

**Volume II, Number 3**  
**Minutes of the Faculty Senate Meeting**  
**November 20, 2008**

**I. Call to Order, Roll, and Approval of Minutes**

The meeting was called to order at 13:30 by President Doug Carroll and roll was taken. The following absentees were noted:

Mark Mullin, Yue-wen Huang, Richard Hall, Thomas Weigert, Ralph Wilkerson, Steve Grant, Don Wunsch, Mohamed Abdelsalam, Mike Meagher, Scott Miller, S.N. Balakrishnan, and Bill DeMalade

The October 16, 2008 meeting minutes were **approved** as submitted.

**II. Campus Reports and Responses**

**a. President Report – Doug Carroll**

Doug Carroll reported on dean titles, tenure rules, student teaching evaluations, state elections, senate and house, academic dishonesty, e-learning, FMLA Policy and administrative reviews.

Details can be found at the following link:

<http://facultysenate.mst.edu/documents/PresidentReport.11.20.08.pdf>

**b. Administrative Report – Provost for Chancellor John F. Carney III**

Provost Wray reported on the hiring freeze and the budget reduction planning.

**Hiring Freeze:** At the October Board of Curator's meeting the Board and President Forsee told all 4 campuses to put a freeze on soft money hiring which we have done. President Forsee sent out on November 17, 2008, the announcement regarding hard money hiring freeze effective immediately. There are guidelines being developed on how to deal with exceptions to the hiring freeze and the guidelines should be distributed sometime next week.

**Budget Reduction Planning:** There will be about a 5% reduction in state revenues. A 5% reduction in state appropriations for Missouri S&T would be 2.6 million dollars. If there is a budget reduction, it will not be across the board. Dr. Wray requested that the department chairs prepare a budget reduction plan for 3%, 5% and 9% reductions.

**c. Administrative Report – Provost Wray**

Provost Wray gave reports on the offices of Academic Affairs, Enrollment Management, School of Extended Learning and Sponsored Programs. He also announced call for papers for the Spring Undergraduate Research Conference, request for nominations for student ambassadors and Academic Service Learning update.

There were 5 legislators on campus November 12, 2008 to see the campus and to meet with faculty and students. A presentation was given by President Forsee and Chancellor Carney. More legislators will be on campus in January.

Details can be found at the following link:

<http://facultysenate.mst.edu/documents/DrWray.FS.Report.11.20.08.ppt>

**d. Staff Council Report – Cecilia Elmore**

Staff Council will be collecting donations for G.R.A.C.E. for Christmas and donations for Friday Backpack program for needy school children to begin in December. Staff Day is planned for May 27, 2009. See <http://staffcouncil.mst.edu> for more details.

**e. Student Council – A. Ronchetto**

Andrew Ronchetto reported on student referendum regarding Student Recreational Facilities and Student Health Services Assessment.

Details can be found at the following link:

<http://facultysenate.mst.edu/documents/Student.Council.FS.Report.11.20.08.ppt>

**f. Council of Grad. Students (CGS) – R. Gudavarthy**

CGS conducted poll regarding salaries for the upcoming executive board and the majority voted against it. Some graduate students are unhappy about the loss of access to some printers from their labs. The ITCC was not involved in the decision to remove the printers. Graduate newsletter is in the final stage of completion. Graduate studies week will be during April 13 – April 17, 2009. CGS is now located in 309 Pine Box Building.

**III. Reports of Standing and Special Committees**

**a. Curricula Committee**

There were 1 DC, 10 CC and 11 EC forms. **A motion to approve the submitted forms posted on the web was passed unanimously.**

**Procedural Changes in curricula processing:** Implementation of electronic submission, circulation, and signatures is coming soon. The committee is working with IT on secure electronic signatures.

**New Process for Experimental Courses:** The EC form will authorize a course to be taught twice anytime during the next 3 years from the effective term. Once approved, departments may include the course on the Schedule of Classes for any semester within the 3 year period by notification to the Registrar. Any changes to the course title, description, or prerequisites will require a new EC form. After the course has been taught twice, a CC form is used to make the course a permanent course.

Details can be found at the following link:

<http://facultysenate.mst.edu/documents/Curricula.11.04.08.pdf>

**b. Budgetary Affairs – B. Hale**

Barbara Hale reported on 2007-2008 faculty raises for tenured and tenure-track continuing faculty.

