



University Senate

8001 Natural Bridge Road
St. Louis, Missouri 63121-4499
Telephone: 314-516-6769
Fax: 314-516-6769
E-mail: senate@umsl.edu

(Minutes to be considered for approval by the Senate Executive Committee)

SENATE MINUTES
UM-ST. LOUIS
April 27, 1999
3:15 p.m. 126 J. C. Penney

Dr. Jeanne Morgan Zarucchi, Senate Chairperson, called the meeting to order at 3:15 p.m. Minutes from the previous meeting (held March 16, 1999) were approved as submitted.

Report from the Senate Chair -- Jeanne Morgan Zarucchi
(See Attached Resolution)

A motion was made to accept the resolution honoring Vice Chancellor Kathy Osborn. Dr. Judd said that, in his experience, Vice Chancellor Osborn has been forthcoming with policies and advice, and has raised a lot of money for the campus. Dr. Zarucchi said that if the motion is approved it will be forwarded in a tangible form. The motion was approved unanimously and met with much applause.

Report from the Chancellor -- Chancellor Touhill
(See Attached)

Dr. Burkholder said that after seeing The Chronicle, several of his colleagues in the History department had questions regarding the 3.2% fee increase. Chancellor Touhill said that she was going to address the issue during the Budget and Planning Committee remarks. Chancellor Touhill said that it is true that the legislature gave a 3.2% increase to the budget. She said that the Board of Curators opted for Mission Enhancement money first and inflationary increase second. Chancellor Touhill said that the General Officers had a conference call last week to discuss guidelines, and the guidelines are such that it will be a 0% increase for those who did not merit a raise, \$400 minimum for those who have the benefit eligible status, and a flat amount for those tenured or promoted this year. She said that some of the Deans would probably give extra money for individual circumstances.

Dr. Burkholder asked if the figure is based on what the legislature is providing or the legislature appropriation plus increase in fees. Chancellor Touhill said that when all figured, the increase in fees is what the legislature gives, the fact that we are funding Mission Enhancement first on all 4 campuses of the University Missouri System, plus cost to continue, plus salary increase and increase to health care benefits, in some cases possibly 30%, the thought was to try to devise a system by which most people get money for their benefits. Chancellor Touhill said that she took this to the Budget and Planning Committee, Academic Officers and the General Officers for discussion.

Dr. Burkholder asked if UMSL got its fair share by this approach. Chancellor Touhill said that she has not worked out whether it is 12%, but she will work that out. Dr. Burkholder said that 12% is a terrible figure, this is a serious issue, and we will lose faculty because of this. Chancellor Touhill said that the President has said to the General Officers this will not happen next year.

Dr. McBride asked what the Board of Curators recommended for salary adjustments. Dr. McBride asked if the salary increase figures were decided by taking out our cost to continue and the increase would be what is left over. Chancellor Touhill said that this is generally the way it is done. Chancellor Touhill said that the Board of Curators statement would be addressed during the Budget and Planning Committee remarks.

Dr. Zarucchi asked that Budget and Planning Committee questions be deferred until the Budget and Planning Committee Report. Dr. McBride said that he would defer the salary question.

Dr. McBride asked if \$750,000 had been allocated to the Marketing Campaign, as recommended by the Budget and Planning Committee at the meeting in October. Chancellor Touhill said that she felt the members were comfortable with the presentation. Vice Chancellor Osborn addressed this question, and said that it was decided that a commercial would come out in the fall. Dr. McBride said that he was not questioning the details of the presentation but the allocation of the \$750,000. Vice Chancellor Osborn said that Vice Chancellor Grace, Vice Chancellor Nelson and herself are able to extend money for the remainder of this fiscal year, for the next academic year, and part of the summer and fall of next year. Vice Chancellor Osborn said that this would give the campus time to decide on long term efforts for marketing.

Report from the Faculty Council Presiding Officer -- Dennis Judd
(See Attached)

Report from the IFC Representative -- Silvia Madeo

Dr. Madeo said that there was a discussion at the IFC meeting concerning the large health care increases. She said that according to President Pacheco, and other members of the IFC (who are also on the Benefits Committee), the System chose to draw down reserves for several years for rising health care cost. Dr. Madeo explained that the System is now at the point where it can no longer do this, and is having to make up for substantial increases in one year.

(See Attached)

Dr. Korr said that at one time there was a faculty committee that dealt with health care issues and helped to choose a health care provider. Dr. Korr asked if the committee was still in existence. Dr. Madeo said that a committee of faculty and staff still exists and the campus members are; Susan Feigenbaum (Economics), Tom Eyssell (Business School) and Ernest Cornford (Finance). Dr. Madeo said the IFC members were told that current costs are at the same level that existed 4 years ago when the new managed care system was adopted. The committee believes that it has helped control cost increases, but there seems to be a new push in the economy for health care costs.

Dr. Connett asked if the new software system (PeopleSoft) has ever been implemented on a large campus or state university. Dr. Madeo said that she did not have a lot of history about the software, but said that PeopleSoft is new and just developing some parts. Dr. Madeo said that Rolla would be the first campus with extensive use of the software. Dr. Madeo said that there would be an "on

campus" meeting April 29, with representatives of the System. Dr. Madeo said that the software is quite complex and covers student databases, accounting for the university and a lot of other information, at some substantial cost, as the campus gets used to using the system.

