

1971

November 8, 1971

Faculty Senate

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E A S T E R N      I L L I N O I S      U N I V E R S I T Y  
FACULTY SENATE

Minutes of November 8, 1971

MEMBERS PRESENT:            Read, Downs, Hattabaugh, Trank, Elliott, Owens,  
                                 Lenihan, Maurer, Katsimpalis, Kluge, Shuff,  
                                 C. Smith, Barford, Whalin

MEMBERS ABSENT:            None

STUDENT OBSERVERS:        Becky McIntosh, Alan Grosboll

The meeting was called to order by Chairman Whitlow. The minutes of November 1, 1971 were approved with the following corrections: Barford was present and add #8 to the agenda as follows: "Teacher Evaluation".

EXECUTIVE REPORT

Smith made a motion to recommend that all members of the University Personnel Committee receive a one-third reduction in class load for Winter and Spring Quarters. The motion was seconded by Whalin. The motion passed with 12 yes, 0 no and 1 abstention.

Whalin moved that the Chairman and Secretary of the Faculty Senate have a one-third reduction in load for the academic year. Motion was seconded by Barford. Maurer moved to amend the motion to delete the word "Secretary" and add a provision for the Faculty Senate to have a recording secretary appointed by the President. The amendment passed with 12 yes, 0 no and 1 abstention. The amended motion passed with 11 yes, 0 no and 2 abstentions.

COMMUNICATIONS

1. The Journal of the Board of Higher Education, #8, October, 1971.
2. A copy of a letter from Jimmie L. Franklin, Director of Faculty Research to Terry Weidner, Chairman of the Council on Academic Affairs regarding the Council's failure to pass the proposal from the English Department on NE grades.
3. Copy of a letter from Alan Grosboll, Speaker of the Student Senate to Dr. Schlauch, Chairman of the History Department regarding the Black History requirement.
4. Letter from Logan Cobb regarding teacher evaluation.
5. Received Student Senate Minutes of October 21 & 28, 1971.
6. A report from the secretary indicating the brochures describing the new State Insurance Program would be in each department sometime this week.

OLD BUSINESS

P. Scott Smith and Charles Switzer of the University Personnel

Committee were present to discuss proposed personnel policies. Smith presented his comments on the proposed Student Evaluation if used as a criterion in judging "Teacher Competence". His comments are as follows:

- "1. To be utilized in the official personnel files, the system for getting the evaluation forms to student hands and back to the computer center must be totally removed from faculty members being evaluated at every point. A student monitor should bring the forms to the classroom; the faculty member should leave immediately; the monitor should wait and collect the forms and take them to the computer center. (Preferably also the instructor should have found out before leaving who was not present so that the monitor could offer opportunity to said students through the mails.)
2. Recognizing this cumbersome procedure creates logistics problems, we recommend administrative funds be delegated to pay for limited student help.
3. The computer should submit to the administrative files statistics only on a limited number of questions (perhaps four or so) with primary focus on the question relating to overall evaluation.
4. Experience and statistics from last year impel us to recommend inclusion in the data submitted to administration files an evaluation count from only those students with cumulative G.P.A. of 2.7 and higher prior to that quarter. (Students submitting evaluations would include their approximate G.P.A. up to the present quarter; this would avoid loss in anonymity.) We support the view that anonymous evaluations are necessary to obtain meaningful and unpressured evaluations. No instructor may require names and all instructors must participate if the administrative files are to make use of student evaluations. Our rationale for the 2.7 G.P.A. requirement is the following:
  - a. The lowest ranking students frequently understand too little of what should or might have gone on in the classroom (to have made for better performance) to make meaningful assessment.
  - b. As a consequence of the above, the low student frequently blames the instructor unconsciously for his low grade, creating what we fear most in the whole system: pressure toward awarding higher grades. Instructors knowing their salary increments will depend to a degree on these evaluations will feel pressure to be higher graders. (In some parts of the world, where faculty employment depends on "drumming up" a student clientele, students have instructors by the throat.) We have received a number of statistics to show that there was a definite correlation between high graders and those who were rated high in last year's pilot project.
  - c. The lower students in any case would be offered opportunity to evaluate but their evaluations would

go to the instructor only. (i.e., they would not make administrative impact.)

5. Other than be routed to the administrative personnel files in Old Main, a copy of what goes to administration files should be extended to the department chairman who should make these statistics available to his department personnel committee only (with copy to the faculty evaluatee). These forms should not become public property in the department and should not be for the information of faculty or students other than those faculty members on the departmental personnel committees."

Two forms have been prepared for use by the departmental personnel committee for the evaluation of staff. One form for "Tenure and Termination" and the other for "Salary and Promotion". The criteria suggested include teaching competence; scholarship, i.e. research, publication, participation in professional meetings; departmental contribution; contribution to University affairs; and, public service. These criteria would be judged on a scale of below average, average, above average, outstanding, not observed. The judgments for Tenure and Termination would take place in January and would follow the regular administrative channels beginning with the departmental personnel committee and ending with the University Personnel Committee. Due process was emphasized throughout and special voting was provided for small departments.

The next presentation by the members of the University Personnel Committee involved the structuring of the Departmental Personnel Committee. The committee shall be selected by secret ballot with one non-tenured member elected by the non-tenured staff, one or more tenured members elected by the tenured staff and one member appointed by the department chairman. The department chairman shall be ex-officio without vote. The personnel committee shall have responsibility for salary and promotion recommendations. Determination of tenure or non-reappointment must be voted on by all tenured staff by secret ballot, with a minimum of two-thirds support of the tenured staff voting for tenure. The chairman and personnel committee must, where feasible, offer opportunity for all staff to interview potential candidates. All recommendations should be signed by members of the personnel committee. Special membership was suggested for small departments.

The members of the University Personnel Committee will present draft policies on Salaries and Promotions at the next meeting of the Senate.

The meeting adjourned. The next meeting of the Faculty Senate will be held in the Heritage Room of the Union at 12 noon, Monday, November 15, 1971.

#### AGENDA

1. Personnel Matters
  - a. Interim-to-tenure policy
  - b. Promotion
  - c. Tenure
  - d. Dismissal

2. Classroom Visitation
3. Registration
4. Creation and Selection for Administrative Positions
5. Recognition for Retiring Faculty
6. Calendar for 1972 Summer Session
7. Summer Rotation Plan
8. Teacher Evaluation

Donald A. Kluge