becky Konowitz.

B. Report on Admissions from Madeleine Eagon

Fine admissions season. 3465, 2200+, 40 countries, 50 states. More selective. More admissions from top 2 quintiles. 37 in School of Music, larger for programs of distinction. 13 international students. (16 scholarships offered.)

Question on new SAT scores, how to interpret? Not sure on how to use essay score for admissions, though the writing sample will be required (only thing can be confident the student wrote without help.)

6. Remarks from the Vice President for Academic Affairs

Updated chart on faculty salaries provided. Different Wabash numbers change our ranking, conflict between AAUP and GLCA data.

Make sure students are informed that they are not guaranteed off-campus study opportunities. Students should consult with advisors on the application process, especially essays.

Student concerns about being heard in faculty searches. Ask search committees to clarify how student input is received and calculated. Complications for internal candidates, achieving equity.

Academic Awards convocation tonight, Meharry Hall. Encourages faculty to attend.

Question: appeal process for international study application, what are criteria for third level of appeal? Same as second level: Procedural error, careful assessment of materials submitted. Neither appeal is meant to allow "improvement" of application. DePauw has made a decision to be gatekeeper to the programs and pay any cost for programs.

Question: confusion about what the essay required, is this legitimate grounds for appeal? Possible, though a difficult case to make.

Question: Is the VPAA involved in the appeals process? First two levels are faculty only, Neal is only on third level of appeals.

7. Remarks from the President

Discussion from Board of Trustees meeting. David Smith, ethics professor (visiting), gave presentation. Questions about how to develop leadership. But not interested in leadership per se, as buzzword. What about an Ethics Center at DePauw? Want to further discussions on

possibilities of an ethics center. Who would run it / staff it? (Fredericks professorship possibly) What kind of programs would it run? (Speaker series, DePauw Discourse, journalism and ethics, Poynter Center programs, coordinate with off-campus study programs, development of new courses or alteration of current courses, other possibilities). David Smith will be back next year, invitation for thoughts and discussion from the faculty. Where would it be located? (Nature Park, continuing education center)

DePauw Discourse was very successful last fall. This fall it will be held from September 15-17. Included in the list of speakers are Samantha Power, Darleen Montgomery Ryan, Tim Solso, James B. Stewart, Stan Kinsey, Judson Green (former chair of the Board), and Vernon Jordan.

No questions.

8. No Old Business was brought forward.

9. New Business

A. Motion to confer degrees (P. Cotton)

That the faculty authorize the Board of Trustees to confer degrees on candidates eligible for graduation at the conclusion of the semester ending in May 2005.

Seconded. Motion approved unanimously.

B. Motion (to be voted on) (A. Harris)

This motion seeks to address and redress the fact that the current structure of library administration has been demonstrably inadequate to the task of managing the library's resources, especially in this period of possible renovation. Library matters should not be the purview of the Chief Information Officer, but rather that of a library professional.

Motion: With full respect for the current librarians and the interim director, the faculty requests that the administration immediately conduct a nationwide search for a professionally trained director of libraries, to report directly to the Dean of the Faculty and the Vice President for Academic Affairs, with a search committee selected by the Library Advisory Committee.

Co-sponsors of this motion include Robert Calvert, Rebecca Upton, Meryl Altman, Beth Hawkins, Istvan Csicsery-Ronay, Catherine Fruhan, Howard Pollack-Milgate, David Newman, Inge Aures, Marthe Chandler, Art Evans, Carrie Klaus, Valarie Ziegler, Barbara Steinson, Françoise Coulont-Henderson, Ralph Raymond, Carl Huffman, Janet Vaglia, Eric Silverman, David Gellman, Mitch Merback, Dan Shannon, Pedar Foss, Masha Belyavski-Frank, Rebecca Schindler, Joe Heithaus, Terri Bonebright, Jeff Kenney, Julia Bruggemann, Andrea Sununu, Barbara Whitehead, Martha Rainbolt, Karin Ahlm, Hilary Eppley, John Schlotterbeck, Bernie Batto.

Seconded.

Martha Rainbolt recused herself as Chair of Faculty for this question. Scott Spiegelberg acted as temporary Chair for this question.

Request for clarification of current structure. The Chief Information Officer is in charge of overall operations; The Library and Assistant CIO are in charge of library services.

Correction by D. Trinkle: Librarian (Provine) currently reports to both CIO and VPAA. Structure has not been changed.

Complications found by N. Abraham: changes too many features without details, including personnel matters, that deal confidential matters, not appropriate for open faculty meeting, should be sent to an appropriate committee.

