

(to be considered
for approval at
2/17/98 Senate meeting)

**UM-ST. LOUIS
SENATE MINUTES
January 20, 1998
3 p.m. 126 J. C. Penney**

The meeting was called to order at 3:02 p.m. The Chairperson reported that minutes from the December meeting will be distributed and considered for approval at the February 17 Senate meeting.

Report from the Chairperson -- Dr. Lawrence Friedman

Congratulations were extended to Chancellor Blanche Touhill on her designation as "Citizen of the Year."

Senators were invited to attend the January 29 meeting of the Board of Curators, to be held at UM-St. Louis.

Report from the Chancellor -- Vice Chancellor Jack Nelson for Chancellor Blanche Touhill

On-campus enrollment for the winter semester is up by nearly 2 percent over a year ago, and credit hour production is up by 917. Our wait-list continues to be a problem. Vice Chancellor Nelson said he will be reviewing the list in view of low enrollment classes.

Beginning with the 1998-99 academic year, Academic Affairs will establish a process for soliciting and reviewing nominations for both Curators' Professorships and Distinguished Teaching Professorships. Each will carry a \$10,000 annual stipend, half of which may be used to supplement the recipient's salary.

The search committee for the Director of the Public Policy Research Center is being reconstituted. The committee will be chaired by Dr. Andrew Glassberg. Other members include Drs. Richard Burnett, Michele Hoyman, George McCall, Donald Phares, Van Reidhead, Roberta Lee, L. Douglas Smith, as well as Ms. Elizabeth Van Uum and Mr. Larry Mooney, who will represent St. Louis County government. A representative from St. Louis City government has yet to be designated.

Reacting to pressure from the community colleges, the Coordinating Board for Higher Education is likely to lift its limit of 64 on the number of credits that can be transferred from a community college. Simultaneously, community colleges are pressing CBHE and the University System to accept

substantially more than 64 credits. They would like us to accept at least as many credits from them as we are willing to accept from a four-year institution. Acting Vice President Stephen Lehmkuhle is coordinating the System's response in cooperation with the other four-year institutions.

Vice Chancellor Nelson reported that our proposal for a Ph.D. in Education has been sent to CBHE and approval is expected soon. Following that approval, Dr. Lehmkuhle has agreed to forward our proposal for a Master's in Social Work to CBHE.

The University of Missouri-Rolla will move all courses it offers on our campus to a site at the Missouri Research Park. With this news, we are pressing the System to implement the agreement to transfer the Master's in Computer Science from UMR to our campus.

A consultant is coming in this week to advise us on how to meet the substantial demand for offerings from the Communication Department. Currently, six tenured faculty members serve 390 majors. Vice Chancellor Nelson said it is likely that we will put additional resources into this department.

Construction of a 700-space parking garage along West Drive could begin as early as March and be open within 18 months from that date. Curators approved the project at their December meeting. The campus will ask the curators to begin the same process for a larger parking garage along East Drive. If all goes well, that structure could be open within two-and-a-half years.

Student Activities and the University Program Board sponsored a Step Show on December 20 at the J. C. Penney Auditorium. More than 500 people attended this presentation of choreographed dance routines.

In cooperation with the Alumni Association, Counseling Services is beginning a program that will serve graduates who are seeking a new career path. Members of the Alumni Association will be offered a special reduced rate for these services.

Close coordination between faculty and University Relations staff is having a tremendous impact on our fund-raising totals. At the midpoint of this fiscal year, the University had received more than \$3.5 million in private gifts.

Recent media attention has focused on the research of both Dr. Philip Fraundorf and Dean Douglas Wartzok, who were recently profiled in the St. Louis Post-Dispatch. Television interviews featured Dr. William Welsh and Dr. Vicki Sauter, along with their students. Chancellor Touhill was the subject of a two-page article in the Post-Dispatch on receiving recognition as "Citizen of the Year."

St. Louis Mayor Clarence Harmon has revised his earlier position concerning our performing arts center.

