

MINUTES

The Executive Committee of the Faculty Council met September 8, 1976 at 3:30 p.m. in the Board Room with Chairperson Jacquelin Collins presiding. The following members were present: Collins, Burford, Stewart, C. Bell, R. Bell, Cummins, Davis, Keho, Kelly, Kimmel, McPherson, Manley, Mogan, Nelson, Smith, Strauss, Tereshkovich, Terrell, Vines, Wade, and Wilson. President Cecil Mackey and Academic Vice President Charles Hardwick represented the Administration. Also present were: Dean Arnold Gully and Kim Cobb of the University Daily.

Ch. Collins called for approval of the Minutes of the May 5, 1976 and also of the July 26, 1976 meetings. Prof. Strauss moved approval, Prof. Vines seconded, and the motion passed.

I. ANNOUNCEMENTS FROM THE CHAIR

1. Dr. William Johnson recommended to President Murray that the change recommended by the Grievance Committee should be approved, or if that is not possible, the charge should remain as now written in the Policies and Procedures Manual. A copy of the Executive Committee comments on the change of the charge will be forwarded to President Mackey for his information and action.
2. On May 25, 1976, the Academic Council approved the following statement on merit procedures:

Effective September 1, 1976, each department and college will develop and use criteria for the awarding of merit raises. Procedures shall also be developed within each college/school for making faculty advice and recommendations available to the chairman and dean for their use as they formulate their recommendations.

3. Dr. Charles Hardwick, Academic Vice President is working on the Financial Exigency Plan.
4. Ch. Collins read a report from Mr. Strawn concerning the payment of insurance premiums during the summer months. The present system seems to be the best.
5. The Board of Regents has requested that all faculty fill out a form indicating all outside employment in which they are involved. This form is not specifically intended to reduce outside employment. There is some concern being expressed among faculty members regarding accounting for outside employment they are involved in on weekends. It is felt that outside employment during the week is pertinent information of interest to the University, but that beyond that, it is personal.
6. The Faculty Council Charter has been ammended and has been approved by the Board of Regents. The Charter as it appears in the new Faculty Handbook is up-to-date and correct.
7. Agenda items for the Faculty Council Executive Committee meetings are due in the Faculty Council Office no later than 4:00 p.m. on the Thursday prior to the meeting on the following Wednesday.

## II. REPORT OF THE COMMITTEE ON COMMITTEES

## A. Consideration of University Committee Annual Reports by Prof. Max Manley

1. University Student Appeals Committee -- Ch. John Garcia. The committee held four meetings. The first meeting was to review the committee's charge, structure, procedures and mechanics relative to the appeals process called for in the Code of Student Affairs. Mr. Lewis N. Jones, Dean of Students, chaired the meeting, briefed the committee, and answered questions pertinent to committee responsibilities. The other meetings were to review student appeals. With one exception, the Committee upheld the Discipline Committee's decision.
2. Admission and Retention Committee -- Ch. William Cain. The Committee met twice during the academic year. The first meeting consisted of fairly routine business. At the second meeting the committee members voted, four to one with one abstention, to recommend that entrance standards remain as currently stated in the University Catalog. A second recommendation was made that increased attention needs to be given toward monitoring academic performance rather than raising entrance standards. It was suggested that this be done at the Department level.
3. Student Financial Aids Committee -- Ch. Thomas A. Musiak. The committee held three meetings. The committee felt that their meetings should be held earlier in the year, as they experienced some difficulty in getting various faculty members to the meetings. Several issues were reviewed: (1) that \$65,000 be requested from the General Property Deposit Fund for the Texas Tech University Scholarship Fund; (2) that the distribution of the Texas Tech University scholarships be equal (41) for each class; (3) that the amount of the scholarships be \$400.00. Some committee members expressed concern that they were not really sure where these recommendations went upon leaving the committee. Question was raised as to whether or not the Executive Committee should offer feedback on recommendations.
4. University Discipline Committee -- Ch. Betty Tevis. The committee heard sixteen cases as of March 6, 1976. Other cases are pending. Examples of the hearings include: obscene language, physical abuse, theft or damage, violation of probation, etc. The committee tried to individualize each case in a positive way, including counseling for those who had serious cases brought against them. The committee suggests the following: that the wording on Page 19 of the Code of Student Affairs (Section on alcohol) be changed for clarification.
5. Code of Student Affairs Committee -- Ch. James R. Eissinger. The committee met six times during the past Spring semester. They made quite an extensive study on the feasibility of changing the Code of Student Affairs. In their opinion, once one sentence is changed, it runs into problems because of the preceding paragraphs. They do feel that a serious effort needs to be undertaken to re-write the Code of Student Affairs. A budget in the amount of \$3,509 has been developed. The committee feels that this amount is needed to undertake the re-writing of the Code of Student Affairs.

