

M I N U T E S

The Faculty Senate met on Wednesday, May 10, 1978, at 3:30 p.m. in the Senate Room of the University Center with Clarence A. Bell, President, presiding. Present were: Alexander, Allen, Brittin, Chamberlain, Christian, Collins, Davis, Dale, Elbow, George, Gillas, Jebson, Keho, Kimmel, Lee, McDonald, McGlynn, McLaughlin, McPherson, Mann, Mehaffie, Michael, Nelson, Newcomb, Oberhelman, Ownes, Pearson, Rylander, Sanders, Sasser, Shine, M. Smith, R. Smith, Strauss, Tereshkovich, Troub, Vines, Wagner, Walkup, Williams, Wilson, Wright. Guests included Charles S. Hardwick, Vice President for Academic Affairs; Dr. Murray Havens, Political Science; Dr. Robert Davidow, School of Law; and Dr. T. Richard Cheatham, Parliamentarian. Members absent were: Adamcik, Aycock, Burford, Cummins, Dixon, Eissinger, Higdon, Hunter, Kellogg, L. Luchsinger, V. Luchsinger, McGowan, Manley, Mogan, Morris, Reichert, Sowell, Stoune and Wade.

Bell called the meeting to order at 3:30 and welcomed the guests.

I. MINUTES OF THE APRIL 12, 1978, MEETING

Newcomb moved to approve the minutes as distributed. McPherson seconded. Lee and Wilson questioned changes in the Bylaws which were attached as a part of these minutes. In Section 2, President, the word all was deleted from the sentence, making it read: The President shall preside at meetings of the Senate. In Section 3, Vice President, The Vice President shall preside at the meetings of the Senate in the absence of the President was added to the section. Lee had proposed both of the above changes in the form of a motion, but the Chairperson of the Bylaws Committee accepted these changes as a "friendly amendment", which he felt helped to clarify the meaning. The Chair ruled that the Senate did not need to vote on the matter under the circumstances so no vote was taken.

In Section 8, Agenda and Procedure, Wilson questioned whether the Senate had voted to change the sentence to read: "The proposition and the committee's report and recommendation shall be attached to the agenda for a future meeting (rather than for the next meeting) and no vote shall be taken by the Senate before such meeting". The tape recording and the written notes of the meeting were carefully checked and no record of a discussion on this matter was found.

II. ANNOUNCEMENTS

1. Appointments to Committee on Committees

The Bylaws of the Faculty Senate direct the President to appoint members to the Committee on Committees. Since this is the last meeting of the Senate for this year, Bell said that he had asked the members who had been serving on the committee during this academic year to continue to serve until May 14, 1978. Darrell Vines, Roland Smith, Max Manley, Charles Wade, Helen Brittin, Jim Eissinger, and George Tereshkovich are the seven members on this committee.

2. Appointment of a Faculty Senate Parliamentarian

Bell announced that in accordance with our bylaws, he has asked Dr. T. Richard Cheatham to serve as Parliamentarian for the Faculty Senate and he has accepted the appointment.

3. Appointments to ad hoc Retirement Investigation Committee

In accordance with action by the Faculty Senate, the process of establishing an ad hoc committee to study the matter of retirement policies at Texas Tech has been initiated. Members of that committee are: John H. Chinn, TTUSM; Gene L. Hemmle, Arts & Sciences; Bruce Kramer, School of Law; Robert Mason, College of Engineering; Virginia L. Tompkins, College of Home Economics.

4. Election Results

Election results for the Tenure and Privilege Committee and Faculty Development Committee were announced. Tenure and Privilege Committee: Jacquelin Collins. Faculty Development Committee: Roland Smith, Monty Strauss, Bruce Kramer, Stanley Fowler, and William Petty.

5. Academic Council Minutes

Minutes of the April 11 and 24, 1978, meetings of the Academic Council are available in the faculty senate office. Some excerpts are below:

From the April 11 meeting.....

....." A lengthy discussion was held regarding faculty workload. Information was distributed which Dr. Jones had prepared regarding the need for equitability of workload and the encouragement of research. It was agreed that restatement of workload policies might be premature until the Coordinating Board has had time to act upon the recommendations of its advisory committee which is now reviewing the question of faculty workload and small classes."

....."The tentative supervisors manual for affirmative action was discussed. Deans were asked to review the material and be prepared to act upon a check list for faculty recruitment at the next Academic Council."

....." It was announced that apparently some 3.62% of the advalorem tax funds which become available may be expected to be allocated to Texas Tech University if the court suit to broaden the distribution of these funds is not successful."

