

## MINUTES OF FACULTY SENATE MEETING #103

The Faculty Senate met on Wednesday, January 18, 1989 in the Senate Room of the University Center with Michael C. Stoune, president, presiding. Senators present were Barnard, Barr, Bravo, Brink, Burnett, Cartwright, Couch, Craig, Dometrius, Ethridge, Finn, Fish, Gettel, Gustafson, Hall, Hayes, Hildebrand, Hildreth, Ketner, Kimmel, Koh, Lee, Long, McClendon, Mann, Mathis, Payne, Peters, Peterson, Reid, Rinehart, Rogers, Samson, Savage, Schoenecke, Smith, Strauss, Vann, Westney, Whitsitt, J. Wilson, M. Wilson and Weninger. Senators Coulter and Mehta were absent because of university business. Senator Howe is on leave this semester. Senator Trost was absent because of illness of a family member. Senators Petrini and Wagner were absent.

President Stoune called the meeting to order at 3:35 p.m. and recognized Jim Brink, recently elected to complete the term of Senator Elizabeth Sasser who has resigned. He then recognized the following guests: Donald R. Haragan, Executive Vice President and Provost; C. Len Ainsworth, Vice Provost for Academic Affairs; Virginia Sowell, Associate Vice Provost for Academic Affairs; Judy Stocks, from the PASS office; Margaret Simon, News and Publications; Marsha Gustafson, Ex-Students Association; Jim Barlow, Lubbock Avalanche Journal; Melissa Waddell, University Daily; Neale Pearson, Professor, Arts & Sciences; and John Bliese, Parliamentarian.

### I. Consideration of the minutes of the December 7, 1988 meeting

Minutes of the meeting of December 7, 1988, were approved as distributed.

### II. ANNOUNCEMENTS

President Stoune reported on the status of tenure evaluation guidelines proposed for the College of Arts & Sciences, brought from the December Senate meeting. Revised guidelines have been sent by the Dean and referred to Standing Committee A. Senator Ketner will serve on Committee A, also.

President Stoune reported that a nominating committee has been formed, to provide a slate of nominees for Senate officers at the February 8 meeting. Committee members are Senators Don Ethridge, Grant Savage and Jane Ann Wilson. Elections will be held at the March 8 meeting, to allow additional time for transition and preparation for the new officers. Reasons for this additional time include the search for a university president, implementation of admissions standards, general education curriculum and the TASP, and the legislative session, among others.

President Stoune reminded Senators of University Day February 24 and the large numbers of campus visitors, with accompanying parking congestion.

Senator Jane Ann Wilson invited Senators to a Faculty Club forum Friday, January 20 at 12:15. Dr. Robert Holwerda, chair for the University task force on comprehensive writing requirements, will explain task force proposals.

President Stoune reminded Senators of COFGO- Coordinating Board fellowships for 1989 and application deadlines.

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### III. COUNCIL REPORTS

President Stoune reported on a called meeting of the Provost's Council. Purpose was to discuss developments in the new campus telecommunications system. This council will meet again January 20 to discuss the same topic.

Senator Reid's report on the January 3 meeting of the Academic Council is included with these minutes.

Senator Payne's report on the meeting of the Administrative Council was distributed at the meeting and is available in the Senate office.

The Operations Advisory Council did not meet.

Senator Peters reported on two meetings of the Research Council. A major item was the Coordinating Board review of the nine Texas Tech line items. Four were recommended for continuation without change, three for continuation after revision and two for discontinuance. Substantial lobbying efforts resulted in one of those being recommended for continuation.

Senator Ketner reported on Development Council meeting and activities. The Development Council newsletter and summary of grants is attached to these minutes.

### IV. STUDENT RETENTION

Judy Stocks, from the PASS office, discussed student retention needs and programs. A copy of her presentation is available in the Senate office.

### V. REMARKS BY DR. HARAGAN

Dr. Haragan reported on budget priorities established at the Board of Regents meeting January 16-17:

- (1) Maintain a competitive position for faculty and staff salaries;
- (2) Become more competitive with undergraduate scholarships and graduate stipends;
- (3) Increase library funding;
- (4) Increase student financial aid, separate financial aid from scholarship programs and increase staff in the financial aid office.

Dr. Haragan invited comments and suggestions from faculty.

Administrative changes: Dr. Eugene Payne has announced he will leave Texas Tech by February 1; Dean Richard Ishler will leave the College of Education June 30.