Spirited discussion for and against the motion. Friendly amendment: With full respect for the current librarians and the interim director, the faculty requests that the administration immediately begin the process for a nationwide search for a professionally trained director of libraries, to report directly to the Dean of the Faculty and the Vice President for Academic Affairs, with a search committee selected by the Library Advisory Committee.

Motion seconded and approved by a vote of 68 yea, 22 nay and one abstention.

C . Approval of results of faculty elections as distributed (M. Rainbolt)

Motion approved.

D. Four Motions from Handbook Task Force (to be voted on) (B. Hanson)

Other members of Handbook Task Force include Eric Edberg, Karin Ahlm, David Harvey, Martha Rainbolt and Neal Abraham.

These four motions are attached as an appendix to the agenda. The full text of the proposed revised by-laws are available at

<http://www.depauw.edu/admin/acadaffairs/ProposedHandbookBylaws3-29-05.pdf>

1st motion: seconded. Approved.

Can at-large candidates be specified? Still possibility.

2nd Motion: seconded. Approved.

3rd Motion: seconded. Approved.

4th motion: seconded. Approved.

E. Motion (to be tabled) that the following additions (in *italics*) be made to the *By-Laws and Standing Rules of the Faculty*. (J. Benedix)

II. Faculty Meetings

A. Regular and Called

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

B. All faculty members may attend faculty meetings and participate freely in discussions. *At each meeting a role will be taken by the secretary to determine which faculty members were present*

for the discussions and actions taking place. This may be done via a sign-in sheet placed at the entrances to the meeting room. The roll will then be placed in the minutes for that meeting.

C. Voting

1. Faculty members ...

D. Order of Business

At all regular faculty meetings the following shall be the order of business:

1. Call to order
2. Correction and approval of minutes
3. Reports from Coordinating Committees
4. Reports from other Committees
5. Remarks from the Vice President for Academic Affairs
6. Remarks from the President
7. Old Business
8. New Business
9. Announcements
10. *Recording of the Roll*
11. Adjournment

The purpose of this motion is to:

- a) create a record that verifies that a quorum was achieved at each Faculty meeting.
- b) create a record that indicates who was present at a given meeting so that, if necessary, the Chair of the Faculty can verify that, for important discussions, all faculty constituencies were adequately represented.
- c) encourage attendance at Faculty meetings.

Motion to table seconded. Motion approved.

10. Announcements

Round of applause for Martha Rainbolt for her service as Chair of Faculty.

Faculty meetings for next fall: same as previous, except October will be second Monday to avoid Rosh Hoshanah.

Professional Spanish Theatre production of Blood Wedding by Lorca at Moore Theatre on Sunday 1pm.

11. Adjournment

APPENDIX

March 29, 2005

New material is in capital letters; complete revision of by-laws section of handbook is available on the website at <http://www.depauw.edu/admin/acadaffairs/ProposedHandbookBylaws3-29-05.pdf>

ACADEMIC HANDBOOK (2005 REVISION)
By-Laws and Standing Rules of the Faculty

FIRST MOTION

I. The Faculty

THE FACULTY CONSISTS OF THE PRESIDENT AND THOSE PERSONS APPOINTED TO TENURE TRACK, TERM, OR PART-TIME POSITIONS WITH ACADEMIC RANK OR NOMINAL RANK. (SEE 1.A OF PERSONNEL POLICIES.)

II. Faculty Meetings

A. Regular and Called

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

B. All faculty members may attend faculty meetings and participate freely in discussions.

C. Voting

1. FULL-TIME FACULTY MEMBERS HOLDING POSITIONS WITH ACADEMIC OR NOMINAL RANK, INCLUDING THOSE ON SABBATICAL, PRE-TENURE OR ACADEMIC LEAVE, MAY VOTE. (SEE SECTION I.A.1 OF THE PERSONNEL POLICY FOR A DEFINITION OF FULL-TIME FACULTY.) THE PRESIDENT, THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND THE REGISTRAR ALSO HAVE VOTING PRIVILEGES.

2. Faculty in part-time positions may attend faculty meetings and participate in debate, but not vote; HOWEVER, SENIOR (EMERITI) PROFESSORS ARE ELIGIBLE TO VOTE DURING ANY SEMESTER IN WHICH THEY ARE TEACHING AT LEAST ONE COURSE.

3. A quorum shall consist of 40% of the faculty eligible to vote and not on approved leave (rounded to the nearest whole number). This number shall be determined for each semester by the Vice President for Academic Affairs, using the faculty roster as of the Friday immediately preceding the first faculty meeting of each semester. Immediately after the call to order at the first faculty meeting of each semester, the Vice President for Academic Affairs shall announce the quorum requirement for that semester. The next order of business after the call to order at each faculty meeting shall be the verification of a quorum by the Chair of the Faculty; (for the first meeting of the semester, the quorum verification shall occur after the Vice President for Academic Affairs has announced the requirement).

