



M E M O R A N D U M

TO: The Senate  
FROM: Dr. Lois Pierce, Senate Chairperson *L. Pierce*  
DATE: November 26, 1996

The Senate is scheduled to meet at 3 p.m. on Tuesday, December 3, in 222 J. C. Penney. The agenda follows:

- I. Approve minutes from previous meeting (action item)
- II. Report from the Chairperson -- Dr. Lois Pierce
- III. Report from the Chancellor -- Chancellor Blanche Touhill
- IV. Report from the Faculty Council -- Dr. Herman Smith
- V. Report from the Intercampus Faculty Council -- Dr. Susan Feigenbaum
- VI. Report from the Student Government Association
- VII. Committee reports:
  - A. Executive Committee -- Dr. Lois Pierce
  - B. Budget and Planning -- Chancellor Blanche Touhill
  - C. Bylaws and Rules (action items, see attached) -- Dr. Jane Williamson
  - D. Computing -- Dr. Susan Sanchez
  - E. Physical Facilities and General Services -- Dr. Lawrence Barton
- VIII. Other business

University of Missouri-St. Louis  
Educational Policy Task Force Recommendations  
June, 1996

The committee proposes the following guidelines for off-campus and electronically offered courses. It should be noted that these guidelines include not only courses offered through interactive video to other campuses, but any course that involves electronic media, and/or is offered at a location other than the main campus.

1. **We endorse the attached "Principles of Good Practice for Electronically Offered Academic Degree and Certificate Programs".** These general principles will be used to guide committee decisions on electronically offered courses, but committee recommendations focus on the needs of the University of Missouri-St. Louis campus and on its collaboration with other institutions.
2. **As courses are developed, the faculty of the unit, with information provided by distance learning specialists, will determine the accommodations necessary to teach electronically offered courses. Each unit's faculty will thus retain control of its courses.** The committee acknowledged that many courses can be offered through interactive video with the appropriate accommodations and resources. It also acknowledged the fact that the accommodations may cost too much to make the course economically feasible. The faculty of each unit should determine which courses may be offered electronically, the accommodations and resources needed and whether a course should be taught through that platform. Recommendations from the unit will be noted on the Senate course approval form.
3. **Individual course assignments will be made to individual faculty after discussions with the chair or unit administrator as is the present practice with on-campus courses.** The committee believes that, in the future, electronically offered and off-campus courses will become more common. In making teaching assignments, unit administrators, directors and chairs should consider faculty skills, interests and overall workload. They should also help faculty obtain from the campus administration the resources needed to teach such courses.
4. **At a minimum faculty will receive the same credit for distance courses as for on-campus courses. This will be considered on an individual basis with consideration given for the faculty member's time and effort in light of the faculty member's schedule, work load, and need for student interaction in teaching the course.** Consideration should be given to the number of students enrolled in combined on- and off-campus sections; the number of students enrolled should determine the amount of credit the faculty member receives for the course. Thus courses with high enrollments should count the same as high enrollment on-campus courses.

Electronically offered courses require additional time to address the technological component of such courses.

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**5. Faculty development will be available for faculty interested in teaching electronically offered courses. This will include appropriate release time and resources for course development.** The committee recommends that orientation be required of all faculty who are planning to offer courses employing electronic media. This orientation would help faculty determine which media would be most useful for each course and how best to use it. The orientation should be made available at least one semester prior to the one in which the faculty member plans to offer the course.

The committee also strongly recommends that faculty who have been successful in teaching electronically offered courses be accorded release time to mentor faculty beginning to teach such courses.

**6. Off-campus students should, to the extent practicable, have access to the same, appropriate combination of resources necessary for a complete educational experience as on-campus students.** The campus must ensure that resources are available and are in good working order. For example, students now are unable to access the Internet because there are too many users for too few lines. Other times equipment doesn't work. Because many problems occur at the beginning of the semester, additional staff should be allocated during that time to assure that equipment is in good working order. If access is not available or equipment doesn't work, students and faculty become frustrated and the potential of the learning environment has not been realized. Such a condition would reflect negatively not only on the program but on the University as a whole.

**7. Evaluation should be ongoing and should include not only an evaluation of the course content but also of the appropriateness of offering the course electronically.** Courses offered through electronic media should retain the same high level of quality that other courses on campus offer. In fact, the courses might be richer because of the increased access to a variety of learning tools. On the other hand, the need to coordinate a great deal of information from a range of sources may also make the course more confusing. The Senate Committee on Assessment should work with ITC and other appropriate campus groups or committees to develop a recommended evaluation format.

**8. Student credit hours should be assigned to the instructor's academic unit. Faculty should receive credit for the number of students in each course. Budgetary credit should be allocated in an equitable manner to participating institutions.**

**9. The committee also believes that additional issues relevant to educational policy will present themselves for discussion on a regular basis and recommends that the Educational Policy Task Force become a standing committee of the Senate.**

**Report from the Senate Committee on Bylaws and Rules**  
October 24, 1996

The Committee recommends Senate approval for the following:

Proposal I            Deletion of Senate Operating Rule designating the Joint Undergraduate Program in Engineering as a unit parallel to the professional schools.

The Committee recommends Senate endorsement for the following:

Proposal II            Bylaw amendment explicitly providing for the Dean of the Joint Undergraduate Program in Engineering to be included as an ex officio member of the Senate.

Proposal III            Bylaw amendment eliminating the protection of one elected faculty senator membership for the Joint Undergraduate Program in Engineering.

Proposal IV            Bylaw amendment adding the Advisor to the Current as a non-voting member of the Committee on Student Publications.