....." Deans were asked to consider changing the time of classes from a 7:30 a.m. beginning to an 8:00 a.m. beginning for each daily cycle. Deans were asked to obtain feedback from faculty and department chairpersons as to the relative benefits and problems which might be caused by changing the beginning hour."

From the April 25th meeting.....

....." The tenure policy revision document was discussed. Comments were solicited from deans to the tenure policy review committee. Written comments were requested to be sent to Dr. Hardwick before May 12, 1978. A question was raised as to whether the review committee draft should be referred to the Academic Council before it is submitted to the President."

....." A revised draft of a check list for faculty recruitment was distributed. Deans were asked to review and make comments at the next Academic Council meeting. Several questions were raised pertaining to development of job descriptions for faculty. The questions revolved about the elements to be included, the extent of the description and advertising."

....." The possible change in beginning class times from 7:30 a.m. to 8:00 a.m. was discussed briefly. It was pointed out that it was difficult to fill classes in late afternoon and that early classes might be of benefit to some individuals who work full time and take a limited number of hours. In general, feedback indicated that most chairpersons appeared to be willing for the change to be made and that there was no strong feeling for the maintenance of the 7:30 beginning hour."

....."A discussion draft related to faculty workload, which was prepared by Dean Anderson, was distributed. Deans were asked to consider examples of academic equivalencies and be prepared to discuss the draft at the next meeting."

....." A revised memorandum relating to selection of chairpersons and associate deans was distributed."

....." A proposal for the development of a College of Fine Arts was distributed and discussed briefly. Deans were asked to be prepared to make a recommendation on the request at the next Academic Council meeting."

....." Dr. Hardwick drew attention to the need for faculty acceptance for professional responsibilities. The Faculty Senate's concern for this matter was recognized."

After distribution of the agenda, minutes of another Academic Council meeting, Meeting #13, dated May 2, 1978, were received in the Faculty Senate office. Excerpts from those minutes follow:

....." An extensive discussion was held regarding development of teaching load standards and a policy to guide academic workload. The council members approved a concept of 9 semester credit hours of teaching in organized undergraduate classes as a minimum for a long semester. Council members also favored averaging of teaching loads over the two semesters.

The council emphasized that there was an expectation for scholarly research and university related services which were applicable beyond minimal class teaching requirements. The Academic Affairs Office was asked to revise a draft policy and guideline for further study."

6. Professors' Absenteeism

As directed by action of the Senate, the letter on professors' absenteeism has been revised and an appropriate mailing is being prepared.

Bell commented that he had deliberately delayed sending the letter out, partly to wait until after the primary election was over in order to have a more accurate list of persons who should get copies of the letter. Secondly, he felt the Senate should see the revised letter before it was mailed, and perhaps the Senate might wish to reconsider sending the letter.

Professor Owens questioned the advisability of sending the letter on professors' absenteeism. McLaughlin, Shine, Bell and Collins entered into discussion. Collins moved to reconsider the question of sending this letter. Seconded from the floor. The motion to reconsider sending the letter on professors's absenteeism passed.

The original motion of whether or not to send the letter was then considered. Vines, Walkup, Hardwick, Strauss, and Wagner discussed the matter. The motion failed. The letter will not be mailed.

III. PROCEDURE ON APPOINTMENTS TO UNIVERSITY COMMITTEES - Sasser

Sasser moved to take the motion on procedures and committee appointments from the table. Newcomb seconded. Motion passed.

Sasser's second motion, seconded from the floor, was to substitute a revised motion for the consideration of the Senate. Discussion. Vines spoke against the motion. R. Smith moved, seconded from the floor, to amend Sasser's motion by deleting the following sentences: (1) The Chairperson of the Committee on Committees shall collect and compile the sheets returned by the Faculty. (2) The names of all nominees by the Faculty shall be circulated to members of the Faculty Senate. The amendment to strike the above two sentences passed. The motion to adopt the Sasser motion as amended passed. The amended motion, as approved, is as follows:

1. The Committee on Committees shall distribute, at least three weeks before it reports nominations to the Senate, information and nomination sheets to all voting faculty. These sheets shall contain:
 - a. The name of each committee for which vacancies are to be filled.
 - b. The number of vacancies to be filled on each committee.
 - c. Any special requirements for nomination to each committee, e.g., distribution among colleges, tenure requirements.
 - d. Blank spaces for the faculty to nominate, to supply qualifications of nominees, and to allow a statement explaining the special expertise of each nominee, appropriate to the nature of the committee.
2. The Committee on Committees shall nominate a person, or persons, at their discretion, for each vacancy on Senate Committees and list as many nominees as the President of the University requests for nomination to University Committees.
3. The Committee on Committees shall circulate to the Senators, with the agenda for the senate meeting, its list of nominees for senate and university committees.
4. At the Senate meeting, Senators may amend the list of committee nominees only by moving to strike a name and substitute another. If the Committee on Committees chooses to place several names before the Senate for Senate Committees the list may be amended as provided above, and the Senate shall vote to fill each vacancy. Otherwise the nominees of the Committee on Committees will stand approved.

