



Texas Tech University

The Faculty Senate

November 7, 1979

TO: MEMBERS OF THE FACULTY SENATE
FROM: Gary S. Elbow, President
SUBJECT: Agenda for Meeting #18, November 14, 1979

The Faculty Senate will meet on Wednesday, November 14, 1979 at 3:30 p.m. in the Senate Room of the University Center. The agenda is as follows:

- I. Minutes of the October 10, 1979 meeting
- II. Remarks to the Senate by Dr. Clyde Kelsey, Vice President for Development and University Relations
- III. Resolution in response to a University Daily article reporting on the use of radio equipment donated to the Department of Mass Communications (resolution included with agenda from the October 10 meeting)--Michael Stoune
- IV. Revised final report of the ad hoc Van Committee--David Northington
- V. Interim report from the ad hoc Committee on Academic Freedom--William Stewart
- VI. Requests for approval of suggested changes in policy regarding Academic Requirements--Gary Elbow
- VII. Selection of alternate members to serve on elective committees--Gary Elbow
- VIII. Report from the Committee on Committees--Paul Dixon
- IX. Announcements
Excerpts from
 - A. Minutes from the Academic Council meetings of September 26, October 8 and October 23, 1979
 - B. Excerpts from Minutes of the Board of Regents meeting of October 5, 1979
 - C. Communication with Interim President Graves regarding a standard, published policy on perquisites of Emeritus faculty status
 - D. Remarks on presidential selection
 - E. Correspondence.

Excerpts from the Academic Council Meeting minutes of September 26, 1979 continued.....

5. Council members were asked for comments regarding "conditions of contract" statements suggested by the Legal Counsel as being appropriate for certain faculty employments. It was asked that comments be returned to Len Ainsworth at the dean's earliest convenience.

The Academic Affairs Office has asked to ascertain that the faculty contract conditions could be carried forward on to reappointment notices as necessary.
6. In response to a question from Dr. Hardwick, deans indicated that each college had procedures related to the evaluation of chairpersons. Each dean was asked for a memo of procedures followed in each college in evaluation of chairpersons' performance. If explanatory documents or questionnaires exist, they were asked to be included with the memorandum.
7. Procedures related to promotion and tenure are expected to be the same as last year. Deans were reminded that in a few weeks the process would be initiated with chairpersons.
8. Annual faculty reports will be made as for 1978-79 with the use of forms for reporting to be at the dean's option.
9. Dr. Ramsey asked for identification of rooms for placement of computer terminals for faculty. He also requested names for contact persons who would serve as liaison between the colleges and the Computer Center in regard to terminal operation. It was noted that telephone lines would be needed for each terminal installed.
10. Dr. Hardwick asked for input regarding faculty salary formulas in order to assist the work of the Coordinating Board Formula Advisory Committee, which is charged with making recommendations for the next biennium.

Excerpts from the minutes of the Academic Council Meeting of October 8, 1979

1. The availability of funds for instructional equipment was discussed. After a lengthy discussion of needs and priorities, it was agreed to distribute \$200,000 primarily for instructional equipment, but with flexibility to meet high priorities for minor facilities improvements necessary for our institution. An additional \$50,000 was to be held by Academic Affairs as contingency funds to meet equipment matching proposals and minor needs of central nature such as the cost of moves of departments and facilities when those moves were not initiated by the departments involved, and the like. Any remaining contingency funds would be distributed to colleges in the spring semester.
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1. Dr. Kelsey discussed a major effort for seeking support, with the effort to be called "Challenge for the 80's". He distributed a "Policies and Procedures Manual for Institutional Development" to the council and stressed the need for proper accounting.
2. There was a report from the subcommittee regarding academic programs. After discussion it was recommended that the Computer Science program be approved with internal action being taken toward program consolidation as necessary for getting

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- 14) authorized the retention of the firm of Roberts/Johnson to develop plans and specifications and provide supervision for the renovation of the structural system at Jones Stadium.
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- 16) authorized planning for renovation and improvement of the utility tunnel distribution system.
- 17) heard Mr. Bucy suggest that the Campus and Building Committee consider enlargement of the Board of Regent's Meeting Room in order to accommodate Deans and Department Chairs at the Regent's meetings.