Dr. Judd said that in 1993 the Chancellor reported that she set up an escrow fund or savings for a rainy day. Dr. Judd asked if there was a fund in existence and what was its size. Dr. Judd said that, at that time, the savings were not returned to the faculty salaries. Chancellor Touhill said that this is on the Agenda for Budget and Planning and she will talk about those funds and how she envisions their use. Dr. Judd again asked the Chancellor if there was a fund. The Chancellor replied yes, I have those funds, and I'm going to seek the advice of Budget and Planning and the advice of the Academic Officers.

Dr. Madeo asked faculty members to give some thought, before the Spring Faculty meeting, about changing IFC representation from a 3-year term to a 2-year term. Dr. Madeo explained that with this change there would be an election each year for 1 new IFC representative.

Report from Committee on Committees -- Gail Ratcliff

(See April Agenda Attachment)

Dr. Ratcliff said that the Committee on Committees report is not an action item but a discussion item and the Executive Committee has asked that the discussion be kept to ten minutes or less.

Dr. Connett asked if information is still being gathered and when it will be an action item. Dr. Ratcliff said that depending on the reaction today, next year's Committee on Committees might choose to bring it forward as an action item. Dr. Roth asked if the Executive Committee was polled. Dr. Zarucchi said that in August, at the start of the 1998-99 Senate, she conducted an informal poll with past and present committee chairs. Dr. Zarucchi said she received interesting but inconsistent feedback, but the general agreement was that the Executive Committee was too large. Dr. Zarucchi said the poll showed disagreement as to which committee chairs should be included in the Executive Committee.

Dr. Roth asked what prompted this poll. Dr. Zarucchi said that the initiative came from her office in response to many comments and requests from committee chairs and was forwarded to the Committee on Committees.

Dr. Ganz said that if there is support, the proposal should come from the Bylaw and Rules Committee. Dr. Ganz said that Bylaws specify changes to the membership of the Executive Committee would need a Senate vote on the proposed change, endorsed by the campus faculty and system approval. Dr. Long said that the Bylaws and Rules Committee did attempt to deal with this, but because of other pending issues, it did not make a recommendation. Dr. Long said that the Bylaws state that the committee shall receive proposed changes, but does not state that changes have to come from the Bylaws and Rules Committee.

Dr. Connett asked which committee chairs would no longer be included in the Executive Committee. Dr. Ratcliff answered Athletics, Assessment of Educational Outcomes, Committee on Committees, Faculty Teaching and Service Awards, Grievances, Research Fall and Winter Panel, Research Misconduct, Student Publications, and Video and Instructional Technology.

Dr. Cohen recommended a larger room for the Executive Committee next year. Dr. Long said that the Executive Committee is nearly as large as other campuses' whole governance populace. Dr. Long said that a larger room might not be the right solution. Second, the rationale was that these committees very rarely have business to bring to the Executive Committee and third, remember the function of the Executive Committee is primarily an agenda committee and they also talk about ways of facilitating the work of the Senate Chair and the Senate. Dr. Long said the Executive Committee is not a governance body at all.

Dr. Burkholder said that at one time the Executive Committee was a sounding board so that only a small group would spend 1 to 1-1/2 hours on discussions instead of 100 people, and if the committee thought it needed to come to the Senate, it had a great advantage of anticipating a lot of lengthy discussion. Dr. Ganz said that it does have a potential of being a Governance Body because one of the charges of the committee is that if something came up over the summer the Executive Committee may be called. Dr. Long said that is the odd thing about the bylaws, it is the governance body as a last resort in the summer, but primarily it is an agenda committee and he would submit in the spirit of the bylaws and its infrastructure that to use it for extensive discussions is not proper. The individuals who were elected as chairs of the committees are not necessarily representatives of the broad constituencies of the campus. Dr. Long said that it distorts the function of the Senate if you put too much emphasis on that rule.

Dr. Roth said that efficiency is not or should not be a primary motivation for a democratic institution; one of them should be as many voices around the table as possible. He said that the Senate has suffered because issues exist that have been debated less and less and become roll call votes. Dr. Ratcliff said that this proposal is meant to do exactly the opposite, which is to bring discussions back to the Senate.

Report from University Libraries -- Harold Harris
(See Attached)

Report from Curriculum and Instruction -- David Ganz
All course proposal action items (see agenda) were approved.

The Master of Health Sciences in Informatics and Managerial Decision-making was discussed at length. Dr. Harris noticed that 1 course was not listed on the course overview. Dr. Ganz and Dr. Sanchez agreed and said it was a typographical oversight.

Dr. Long asked why the School of Optometry was not asked to sign off on the Master of Health Sciences in Informatics and Managerial Decision-making, since the school is the doctoral level Health Profession on campus. Dr. Long made a motion to postpone the new degree program until the School of Optometry had reviewed and signed off. Dean Wartzok said that a member of the School of Optometry was included in the initial discussions, but did not see a need to participate in the authorization. Dean Wartzok said that the postponement would put the program off for another year. Dr. Sanchez and Dr. Levin apologized to the School of Optometry, but spoke strongly in favor of approving this new degree program. Dr. Judd suggested a compromise and said that the School of Optometry could be consulted before the actual courses were approved next year. Dr. Long agreed with the compromise and withdrew his motion. Dr. Long said that the School of Optometry has been left out of various things that involve health sciences. Dr. Connett did not withdraw his

second on the motion and felt that bad precedence was being set. A vote was taken for the motion to postpone, the motion did not pass. More discussion took place regarding the Master of Health Sciences in Informatics and Managerial Decision-making. A vote voice was taken to approve the new degree program and it was approved.