IV. REPORT OF THE COMMITTEE ON COMMITTEES - Vines

Vines moved the adoption of the charge of the Academic Affairs and Status Committee, seconded from the floor. Motion passed.

Vines moved that the Senate accept the nominees of the Committee on Committees, seconded from the floor, for three committees; the ad hoc Retirement Investigation Committee, ad hoc Committee to Select Faculty to Attend Out-of-Town Football Games and the Academic Affairs and Status Committee. Vines, Bell, Strauss and Pearson

entered into discussion.

R. Smith moved, seconded from the floor, to strike one name from the list of nominees and approve the remainder of the nominations. The motion to strike one name and approve the remaining nominees for the three committees passed.

Each member of the Committee on Committees summarized and commented on the annual reports of the committees for which he/she was responsible. Copies of these annual reports are on file in the Faculty Senate office for all interested persons to read. No annual report was received from the following committees: Academic Publications Policy Committee, Admissions and Registration Committee, Artists and Speakers Committee, Benefits and Retirement Committee, Campus Security and Emergency Committee, Parking Violation Appeals Committee, Radiation Safety Committee, Red Raider Committee, Special Hearing Panel for Tenure and Privilege Committee, Student Financial Aids/Scholarship Committee, Student Service Fee Allocation Committee, Tenure and Privilege Committee, University Discipline Committee, and University Discipline Appeals Committee.

Newcomb moved, and Kimmel seconded, that the President of the Faculty Senate write a letter to the President of the University calling to his attention the fact that the Affirmative Action Committee has not met this academic year and informing him that the Senate believes this committee has important functions to perform. This matter was discussed by Lee, Nelson, R. Smith and Bell. The motion passed. Bell will write a letter as directed.

V. TENURE POLICY REVIEW - Newcomb

Newcomb suggested the Faculty Senate consider the substance of the report of the ad hoc Committee on Tenure Review. Discussion by Vines and Keho. A "straw vote" by Senators indicated that they did not wish to discuss this matter further.

VI. FACULTY WORKLOAD POLICY - Hardwick

Discussion of academic workloads mentioned in Academic Council minutes of meetings is in conjunction with the work Jac Collins is doing with the Coordinating Board Committee on workloads. There is consideration of the adoption of a workload policy at this university prior to the next legislative session. Hopefully, if Tech has a policy which is more or less in keeping with what other universities may be considering, we can go into the legislature with a united front, in the sense that Tech's policy and other university policies will be similar.

The last legislative session established the Coordinating Board Committee which is to review workloads and to establish guidelines, in terms of which all universities are to operate. Each institution is charged with establishing its own workload policy, approved by its own Board of Regents. Here at Tech the whole matter has been delayed, waiting for that committee to establish the guidelines.

There was a discussion of minimum workloads and finally an invitation from Dr. Hardwick for input from faculty members on this matter. Bell stated that a copy of the draft of the workload policy would be sent to all faculty members for their consideration.

VII. REPORT OF THE INVOCATIONS COMMITTEE - Pearson

Pearson introduced the report and recommendations of the ad hoc committee, a copy of which was provided to Senators. McLaughlin moved, R. Smith seconded, that the Senate endorse the report of the Invocations Committee and recommend to the President of the University the implementation of the committee's recommendation, namely, the discontinuance of invocations at Texas Tech football games. Vines' motion to table the matter for further study died for lack of a second. McLaughlin's motion passed with two abstentions.

VIII. COMMENDATION - Keho

Keho moved, seconded from the floor, that the President of the Faculty Senate write a letter to Dr. Mackey (with reference to the Avalanche Journal article of April 30, 1978). Copies of the proposed commendation were distributed to Senators. Newcomb moved, seconded from the floor, to strike the last sentence of the original version.