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1. Mike Jones, re parking permits
2. Clyde H. Westbrook re thanks for attending October 10, 1979 Senate meeting
3. Dan Williams re thanks for attending October 10, 1979 Senate meeting
4. Lawrence L. Graves re thanks for attending October 10, 1979 Senate meeting
5. David Northington re revision of ad hoc Van Committee's final report
6. Charles Hardwick re receipt of memorandum regarding proposed academic probation and suspension policy changes
7. Paul Dixon re resolution which created a Select Committee to Investigate the Status of Faculty Salaries & Related Matters
8. Lawrence L. Graves re Senate approval of resolution urging the administration to spend all appropriated faculty salary monies on faculty salaries to the maximum extend allowed by law
9. Wayne T. Ford, Arts & Sciences, Michael C. White Business Administration, Dave Finn, Business Administration and Vernon McGuire, At-Large, re election as representatives on the Faculty Senate
10. Charles Peek and Robert Rooker informing them that they were not elected as Faculty Senate representatives
11. Ernest Fish, Agriculture; Ted Taylor, Arts & Sciences; Robert Amason, Business Administration; John Nevius, Education; Horace MacKenzie, Engineering; Joan Kelly, Home Economics; and Hal Bateman, School of Law informing them of their election to represent their respective colleges and school on the Grievance Panel.
12. George Tereshkovich, Agriculture; Brian Blakeley, Arts & Sciences; Pat Dunn, Business Administration; Julian Biggers, College of Education; Robert Bethea, Engineering; Clara McPherson, Home Economics; and David Cummins, School of Law informing them of their election as alternates representing their respective colleges and school on the Grievance Panel
13. Ralph Durham, Billy Freeman, Frank Hudson, James Kitchen, Hong Lee, and Leland Tribble, all from the College of Agriculture; Hower Hsia, College of Arts & Sciences; Charles Wade, Business Administration; Gerald Parr, College of Education; Elbert Reynolds, College of Engineering; Carl Anderson, Nancy Bell, Angelea Boren, Stanley Fowler, Cylvian Law and Robert Pinder, all from the College of Home Economics informing them that they were not elected to serve on the Grievance Panel
14. Letters to new faculty members in the College of Arts & Sciences inviting them to the November 14, 1979 Senate meeting.

5. Teaching credit to graduate student committee chairpersons only for master's thesis and doctoral dissertation direction shall be granted on the basis of .33 of the dissertation research course semester credit hours per doctoral student enrollment and .20 of the thesis research course semester hours per masters student enrollment.

6. Teaching credit for individual instruction classes (e.g., honors programs and individual research projects, student teaching supervision, clinical or intern supervision) shall be granted on the basis of .20 of the course semester credit hour designation for individual graduate instruction and .10 of the course semester credit hours designation for individual undergraduate instruction, per student enrolled;

7. Teaching load credit may be granted to a faculty member who coordinates several sections of a single course to the extent of 1 semester hour of load credit for 6 sections coordinated up to a maximum of 3 semester hours of teaching load credit;*

8. Teaching load credit may be granted for a faculty member who is a department chairperson, area coordinator or head of a comparable unit, up to a maximum of six hours of teaching load credit.*

9. Teaching load credit may be granted for a faculty member for academic advisement or significant temporary responsibilities relating to the institution as a whole, up to a maximum of 3 hours of teaching load credit.*

When a faculty member performs in more than one of the categories previously noted (e.g., a faculty member who teaches organized courses, directs master's theses, and supervises internships), the teaching load shall be proportioned among the categories, but the faculty members teaching load must be equivalent to the minimum of 9 semester credit hours of instruction in organized undergraduate courses to fulfill the minimum workload requirement. When more than one teacher teaches a single course, the teaching load credit shall be apportioned according to the effort expended.