Report from the Intercampus Faculty Council -- Dr. Susan Feigenbaum

(see attached)

Report from the Student Government Association -- Mr. Jim Avery

Mr. Avery reported that we are awaiting word from the Governor regarding the appointment of a student curator. Concerning student senator elections, Mr. Avery challenged senators to each solicit one student to run this year and said he will solicit 25 candidates himself.

Report from the Budget and Planning Committee -- Vice Chancellor Nelson for Chancellor Blanche Touhill

The Committee met on December 15, at which time Dean Wartzok presented a report on research funding. It was announced that President Pacheco will have a lobbyist in Washington, D.C. who will work to promote selected research proposals. The date of the Committee's next meeting had yet to be determined, but Vice Chancellor Nelson indicated that, customarily, the Committee will be meeting on a two-week cycle.

Report from the Committee on Curriculum and Instruction -- Professor David Ganz

All action items (see agenda) were approved. Professor Ganz briefed the Senate on several discussion items on the Committee's agenda, including a grade change policy, the possibility of moving to a two-year Bulletin, the proposed renumbering of courses, and the articulation issue with the community colleges. In closing, Professor Ganz called the Senate's attention to course actions that were approved by the Committee.

Report from the Committee on Computing -- Dr. Susan Sanchez

The Committee has developed guidelines concerning ATC scheduling (see attached). Dr. Sanchez also reported that the second round of Southwestern Bell awards have been announced. She encouraged those interested to apply and noted that the Chairperson of the Committee on Research has been added to the review committee.

Recycling -- Mr. Robert Roeseler

About \$7,000 has been realized from our recycling effort, and the money has been used to plant several trees on the campus. Mr. Roeseler encouraged

everyone to continue to recycle and to sort garbage from trash so that our trash will be accepted by the recycling company.

Report from the Committee on Bylaws and Rules -- Dr. William Long

Two proposals, one to add the Vice Chancellor for Student Affairs to the Committee on Recruitment, Admissions, Retention and Student Financial Aid, the other to add the Vice Chancellor for Administrative Services to the Committee on Student Affairs, passed without discussion or dissent.

A proposal to allow the Senate Chairperson to appoint committee members to fill elected positions when vacancies occur on all but four committees was returned to Bylaws and Rules. Drs. Roland Champagne and L. Douglas Smith questioned the policy of replacing faculty members who are on leave for a period that may extend longer than their leave. For example, under the present bylaws, a committee member who is on leave in the fall must be replaced for the entire academic year.

The Senate Chair indicated that the February meeting would be the last opportunity to consider bylaw amendments that will be submitted for vote in this spring's campus referendum.

Video Technology -- Dean Wendell Smith

Dean Smith introduced the new Director of the Instructional Technology Center, who presented information to the Senate and invited everyone to attend an Open House at the ITC on February 16 from 2:00-4:30 p.m.

Honorary Awards -- Vice Chancellor Kathleen Osborn

The Senate then met in Executive Session to consider a candidate proposed to receive an honorary degree.

Completing the business at hand, the meeting adjourned at 4:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "David R. Ganz". The signature is written in dark ink and is positioned above the printed name and title.