Dr. Ganz reported that the Curriculum and Instruction Committee had some concerns about the Change in Degree Requirements for the B.S. in Criminology and Criminal Justice because it disallows courses taken through Independent Study. Dr. Martinich asked for a clarification on the courses in question. Dr. Ganz said he was referring to video courses offered through the UM-System, but listed as a UMSL course. Dean Smith said that the courses were not video courses but from a correspondence course program, and asked if this would bring up contractual issues. After some discussion a motion was made to substitute the exact name of the courses in question for Independent Studies. Dr. Wright accepted the suggestion to add the exact courses in question. The B.S. in Criminology and Criminal Justice, Change in Degree Requirements, was approved.

Dr. Martinich made a motion to amend the rationale for the Change in Degree Requirements, Pierre Laclede Honors College: Honors Program. Added to the rationale would be the phrase "and appropriate department chairs and the Honors Dean" (see page 8). The proposal to amend the rationale was approved. A vote was taken for the Change in Degree Requirement proposal, and it was approved.

(See Attached-Last Day to Enter Class-Approved 4-27-99/Effective Winter Semester of 2000)

Dr. Peck said that Academic Advisors should be notified of this change because that is where most undergraduates get the idea that they can ask instructors to allow them to enter a class well into the semester. Dr. Peck said that Academic Advisors should be encouraging students to be in class the first week of a semester. Dr. Ganz said that the next printed Bulletin would reflect this change. Mr. Stegeman said that the Schedule of Courses has already been printed and students would not know about the change. Dr. Ganz said that the change would not be implemented until the Winter Semester of 2000.

(See Attached-Y Grade-Approved 4-27-99/Effectively Immediately)

Dr. Ganz said that the substance of the proposal is that the Y grade will be a permanent entry and will not change to an F. Mr. Stegeman said that he represented several students when he spoke in favor of the proposal of the Y grade. Mr. Stegeman said that this is the best method to maintain students and that it distinguishes that the student did not fulfill class requirements and holds the student accountable.

Dr. Cohen said that she had concern about the phrase "We recommend that a regular grade be assigned if there is a basis for a grade". She said that students who left class in the middle of the semester expect a grade for the work completed. Dr. Ganz said that this was completely in the instructor's hands and the syllabus should note that a student would be expected to complete all requirements of the course.

Dr. Friedman asked if it was in order to make a motion to put the proposal in effect immediately. Dr. Ganz said that it should not go into effect until it was in print. Dr. Friedman said that it was not a penalty to students, but a favor.

Dr. Harris said that it was inconsistent that a student could attend class for 1/2 a semester and receive a Y grade, and that an Y grade should be given to a student that never attended class. Dr. Ganz said that he agreed with Dr. Harris and the intent of the Y grade suggests that a student has never come to class or has disappeared after the first week of class.

Dr. Connett asked how often the Y grade is changed to an F. Dr. Ganz said that the DAR system (Degree Audit Report) does not handle a blank on a grade sheet. Dr. Ganz said that presently the Registrar is instructed to insert a grade of Y. It then changes to an F, and an excused grade can only be given to a student who has officially withdrawn from class. Dr. Ganz said that if the proposal is approved, a student is not at risk of having his/her GPA effected adversely by the Registrar making that change.

Dr. Friedman said that it could be a grandfather clause and any Y given this semester would go forward with the new regulation. Vice Chancellor Nelson said that it is allowable because we are not disadvantaging students. Dr. Long disagreed. Dr. Zarucchi accepted Dr. Friedman's motion to insert language to make it effectively immediately if it were to pass. Dr. Ganz said that he would first like to see if there was support for the proposal. Dr. Friedman withdrew the motion.

The question was called and a voice vote took place. The motion to accept the proposal was approved unanimously. After much discussion, a voice vote was taken on the motion to implement the policy immediately. Dr. Zarucchi asked for a show of hands, Ayes 25, Nays 13. The motion passed to implement the Y grade immediately. Dr. Ganz concluded the Committee report, deferring discussion of the "W" grade proposal to a future meeting.

Report from Computing -- Susan Sanchez
(See Attached)

Report from ATP -- Rocco Cottone
(See Attached)

Report from Budget and Planning -- Chancellor Touhill
(See Attached)

Dr. Long said that there is a rumor that cast some doubt on the fiscal effectiveness of the Endowed Professor program, and asked if there was consideration to reevaluating the program. Chancellor Touhill said that the Endowed Professorship program at UMSL started under President Russell and that UMSL was allocated 25 professors and all 25 slots are filled. She said that this particular program is now closed.

Dr. Judd asked if some of the Endowed Professors are backed by rate dollars. Chancellor Touhill said that they have the backing of rate dollars, but some of them have been given out in cost dollars. Dr. Judd asked how they are credited by rate dollars. Chancellor Touhill said they can be converted to rate dollars. Dr. Judd asked if these are counted as some of the general reallocations, and that some other positions may not be filled. Chancellor Touhill said that there is a question of whether

we will have cost reallocations for next year, and she will talk to Budget and Planning about this at a future meeting. Chancellor Touhill said that reallocations could be rate reallocations and cost reallocations, and will not take from any of the Deans' unfilled positions. Dr. Judd said that many positions have not been filled in several years and some could be filled instead of using cost dollars for Endowed Professors.