A reduced teaching load may be granted temporarily if classes do not materialize because of insufficient enrollment and when additional classes cannot be assigned to the faculty member, although other academic work shall be assigned. This exception may be granted for two consecutive long term semesters for any particular faculty member.

It is the responsibility of each faculty member to teach in excess of the stated minimum requirement when such teaching is necessary to meet the university's obligation to its students. It is the responsibility of the chairpersons (or comparable academic administrators) and deans to distribute the workload as equitably as possible.

The Vice President for Academic Affairs shall monitor workload assignments and provide appropriate reports in accordance with state requirements.

*With prior approval of Dean and Academic Vice President

9-17-79

Suggested Catalog Copy Pertaining to
Academic Probation and Suspension

ACADEMIC REQUIREMENTS

General. It is necessary that a student make satisfactory academic progress while enrolled at Texas Tech University. Minimum academic standards must be met in order to continue to enroll. Certain Colleges within the University may have higher minimum standards than those listed for the University. Each student should be aware of standards imposed by his or her College. In the following discussion on academic probation and suspension, the word "semester" refers to both the fall and spring semesters as well as to the summer session (which is treated as one long semester). The summer session is considered in determining academic status in the same manner that either of the long semesters are used.

Minimum Academic Requirement. The minimum cumulative grade point average will be 2.0. A student whose cumulative GPA falls below the minimum requirement will be scholastically deficient. If a student fails to meet the minimum cumulative GPA in any subsequent semester, the student is placed on probation. If in any subsequent semester a student's cumulative GPA falls below the minimum, the student is suspended. Two consecutive semesters with a semester GPA below 1.0 will result in suspension.

After one year of suspension, a student is eligible to apply for readmission. A student seeking readmission must apply to the Admissions Office at least 30 days before the opening of a semester or summer term for which the student desires to register. As a condition of readmission the student may be required to undergo such testing and counselling as the Academic Dean considers necessary.

The number of semester credit hours permitted while on scholastic deficiency or probation will be determined by the student's Academic Dean.

If a student attends another institution while on suspension from Texas Tech, those courses taken elsewhere will not transfer to this University.

REVISED FINAL REPORT OF THE
ad hoc Van Committee

In response to your letter of 11 October 1979, the following ammended Section of the "Recommendations" portion of the ad hoc Van Committee Report is submitted for evaluation by the Faculty Senate:

2. We recommend that those departments who have vehicles inventoried and maintained in their department have a lower priority for reservation of motor pool vehicles. This recommendation, if implemented, is not aimed at preventing access of such departments to motor pool vehicles, but rather at requiring them to use their own vehicles first, using motor pool vehicles only if all of their vehicles are already in actual use by faculty or if they have no appropriate vehicle for the intended trip (ie. they have only pickups and need a van). We can see an inequity when some departments have as many or more vehicles than they do faculty and still have access to motor pool vehicles (which are airconditioned and often better maintained). For departments such as these to have their own vehicles standing idle while they use motor pool vehicles is inefficient and puts an unfair burden on those departments having no vehicles and no access to the motor pool's because they are tied up for long periods of time (all summer in some instances).

Section 3 of the "Recommendations" should stand with additional information. Other universities have already realized (by virtue of losing expensive lawsuits in some cases) that appropriate shuttle transportation and academic access for field trips must be provided for disabled students. Tech is already in the situation of not having enough reserved parking spaces for disabled students and the University will almost certainly have to provide a lift-equipped van for shuttle and academic purposes in the near future. It would be advisable for that implementation to be done in as multidimensional a manner as possible. I have asked Ms. Trudy Putteet to provide cost efficiency and legal responsibility information to you so that the Senate might have such data when reconsidering this report.

This item is included in the agenda packet only for your information.
The Academic Workload Policy approved at the October 5 Board of Regents
meeting has been in effect for the past year.

Approved by the Board of Regents
October 5, 1979

Academic Workload Policy

Faculty members in their normal academic assignments are expected to carry out a number of essential functions including the teaching of organized classes; 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.

In compliance with Sections 51.402 and 51.403 of the Texas Education Code, this is to establish minimal teaching load requirements for faculty.