Proposal V            New bylaw adding the Committee on the Assessment of Educational Outcomes as a standing committee of the Senate.

Note: A majority vote of the Senate is all that is required to delete an Operating Rule. To be endorsed by the Senate (and then submitted for vote in a campus referendum), new bylaws and bylaw amendment proposals also require a majority vote of the Senate.

## **PROPOSED REVISION TO SENATE OPERATING RULES**

### **Current Version:**

With respect to representation on the Senate, the Committee on Committees, and the Committee on Curriculum and Instruction only, the undergraduate program in Engineering shall be deemed a unit parallel to the professional schools.

### **Proposed Action:**

(delete)

### **Rationale:**

Because individuals teaching in the Joint Undergraduate Engineering Program do not meet the bylaw definition of "faculty" (persons with regular full-time academic appointments at the University of Missouri-St. Louis),

- (1) The unit is not deemed to be parallel to existing UM-St. Louis academic units, and
- (2) Individuals teaching in the Program are ineligible to hold a voting faculty seat on the Senate and faculty seats on Senate committees.

As a courtesy, the Dean of the Joint Undergraduate Engineering Program is specified as an ex officio Senate member. When necessary, the Senate Committee on Curriculum and Instruction can consult with the Dean on curriculum proposals.

**UM-ST. LOUIS  
BYLAW AMENDMENT PROPOSAL**

**Current Version:**

300.040 C.1. Membership -- The voting members of the Senate shall consist of the President; the Chancellor; the Vice Chancellor for Academic Affairs; the Vice Chancellor for Managerial and Technological Services; the Vice Chancellor for Administrative Services; the Vice Chancellor for University Relations; the Vice Chancellor for Student Affairs; deans or equivalent of schools, colleges, and such parallel units as may be created from time to time; the Dean of Continuing Education-Extension; the Director of Libraries; the Presiding Officer of the Faculty Council; the President of the Student Body; seventy-five members elected by the Faculty; and additional members elected by the Student Body (not to exceed twenty-five). Non-voting members shall include administrative staff designated by the Chancellor, the President of the Staff Association, and members designated by any academic department not otherwise represented by an elected faculty senator.

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**Proposed Revision:**

300.040 C.1. Membership -- The voting members...deans or equivalent of schools, colleges, and such parallel units as may be created from time to time; the Dean of the Joint Undergraduate Engineering Program; the Dean of Continuing Education-Extension; the Director...

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**Rationale:**

To make explicit that the Dean of the Joint Undergraduate Engineering Program is an ex officio member of the Senate.

**UM-ST. LOUIS  
BYLAW AMENDMENT PROPOSAL**

**Current Version:**

300.040 C.1.b. Each year during the winter semester, the College of Arts and Sciences, the College of Nursing, the School of Business Administration, the School of Education, and the School of Optometry shall each be allocated a number of faculty senators proportionate to the number of its voting faculty members as defined in Section 300.040 A.1 of these Bylaws. The Joint Undergraduate Engineering Program (with Washington University) shall have allocated to it one elected faculty senator membership. The Faculty of each school, college, and the Engineering Program shall nominate twice the number of senators allocated to it. Not later than April 1 of each year, the Faculty of the University of Missouri-St. Louis shall elect the appropriate number of members of the Senate from each list of nominees.

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**Proposed Revision:**

300.040 C.1.b. Each year...of these Bylaws. The Faculty of each school and college shall nominate twice the number of senators...

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**Rationale:**

Individuals teaching in the Joint Undergraduate Engineering Program do not meet the definition of "faculty" in the Bylaws (persons with regular full-time academic appointments at the University of Missouri-St. Louis). Only members of the UM-St. Louis Faculty are eligible to hold voting faculty seats on the Senate.

**UM-ST. LOUIS  
BYLAW AMENDMENT PROPOSAL**

**Current Version:**

300.040 C.4.j. Committee on Student Publications -- The committee shall consist of the editor of the Current, two Faculty members and two student members elected by the Senate and two Faculty or staff members appointed by the Chancellor. The Committee...

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**Proposed Revision:**

300.040 C.4.j. Committee on Student Publications -- The Committee shall consist of the Editor of the Current, the Advisor to the Current (non-voting), two faculty members and two student members elected by the Senate, and two faculty or staff members appointed by the Chancellor. The Committee...

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**Rationale:**

The Senate Committee on Bylaws and Rules accepts the wisdom of a recommendation by the Student Publications Committee that the Advisor to the Current be included as an ex officio member of that committee. Because the Advisor will be serving as a resource person for the Committee, Bylaws and Rules believes that non-voting status is appropriate.

**UM-ST. LOUIS  
PROPOSAL FOR NEW BYLAW**

to be inserted as  
300.040 C.4.t.  
(and remaining  
paragraphs to  
be relabeled)

Committee on the Assessment of Educational Outcomes -- The Committee shall consist of the Vice Chancellor for Academic Affairs (non-voting); the administrative appointee in charge of assessment (non-voting); two students; and one faculty member from each of the following units: Humanities, Natural Sciences/Mathematics, Social Sciences, Business Administration, Education, Nursing, Optometry, and such parallel units as may be created from time to time. All faculty and student members shall be elected by the Senate.

The Committee shall have the general responsibility of making recommendations concerning policies in the area of assessment of educational outcomes and related matters. The Committee shall also regularly review and advise on policies and procedures in this area and recommend changes when appropriate.

**Rationale:**

In keeping with a motion which was approved by the Senate on March 26, 1996, to change to standing committee status this annually-reconstituted ad hoc committee of the Senate.