Chancellor Touhill said that every department has a budget, and the Chancellor's office had the money for the Endowed Professors. Dr. Jones said if departments have to take from rate accounts and send the funds to Woods Hall, and cost dollars are coming out of rate accounts, in the short run some of the cost dollars may be paying part of the Endowed Professors. Chancellor Touhill said that the units all have their money from the budget, and the Chancellor's office did have money and it was used basically for Endowed Professors and minority hires. She said some units might have had to give up \$500,000 in cost dollars but got \$900,000 back in cost dollars. Chancellor Touhill said it is not as easy as it sounds, and she is working on a plan not to have cost cuts next year, she is not sure if she is going to make it, but is working on it and it has a good chance.

Dr. Ratcliff said that she is confused that there are rate dollars in the [Chancellor's] C column to pay Endowed Professors, but doesn't understand what is being spent on now that was not being spent on before. Chancellor Touhill said to look back in 5 years of the Visions document and 5 years of the Challenge document and 2 years of Enhancing the Mission, you can see where rate and cost dollars have been given out. Dr. Ratcliff asked where the rate money came from. Chancellor Touhill said it's been in the Chancellor's accounts. Dr. Ratcliff asked what it had been spent on. Chancellor Touhill said it would be given out in cost dollars for things that Deans asked for.

Dr. Jones said that for several years units were told that they had to reallocate some of their rate dollars to come up with salary increases, and the Chancellor said that was because she didn't have enough rate to cover them, and she said she did have it, but she chose this way other than to fund the salary increases. Chancellor Touhill said that the 5 year plan every Dean, in that year before, knew what would be the rate and cost requirements of the 5 year plan. Some units made their plans at the beginning and some units filled all their positions so that when someone left the University they used that money in order to pay for their 5 year plan. She did have money and she did give it out in cost dollars, but she didn't give it out in rate except for basically two reasons, Endowed Professors and minority hires and then she gave it out in rate. Dr. Jones asked if for several years the units were required to reallocate part of their S & W budget, typically out of open positions, to help fund salary increases in order to increase some rate in the Chancellor's office that could be used for Endowed Professorships. Chancellor Touhill said that units were asked to allocate about a 1/2% more than the pool for several years. Every Dean, except Education, always went above the 1/2%. Dr. Jones asked if his questions mischaracterize the situation or describe the situation. Chancellor Touhill said that she has had rate and held that rate for Endowed Professor and minorities and has asked the Deans to often come up with a 1/2% more. Dr. Jones said the record would speak for itself.

Dr. Zarucchi suggested that this discussion continue at the next Budget and Planning meeting. Dr. Long pointed out that he is not a member of the committee and does not have a right to speak and he is a member of this body and does have the right to ask questions or speak here. Chancellor Touhill said that she was willing to recognize non-members of the committee at the Budget and Planning meeting next meeting.

A motion was made, seconded and passed, to adjourn the Senate meeting at 5:22 p.m.

[Note: Since the final Senate meeting was adjourned with unfinished business, Dr. Zarucchi announced that the remaining committee reports would be distributed with the Minutes. Those reports are attached.]

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Joyce Corey".

Joyce Corey
Senate Secretary

Attachments:

- 1) Approved Resolution-Vice Chancellor Osborn
- 2) Report from the Chancellor
- 3) Report from the Faculty Council Presiding Officer
- 4) Report from the IFC
- 5) Report from the University Libraries Committee
- 6) Approved Proposal from C & I-Last Day to Enter Class/Effective Winter Semester of 2000)
- 7) Approved Proposal from C & I-Y Grade/Effectively Immediately)
- 8) Report from the Computing Committee
- 9) Report from the ATP Committee
- 10) Report from the Budget and Planning Committee
- 11) Report from the Student Publications Committee
- 12) Report from the University Relations Committee
- 13) Report from the Video and Instructional Technology Committee

RESOLUTION

Whereas Kathleen T. Osborn is a distinguished graduate of the University of Missouri-St. Louis and recipient of the 1999 Presidential Citation for Alumni Service, and

Whereas she has served the University with dedication since 1986, as Director of Alumni Relations and later Vice Chancellor of University Relations, creating a successful and dynamic network of alumni and community partnerships, and

Whereas she has served as a member of the University Senate and has provided leadership to the Senate Committee on University Relations,

Be it resolved that the Senate of the University of Missouri-St. Louis recognizes and thanks Kathleen T. Osborn for her outstanding contributions to the campus.

Approved Unanimously on Tuesday, April 27, 1999

April 27, 1999

Senate Remarks

By Chancellor Blanche Touhill

Enrollment Management Task Force

In November 1997, vice chancellors Nelson and Grace established an Enrollment Management Task Force and seven working groups to review our enrollment situation. The Task Force last week submitted a preliminary report to my office with several key findings and recommendations for action. Copies have been sent to the schools and colleges for review.

I will provide my reaction to the report after faculty in the schools and colleges have had appropriate time to submit their recommended changes or additions to vice chancellors Nelson or Grace.

Student Satisfaction Survey

Last fall, more than 80 faculty members cooperated with Student Affairs by giving class time for the administration of a student satisfaction survey. The results of that survey were sent to the participating faculty yesterday.

Among the important findings in the survey was that students rated the quality of instruction at the University of Missouri - St. Louis as very high. We were meeting or exceeding their expectations.

At the other extreme was our parking situation. Students felt that this campus was not meeting their parking needs. Students also questioned the quality of our academic advising and the need for fee-supported activities such as intramural sports.

Overall, the survey indicates the university is doing a good job of identifying and fulfilling students' expectations relative to national benchmarks and other urban institutions that have used this survey instrument.