David Ganz
Acting Secretary

IFC REPORT
UM-St. Louis Faculty Senate
January 21, 1998

The Intercampus Faculty Council has met twice since our last Senate meeting. At its December meeting, members discussed the status of its project to compare total faculty compensation -- including salary and fringe benefits -- by rank and discipline for each UM campus, to our AAU comparator group. The primary purpose of this project is to benchmark the adequacy of the University's pension plan and to assess whether the University has in fact achieved the goals of its last five year plan, which included reaching parity in salaries with its AAU comparator group. The office of Vice President of Academic Affairs has offered to facilitate data acquisition for this project. The meeting with President Pacheco again focussed on pressures being brought to bear on the state legislature by two-year colleges unhappy with implementation of current articulation agreements. Specifically, Vice-President Lehmkuhle noted that concern was being expressed repeatedly about credit transfer problems; he is in the process of pursuing the specifics of these concerns to gauge the real magnitude of such problems. Meanwhile, there is increasing pressure to not only enforce current articulation agreements, but to enhance the role of two-year colleges in providing junior-level coursework. President Pacheco stressed the importance of working with local two-year colleges to track the success of transfer students in UM upperclass courses; specifically, it would be useful to identify current weaknesses in two-year college prerequisite offerings that may compromise their students' success rates once they've transferred. The President also addressed the financing of the new Administrative Data System that has recently been approved by the Board of Curators. He noted that the ultimate cost of the system will likely be higher than rumored, perhaps as high as \$40 million. However, the cost to each campus will be about a third of what was previously anticipated, the rest coming from system-level funds. President Pacheco was asked to keep faculty informed about this initiative, particularly those changes in computing systems that will impose potentially high transition costs on faculty (for example, changes in e-mail systems and word processing software).

At its January meeting, the IFC focussed on possible modifications to the current faculty grievance procedures, reviewing concerns and proposals from faculty members at each of the campuses. The major grievance procedure concerns that will be addressed in the next few IFC meetings are: (i) the lack of incentives for timeliness on the part of administrators involved in the process; (ii) the question of who should be present during grievance proceedings; (iii) the level of evidence necessary to support grievances; (iv)

the role of nonregular faculty in the grievance process; (v) the process by which grievances are identified as primarily administrative in nature, and therefore not grievable; and (vi) safeguards to ensure that relevant information is accessible to the grievant in a timely fashion. The IFC will attempt to address these issues both through changes in the collected rules as well as the development of a grievance handbook to facilitate implementation of the rules. The IFC then met with President Pacheco, who continued to emphasize the pressure building in the legislature to come to terms with the two-year colleges. Vice-President Lehmkuhle has been engaged in intensive shuttle diplomacy to respond to alleged problems in adhering to current articulation agreements; he is well aware of the potential threat posed by "mission creep" of the two-year institutions. The President noted that certain legislators continue to show interest in what faculty actually do with their time, including the amount of time spent teaching. Based on his initial review of the issue, the President stated that he is satisfied that teaching loads at the University are already "pretty high" vis-a-vis comparable institutions. A discussion then ensued about the possible benefits forthcoming from a more pro-active public relations campaign by faculty, as was waged in Arizona, where it was credited with turning the tide of sentiment in favor of the University and resulted in significant increases in appropriations. The President announced that he has opened an internal search for a permanent Vice-President of Academic Affairs and will be looking for faculty input into the decision. Finally, the President reported that he has formed a steering committee comprised of chancellors and vice-presidents to engage in strategic planning as it relates to system-level activities.

Susan Feigenbaum

UNIVERSITY OF MISSOURI-ST. LOUIS
 PROPOSED
 ACADEMIC CALENDAR FOR 1999-2000

1999

FIRST SEMESTER

August 23	Monday, classes begin 8 a.m.	M	15
September 4	Saturday, Labor Day holiday begins 3 p.m.	T	16
September 7	Tuesday, classes resume 8 a.m.	W	15
November 23	Tuesday, Thanksgiving holiday begins 11 p.m.	R	14
November 29	Monday, classes resume 8 a.m.	F	14
December 8	Wednesday, classes end 11 p.m.		74
December 9,10	Thursday/Friday, intensive study days*		
December 13	Monday, final examinations begin		
December 21	Tuesday, first semester closes end of day		

2000

January 9 Sunday, mid-year commencement

SECOND SEMESTER

January 10	Monday, classes begin 8 a.m.	M	15
January 17	Monday, Dr. Martin Luther King holiday	T	15
March 25	Saturday, spring recess begins 3 p.m.	W	15
April 3	Monday, classes resume 8 a.m.	R	15
May 1	Monday, classes end 11 p.m.	F	15
May 2,3	Tuesday/Wednesday, intensive study days*		75
May 4	Thursday, final examinations begin		
May 11	Thursday, second semester closes end of day		
May 13	Saturday, annual commencement		