4. All voting in meetings, unless otherwise stipulated, shall be by show of hands. However, at the request of any faculty member the vote shall be by secret ballot.

[D and E of Section II are unchanged; III, IV, V are unchanged.]

SECOND MOTION

VI. Elections

A. METHOD OF ELECTION

1. NO LATER THAN TWO MONTHS BEFORE THE END OF THE SECOND SEMESTER EACH YEAR, THE CHAIR OF THE FACULTY SHALL DELIVER TO THE CHAIRPERSON OF EACH FACULTY DIVISION ALL THE MATERIALS PERTINENT TO THE ANNUAL FACULTY ELECTION. HE/SHE SHALL LIST THE VACANCIES IN BOTH DIVISIONAL AND AT-LARGE POSITIONS.

2. 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 LISTING OF ALL CANDIDATES FOR

ALL VACANT POSITIONS. THE CHAIR OF THE FACULTY WILL SUPERVISE A SECRET BALLOT OF ALL DIVISIONAL MEMBERS TO DETERMINE THE DIVISIONAL REPRESENTATIVES AND AT-LARGE NOMINEES FROM THAT DIVISION.

3. THE CHAIR OF THE FACULTY SHALL ANNOUNCE THE DIVISIONAL REPRESENTATIVES AND NOMINATIONS FOR AT-LARGE POSITIONS AT THE FACULTY MEETING, AND THEY SHALL BE CONFIRMED BY A VOTE OF THE FACULTY.

4. IF THERE ARE VACANCIES REMAINING IN THE AT-LARGE NOMINATION SLOTS, THE DIVISION OFFICERS WILL HAVE AT LEAST TEN DAYS TO FILL THOSE SLOTS. THEY MAY CHOOSE TO HOLD A SECOND DIVISION MEETING TO FILL THESE VACANCIES, OR THEY MAY ANNOUNCE THESE POSITIONS ELECTRONICALLY. ALL VACANCIES MUST BE ANNOUNCED TO ALL ELIGIBLE FACULTY MEMBERS, SO THAT THEY MAY HAVE THE OPPORTUNITY OF NOMINATING THEMSELVES OR THEIR COLLEAGUES.

5. ALL OFFICES FOR THE SAME COMMITTEE WHICH HAVE THE SAME TERM SHALL BE CONSIDERED AS ONE GROUP IN THE ELECTION OF AT-LARGE FACULTY REPRESENTATIVES TO FACULTY COMMITTEES. EACH DIVISION SHALL SELECT ONE NOMINEE FOR EACH VACANT OFFICE. NOMINEES RECEIVING THE HIGHEST NUMBERS OF VOTES IN THE GENERAL ELECTION SHALL BE ELECTED. VOTING SHALL BE CONDUCTED BY AN ELECTRONIC BALLOT AVAILABLE TO ALL VOTING MEMBERS OF THE FACULTY FOR AT LEAST THREE WEEK DAYS. THE NAMES OF THE INDIVIDUALS NOMINATED BY THE DIVISIONS SHALL BE ARRANGED IN RANDOM ORDER ON THE OFFICIAL BALLOT. THE CHAIR OF THE FACULTY, WITH THE ASSISTANCE OF TWO WITNESSES APPOINTED BY HIM OR HER, SHALL CONDUCT ALL ELECTIONS. THE RESULTS OF THIS ELECTION WILL BE ANNOUNCED AT A FACULTY MEETING, AND THEY SHALL BE CONFIRMED BY A VOTE OF THE FACULTY.

6. No persons may be elected or appointed to any faculty position without their consent.

7. STUDENT MEMBERS OF FACULTY COMMITTEES WILL BE CHOSEN BY THE STUDENT CONGRESS FROM AMONG THOSE STUDENTS IN GOOD STANDING PETITIONING FOR THE POSITIONS.

B. Vacancies

IN THE EVENT OF A VACANCY IN ANY FACULTY OFFICE OR COMMITTEE AFTER THE SPRING ELECTIONS, THE CHAIR OF THE FACULTY WILL SEND OUT A GENERAL CALL FOR NOMINATIONS TO THE APPROPRIATE DIVISION MEMBERS. THE CHAIR WILL THEN CONDUCT A DIVISIONAL OR GENERAL ELECTION BY ELECTRONIC BALLOT. IF THERE IS ONLY ONE NOMINEE FOR A VACANCY, THE CHAIR OF THE FACULTY MAY APPOINT THAT PERSON TO THE POSITION, SUBJECT TO THE APPROVAL OF THE FACULTY AT ITS NEXT FACULTY MEETING.