Laptop Computers

The University Senate on Computing has recommended that we broaden the desktop computing plan to allow the purchase of laptops as well as desktop computers. After discussing the issue with Jerry Siegel, Jim Krueger, and Jack Nelson, I have decided to accept the committee's recommendation as follows:

April 27, 1999

**Senate Remarks
By Chancellor Touhill**

Page 2

When a faculty or staff member is scheduled to receive a new computer that person may opt to receive a laptop rather than a desktop provided:

- that the laptop meet minimum system standards established by the campus computing office,
- and that the faculty or staff member's department or school covers the cost differential between the laptop and the standard desktop system provided by computer services.

Kathy Osborn is leaving

As many of you know, Vice Chancellor for University Relations Kathy Osborn is leaving the university to become the senior vice president for regional business community development at the St. Louis Commerce and Growth Association.

Kathy has done a remarkable job as Vice Chancellor. And while I am saddened for the campus that Kathy is leaving, I am thankful that the St. Louis community will continue to benefit from her talents and energy.

I hope that over the coming days you will join with me in wishing her well in this new, challenging position.

April 27, 1999

REPORT OF THE PRESIDING OFFICER

The Faculty Council met on April 8, 1999, to discuss with the Chancellor her stated plans to backstop any deficits that may be incurred from operations of the Performing Arts Center. The meeting was well attended, and the discussion was lively. Since the discussion was also lengthy, I will spare you a detailed summary. In brief, the Chancellor indicated that her method of backstopping was to use reserves to cover deficits, not only for deficits that may be incurred by the Performing Arts Center, but for other programs on campus. Several faculty pointed out that this method of backstopping would inevitably divert campus resources from other potential uses. It would be fair to say that this discussion did not reduce concerns among those who feel that the Performing Arts Center may require reallocations from other campus programs. This issue also continues to divide the faculty to some degree, so in that meeting, and today, I take the position that this issue should be laid to rest -- as far as the Faculty Council is concerned -- and attention should be focussed on campus governance. These kinds of controversies can be avoided in the future if the administration participates in creating a culture of collaboration in the place of decisions imposed from the top.

The Faculty Council also discussed campus governance. Since that meeting, Jeanne Zarucchi and I have announced the members of the Conference Committee. All the members of the committee volunteered. They are: Nassar Arshadi, Mark Burkholder, Joyce Corey, Tim McBride, Lois Pierce, Gail Ratcliff, Steve Spaner, and Lana Stein. The Faculty Council instructed me to appoint five Council members, and the Senate indicated it would hold an election for five Senators to serve on the committee, unless there were five or fewer nominees. The total committee membership comes to eight because some of its members serve on both the Council and the Senate. Jeanne and I have asked the committee to submit a report with specific recommendations by the first meetings of the Council and Senate in the fall.

In the April 8 meeting, the Chancellor indicated that she has reserve accounts to cover various contingencies and to fund some campus initiatives. There was substantial discussion about the size and source of these reserves; specifically, some faculty members expressed concerns about whether these reserves have been accumulated by excessive reallocations or other policies that essentially tax units on campus, in effect converting specific program funds to the Chancellor's accounts. The effect such practices would have in undermining the campus's budgetary and program planning was discussed. I believe the questions asked about this cannot be answered without further information. I will soon be asking the administration about the sources and uses of these reserves.

Recent budget documents make it appear almost certain that the campus will experience reallocations this year of at least \$1.25 million, and perhaps more. This arises from the fact that the campus has submitted a budget to the system estimating 217,000 credit hours for next year, but has built a campus budget around an estimate of 225,000 credit hours. I call upon the Chancellor to announce any reallocations before the faculty leave at the end of the academic year, so that faculty have the opportunity to express their views to the administration. The practice of delaying such important announcements undermines governance and sustains an atmosphere of distrust between administrators and faculty.

**Report to the Senate
Intercampus Faculty Council
April 27, 1999**

The IFC has met twice (on March 19 and April 13) since the last Senate Meeting. Topics discussed include:

Academic Grievance Procedures. It appears that the IFC has addressed all remaining concerns of System Counsel or President Pacheco. The proposed changes are being reviewed by the General Officers and are expected to be presented to the Board of Curators for their approval at their next meeting in May. Some important changes are (1) appointment by the Chancellors of an Academic Grievance Officer on each campus, (2) inclusion of a "more believable than not" standard of proof for the grievant's claim, (3) provision that the Hearing Committee may ask the grievant, respondent, or the Academic Grievance Officer to furnish additional information including a statement of the evidence to be offered, and (4) inclusion in the paragraph detailing bases for a claim of discrimination of the Board of Curator Policy on Maintaining a Positive Work and Learning Environment.

Dual Credit Programs. Steve Lehmkuhle is a member of a task force of the CBHE Committee on Transfer and Articulation. This task force was formed to review CBHE's 1992 policy on dual credit courses (collegiate-level courses taught by high school faculty to high school students). The task force draft report addresses student eligibility, faculty qualifications, and program administration. It also lists several options regarding transferability of credit, ranging from no limitation to a policy that a receiving institution is not obligated to accept more than 24 semester credit hours of dual credit. The task force will make its recommendation to CBHE at its June meeting. Steve said the task force would welcome input from individual faculty or from the Senate.

Budget Issues. At both meetings President Pacheco stated his expectation that the budget this year will be tight. Mission enhancement money will be maintained, but there will be only a 2% increase beyond that. About half of that amount will be required to pay for the System's share of increased health care costs. The next two years will see substantial increases in health care costs for the System and for faculty. While the details are still being debated by the Benefits Committee, it is likely that employees will experience increases in premiums, co-pay amounts, and prescription drug costs.