*intensive study days -- no classes held, no exams scheduled

SUMMER SESSION

May Intersession (4 weeks)

May 15	Monday, classes begin 8 a.m.
May 29	Monday, Memorial Day holiday
June 9	Friday, session closes end of day

Eight-Week Session

June 12	Monday, classes begin 8 a.m.
July 4	Tuesday, Independence Day holiday
August 2,3	Wednesday/Thursday, final examinations
August 3	Thursday, session closes end of day
August 6	Sunday, summer commencement

Guidelines for ATC Scheduling

prepared by the Senate Computing Committee, January 1998

The Senate Computing Committee (SCC) has considered the task of scheduling classrooms in the ATCs. There has been a great deal of talk about the problems with the current room scheduling practice. Since this fall's scheduling for the Windows and UNIX rooms went smoothly, it appears that this concern is largely due to

- Perception that scheduling conflicts will increase rapidly in the near future
- General dissatisfaction with the room scheduling process (things work "better" for some of the ATC's than for regular classrooms since human beings are involved in the decision process);
- Lack of knowledge about how conflicts are resolved, what priorities are given, and whether or not additional times are available;
- Lack of a cooperative method for resolving conflicts in the MAC ATCs.

With these in mind, the SCC feels that a general set of guidelines for ATC classroom scheduling is more appropriate than a rigid procedural structure. Our recommendations follow.

1 Priorities.

Requests for use of the ATCs should be given priorities as follows:

1. Credit courses and laboratories who need facilities for each class meeting
2. Credit courses and laboratories who need facilities on a regular basis
3. Non-credit semester length courses
4. Non-credit short courses and continuing ed courses
5. Ad hoc scheduling

Within categories 1 and 2, the SCC recommends that first priority be made to schedule courses which have already been developed using the technology in the appropriate ATCs, although faculty may need to be flexible regarding class times (see 2). High-demand facilities should be scheduled first.

2 The current cooperative system for overseeing the scheduling of the Windows and Unix classrooms in CCB should be maintained.

At the present time, the School of Business and the Math/CS dept. together account for 49 of the 76 courses scheduled in the DOS/Windows and UNIX classrooms in CCB. Scheduling conflicts are forwarded to a representative of SoBA and Math/CS from the Registrar's office. The process has gone smoothly in the past and demand patterns have stabilized over the last year. A spirit of negotiation and cooperation has worked well up to now, and it is our intention that this spirit should continue for the future. Some strategies that are used successfully include:

- Determining whether time and/or classroom is the primary requirement;
- Determining whether resources can be shared (i.e., two courses each use an ATC once a week and a regular classroom once a week);
- Determining whether other facilities might be suitable (i.e., an instructor who does not intend to have students use individual stations could use an empty MAC room with an instructor's station, or a "Smart Cart," while an instructor needing student stations for only a few classes could reserve the classroom section of the SSB lab).

3 A similar procedure should be followed for resolving scheduling conflicts among the MAC classrooms in CCB and South Campus.

The demand for MAC ATCs covers a large number of departments. English, Foreign Languages, Music, Education and Psychology each scheduled between 6 and 8 classes in these rooms for the fall semester 1997. The SCC recommends that representatives from Humanities and Education be identified to oversee conflict resolution for the MAC rooms.

4 A summary of unscheduled times for the ATCs should be posted on the web to facilitate the reservation process for occasional use. Written reminders to faculty prior to preparing course schedules will also alert them to the facilities available.

Reservations can currently be requested (on-line or off-line) but there is a perception among many faculty that rooms are unavailable. Posting the times when no regular scheduled classes are meeting in a particular room would alleviate this problem. It would also encourage faculty interested in moving to ATC-based instruction to try out the technology and determine which type of facility (e.g., instructor's station, student stations) best suits their teaching needs.