Prof. Kimmel moved that the reports of the committees be accepted by the Executive Committee. Prof. McPherson seconded. Prof. Cummins suggested that recommendations be itemized and that committees be notified that the Executive Committee will follow-up on them. Prof. Manley favors a system that advises committee chairmen that the Executive Committee has received the recommendations and indicates the action taken or anticipated. Ch. Collins requested Prof. Manley to give him an itemized list by committee of their recommendations. The motion passed.

#### B. Grievance Committee Nominations Report from Prof. Smith

Last spring, a mistake was made in nominating someone from the wrong college to the Grievance Committee. To rectify that error, the Committee on Committees nominated William Petty from the College of Business Administration. Another nominee, Katherine Evans, has retired. In her place the Committee nominated Gerald Skoog, from the College of Education. Prof. Smith moved that the Executive Committee nominate Prof. Petty and Prof. Skoog to the Grievance Committee and forward the names to the President for his ratification. Prof. C. Bell seconded, and the motion passed. Prof. Kelly raised a question concerning the notification of committee chairpersons that they had been selected for that position. It had been decided in the past by the President's office that this notification was not feasible. However, the Executive Committee feels that this decision should be reconsidered, and that at least the chairpersons should be notified. President Mackey agreed that a letter should go to chairpersons. Ch. Collins asked the Committee on Committees to look at this, and decide if something could be done. Prof. Manley suggested that a letter of commendation, directed to committee chairpersons, and to be communicated to their committee members, should come from the Executive Committee chairperson.

### III. FACULTY FOOTBALL TRIPS

The committee appointed by Ch. Collins to select faculty to accompany the football team to out-of-town football games has submitted a list to Ch. Collins. This list was distributed at the Executive Committee meeting. Prof. Davis moved that the names be accepted. Prof. McPherson seconded, and the motion passed.

### IV. REPORT OF THE AD HOC RECREATIONAL FEE COMMITTEE

Copies of the report were distributed. Prof. Cummins reported that the fee schedule was approved by the Board of Regents at their August meeting and the fees listed are now being charged. The fee schedule for Recreation Facilities has remained the same. The ad hoc committee felt it unfeasible at this time to raise the fee. It is felt that at such time as the recreational facilities are improved, or new facilities are available, then the fee schedule will be revised. Prof. Burford commented that there are two separate sets of fee schedules. There is a \$10.00 towel and locker fee, plus a \$5.00 use fee. These should not be confused with the Recreational Fee Schedules. Prof. Burford distributed a brochure entitled, "Leisure Scene" which is published by the TTU Recreational Sports Department. It offers information relating to upcoming events, time schedules, fee schedules, and news from the Recreational Sports Department.

V. REPORT OF THE AD HOC SELECT COMMITTEE ON PASS-FAIL GRADING

Copies of the report were distributed. Prof. Wade questioned why the report was before the Executive Committee. Ch. Collins answered that it was his belief that the Executive Committee had the option of either approving, denouncing, or saying some parts are acceptable and others are not. Dr. Gully, chairman of the ad hoc committee was asked to go over the report briefly, and point out the highlights of the report. He briefly explained the Summary of Pass-Fail Restrictions, found on Page 1 of the report; the Objectives of the Committee Studies, Page 2; Rationale for Pass-Fail Grading, Page 3. Here a question was raised by Prof. Nelson regarding "closely-graded work" in item 3. Prof. Cummins explained that this did not constitute an excuse for laxity, but rather was meant to remove stress that comes from trying to "make a grade" rather than to gain knowledge. Dr. Gully went on to briefly explain the Evaluation of the Pass-Fail System Based Upon Student Academic Records, on Pages 4-11. Prof. Smith expressed the conviction that either all required courses should be taken pass-fail, or that none of the required courses should be taken pass-fail. Dr. Gully stated that this fact did come up in the ad hoc committee study, and that it would be hard to draw a line on this point. Dr. Gully then briefly went into the part of the report that dealt with the Effect of Pass-Fail Grading on Admission to Professional and Graduate Schools and Certification and Pass-Fail at Other Universities: Practices, Policies, Trends. The following are the restrictions recommended by the ad hoc Select Committee on Pass-Fail Grading.

1. Undergraduate students may take up to 13 semester hours toward satisfying degree requirements in which they will be graded on a pass-fail basis. Courses specified in the catalog as available only with pass-fail grading and courses taken in excess of degree requirements are not included in the 13-hour restriction.
2. No more than nine hours of course work used to satisfy general degree requirements may be taken pass-fail. A student may be restricted by his college or department from taking a course pass-fail which is a pre-requisite for a course or courses in his major field.
3. No student on probation will be allowed the pass-fail option.
4. A student must declare the intent to take a course pass-fail no later than the last day on which a grade of W is automatically given for courses dropped. A student who has chosen to take a course pass-fail may subsequently change to a letter graded basis no later than 30-days prior to the first day of final examinations.
5. The names of students taking a course pass-fail will not be made known to the instructor.
6. Courses taken in the declared major or minor shall not be taken by pass-fail unless required by the department. The department of the major or minor will decide whether courses taken under the pass-fail system, before a student has declared a major or minor, shall count toward satisfying the degree requirements.

