

1972

February 7, 1972

Faculty Senate

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### Recommended Citation

Faculty Senate, "February 7, 1972" (1972). *Minutes*. 493.  
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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 February 7, 1972

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

MEMBERS ABSENT: None

STUDENT OBSERVERS: Mary Ann Hayes, Alan Grosboll

The regular weekly meeting of the Faculty Senate was held Monday, February 7, 1972, at 12:00 noon, in the Heritage Room of the University Union. The minutes of the regular meeting of January 31, 1972 were approved as published.

OLD BUSINESS

Election of Department Chairman

I. Eligibility

A. Item 3b of the ad hoc Committee on Election of Department Chairman

Departmental placement of student-teacher coordinators was the main topic of discussion. It was noted that those coordinators that are categorized as social science coordinators would, as they do now, report to the social science committee.

Members of the ad hoc committee clarified their original intention that deans teaching 2/3 time should be eligible to vote for chairmen whereas, deans teaching 1/3 time should not be eligible to vote for department chairmen.

Shuff moved, seconded by Lenihan, that the Senate adopt item 3b as written in the original report. The motion passed with 12 yes, 2 no, and 1 abstention.

Item 3b will read as follows:

Persons on joint appointments shall be counted as members of the department in which they taught a majority of their time over the previous academic year, except that coordinators shall vote in the department of their subject matter discipline, but shall choose one department permanently.

## B. Item 3c

Barford moved, seconded by Whalin, that the following statement become Item 3c on the final report:

Persons on sabbatical leave shall be eligible to vote if they request, in writing, an absentee ballot from the department chairman.

The motion passed with 13 yes, 0 no, and 2 abstentions.

2. Review

## A. Items 4a, 4b, 4c, and 4d

Owens moved, seconded by Downs, to accept items 4a, 4b, 4c, and 4d as written in the Committee report, except for two minor editorial changes. These changes are: (1) delete the words "majority of the" from the second line of Section 4b; and (2) change the word "his" to read "the" in the second line of 4c.

Whalin moved to amend 4d to read:

If the Department's decision is not upheld, the President shall state the reasons in writing to the department and instruct the department to begin the nomination and election procedure anew.

This motion to amend was seconded by Read and it passed with 13 yes, 2 no, and 0 abstentions.

Barford moved, seconded by Whalin, to amend Item 4c to read:

After receipt of the result of the balloting and accompanying comments the President, acting as arbitrator, shall announce the decision.

The motion was defeated with 2 yes, 13 no, and 0 abstentions.

Owens moved to call the original question, Shuff seconded, and the motion passed with 8 yes, 4 no, and 2 abstentions.

Voting on the main motion to accept Items 4a, 4b, 4c, and 4d as amended passed with 11 yes, 3 no, and 1 abstention.

Items 4a, 4b, 4c, and 4d will read as follows:

- 4a. The results of the balloting shall be forwarded to the President via the appropriate Dean and the Provost, each of whom may include comments if he wishes.
- b. If either the Dean or the Provost has substantial objections to the person chosen by the department, he shall give those objections in writing to the

University Personnel Committee. A report of objections and the University Personnel Committee's recommendations shall be forwarded to the President.

- c. After receipt of the result of the balloting and accompanying comments, the President shall announce the decision.
- d. If the Department's decision is not upheld, the President shall state the reasons in writing to the department and instruct the department to begin the nomination and election procedure anew.

### 3. Timing of Elections

Shuff moved, seconded by Maurer, that sections 5a and 5b be accepted as written. The motion passed with 13 yes, 2 no, and 0 abstentions.

Sections 5a and 5b will read as follows:

- 5a. The written procedure of the various departments shall specify that the elections shall be held in the winter quarter. The newly elected chairman shall take office at the beginning of the next regular contract year.
- b. The first elections should be scheduled so that approximately one third of the departments in each school--as determined by the Faculty Senate--hold elections each year for the next three years. The first election should include all departments without a permanent head. The remainder of the first third should occur in those departments where the current head has had the longest continuous service as head.

4. C. Smith moved, seconded by Lenihan, that the chairman be instructed to prepare the report in final form, appended to these minutes, and to send a copy of the final report to Vice President Moody and President Fite. Motion passed with 13 yes and 2 no. (See Appendix 1)

5. Chairman Whitlow thanked the ad hoc Committee for Election of Department Chairman (especially the chairman) for the time and effort spent in preparing the original report.

## COMMITTEE REPORTS

### Committee on Summer School

Kluge moved, seconded by Elliott, that Eastern's 1973 Summer School calendar be added to the agenda. The motion failed with 3 yes, 6 no, and 6 abstentions.

Owens moved, seconded by Maurer, that the Senate approve the report and send a copy to Vice President Moody and President Fite.