**A motion to add department names to the soft money spreadsheet was passed unanimously.**

The spreadsheet can be found at the following link:

<http://facultysenate.mst.edu/documents/BAC.TTT.FacultyRaises.08.pdf>

**c. Personnel – L. Sotiriou-Leventis**

L. Sotiriou-Leventis gave a report on changes made to the format for the Confidential Report Form for annual conference between department chair and faculty member.

**A motion to approve the attached form from the Personnel Committee was passed.**

**A motion to remove ‘and as necessary for Post Tenure Review’ and add ‘and’ between Provost, Chancellor was not passed.**

The form can be found at the following link:

<http://facultysenate.mst.edu/documents/PersonnelConfidentialReportForm.11.20.08.pdf>

**d. Ad-Hoc Bylaws – K. Kosbar**

There has been discussion to include Conflict of Interest and Intellectual Property Committees, faculty compensation, creating a Teaching Effectiveness Committee, annual reporting requirements, and how the committees are populated.

**e. RP&A – F. Blum**

A resolution on ad hoc Committee on Teaching Evaluations was introduced.

**A motion to add ‘of the accuracy’ after importance was passed.**

**A motion to add ‘to the Faculty Senate’ between recommend and such was passed.**

**A motion to accept the following resolution with the above amendment was passed unanimously.**

**FS0809res-2:**

**The Faculty Senate affirms the paramount importance of the accuracy of the campus teaching evaluation system, both for the continual improvement of teaching and for accuracy in administrative procedures and consumer information.**

**Recognizing that rapidly changing technologies and public interests continually alter the teaching environment, the Senate further charges the President to appoint an ad hoc faculty committee to review and recommend to the Faculty Senate such improvements in the current system as the committee may find appropriate.**

Alan Pringle gave a report on the status of student evaluations of faculty instruction.

Details can be found at the following link:

<http://facultysenate.mst.edu/documents/FS0809res-2.pdf>

#### **IV. Old Business**

##### **a. Referrals Recently Closed**

- Dean of Enrollment Management and Dean of Extended Learning Positions (RP&A)
- Revising/re-titling Tenure Regulations (Tenure)

##### **b. Referrals Ongoing**

- FS0708ref-5 Graduate Student Stipend/Fees (Grad. Council)
- FS0708ref-6 Annual Faculty Review Format (Personnel)
- FS0708ref-7 Soft Money Raises (Budgetary Affairs)
- FS0708ref-8 Spousal Actions (Personnel)

##### **c. Ongoing Monitoring**

- Supplementary/Soft Money Raises (Budgetary Affairs)
- Emergency Preparedness (Facilities)
- VPAA SB 389 Committee (Ad-Hoc SB389)

##### **d. Other Committee Items**

- Budgetary Planning, Start-up Packages (Budgetary Affairs)
- Best Practices for forming dept. tenure committees (Tenure)
- Monitoring progress of new P&T procedures (Tenure)
- Academic Dishonesty (Academic Freedom & Standards)

The meeting was adjourned at 15:05.

Respectfully submitted,

K.M. Isaac, Secretary

Attachment: Confidential Report Form

#### **Format for Confidential Report of Conference Between Department Chair and Faculty Member**

As part of the Faculty Activities Report Program, each department chair must annually, in the spring, prior to the May Commencement, discuss individually with faculty his/her assessment of their contributions. It is required that the department chair specifically comment on each of the following: 1) What were the duties this faculty member was expected to fulfill? 2) What has been performed well? 3) What needs improvement? 4) What objectives are agreed upon for the coming year? 5) The chair's summary of the faculty member's progress toward tenure and/or promotion during the past year when applicable. In addition, if not already covered above, the chair will

summarize the primary contributions of the faculty member to the department and/or university during the past year.

Faculty Member's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Faculty Member's Rank: \_\_\_\_\_ Date of Rank: \_\_\_\_\_

First Faculty Appointment: \_\_\_\_\_ Tenured: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Chair's Comments:

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Member's Comments:

Faculty Member's Signature \_\_\_\_\_ Date: \_\_\_\_\_

It is the responsibility of both the faculty member and the chair to ensure that the annual conference, as recorded herein, provides the faculty member with sufficient information to set goals for the following year's performance. The signed original is retained in the faculty member's personnel file in the department. Copies of this document are for chair and faculty member only, but available to Provost, Chancellor, and as necessary for Post Tenure Review.

Adopted at April 25, 1991 Academic Council Meeting. Revised at November 20, 2008 Faculty Senate Meeting.