Discussion followed and Newcomb's amendment passed. Pearson moved, seconded from the floor, to strike the word "concerning" and add at the beginning "we deplore the" and delete the comma after the word "university", substituting the word "and". Pearson's amendment passed. The commendation as amended read:

"We deplore the recent newspaper coverage of your first year and a half as President of Texas Tech University and we wish to express our appreciation and commendation for the manner with which you have carried out the duties of your office."

Oberhelman moved, seconded by Newcomb, that the President of the Faculty Senate write a letter to the editor of the Avalanche Journal, other local news media and to the Board of Regents indicating that the Faculty Senate passed without opposition on May 10, 1978, the commendation as stated above.

Nelson spoke against sending a letter to the news media.

Oberhelman's motion failed.

IX. OTHER BUSINESS

McGlynn moved, seconded by Wright, the adoption of the following resolution:

"Whereas the Registrar's Office has attempted to improve the reporting of withdrawals by experimenting with a computerized reporting system to replace the mailing and handling of drop slips, and

Whereas the partial implementation of this system in the current semester has resulted in some errors and inconveniences of which the registrar's office may not be aware,

Be it resolved that the registrar be requested to delay full implementation of the new reporting system until at least the Spring 1979 semester and, even then, only after an assessment of the system by faculty members teaching large classes."

McGlynn's motion passed. The president of the Faculty Senate will write a letter to the registrar's office, conveying the resolution. Copies of the letter will be

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sent to the Academic Vice President and to the President of the University.

Wilson, President-elect of the Faculty Senate, expressed appreciation and commendations to the following senators who will have completed their term of office as of May 14, 1978; Monty Strauss, Arts & Sciences; Max Manley, Education; Panze Kimmel, Education; Jac Collins, Arts & Sciences; Charles Burford, Engineering; and also to two members of the Senate who have served as officers this past year: Clarence Bell, Engineering; and Roland Smith, Arts & Sciences, whose terms as Senators expire.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Roland E. Smith". The signature is written in dark ink and is positioned above the typed name and title.

Roland E. Smith, Secretary
Faculty Senate
6/1/78

/gff

Office of Academic Affairs
Texas Tech University

Academic Workload

If the University is to function properly, faculty members in their normal academic assignment are expected to carry out a number of essential functions including academic advising and counseling; supervision of practica, internships and clinical teaching; directing individual study, theses and dissertations; curriculum development, scholarly work and research, and institutional and public service. For these reasons, faculty workload should not be equated directly to or limited to student semester credit hours taught, classroom contact hours or any other single factor.

Responsibilities for developing appropriate workloads should rest with departmental chairpersons and deans; assignments are reviewed at the vice presidential level and reported to the President and Board of Regents each term.

In compliance with Sections 51.402 and 51.403 of the Texas Education Code, this is to establish minimal teaching load requirements for faculty. Each faculty member paid full time from the appropriations item "Faculty Salaries", and who engages in scholarly research and university related services is expected to teach an average minimum load each academic year of 9 semester credit hours of instruction in organized undergraduate classes per long term semester, with teaching load adjustments and equivalencies to be established by the appropriate university administrative officers.

Appropriate officers of the institution shall establish additional standards as necessary to meet the instructional needs of the University. Teaching responsibilities shall be in proportion to the portion of salary paid from funds appropriated for instructional purposes.

Academic Affairs
Policy Draft
May 4, 1978

Faculty Workload Summary

Each faculty member paid full time from the appropriations item "Faculty Salaries," and who engages in scholarly research and university related services is expected to teach an average minimum load each academic year of nine semester credit hours of instruction in organized undergraduate courses per long term semester, with teaching load adjustments and equivalencies as follows:

	Load Equivalence
Per Course Semester Credit Hour Designation	
Organized Undergraduate Classes	1.00
Organized Graduate Classes	1.50
Large Class (100 or above with no assistants)	1.50
Laboratory Teaching (with no assistants; e.g., teaching labs, physical ed activity, clinical, studio art, studio music)	0.50

	Per Student Semester Credit Hours Enrollment
Chairperson - Master Thesis	0.20
Chairperson - Doctoral Thesis	0.33
Individual instruction (e.g., honors programs, individual research projects, student teaching supervision, clinical or intern supervision)	
Undergraduate	0.10
Graduate	0.20

	Academic Administration
Coordination of multiple sections of single courses*	
6 - 11 sections	1 hr.
12 - 17 sections	2 hr.
18+ sections	3 hr. (max.)
Department chairperson or area coordinator*	3-6 hr. (max.)
Equivalent Academic assignment* (e.g., academic advising or significant temporary responsibilities related to the institution as a whole)	3 hr.

* With prior approval of Dean and Academic Vice President