C. Special Elections

Other special elections may be held at the discretion of the Chair of the Faculty or at the direction of the faculty.

THIRD MOTION

VII. UNIVERSITY STANDING Committees

THERE ARE THREE CATEGORIES OF STANDING COMMITTEES:

***COORDINATING COMMITTEES (SECTION VIII)**

These committees will supervise and integrate, singly or in conjunction, the formulation and execution of policy in four areas: academic policy and planning, operations, scholastic life and academic atmosphere, and faculty. They shall recommend all policies to the faculty for adoption. They shall be responsible for the interpretation of policy in their respective areas.

They shall consider ALL ISSUES SUBMITTED BY THE FACULTY MEMBERS OR REFERRED BY THE CHAIR OF THE FACULTY. They shall report to the faculty at each faculty meeting.

***EXECUTIVE COMMITTEES (SECTION IX)**

These committees will carry out specific policies and programs in the areas of their respective assignments. They shall submit their policy recommendations to the relevant coordinating committees for consideration, and they may report such recommendations directly to the faculty. Upon request of the appropriate coordinating committee they shall present a report of their particular actions.

These committees may be assisted in the execution of their duties by an administrative director appointed by the President.

***COMMITTEES OF THE ADMINISTRATION (SECTION X)**

These are committees created by the administration that the faculty has agreed to participate in, and all are governed by guidelines listed in Section VII. Except when otherwise indicated in the committee descriptions below, each faculty member of an administration committee shall be elected and shall serve in accord with the Procedures of Article VI of the faculty by-laws. Terms of service are subject to amendment at the discretion of the administration committee, the President, or the Board of Trustees.

A. Delegation of Powers

Faculty committees may delegate matters of specialized study, program direction, and administration to ad hoc or permanent sub-committees. (The members of such sub-committees need not be members of the committee making the delegation.)

B. Eligibility, Restrictions, Terms

1. Faculty members appointed to tenure-track and term positions are eligible for elected positions on most faculty committees, EXCEPT WHERE OTHERWISE NOTED IN THESE BY-LAWS. FOR EXAMPLE, The Committee on Faculty [see VIII.B.2] and the GRIEVANCE Committee [see IX.F] ARE LIMITED TO TENURED MEMBERS OF THE FACULTY.

2. All faculty members are eligible for appointed positions on faculty committees, where such positions exist and subject to restrictions that may be imposed on each committee.

3. All terms of service on faculty committees filled by elections shall be three years, unless otherwise specified. Members may be re-elected.

4. No faculty member may serve in an elected position on more than three committees or on more than one coordinating committee.

C. Election of Officers of Faculty Committees

The chair and secretary of a faculty committee shall be chosen from the elected faculty members

at the last meeting of the previous academic year except where otherwise specified. No person shall serve two years in succession. Officers of committees shall have voting rights.

D. Communications and Reports

Minutes of coordinating committees shall be MADE AVAILABLE TO ALL MEMBERS OF THE FACULTY, UNLESS RESTRICTED ACCESS IS REQUIRED DUE TO CONFIDENTIALITY CONSIDERATIONS. Each coordinating committee shall report regularly to the faculty meeting.

E. Creation of New Committees

THE FACULTY MAY CREATE NEW COMMITTEES WHOSE MEMBERS SHALL BE ELECTED BY THE FACULTY, except in cases where the faculty, by a two-thirds vote of those present and voting, shall authorize some other procedure.

VIII. Coordinating Committees

A. Committee on Academic Policy and Planning (CAPP)

1. Function: This committee shall be responsible for general and long-range academic policy and planning, and it shall recommend to the faculty policies and programs relating to academic interest of the University.

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.

This committee shall coordinate the activities of one Executive Committee: International Education Committee.

2. Membership. Voting members: The President of the University; the Vice President for Academic Affairs (or his or her appointed representative); six elected faculty members (one elected from each division and two elected at large), of which no more than two may be from one division and no more than one from each department, and two students. Ex-officio members (without vote): the Dean of the School of Music.