Academic programs: A proposal for a new Master's program in RHIM will be reconsidered by the Coordinating Board later in the year.

A new B.S. program in viticulture and enology has been established jointly with Texas A & M.

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Academic programs continued....

A proposal for an M. S. in Geography, previously submitted to the Coordinating Board has been returned and is still being considered for resubmission in the future.

A faculty committee will be reporting to the Provost with recommendations concerning religion studies.

#### VI. REMARKS BY DR. AINSWORTH

Dr. Len Ainsworth made several comments, on behalf of President Haley who had been called to Austin.

Estimated enrollment for the spring semester is 22,500.

Current legislation requires the TASP tests to begin in March for students in teacher certification programs. The Coordinating Board will establish cutoff scores after this. SAT/ACT scores will be used in Summer 1989 for placement of entering freshmen in remedial courses.

The Faculty Senate is being asked to review the proposed University calendar for summer 1990 and the 1990-91 academic year. A particular concern is the beginning of the fall semester and the Labor Day holiday.

Dr. Ainsworth discussed, for Dr. Haley, administrative salary increases. This was in response to an earlier request from the Senate to compare administrative salary increase rates last year with those for faculty. Dr. Ainsworth reported that the Vice Presidents received an increase of four percent, while some associates received higher increases. Some Associate/Assistant Deans and Department Chairs received more than the average, based on merit as determined by Deans.

#### VII. PRESIDENTIAL SEARCH

Senator Gustafson reported on the status of this search. A current list of nine candidates is to be narrowed to a smaller number to be invited to the campus. This list is to be sent to the Board of Regents in March. This group will be narrowed further with finalists invited again for more extensive visits and discussions.

#### VIII. FEDERAL DEMONSTRATION PROJECT

Senator Barnard reported on this effort to reduce clearance procedures and paperwork required for Federal research grant proposals, applications and administration. This committee will send a survey to the faculty to help identify problems and bottlenecks in these procedures.

#### IX. SENATE STANDING COMMITTEES

Reports of the Budget Study Committee were distributed with the agenda. Senator Hildebrand reported on one of the charges to Study Committee B

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Faculty Senate Standing Committees continued....

concerning inclusion of classroom numbers in printed class schedules. Consensus of the Senate was that building and classroom information should be included, even though some changes will inevitably take place between schedule printing and the first day of classes.

X. COMMITTEE MEMBERSHIP

Senator Savage, chair of the Committee on Committees, asked for the addition of one member each for Study Committees B and C.

The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kary Mathis", written over a horizontal line.

Kary Mathis  
Secretary 1988-89

## Report on Academic Council Meeting

January 3, 1989

The Academic Council met Tuesday, January 3, 1989, at 1:30 p.m. in AD104. Present were: Cepica, Cluff, Davenport, Henry, Hovey, Kellogg, Langford, Luchsinger, Martin, Medley, Mezack, Nelson, Newman, Sowell, and Ainsworth presiding.

1. Ainsworth distributed a draft of the Mission Statement for the Council with a request for comments by members. He stated that the new Academic Council will combine the functions of the previous Administrative and Academic councils into one council.

2. Ainsworth distributed TASP brochures and stated that the Coordinating Board is making a strong recommendation not to farm out remediation courses. At the March Coordinating Board meeting, cut-off scores will be set. At the local level, Dr. Donald Garnett has been hired as the TASP Corrdinator. Most advising will need to be done in Arts and Sciences and Education. There will be a TASP Office with a Secretary II position. Council members should advise those interested to apply in the Personnel Office.

The campus version of the TASP will be given at all orientation sessions beginning June 12. Details will be worked out in early Spring.

3. Ainsworth asked that course equivalencies be discussed.

4. The degree audit training session was set for Tuesday, January 10, at 2:00 p.m. Set-up will begin at 1:00 p.m. and the training session will be from 2:00 to 5:00 p.m. in the ATLC.

5. Unpaid student fees were discussed. The options were for cancellation as planned on Friday, January 6; cancellation not until Thursday, January 12; or not cancel students at all. Many people have not paid by January 2, but the decision was to go ahead and cancel on Friday, January 6, so that class spots could be free for open registration next week. Letters will be sent to those who were cancelled (to the permanent addresses).

6. Ainsworth announced that the Faculty Senate Study Committee is looking at scheduling problems, attendance in class and need for reporting, and deadlines for the WP date.