Responsibilities for assigning appropriate workloads shall 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.

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.

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 according to the following regulations:

1. One semester credit hour of organized graduate instruction is equal to 1.5 semester credit hours of organized undergraduate instruction;
2. One semester credit hour of teaching in a large class (above 100) which requires extensive grading and written work is equal to 1.5 semester credit hours of organized undergraduate instruction;
3. One class contact hour of teaching in performance or activity courses which normally meet more hours per week than the semester credit hour designation of the course (e.g., clinical only, physical education activity, studio art and studio music courses) is equivalent to .5 semester credit hours of organized undergraduate class instruction;
4. One class contact hour of laboratory teaching (e.g., science laboratories) in courses which normally meet more hours per week than the semester credit hour designation of the course is equivalent to .67 semester credit hours of organized undergraduate class instruction.

B. Excerpts from the minutes of the Academic Council Meeting of October 23, 1979 continued...

the program approved at the Coordinating Board level. Priority for institutional action towards obtaining approval should first be directed to the Atmospheric Science Program and next to Computer Science.

3. A proposed institute for teaching assistants was described for the coming summer. Deans expressed support for the institute and suggested that initial appointment of teaching assistants who are international students might be made contingent upon attendance at such institute. The difficulty in determining stipend or subsistence funds for those students prior to their beginning employment in the fall was discussed without resolution. It was asked that exploration be made of using university housing to reduce cost for the foreign students who are required to come to the summer institute.
4. Dr. Hardwick described an upcoming visit by Governor Clements and the need for collection of data for presentation of a report to the Governor during his visit. Deans were asked to comment on strengths and needs of their colleges or schools through a memorandum to Dr. Hardwick, in preparation for the report.
5. Summer budget development was discussed briefly and budget target figures were distributed. The Academic Affairs Office will be contacting each Dean regarding development of summer budget and it was asked that initial work in identifying faculty to be available for the summer to be started.
6. Dr. Jones described briefly the distribution of research incentive funds and noted that the distribution formula was essentially the same as in the previous year. The incentive funds have been used as a means of returning a portion of indirect costs derived by research in highly productive departments.

Excerpts from the minutes of the October 5, 1979 meeting of the Board of Regents
(the complete minutes are on file in the Senate Office)

The Board of Regents:

- 1) approved an Academic Workload Policy (a copy of which is included with this mailing).
- 2) conferred emeritus status on 22 former faculty and library personnel.
- 3) mandated that the University Administration establish a major program leading to a Bachelor of Business Administration in secretarial administration which would prepare students for the Certified Professional Secretary examination.
- 4) received an enrollment report giving fall 1979 figures by college.
- 5) heard a report on plans to expand the Petroleum Engineering program.
- 6) approved policies governing the procedures and practices for the processing of gifts to the University.
- 7) acknowledged the need of the University for private funding support.
- 8) expressed appreciation for an anonymous gift which establishes the Charles Sanders Peirce Professorship in Philosophy.
- 9) announced an additional \$25,000 donation to the Elo J. and Olga Urbanovsky Fellowship Endowment.
- 10) established a standing Board committee to raise funds and endowments for the University and the Health Sciences Center.
- 11) accepted the bid of Pharr and Pharr Enterprises for construction of dressing rooms in the Lubbock Coliseum in the amount of \$92,446.
- 12) accepted the bid of Mike Klein, General Contractor, Inc. for the final phase of construction on the Goddard Range and Wildlife Management Building in the amount of \$198,470.

ANNOUNCEMENTS

- A. The minutes of the Academic Council meetings are on file in the Senate Office.