Lenihan moved to amend the report by deleting the last sentence of Item 1. Shuff seconded the motion and it passed with 8 yes, 5 no, 1 abstention, and 1 absent.

Kluge moved to amend the report by deleting Item 2. The motion was seconded by Owens.

Lenihan moved to call the Question, Trank seconded, and the motion failed with 6 yes, 8 no, and 1 absent.

Elliott moved, seconded by Kluge, to table discussion on the report. Motion passed with 7 yes, 6 no, 1 abstention, and 1 absent.

Trank moved, seconded by Downs, to publish the report as presented. Motion passed with 7 yes, 4 no, 3 abstentions, and 1 absent.

(See Appendix 2)

#### Council on University Planning

Minutes of the January 26th meeting of the Council were received.

#### Council of Instructional Officers

Chairman Whitlow read the minutes of the Council's last meeting. No discussion was held.

#### Nominations Committee

Miss Read announced that 12 petitions had been received for the various councils and Senate. She also announced that February 18, 1972, is the date that all petitions are due.

#### Student-Faculty Committee

Mr. Barford and Mr. Grosboll discussed the budgeting problems of the student sponsored evaluation program. Mr. Grosboll outlined the procedures that will be used in administering the evaluations. Evaluations will be conducted during the week of February 14-18. He distributed a copy of the evaluation form to each member of the Senate.

### COMMUNICATIONS

The following communications were received:

1. A memorandum from Dean Swope concerning the make-up of the Council on Graduate Studies. Lenihan moved, seconded by Owens, that the memorandum be published. Motion passed with 9 yes, 0 no, 5 abstentions, and 1 absent. (See Appendix 3)

2. A letter from Mr. Funk, Zoology Department, requesting that the Senate reverse its decision on limiting department chairmen to two, 3-year terms.
3. A copy of a letter from Alan Grosboll to President Fite asking for some assurance for full faculty participation in the teacher evaluation program.
4. Student Senate minutes for the January 27th and February 3rd meetings.

#### AGENDA ITEMS

1. Agenda Item #9

Mr. Whitlow appointed Shuff (chairman), McKenna, C. Smith to the committee to study Eastern's Graduated Tuition Plan.

2. Agenda Item #10

C. Smith was appointed chairman of the By-Laws committee.

3. New Agenda Item

Maurer moved, seconded by Barford, to put the Textbook Rental Plan on the Agenda. Motions passed with 7 yes, 3 no, 4 abstentions, and 1 absent.

#### AGENDA

1. Sabbatical Leave Policy
2. Personnel Matters
  - a. Interim-to-tenure policy
  - b. Promotion
  - c. Tenure
  - d. Dismissal
3. Classroom Visitation
4. Recognition of Retiring Faculty
5. Summer Rotation Plan
6. Composition of Apportionment Board
7. Eastern's Graduated Tuition Plan
8. By-Laws
9. Improvement of College Teaching
10. Textbook Rental Plan

Tom Elliott  
Secretary

(APPENDIX 3)

M E M O R A N D U M

TO: Dr. Roger Whitlow, Chairman  
Faculty Senate

FROM: Dr. Mary Ruth Swope, Dean  
School of Home Economics

DATE: February 1, 1972

Thank you for including Appendix I (and II) to the January 24th Faculty Senate minutes.

I am writing to express support for the idea of restructuring the Council on Graduate Studies. In my opinion, this is very much needed. During the past 9 years, the School of Home Economics has not had representation on this important council and could, conceivably, never be represented under the present "obsolete mechanism".

Thank you for the opportunity of expressing my opinion.

MRS/p

## (APPENDIX 2)

## REPORT ON SUMMER SESSION

The calendar for Summer 1973 has been set and approved by the board. It has been found difficult to deal with the summer calendar unless it is considered in conjunction with the entire year. The shortened summer session for 1973 leads to several recommendations by the committee.

1. Since it is presumed that students will be taking no more than three major courses or 13 hours, examination days should be cut to three days. It is also recommended that commencement Sunday, May 27, 1973 be changed to-----  
Thursday, May 31 (Quarter Closes)-----Commencement
2. Since the shortened calendar cuts possible faculty pay by two weeks it is recommended that all contracts longer than nine months be cut by two weeks.
3. Support was found for the idea that summer school should provide the opportunity for the student to graduate in three years. In addition to the regular session, short sessions of one month duration for independent study of a single course should be scheduled between regular sessions as soon as the calendar permits. This would allow the upper level student the opportunity to pick up a needed course without having to invest a full quarter's tuition.
4. Summer 1973 is recommended to operate under a system similar to this: The two months term to meet for class sessions of sixty minutes each. Normal teaching load for two months salary would be, two four hour classes or eight hours regardless of laboratory or lecture class.
5. Hours of class: Class meetings of 60 minutes duration for undergraduate and graduate alike to provide about 2000 minutes of instruction.