3. Sub-committees

a. The Resource Allocation Committee (RAS) is a subcommittee of the Committee on Academic Policy and Planning. The Resource Allocation Committee considers those departmental requests for new faculty forwarded to the Resource Allocation Committee by the Vice President for Academic Affairs, and sends to the Committee on Academic Policy and Planning their recommendations concerning granting or not granting requests. RAS shall be appointed by the Committee on Academic Policy and Planning as needed.

b. The Winter Term Committee is a subcommittee of the Committee on Academic Policy and Planning. It is composed of four full-time faculty (appointed by CAPP, one from each division, for three year staggered terms), two students (appointed yearly by Student Congress), the Vice President for Academic Affairs (or his or her representative), and the WT Coordinator as an ex-officio member. The committee should report to CAPP in the spring of every year. The responsibilities of the WT Committee are the following: 1) review policies, procedures, and standards pertaining to all Winter Term programs 2) oversee and make final recommendations about the staffing of WT programs 3) review and approve all proposed WT projects and courses - both on-campus and off-campus 4) evaluate Winter Term on an annual basis, and make recommendations to CAPP regarding policy changes.

c. 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.

B. Committee on Faculty (COF)

1. Function. The committee shall represent the faculty by (a) recommending policy and procedures for personnel decisions to the faculty; (b) communicating procedures for personnel decisions to faculty members; (c) ensuring that candidates interviewing for initial appointment are informed of the procedures and criteria by which they will be evaluated; (d) considering evidence and testimony and consulting with and making recommendations to the President of the University in the following areas: appointment of new faculty members when requested by the Vice President for Academic Affairs; retention, advancement to tenure, promotion and dismissal of faculty members; and appointment, reappointment, and evaluation of school deans and department chairs; (e) considering the legal propriety and risks of all faculty personnel procedures, including those at the school and department level; and informing all faculty participants in personnel procedures of possible legal concerns. The committee should be informed by a lawyer knowledgeable in the application of law to institutions of higher education. NO MEMBERS OF THE COMMITTEE ON FACULTY MAY PARTICIPATE AT THE COF LEVEL IN MATTERS RELATED TO THEIR DEPARTMENTS OR SCHOOL.

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 representative must be nominated and elected by that particular division, but the representative's actual membership in that division is not mandatory.

The committee will usually meet with the Vice President for Academic Affairs, though the Vice President for Academic Affairs does not vote. The Vice President for Academic Affairs shall have the other privileges granted to members of the committee, including receipt of minutes (which shall include all committee discussions of the merits of personnel cases) and opportunity to hear all testimony.

The Vice President for Academic Affairs and the committee shall meet together upon the request of either, and the President and the committee shall meet together upon the request of either.

3. Organization and orientation

a. Members of the committee shall be elected by the faculty during the spring election (described in VI).

b. The committee of the coming year shall elect as its chair a member with experience on the committee.

c. A quorum shall consist of the chair and five other committee members.

d. At an early meeting in the academic year, there shall be an orientation to the work of the committee in which both faculty members of the committee and administrators will discuss their respective roles; the personnel decision calendar; types of admissible evidence; hypothetical difficult cases and the procedures for dealing with such; and legal guidelines and risks.

4. Subcommittees. The Committee on Faculty may form subcommittees (e.g., those to consider interim reviews, candidate interviews, review of school deans or department chairs), but the committee shall act on all recommendations.

5. Responsibilities and privileges of the chair

- a. The chair with the Vice President for Academic Affairs shall arrange the agenda of the committee, setting the calendar for its orientation, the evidentiary and deliberative sessions, and shall arrange the keeping of personnel documents.
- b. The chair shall preside at the sessions of the committee and report to the faculty and the university community regarding the progress of the committee.
- c. The chair, assisted by designated members of the committee, shall provide notice and guidance to those participating in personnel matters (school or department personnel committees, nominations for promotions, candidates for personnel action, etc.) regarding the time and form of recommendations, procedures for gathering and evaluating evidence, and statement of reasons for the recommendations.

6. COMMITTEE ON FACULTY COORDINATOR

- a. The COORDINATOR shall be a staff person provided by the office of the Vice President for Academic Affairs.
- b. The COORDINATOR shall attend and keep the minutes of the organization.
- c. The COORDINATOR shall assist the chair, the Vice President for Academic Affairs, and the chairs of subcommittees in preparing and maintaining documents, including model documents that might be helpful to the school or department personnel committees, to recommenders, and to candidates for personnel actions, and in communicating with others participating in personnel matters.

C. Committee on Management of Academic Operations (MAO)

1. Function. This committee shall be responsible for policies and actions of the Faculty relating to the daily operation of academic programs, and it shall have the responsibility for making recommendations to the faculty concerning the institution and implementation of these policies and details.

This committee shall supervise the INDEPENDENT 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.

This committee shall coordinate the activities of the following Executive Committees: Petitions, Academic Standing, and TEACHER EDUCATION.