With respect to restriction 5, there was some concern expressed by Executive Committee members. The report of the ad hoc committee states that all grades should be reported on a letter graded basis, and that the changes to pass-fail for the official record will be made by the computer. It is felt by some members of the faculty that this would result in substantial error, and they prefer that some other method be instituted here.

Prof. McPherson moved that the Executive Committee commend Dr. Gully and the ad hoc Select Committee on Pass-Fail Grading for the work that they have put into this report. Prof. Nelson recommended that in addition to the commendation being included in the minutes of the Executive Committee meeting, that a letter from the Ch. of the Executive Committee should be written to the chairman of the ad hoc committee for him to pass on to the other members of that committee. Prof. Burford seconded, and the motion carried.

Prof. Strauss moved that the Pass-Fail proposal be made an item of business at the next meeting of the Executive Committee. Prof. Wilson seconded, and the motion carried. Ch. Collins indicated that he would invite the Registrar, D.N. Peterson, to be in attendance at the next meeting. Dr. Charles Hardwick, Vice President for Academic Affairs stated that since the Registrar's office reported to the Academic Vice President's office, he would be glad to request that Mr. Peterson attend the next meeting. He also stated that the matter of the grading system and the computer is under study by his office.

Prof. Wilson moved that the Executive Committee minutes include a summary of the ad hoc committee's recommendations, and that it also be noted that there is a copy of the report in its entirety on file in the Faculty Council Office for any faculty members who wish to see it. Prof. Smith seconded, and the motion carried with one negative vote. Ch. Collins will contact the Student Association President, Terry Wimmer in regard to the report, and advise him that he may have a copy to duplicate for student information.

#### VI. CAMPUS ENERGY-CONSERVATION PLANNING

Prof. Strauss reported on this subject. He read an article from the Lubbock Avalanche Journal concerning the skyrocketing costs faced by Texas Tech University. He also stated several possible solutions offered by the Administration. His main concern was that the faculty had not been included in the decision making process. Dr. Hardwick stated that the Administration was aware of the problems that energy-conservation was causing in some areas on campus, and assured the Executive Committee that measures would be taken to meet the needs of the faculty within reason. Prof. Strauss moved that Ch. Collins send a letter to Mr. Wehmeyer advising him that the Executive Committee is cognizant of the difficulties involved in this year's utility appropriations, and expressing its concern that the faculty should be consulted about any changes that will be made in the use of the utilities at the University which effect the faculty. Prof. C. Bell seconded, and the motion passed.

#### VII. ASSIGNMENT OF LIBRARY CARRELS

Prof. Burford suggested that serious study needs to be undertaken concerning the assignment of library carrels and of the holding of library books by the faculty. He feels that there is unnecessary difficulty in getting carrels assigned. Prof. Cummins, who is past Chairman of the Library Committee, stated that not all carrels are assigned, but that some are held back as short duration carrels so that several faculty members could use the same carrel.

Prof. Burford indicated that he was, in fact, informed after registering a complaint, that there were one or two unassigned carrels, and that if one were really needed, he could get one. His feeling is that this procedure should not be necessary, but that there should be a system by which carrels should be taken away and reassigned if they are not used a minimum number of times per month.

Prof. Mogan stated that he had written the chairman of the Library Committee requesting that a book drop be situated in front of the Library. He indicated that nothing has been done concerning this matter.

Prof. Strauss moved that the Executive Committee direct individuals to the Library Committee with problems and complaints relating to carrels, etc. Prof. Smith seconded the motion. Prof. Burford disagreed on this point. He feels that the Executive Committee should communicate to the Library Committee that there is a problem, and ask them to look into the matter. After some discussion, the motion passed with three negative votes.

#### VIII. OTHER BUSINESS

Prof. Mogan inquired where one would go to find out what guidelines have been established for the University regarding the advertising of job vacancies. Dr. Hardwick informed Prof. Mogan and the Executive Committee that Mr. Klocko is the Affirmative Action officer and that guidelines in question are on file in his office. He also stated that the records are filed in the dean's offices.

Prof. Vines requested that Ch. Collins appoint someone to investigate administrative policy on academic hiring and to report to the Executive Committee at its next meeting.

Prof. Vines moved that the meeting adjourn. Prof. Tereshkovich seconded, and the motion passed. The meeting adjourned at 6:03.

Respectfully submitted,

William Stewart, Secretary  
Executive Committee

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