7. Travel vouchers were discussed with emphasis on the new rules that all copies must be signed with original signatures rather than carbons. Administrative approval must have original signatures on the green and gold copies. It was pointed out that foreign travelers need early notification of approval so that cheaper rates can be used for travel.

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8. Medley stated that transcripts are a permanent record and that there had been requests that only parts of the record should be sent to the requesting agencies. For instance, a student who went to Tech as an undergraduate and also to Law School would request that only the Law School transcript be sent. Medley asked if there were a policy, and the Council decided that TTU should not alter the present policy of including all Texas Tech work on the transcript.

9. Some students have received wrong grades if they withdrew during the fall semester through the new procedure at the Dean of Students Office. Henry asked that students notify her if there is a problem.

Occasional Newsletter of the Office of Development  
P.O. Box 4650, Mail Stop 1081  
Editor: Frances Lowe, 742-1789

#### CORPORATIONS/FOUNDATIONS

Jan Cavin, director of development for foundations/corporations, has been very busy getting acquainted with the campus, meeting development people and foundation officers, and (with the help of Betsy Cowan, our able researcher), building a corporation/foundation file.

She is developing guidelines for approaching foundations and corporations. We have never had such guidelines before and our approaches have often suffered as a result. We will be hearing more about these guidelines, but in the meantime the following may be helpful. Generally, persons seeking support for their programs/projects should keep in mind:

Individuals (whether on or off campus) should not approach potential donors (individuals or corporations/foundations) without checking first with the

Office of Development. Keeping in mind that the Office of Development does not set division priorities, the proper sequence would be through the department chair, the dean, and the development officer.

It sometimes happens that a supporter receives two or more appeals from Texas Tech at the same time. Sometimes a foundation may receive two proposals from different divisions. The problems are compounded if an appeal is unprofessional, which projects a bad image of the institution. (Special events and mailings should also be coordinated through Denise Jackson who keeps a master calendar.)

Deans should strongly discourage faculty and supporters from launching individual efforts to raise money for a project. If an individual wants to approach "a few friends" on behalf of a project, encourage them to check their list with the Office of Development.

This office doesn't raise funds for itself, as some folks still seem to believe. Although administrative costs may be taken from donations, this is always and only with the donor's full knowledge and consent. (New policies and procedures will make this clear.)

Once the department chair and dean have approved a specific request, it may be taken (preferably by the development officer) to the officer in the Office of Development: Karen Wilson Selim, if it is a will or bequest or insurance policy; Jan Cavin if a corporation or foundation is involved; Denise Jackson, if it is an annual fund appeal; Nancy Birdwell if it is for the Health Sciences Center, and Karen Wilson Selim or Colette Murray if it is a major gift (over \$50,000 from a person rather than a corporation).

Finally, if a faculty person has a worthwhile project for which funding is sought, but it has not been identified as a priority of his/her division, the person can make an appointment with the development officer who will be glad to offer counsel: Betsy Cowan can research alternative funding sources which are not being cultivated for other divisions; Jan Cavin will provide advice on proposal-writing, etc.

The goal of the Office of Development is not to inhibit fund-raising efforts, but to encourage and support them, and make sure that they do not conflict with other efforts.



## Texas Tech University

Office of Development  
Box 4650/Lubbock, Texas 79409-1081 / (806) 742-1776

### Office of Development Gifts and Grants as of December 9, 1988

Texas Tech University	
September 30, 1988	\$ 367,554.25
October 31, 1988	139,410.35
November 30, 1988	95,959.18
December 9, 1988	93,369.11
Total University	<u>\$ 696,292.89</u>
Texas Tech University Foundation	
September 30, 1988	\$ 107,256.09
October 31, 1988	178,299.84
November 30, 1988	240,285.75
December 9, 1988	22,107.50
Total Foundation	<u>\$ 547,949.18</u>
Texas Tech University Health Sciences Center	
September 30, 1988	\$ 881,365.00
October 31, 1988	63,362.60
November 30, 1988	475,349.32
December 9, 1988	1,150.00
Total Health Sciences Center	<u>\$ 1,421,226.92</u>
Texas Tech Medical Foundation	
September 30, 1988	\$ 8,185.22
October 31, 1988	3,940.00
November 30, 1988	254,310.34
December 9, 1988	2,410.00
Total Medical Foundation	<u>\$ 268,845.56</u>
Grand Total	\$ 2,934,314.55
36.68% of 1988-89 Goal of \$8,000,000.00	