Administrative Systems Project. Over the next three to five years, the System will be replacing existing administrative systems with integrated software from PeopleSoft. The budget for this project is \$40 million, with 20% to be paid by the campuses. Faculty members are promised on-line, real-time information for advising, course enrollments, appointment scheduling, and post-award grants management. Staff members are promised a reduction in labor intensive paper processing and data entry tasks. President Pacheco expects the system to save money in the long run.

Post-Tenure Review. The Board is once again discussing the issue of post-tenure review. It is clear from discussion at the IFC that practices regarding annual reviews vary across and within campuses. President Pacheco advised the IFC to become involved in suggesting enhancements to the annual review process that will satisfy the Board's desire for more stringent post-tenure review.

Respectfully submitted,
Silvia Madeo

University Senate Committee on Libraries

April 27, 1999

Harold H. Harris

The Senate Committee on Libraries was convened March 8 at the request of Vice Chancellor Nelson for the purpose of advising him about the constitution of a committee to search for a new Director of Libraries, to replace Joan Rapp who has resigned. The committee is now constituted. It consists of Jerry Durham, Dean of the School of Nursing (Chair), Amy Anott and Raleigh Muns from the UMSL libraries, Priscilla Dowden of the History Department, Louis Lankford from Art, Robert Nauss from the School of Business, Piers Rawling from Philosophy, Ruth Bryant from the Mercantile Library Board, and myself. The Search Committee met for the first time this morning. If all goes according to plan, it is anticipated that advertising will begin in summer or late spring, 1999, interviewing of candidates will occur early in the fall semester, and the position may be filled near the end of the millenium. The Vice Chancellor has stated that he would like to have the new person in place no later than July 1, 2000.

The Senate Committee on Libraries, the Senate Computing Committee, and the Senate Committee on Video and Instructional Technology met March 15 with members of a UMSL Task Force on Intellectual Property and a University-wide Committee that is working to establish guidelines for intellectual property that include the digital delivery of instructional material and other intellectual content. The purpose of the meeting was not to formulate policy, but simply to exchange views about these matters, in order that faculty concerns not be overlooked. The U-wide Committee is also meeting with faculty on the other three UM campuses, as they begin the process of creating a workable policy. For those of you interested, the UMSL Task Force's draft document is available on the UMSL Web pages, at <http://www.umsl.edu/services/library/property/guidelines.htm>, as are a number of links to resources at other institutions.

Hal Harris

Approved by the University Senate on April 27, 1999
(Effective Winter Semester of 2000)

Policy Regarding Entering Classes

The Senate recommends that students not be allowed to enter courses (undergraduate and/or graduate) following the first week of a regular semester without the written consent of the instructor.

Approved by the Senate on April 27, 1999
Effectively Immediately

**Changes in the Grading System at UM - St. Louis for Individuals Who
Leave Courses in Which They are Officially Enrolled**

Recommendation: To make the "Y" grade a permanent grade.

If a student neither *officially* drops nor withdraws from a course, but stops attending, the faculty member will need to determine whether or not there is basis for a grade. If there is basis for a grade, a regular grade is assigned at the end of the term. If there is no basis for a grade, the instructor currently assigns a grade of "Y". This grade changes to an "F" at the end of one year unless changed by the instructor to an "EXC" (on a grade change form accompanied by an approved withdrawal from the course). **We are recommending a change.** We recommend that a regular grade be assigned if there is basis for a grade; if not, that the "Y" grade be a *permanent* entry on one's permanent record card with no impact on one's grade point average. It would *not* change to an "F".

[Note: current policy results in the "Y" grade administratively changing to "F." There are times when the "Y" grade is *administratively assigned* even though a faculty member has no intent for a grade of "F" to be the desired outcome. For example if an instructor assigns no grade, the registrar has been instructed to assign a grade of "Y" which ultimately becomes a grade of "F." Also, if a faculty member assigns an "EXC" grade to a student who has not *officially* withdrawn from the course, the "EXC" is not able to be processed by the registrar's office and is changed to a "Y" by that office which effectively assigns the student a grade of "F."]

SENATE COMPUTING COMMITTEE REPORT

April 27, 1999

The committee met to discuss the issue of access to advance technology classrooms. Two problems have arisen that warrant attention in the coming months:

- 1) For the first time, a conflict for one time period in a Windows classroom could not be resolved by negotiation. Both courses are currently listed as room "TBA" for the fall term.
- 2) CCJ reported an inability on the part of some faculty to get access to computer classrooms. These requests have not received by those doing the detailed scheduling. We need to follow up on the process to determine where and why the requests are stopping, though it appears that class sizes may play a role because of the ATCs' limited capacities.

Both these issues indicate that the ATCs may continue to be used more heavily in the future. I encourage faculty using classrooms with individual student stations to carefully consider whether their pedagogical needs can be met in an instructor-station classroom, or alternating classes each week between a full ATC and another type of room, so that the campus can make the best use of its existing technology, allow greater access to the ATCs, and add facilities that match the needs of the faculty and students. At the same time, I encourage any faculty who wish to use an ATC, but feel they have been (or may be) denied access, to persevere: it is the policy of the scheduling committee to handle all requests. I will add any additional information to the SCC's final report next month.