Excerpts from the Academic Council Meeting of September 26, 1979

1. Bob Whipple made a presentation regarding telephone service, suggesting that users consider installing single-line systems to cut costs.
2. Hardwick outlines the guidelines under which PROBE ministries speakers could appear in University classes:
 - 1) PROBE ministries has no official sanction by the University.
 - 2) An instructor may invite anyone he or she chooses to speak in his or her class.
 - 3) Material presented by the invited speaker must be relevant to subject matter and objectives of the course.
 - 4) An instructor may permit a speaker to make a presentation which promotes a particular religion or religious point of view only if all students present are agreeable to hearing it.
 - 5) Instructors are not to be required to sign forms either agreeing or not agreeing to have PROBE speakers in their classes.
3. Temporary subcommittees of the Academic Council were formed in four areas. These are:
 - 1) Freshman Study Committee. This group consists of Deans Curl, Longworth and Stem, and is to describe administrative needs for study of the freshman experience and to serve as liaison to the campus-wide Freshman Study Committee.
 - 2) Media Center Subcommittee. Deans Anderson, Bradford and Conroy are to develop an outline of the needs and structure for developing Media Center.
 - 3) New Program Study Committee. Deans Elliott, Anderson and Stem are to review existing degree program requests and make recommendations to the Council in terms of resources and potential of those programs.
 - 4) Academic Information System. This subcommittee is to review data needed by deans within the Academic Information System and the departmental profiles developed by that system and to recommend procedures for review of the data. This subcommittee consists of Bradford, Conroy and Curl.

In the Academic Affairs Office, Dr. Ainsworth will work with subcommittees 1 and 3 and Dr. Ramsey with subcommittees 2 and 4. The Academic Affairs Office will arrange for the first meetings of the subcommittees.

4. Deans were asked to review this fall's enrollments to determine FTE faculty needs for 1980-81. Trends of student enrollments, increases, losses, and shifts in levels were indicated as factors in making FTE estimates.

It was pointed out that the University presently has almost 4,000 courses on its approved inventory. Approximately 2,100 of these courses are at the undergraduate level and about 1,600 are at the graduate level, excluding Law and the Health Science Center.

Deans were asked to review the balance of class offerings and enrollments in making their FTE recommendations for next year. The balance in offering of upper-class and freshman and sophomore courses may also have potential for some shift of faculty resources.

Deans were asked to be ready to make recommendations regarding FTE needs by the end of October.



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FROM: Gary S. Elbow, President

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In compliance with Sections 51.402 and 51.403 of the Texas Education Code, this is to establish minimal teaching load requirements for faculty.

Responsibilities for assigning appropriate workloads shall 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.

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.

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 according to the following regulations:

1. One semester credit hour of organized graduate instruction is equal to 1.5 semester credit hours of organized undergraduate instruction;

2. One semester credit hour of teaching in a large class (above 100) which requires extensive grading and written work is equal to 1.5 semester credit hours of organized undergraduate instruction;

3. One class contact hour of teaching in performance or activity courses which normally meet more hours per week than the semester credit hour designation of the course (e.g., clinical only, physical education activity, studio art and studio music courses) is equivalent to .5 semester credit hours of organized undergraduate class instruction;

4. One class contact hour of laboratory teaching (e.g., science laboratories) in courses which normally meet more hours per week than the semester credit hour designation of the course is equivalent to .67 semester credit hours of organized undergraduate class instruction.

B. Excerpts from the minutes of the Academic Council Meeting of October 23, 1979 continued..

the program approved at the Coordinating Board level. Priority for institutional action towards obtaining approval should first be directed to the Atmospheric Science Program and next to Computer Science.

3. A proposed institute for teaching assistants was described for the coming summer. Deans expressed support for the institute and suggested that initial appointment of teaching assistants who are international students might be made contingent upon attendance at such institute. The difficulty in determining stipend or subsistence funds for those students prior to their beginning employment in the fall was discussed without resolution. It was asked that exploration be made of using university housing to reduce cost for the foreign students who are required to come to the summer institute.
4. Dr. Hardwick described an upcoming visit by Governor Clements and the need for collection of data for presentation of a report to the Governor during his visit. Deans were asked to comment on strengths and needs of their colleges or schools through a memorandum to Dr. Hardwick, in preparation for the report.
5. Summer budget development was discussed briefly and budget target figures were distributed. The Academic Affairs Office will be contacting each Dean regarding development of summer budget and it was asked that initial work in identifying faculty to be available for the summer to be started.
6. Dr. Jones described briefly the distribution of research incentive funds and noted that the distribution formula was essentially the same as in the previous year. The incentive funds have been used as a means of returning a portion of indirect costs derived by research in highly productive departments.