2. Membership. Voting members: The President of the University; the Vice President for Academic Affairs (or his or her appointed representative); six elected faculty members (one elected from each division and two elected at-large), of which no more than two may be from one division and no more than one from each department; and two students. Ex-officio members (without vote): the Registrar, and the Dean of the School of Music.

3. SUBCOMMITTEE: THE ADVISING COMMITTEE

THE ADVISING COMMITTEE IS A SUBCOMMITTEE OF THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO). IT IS COMPOSED OF FOUR FULL-TIME FACULTY MEMBERS, A REPRESENTATIVE FROM MAO, THE DIRECTOR OF ADVISING (OR ASSOCIATE DEAN OF ACADEMIC AFFAIRS RESPONSIBLE FOR ACADEMIC ADVISING), THE REGISTRAR (OR A REPRESENTATIVE FROM HIS OR HER OFFICE), A

REPRESENTATIVE FROM STUDENT ACADEMIC SUPPORT SERVICES, AND TWO STUDENTS (APPOINTED YEARLY BY STUDENT CONGRESS). THE PURPOSE OF THE ADVISING COMMITTEE IS TO PROMOTE EFFECTIVE ACADEMIC ADVISING THAT ASSISTS STUDENTS IN THE DEVELOPMENT OF MEANINGFUL EDUCATIONAL PLANS THAT ARE COMPATIBLE WITH THEIR ACADEMIC, CAREER, AND PERSONAL GOALS. TO ACCOMPLISH THIS, THE ADVISING COMMITTEE PROVIDES DEVELOPMENT OPPORTUNITIES AND INFORMATION TO FACULTY ADVISORS, ENHANCES STUDENT AND FACULTY AWARENESS OF ADVISING PROCESSES AND RESOURCES, AND ASSESSES THE ACADEMIC ADVISING PROGRAM.

D. Student Life and Academic Atmosphere Committee (SLAAC)

1. Function. This committee shall be responsible for the policies and actions of the faculty relating to student life and general academic atmosphere of the university.

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

This committee shall coordinate the faculty representation on those committees, councils, and boards which supervise student life and campus-wide academic atmosphere issues participated in jointly by faculty members and students including the University Review Committee, which deals with grade grievances and cases of academic integrity (SEE THE ACADEMIC INTEGRITY POLICY IN THE ACADEMIC POLICIES SECTION OF THE ACADEMIC HANDBOOK), Community Conduct Council (See section VI of the Student Judicial Code in the Student Life section of the Student Handbook), AND ATHLETIC BOARD.

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

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

IX. Executive Committees

A. Athletic Board

1. Function. This committee shall determine policies related to intercollegiate athletics including schedules and athletic awards, though basic policies are subject to ratification by the faculty. IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS.

2. Membership. Voting members: The Vice President for Academic Affairs; six elected faculty members (one elected from each division and two elected at large), of which no more than two may be from one division and no more than one from each department; and two students, one of whom shall have participated in intercollegiate athletics. Ex-officio members (without vote): the Director of Athletics, the Director of Alumni Services, one alumnus/alumna elected by the Board

of Directors of the Alumni Association for a term of three years, a coach of a men's intercollegiate athletic team, and a coach of a women's intercollegiate athletic team.

B. Faculty Development

1. Function. This committee shall plan and execute faculty development programs within the University and coordinate institutional programs with faculty development programs of outside agencies. The committee will cooperate with the Committee on Faculty in establishing policies for faculty development.

This committee shall make recommendations to the President of the University concerning the granting of institutional research and development funds, leaves of absence, and selection of institutional nominees for grants or awards given by outside agencies. Policies and procedures of faculty development programs are outlined in detail in the Faculty Development Handbook which is available from the Academic Affairs Office.

2. Membership. Six elected faculty members (one elected from each division and two elected at-large) of which no more than two may be from one division and no more than one from each department. Ex-officio members (without vote): the Vice President for Academic Affairs (or his or her appointed representative); the Coordinator for Faculty Development. The chair for this committee shall be chosen from among the elected faculty members.

C. International Education and Off-Campus Programs

1. Function. This committee shall be responsible for overseeing International and Off-Campus Programs in which DePauw students participate and for international students studying on the campus. This committee shall consider all academic aspects of International and Off-Campus Programs including the following:

- a. the general development of International Education, both on- campus and off- campus;
- b. the selection of DePauw and non-DePauw students for DePauw programs;
- c. the approval of non-DePauw programs for DePauw students;
- d. the recruitment and supervision of international students attending DePauw (in cooperation with the Offices of Admissions and Financial Aid);
- e. the offering of courses on and off-campus as related to International Education;
- f. the amount of credit a student shall earn during an off-campus experience (in cooperation with appropriate academic departments).

IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON ACADEMIC POLICY AND PLANNING.

2. Membership

Voting Members: The President of the University, the Vice President for Academic Affairs (or his or her appointed representative); the Director of International Education and Off-Campus Programs; the Registrar; eight elected faculty members (two elected from each division); of which no more than two may be from one department; and three students, including one international student and another who has studied abroad.

Ex-officio member (without vote: Vice President of Admission and Financial Aid, and the International Student Advisor.

D. Academic Standing

1. Function. This committee shall consider all matters affecting academic classification and standing of students, including level of scholarship, probation, dismissal from and readmission to the University. IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS.

2. Membership. Voting members: 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.

E. Petitions

1. Function. This committee shall consider and decide upon student petitions concerning academic matters as detailed in the University Bulletin. IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS.

2. Membership. The Vice President for Academic Affairs (or his or her appointed representative), the Dean of Academic Support Services, the Dean of Students, the Registrar, and the four elected faculty members of the Committee on Academic Standing.

F. GRIEVANCE Committee

FOR A COMPLETE DESCRIPTION OF THE FUNCTION, MEMBERSHIP, AND PROCESSES OF THIS COMMITTEE, SEE ARTICLE IX OF THE PERSONNEL POLICIES: FACULTY GRIEVANCE PROCESS.

G. Teacher Education Committee

1. Function. This committee shall advise the Vice President for Academic Affairs and the LICENSURE officer on all matters relating to the preparation of teachers and the LICENSURE requirements which should be met by students desiring LICENSURE. This advising shall include approving students applying to the teacher education program and making recommendations for departmental LICENSURE patterns and making recommendations to the faculty concerning the teacher education program. IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS.

2. Membership. The Vice President for Academic Affairs (or his/her appointed representative); two members of the Education STUDIES Department, one from elementary and one from secondary education, one of whom is the Chair of the Education STUDIES Department; six elected faculty members (one elected from each division and two elected at large), of which no more than two from one division and no more than one from each department. The chair shall be the Chair of the Education STUDIES Department.

H. Public Occasions Committee

1. Function. This committee solicits suggestions for campus convocation speakers and events with either small-group or campus-wide appeal. It then approves and funds programs which, with the President, it determines to be beneficial to the University community.

2. Membership. Six faculty members (one from each division and two at large) for four-year terms, of which no more than two from one division and no more than one from each department; the Coordinator of Convocations; the Vice President for Academic Affairs (or his/her representative); and the Director of MEDIA Relations (non-voting ex-officio).

I. Library Advisory Committee

1. Function. This committee advises the library staff and administration on matters of library policy and assists in formulating plans, goals, and priorities, and in determining the overall role of the library in support of the academic program. IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS.

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

J. Academic Technology Advisory Committee

1. Function: This committee will seek input from the university community and advise the Chief Information Officer on all matters related to technology and associated support services that impact, or have the potential to impact, teaching, learning, research, academic advising, and academic professional activities. This committee will cooperate with other groups, such as the Student Technology Advisory Committee and SLAAC, as appropriate. IT SHALL REPORT PERIODICALLY TO THE COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS.

2. Membership:

Voting members: Six faculty members, of which four will be elected, one from each division, and two appointed by the Vice President for Academic Affairs in consultation with the elected members of the committee to balance the range of experience and expertise with information technologies. Elected members will serve three-year, staggered terms. Appointed members will serve a one year term. The membership should include no more than one faculty member from each department and no more than two from each division. The chair will be selected from among the voting members of the committee.

2. Membership:

Voting members: Six faculty members, of which four will be elected, one from each division, and two appointed by the administration to balance the range of experience and expertise with information technologies. The membership should include no more than one faculty member from each department and no more than two from each division. The chair will be selected from among the voting members of the committee.

Non-voting members: Chief Information Officer, Director of Instructional & Learning Services and Registrar.

X. Committees of the Administration

A. Committee on Administration

1. Function. This committee shall advise the President on matters of administration. When the Academic Affairs Committee of the Board of Trustees wants faculty representation, the three at large members elected by the faculty will serve in this capacity.

2. Membership. Membership of this committee shall be appointees of the President and seven faculty members elected by the faculty, of which no more than two may be from one division and no more than one from each department. Each division shall elect one member from their division to serve a two-year term (two divisional members will be replaced each year.) Additionally, three faculty members shall be elected at large to serve three-year terms (one at large member being replaced each year.)