After the last Senate meeting, I forwarded the "laptop resolution" to the Chancellor for her consideration, anticipating that it would pass easily during the April meeting. I wish to thank the Chancellor for expanding the desktop plan to allow the purchase of laptops as a primary system, so long as the additional funds are supplied by the unit. We have also received clarification about compliance with the UM-system standards for the Administrative Systems project. If a faculty/staff member has one machine (laptop or desktop) which meets these standards, secondary machines need not comply. Faculty and staff may purchase computers off the Volume Purchase Agreements, or request authorization from Jerry Siegel for other brands/types of machines. Since the premium for "compliant" systems is high -- primarily due to the need for 4 year warranties and a commitment that components will be repairable -- individuals and units may find it advantageous to opt for two machines rather than one. Those who find laptops less comfortable to use, or who wish to avoid toting a machine back and forth each time they come to campus, may also prefer the laptop as a secondary machine. However, in situations where the laptop is the preferred system, or the faculty/staff member already has a compliant desktop, they now have the option of purchasing a laptop with partial support from the desktop plan.

Campus computing has been working with those who still have accounts on UMSLVMA to migrate them to another system. This machine is not Y2K compliant, so for any procrastinators out there I urge you to take this summer to make the switch.

REPORT TO THE UNIVERSITY SENATE ON APPOINTMENTS, TENURE, AND PROMOTION

4-27-99


From: R. Rocco Cottone, Chair, Senate Committee on Appointments, Tenure and Promotion (ATP).

The 1998-1999 Senate ATP Committee reviewed a total of 49 dossiers in the following categories (with outcomes indicated in parentheses):

- 13 Assistant Professors were reviewed for Tenure and Promotion – (10 were recommended and 1 is pending due to dossier-related issues)
- 1 Assistant Professor was reviewed for promotion only – (recommended).
- 12 Associate Professors were reviewed for promotion – (all recommended).
- 4 Appointments at the rank of Full Professor with tenure were reviewed – (3 recommended).
- 1 Appointment at the rank of Associate Professor with tenure was reviewed – (recommended).
- 12 Curators' Professor candidates were ranked.
- 6 Distinguished Teaching Professor candidates were ranked.

In addition to alerting the administration to Executive Order 6A, the Committee was involved in the following activities this year:

- A meeting with all the Deans to address unit documents and the system-wide standards.
- A meeting with Drs. Touhill and Nelson to address procedural issues.
- A meeting with Dr. Nelson to address his proposed procedural changes (related to Executive Order 6A), which were later implemented with modification.
- The drafting of a Senate resolution that received near unanimous support and which was forwarded to the IFC.
- A request for a formal administrative policy on filling slots vacated by a unit's "no tenure" decision; Dr. Nelson drafted a formal policy statement that was communicated to the Deans on this matter.
- The appointment of a subcommittee to review all ATP policies and procedures and to make recommendations to Vice Chancellor Nelson and, if necessary, the Senate. (The subcommittee is chaired by Bruce Wilking and is composed of all Committee members returning to Committee responsibility next year.)

Related to case decisions, in every case involving promotion and/or tenure, candidates received letters directly from the Committee informing them of the Committee vote, concerns (if any), and their options in response to the Committee's decision. Each candidate had the opportunity to rebut a negative decision by the Committee. In one case, a rebuttal resulted in a request for enhancement of a dossier. In several cases, candidates had the option to rebut the Committee's negative decision, but they chose not to rebut the decision. When there was a disagreement with a Dean's decision, the Committee invited the Dean to address the committee, before the decision was communicated to the candidate; this procedure resulted in one reversal of a Committee decision.

At this point, subcommittee members will be busy working on assessment of procedures and policy. Feedback from faculty members and administrators is welcomed.

A special thanks is extended to Committee members who have been patient and exacting in their efforts to make fair and informed judgments in a year that required a major commitment in time and effort. The Committee members are: Susan Feigenbaum, Carol Peck, Silvia Madeo, John Hylton, Roberta (Bobbie) Lee, Bruce Wilking, Maryellen McSweeney, and Teresa Thiel.

Thank you.

REPORT OF THE SENATE BUDGET AND PLANNING COMMITTEE

April 27, 1999

The Budget and Planning Committee has met three times since the last Senate Meeting.

At the March 19th meeting the Committee discussed the campus plans for year three of Mission Enhancement, the Operating Budget for fiscal year 2001, the Capital Appropriations for fiscal year 2001 and data on student credit hours generated per FTE faculty. We have not yet heard from the System on the outcome of this request. Vice Chancellor Reinhard Schuster presented to the Committee the campus' five-year capital requests for new construction and renovation/rehabilitation. Vice Chancellor Jack Nelson presented information on teaching load data per FTE faculty.

At the April 1st meeting, the Committee discussed the endowed professor program and the campus' final submission for the fiscal year 2001 Appropriations Request.

At the April 15th meeting, the Committee received a presentation on the marketing program by the Adamson Group and the Committee discussed salary increases, Mission Enhancement and the FY2000 Operating Budget. On the issue of salary increases the University of Missouri is planning to provide a very low salary increase (approximately 1%) which will be coupled with an anticipated 30% increase in staff benefits. I asked for the advice of the Academic Officers and the Budget and Planning Committee in order to obtain the campus' view on this matter. Both groups agreed that we should provide an across-the-board flat amount increase to all benefit eligible individuals to help defray the rising health care premiums. The Chancellors, Vice Presidents and the President discussed this issue on a conference call, April 20th. It appears that the President will

recommend to the Board at the May 1999 meeting, that funds budget for salary and wage increases for 1999-200 be distributed according to the following principles:

- Salary and wage increases will be restricted to faculty and staff whose performance is satisfactory.
- The minimum increase for benefit eligible faculty and staff is \$400 per year, or 0.19 per hour for hourly personnel.
- Funds in excess of the minimum may be used to address unusual market or equity consideration.