Excerpts from the minutes of the October 5, 1979 meeting of the Board of Regents
(the complete minutes are on file in the Senate Office)

The Board of Regents:

- 1) approved an Academic Workload Policy (a copy of which is included with this mailing).
- 2) conferred emeritus status on 22 former faculty and library personnel.
- 3) mandated that the University Administration establish a major program leading to a Bachelor of Business Administration in secretarial administration which would prepare students for the Certified Professional Secretary examination.
- 4) received an enrollment report giving fall 1979 figures by college.
- 5) heard a report on plans to expand the Petroleum Engineering program.
- 6) approved policies governing the procedures and practices for the processing of gifts to the University.
- 7) acknowledged the need of the University for private funding support.
- 8) expressed appreciation for an anonymous gift which establishes the Charles Sanders Peirce Professorship in Philosophy.
- 9) announced an additional \$25,000 donation to the Elo J. and Olga Urbanovsky Fellowship Endowment.
- 10) established a standing Board committee to raise funds and endowments for the University and the Health Sciences Center.
- 11) accepted the bid of Pharr and Pharr Enterprises for construction of dressing rooms in the Lubbock Coliseum in the amount of \$92,446.
- 12) accepted the bid of Mike Klein, General Contractor, Inc. for the final phase of construction on the Goddard Range and Wildlife Management Building in the amount of \$198,470.

ANNOUNCEMENTS

- A. The minutes of the Academic Council meetings are on file in the Senate Office.

Excerpts from the Academic Council Meeting of September 26, 1979

1. Bob Whipple made a presentation regarding telephone service, suggesting that users consider installing single-line systems to cut costs.
2. Hardwick outlines the guidelines under which PROBE ministries speakers could appear in University classes:
 - 1) PROBE ministries has no official sanction by the University.
 - 2) An instructor may invite anyone he or she chooses to speak in his or her class.
 - 3) Material presented by the invited speaker must be relevant to subject matter and objectives of the course.
 - 4) An instructor may permit a speaker to make a presentation which promotes a particular religion or religious point of view only if all students present are agreeable to hearing it.
 - 5) Instructors are not to be required to sign forms either agreeing or not agreeing to have PROBE speakers in their classes.
3. Temporary subcommittees of the Academic Council were formed in four areas. These are:
 - 1) Freshman Study Committee. This group consists of Deans Curl, Longworth and Stem, and is to describe administrative needs for study of the freshman experience and to serve as liaison to the campus-wide Freshman Study Committee.
 - 2) Media Center Subcommittee. Deans Anderson, Bradford and Conroy are to develop an outline of the needs and structure for developing Media Center.
 - 3) New Program Study Committee. Deans Elliott, Anderson and Stem are to review existing degree program requests and make recommendations to the Council in terms of resources and potential of those programs.
 - 4) Academic Information System. This subcommittee is to review data needed by deans within the Academic Information System and the departmental profiles developed by that system and to recommend procedures for review of the data. This subcommittee consists of Bradford, Conroy and Curl.

In the Academic Affairs Office, Dr. Ainsworth will work with subcommittees 1 and 3 and Dr. Ramsey with subcommittees 2 and 4. The Academic Affairs Office will arrange for the first meetings of the subcommittees.

4. Deans were asked to review this fall's enrollments to determine FTE faculty needs for 1980-81. Trends of student enrollments, increases, losses, and shifts in levels were indicated as factors in making FTE estimates.

It was pointed out that the University presently has almost 4,000 courses on its approved inventory. Approximately 2,100 of these courses are at the undergraduate level and about 1,600 are at the graduate level, excluding Law and the Health Science Center.

Deans were asked to review the balance of class offerings and enrollments in making their FTE recommendations for next year. The balance in offering of upper-class and freshman and sophomore courses may also have potential for some shift of faculty resources.

Deans were asked to be ready to make recommendations regarding FTE needs by the end of October.