B. Board of Control of Student Publications

1. Function. This committee shall exert final authority over The DePauw and the Mirage. The board functions much as would the owner of a private publishing operation except that it does not dictate editorial policy.

2. Membership. The Vice President for Academic Affairs (or his/her appointed representative), a permanent treasurer appointed from the faculty by the President, the instructor of the journalism courses, four faculty members elected by the faculty to serve two-year terms (two members being replaced each year), and six students chosen by Student Congress in the manner prescribed.

C. Committee on Honorary Degrees

1. Function. This committee shall survey candidates for honorary degrees and present a slate of candidates to the faculty for recommendation to the Board of Trustees. Members of the faculty and of the board may offer names of possible candidates. The Trustees and faculty delegate the approval of an honorary degree for the commencement speaker to a joint subcommittee of the Nominations and Trusteeship of the Board of Trustees, composed of three Trustees, including the Chairman of the Board and the three faculty members elected to the Committee on Honorary Degrees. An affirmative vote shall require approval of four of the six members.

2. Membership. Three members of the faculty are elected by the faculty to serve three-year terms (one member being replaced each year) and to sit with members of the subcommittee of the Nominations and Trusteeship of the Board of Trustees.

D. Hartman Center Steering Committee

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

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

E. Diversity and Equity Committee

1. Function: In matters regarding diversity, inclusiveness, and equity, the Diversity and Equity Committee advises the Administration and the faculty on policy; presents educational sessions for all employees; identifies issues regarding diversity and equity in campus life and refers them to the appropriate university office and/or committee(s) for action; annually reviews and assesses aspects of the University's efforts to attract and retain a diverse campus community.

2. Membership: Faculty: 4 full-time, appointed by COF (3-year terms), 1 part-time, appointed by COF; Administration: 2 administrators appointed by the president (3-year terms), Director of Human Resources (or representatives), Director of Multicultural Affairs; Hourly Staff: 2 appointed by the Hourly Support Staff Committee (2 year terms); Students: 2 appointed by the Student Congress (1 year terms, renewable)

SEE CHART FOR THE RELATIONSHIP AMONG THE COMMITTEES

FOURTH MOTION

XI. Amendments TO AND SUSPENSION OF By-Laws and Standing Rules

Amendments proposed for these By-Laws must lie on the table one month and may be passed at any regular faculty meeting by a majority vote of those present and voting.

By-laws relating to the transaction of business (such as order of business and method of election) may be suspended by two-thirds vote of those present and voting at any regular faculty meeting. Any motion to suspend the OTHER By-Laws at a faculty meeting must be announced in the written agenda circulated at least three days prior to the meeting.

Standing rules may be amended at any regular meeting by a two thirds vote of those present and voting.

XII. Standing Rules

A. The regular meeting of the faculty shall be held once a month during the academic year. The time and place of these regular meetings shall be determined and announced, by the chair of the faculty, to all faculty members by May 1 of the previous academic year.

B. IN ADDITION TO FACULTY MEMBERS AS DEFINED IN SECTION 1, THE FOLLOWING PERSONS MAY ATTEND FACULTY MEETINGS: STUDENT MEMBERS OF COORDINATING COMMITTEES, THE PRESIDENT OF THE STUDENT BODY, AND REPRESENTATIVES (2 FROM EACH) OF THE DEPAUW, WGRE, AND THE STUDENT TV BOARD. ADDITIONAL REPRESENTATIVES MAY BE PERMITTED AT THE DISCRETION OF THE CHAIR OF THE FACULTY BEFORE THE MEETING STARTS.

C. THE FOLLOWING PERSONS MAY ATTEND AND MAY ALSO MAKE PRESENTATIONS, RESPOND TO QUESTIONS, AND PARTICIPATE IN DISCUSSIONS: VICE PRESIDENTS, DEANS, OTHER SENIOR ADMINISTRATORS AS DESIGNATED BY THE PRESIDENT, AND OTHERS TO WHOM PERMISSION IS GRANTED BY PRIOR AGREEMENT WITH THE PRESIDING OFFICER OR BY MAJORITY FACULTY VOTE AT THE BEGINNING OF THE MEETING.

D. MOTIONS WILL NORMALLY BE VOTED UPON AT THE MEETING AT WHICH THE MOTION IS MADE. HOWEVER, CHANGES IN GRADUATION REQUIREMENTS, ACADEMIC POLICIES AND PERSONNEL POLICIES MUST BE PLACED ON THE TABLE FOR AT LEAST ONE MONTH. OTHER MOTIONS MAY BE TABLED BY THE VOTE OF THE HOUSE.

[APPENDIX UNCHANGED]