* * *

The next meeting of the Committee is Thursday, April 29, 1999 at 12 Noon in room 126 J.C. Penney.

/ca

REPORT OF THE COMMITTEE ON STUDENT PUBLICATIONS

April 27, 1999

Joseph Harris has been selected to become Editor-in-Chief of the Current for 1999-2000. Joe is a Senior in Communication, with an emphasis in Mass Communication and News Writing. He is also taking a Writing Certificate in English. Joe will succeed David Baugher, who has served as Editor-in-Chief for 1998-99.

Van A. Reidhead, Chair

REPORT TO THE UNIVERSITY SENATE

Committee on University Relations April 27, 1999

The Senate Committee on University Relations met April 23, 1999 to review the Office of University Relations activities for the 1998-1999 year. In addition to Vice Chancellor Kathy Osborn, an ex officio member of the Committee, University Relations staff members Phillury Platte, Bob Samples, and Cindy Vantine also attended the meeting.

Alumni development focused on increasing alumni involvement in student recruitment, including establishing an Ambassadors Program where alumni outside the St. Louis metropolitan area help attract students to UM-St. Louis. More than fifty graduates have agreed to be Ambassadors.

Greater use is being made of Student Ambassadors to serve as assistants for the many public events sponsored by the campus. Most of these students come from the Pierre Laclède Honors College.

The UM-St. Louis Magazine, published twice a year, will be moving from a Winter/Summer publishing schedule to a Fall/Spring timetable in order to be more compatible with the academic cycle. Although the Friday update attempted to provide more current information about various construction projects, changing conditions often meant the news was quickly outdated. Concern was expressed that the Division of Administrative Services often does not inform the campus community in a timely fashion. Examples cited included the mail room problems last fall, the prolonged blockage of West Drive, and unannounced changes in parking regulations.

Pending final approval by the Chancellor, approximately \$750,000 will be spent on a marketing campaign which will begin shortly and extend through Summer 2000. This represents about a fourfold increase in marketing outlays. About half of the amount will be devoted to television with the remainder divided evenly between radio and print. The prevailing themes will be that UM-St. Louis is the area's best educational value and that UM-St. Louis is known for its partnership style.

Gifts for 1998-1999 are expected to total about ten million dollars, similar to the amounts collected in each of the two previous fiscal years. About \$5.6 million has been raised for the Performing Arts Center during the past several years, with major donations (one million dollars each) from Anheuser-Busch and Nations Bank. The Chancellor's Council, collectively, have pledged another one million dollars. Approximately \$4.4 million more is needed to meet the ten million dollar goal for this project. Key targets will be national foundations, non-alumni donors, community arts supporters, faculty, and students. It is expected that the goal will be reached by the end of this calendar year.

Other development highlights include gifts for three more endowed professorships. These follow the Missouri Endowed Professorship Formula: \$550,000 from the donor and a matching

\$550,000 from the State of Missouri. The campus provides the salary and fringe benefits for the position. These three are the 22nd, 23rd, and 24th such professorships under this program. Under the provisions of this initiative, the campus can only qualify for one more such position.

Significant funds were also raised for scholarships, several lecture series, and classroom technology.

E. Terrence Jones, Chair

ANNUAL REPORT

SENATE COMMITTEE ON VIDEO AND INSTRUCTIONAL TECHNOLOGY

Submitted by
Albert J. Camigliano, Chair
April 27, 1999

Because I have been the committee chair since January 1999, I shall report on the committee's activities for this semester only and include recommendations for next year's committee.

Since January the committee has focused on four main items:

A. To acquaint campus units better with the services offered by the Instructional Technology Center, it was decided that the Center director, Dr. Donald Boehnker, and members of his staff should visit campus departments and units. In addition, faculty are urged during these meetings to suggest topics and areas they would like to see addressed in future workshops that are sponsored by ITC.

B. In the matter of quality control of distance learning, the committee began the process of revising a video instructional program course evaluation. This evaluation should be done by the committee in conjunction with those faculty members involved in distance learning projects and courses, e.g., Nursing, the online MBA. The committee strongly urges next year's committee to continue this work and will provide it with its materials.

C. Concerning distance learning policy, the committee reviewed and discussed a summary of distance learning policies prepared by Jahna Kahrhoff, ITC Assistant Director. We recommend this committee write a policy for this campus and strongly urge that it consider the system-wide efforts of Dr. Stephen Lehmkuhle in this regard. Based on the North Central Distance Learning Good Practice Guidelines, Ms. Janet Lewis described our distance learning procedures as "exemplary."

D. The committee also discussed the matter of faculty incentives for those involved in teaching using instructional technology. It has drafted an award statement and nomination form to recognize exemplary use of instructional technology in credit classes taught at the University of Missouri-St. Louis on campus or through distance learning. We strongly urge that next year's committee continue in this effort.

Two points of information: This committee has been involved in the Intellectual Property Rights issue, and its report serves as a prototype guideline for the system-wide committee. Dr. Bernard Feldman, who chaired this senate committee last year, is a current member of the system-wide committee.

The Missouri Association for Adult Continuing & Community Education is sponsoring a Spring Institute April 30 and May 14 for "Emerging Technologies: Tools for Reaching a Distance Audience." UM-St. Louis is one of the Telecommunications Community Resource Centers involved. If you are interested in attending, the \$20.00 will be waived.