5 Campus Computing and ITC should collect and share information regarding the utilization of the "Classrooms in a Box" or "Smart Carts," and post procedures for reserving these carts on the web.

In the Faculty Computing Survey many faculty expressed an interest in using a portable instructor station for occasional use in their classroom. While a few such stations have been available in the past, several new ones were added in Fall 1997. Reports of usage, problems, equipment failures, etc. need to be kept. By tracking their use and following up discussions with faculty, Campus Computing/ITC will have a better idea of the benefits and drawbacks of the portable stations and the demand for instructor-station-only facilities. If information on reserving these portable facilities is easily accessible, faculty who occasionally need instructor projection equipment should be less inclined to request reservations for an ATC for a full semester.

6 When scheduling requests for a given type of facility top 85%, Campus Computing (in consultation with the Senate Computing Committee) should consider adding more ATC capacity of this type.

100% utilization is not a practical goal for the facilities, since it allows no room for occasional use, no room to add new classes requiring the advanced technologies, and no time for regular

maintenance/cleaning of the rooms by computing staff. A critical factor would be the need for rooms with individual student stations, vs. instructor stations only or rooms set up for small groups sharing a limited number of stations. Discipline specific ATCs are necessary for departments with highly specialized hardware needs—especially when there is a high usage rate.

- 7 When scheduling requests for a particular type of facility drop below 50% (M-F), Campus Computing (in consultation with the Senate Computing Committee) should consider converting this facility into a specialty purpose combined classroom/lab or into another type of facility.**

Departments and programs may have special requirements for particular types of hardware and software different than a "standard" box for general use. A combined classroom/lab would be a more cost-effective solution to meet the unit's educational objectives.

- 8 The SCC should review the ATC scheduling procedure on an annual basis to determine if changes are necessary.**

The future mix of ATC facilities and demands for these facilities is unclear. The SCC should review utilization reports on the ATCs and portable stations (both regular and occasional use), as well as contact those responsible for coordinating the classroom schedules, to determine if (1) adding or altering facilities is desirable, and/or (2) whether or not the current guidelines for classroom scheduling are adequate.

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

Current Version:

300.040 C.4.f.

Committee on Recruitment, Admissions, Retention, and Student Financial Aid -- The Committee shall consist of the Vice Chancellor for Academic Affairs (non-voting), the Director of Admissions (non-voting), the Director of Student Financial Aid (non-voting), four faculty members...

Proposed Revision:

Committee on Recruitment, Admissions, Retention, and Student Financial Aid -- The Committee shall consist of the vice chancellors for Academic Affairs and Student Affairs (both non-voting), the Director of Admissions (non-voting), the Director of Student Financial Aid (non-voting), four faculty members...

Rationale for proposed revision:

Enrollment management responsibilities now are shared by the vice chancellors for Academic Affairs and Student Affairs; therefore, it is appropriate for the Vice Chancellor for Student Affairs to be included on this committee.

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

Current Version:

300.040 C.4.i. Committee on Student Affairs -- The Committee shall consist of the Vice Chancellor for Student Affairs (non-voting), the President of the Student Body (non-voting), four faculty members...

Proposed revision:

Committee on Student Affairs -- The Committee shall consist of the vice chancellors for Student Affairs and Administrative Services (both non-voting), the President of the Student Body (non-voting), four faculty members...

Rationale for proposed revision:

The Chancellor has reassigned responsibilities previously held by the Vice Chancellor for Student Affairs to the Vice Chancellor for Administrative Services. Under this reorganization, the Vice Chancellor for Administrative Services oversees the maintenance and physical operations of the University Center, the focal point for our students. The University Center provides offices for many student organizations, meeting rooms, student lounges, the bookstore, and the cafeteria. The Center's management has a direct impact on student life on the campus; therefore, the Vice Chancellor for Administrative Services should be included as an ex officio, non-voting member of the Committee on Student Affairs.