Hours:     7:30 - 8:30  
            8:40 - 9:40  
            9:50 - 10:50  
            11:00 - 12:00  
  
            13:00 - 14:00  
            14:10 - 15:10  
            15:20 - 16:20  
            16:30 - 17:30

Arranged graduate classes or seminars should be scheduled so that they may continue for several hours if necessary.

Proposed class meeting Summer 1973:

June 18-19-----Registration  
           20-22-----3 classes  
           25-29-----4 classes, one float



July 2, 3, 5, 6,-----4 classes, one float  
       9-13-----5 classes  
       16-20-----4 classes, one float  
       23-27-----5 classes  
       30-Aug. 3-----4 classes, one float  
 August 6-10-----4 classes, one float  
       13-----Study day or class  
       14-16-----Exams

To insure University input into the summer calendar and the regular calendar the committee recommends that:

1. By the first week in April of each year the Dean of Student Academic Services should prepare the calendar in conjunction with the Senate Calendar Committee.
2. By May 1st the calendar should be presented for ratification to Vice Presidents, Deans, and Faculty Senate.
3. By May 15th the calendar should be forwarded to the President for presentation to the Board in June.
4. The calendar should be prepared about seventeen months in advance. (In other words the calendar for 1973-74 should be prepared in April 1972.)

Committee to Study Summer Sessions

Dale Downs  
 Dave Maurer  
 Lynn Trank

(APPENDIX 1)

GUIDELINES FOR THE ELECTION OF DEPARTMENT CHAIRMAN

(As drafted by the Ad Hoc Committee on Election of Department Chairman  
and Amended by the Actions of The Faculty Senate)

In keeping with the following policy statement, approved by the Board of Governors of State Colleges and Universities on 13 May 1971,

Each Institution under the Board of Governors of State Colleges and Universities shall, through its faculty senate or comparable body, formulate policies concerning the selection and retention of department (basic instructional unit) heads or chairman.

The chairman or head, who serves as the chief representative of his department (basic instructional unit) within an Institution, shall be selected either by a department election or by appointment following consultation, including secret balloting, with members of the department and general consultation with members of related departments. Appointments shall normally be in conformity with department members' judgment except where there are sound professional reasons to do otherwise which are stated in detail.

The ad hoc Committee on Department Chairmen recommends the following guidelines:

GENERAL PROCEDURES

1. A. The department chairman shall be elected by a secret ballot of all eligible department members with a 3/5 majority of those eligible to vote required to elect.
- B. If a department cannot secure a 3/5 majority for any chairmanship candidate, the University President, in consultation with the appropriate Dean, Provost, and University Personnel Committee, shall appoint a chairman for a one year term.
- C. Each department shall establish in writing its own nomination and election procedures. The procedures, which shall be democratic in structure and implementation, shall be approved by the Faculty Senate. The procedures shall provide for possible choice from outside as well as from within the department.
- D. The following positions are not included in this policy statement: Deans, Directors, Chairmen of Divisions, and the Principal of the Laboratory School.

TERM OF OFFICE

2. The person elected shall serve a three year term with a maximum of two consecutive terms permitted. A former chairman may be re-elected if at least three years have elapsed since last serving as chairman.

ELIGIBILITY

3. A. All continuing full time staff with more than one year of service shall be eligible to nominate and elect.
- B. Persons on joint appointments shall be counted as members of the department in which they taught a majority of their time over the previous academic year, except that coordinators shall vote in the department of their subject matter discipline, but shall chose one department permanently.

- C. Persons on sabbatical leave shall be eligible to vote if they request in writing an absentee ballot from the department chairman.

#### REVIEW

- 4. A. The results of the balloting shall be forwarded to the President via the appropriate Dean and the Provost, each of whom may include comments if he wishes.
- B. If either the Dean or the Provost has substantial objections to the person chosen by the department, he shall give those objections in writing to the University Personnel Committee. A report of objections and the University Personnel Committee's recommendations shall be forwarded to the President.
- C. After receipt of the result of the balloting and accompanying comments, the President shall announce his decision.
- D. If the Department's decision is not upheld, the President shall state the reasons in writing to the department and instruct the Department to begin the nomination and election procedure anew.

#### TIMING OF ELECTIONS

- 5. A. The written procedure of the various departments shall specify that the elections shall be held in the winter quarter. The newly elected chairman shall take office at the beginning of the next regular contract year.
- B. The first elections should be scheduled so that approximately one third of the departments in each school--as determined by the Faculty Senate--hold elections each year for the next three years. The first election should include all departments without a permanent head. The remainder of the first third should occur in those departments where the current head has had the longest continuous service as head.