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AY 02-03 Meeting 2002-10-17

Faculty Senate

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**Governors State University
Faculty Senate Meeting
Minutes, October 17, 2002**

Senators Present: Michael Dimitroff, Russ Carter, Mercedes Graf, Ralph Bell, Rashidah Muhammad, Linda Geller, Jeannine Klomes, Ann Vendrely, Jane Wells, Heikki Heino, Catherine Brady, Dalsang Chung, Winfried Rudloff

Guests: Paul Keys, Colleen Rock Cawthon, Eric Martin, Deborah Holdstein, Becky Wojiak, John Touhy, Carolyn Dennis, Lisa Hendrickson, Tracy Sullivan, Virginia Eysenbach, Marsha Katz, Jagan Lingamneni

Dimitroff called the meeting to order at 1:00 p.m.

Approval of Minutes

Muhammad moved to approve the minutes of the August 15, 2002, meeting. Kasik seconded the motion. The motion was approved by unanimous voice vote.

Reports

Bookstore Issues (Sullivan)

Tracy Sullivan, Director of Purchasing, reported on the new, electronic text book orders. She stated that the names of faculty members and textbook coordinators who had submitted their electronic textbook orders on time were put into a drawing for a palm pilot. Sullivan asked Dimitroff to draw the winning name. Nancy Rios', textbook coordinator in the College of Arts and Sciences, name was drawn, and she will receive a palm pilot. Sullivan encouraged all faculty members to use the electronic ordering, which is easy to use and takes less time than submitting paper orders. She also asked that all orders be placed as soon as possible. Late orders result in less used books for the students and less books on the shelves, which increases cost and frustration to the students. Sullivan has three major concerns: 1) some faculty members continue to use out-of-date texts (publishers will not ship old issues), 2) faculty members send students to the bookstore to purchase books that are "commonly used," but the books are not in stock because they were not requested, and 3) faculty members order a specific book, then tell the students that they do not have to purchase it. A UL Senator stated that the library does not carry textbooks and asked that students not be referred to the library for textbooks. Sullivan stated that although she informs the colleges of the text submission deadlines and follows up on the deadlines, there are still several late book orders. She asked for the Senate's support. Dimitroff suggested that the Senate send a memo to the faculty stressing the importance of meeting the deadlines. Muhammad moved that the Senate President send a memo to the faculty regarding the issues that Sullivan raised. Bell seconded the motion. The motion was approved by majority vote (7, yes; 1, no; 2, abstain).

Sullivan would like a faculty member to volunteer to sit on the Auxiliary Services Committee (ASC). The ASC meets quarterly. It is an advisory committee that reviews issues related to the bookstore and cafeteria. Klomes volunteered. Bell moved to approve that a faculty representative, Klomes, sit on the ASC. Muhammad seconded the motion. The motion was approved by unanimous voice vote. Several of the Senators requested that Sullivan ask the

cafeteria to have vegetables without pork and to clearly indicate what foods contain pork or other meat.

Administration/Provost (Keys)

Provost Keys informed the Senate that the administration intends to move forward with a number of initiatives, as indicated at the Convocation. Some are: form a committee on retention, hold President's luncheons with advisors, change the indirect cost formula, and reprioritize the University research grants (mini-grants) and the alumni grants. Keys also stated that there will be grant writing workshops. Questionnaires will be sent soon asking faculty and staff to identify areas of expertise or interest.

A Senator asked for more information about the faculty associate (Graduate Studies and Research) position that is posted. Keys replied that the flier outlines all of the duties of that position. The associate will have released time or overtime, as negotiated. The position was created, following the recommendations of the Graduate Studies Steering Committee. The intention was to list all of the things that would be done over time; it is clear that all things will not be done at once, but will be prioritized and sequenced. The associate would coordinate graduate studies and research. Currently there is a grant office, but faculty are not notified of grant opportunities—there needs to be some coordination to get the information to the appropriate persons. In universities that have a graduate school, research and grants are usually housed under the graduate dean. Keys stated that graduate studies and research are integral functions. The Senate raised concerns about the amount of time that the associate would need to commit to the position—would it be $\frac{1}{4}$, $\frac{1}{3}$, or $\frac{1}{2}$ time—because the listed responsibilities seem to indicate that it is a full-time position. There was also a question about what portion of time would be allocated to graduate studies and what portion would be allocated to grants. Dimitroff stated that he was not in favor of taking small steps, but suggested that the position be full-time. Keys stated that there are budget constraints, and, at this time, it can be done this way (small steps) or not at all. The administration thinks it is an important issue, and the intent is that the duties of the position may be expanded as resources become available.

Academic Program Review Committee (APRC) (Lingamneni)

Lingamneni, APRC Chair, indicated that he had submitted copies of the APRC minutes for the September 5 and 19 meetings at the last Senate meeting. He distributed minutes from the October 3 meeting. The APRC needs representatives from COE and UL/SAS/CELCS. APRC would like: 1) the Faculty Senate to request that the Education Policies Committee (EPC) review policies 16 and 33, 2) any proposals for new administrative positions to be delayed, and 3) the faculty associate position to be put on hold. The APRC recommends that the Academic Program Quality (APQ) Task Force be reactivated. Dimitroff stated that the APQ Task Force, chaired by Past-President Parmenter, concluded the review of issues regarding the Criminal Justice program and submitted a report. Dimitroff recently received a minority report from one of the APQ Task Force members. A Senator asked what the charge to the task force was. Keys responded that the task force was charged to look at quality issues, specifically at some issues with the Criminal Justice program and some off-campus programming issues. After the task force concluded its charge, administration revised the off-campus procedures, which are now being implemented. Keys stated that the issue of off-campus procedures is a recurring agenda item for the Academic Program and Policy Committee of the Board of Trustees. Bell moved to reactivate the APQ Task Force. Graf seconded the motion. A Senator asked who originally established and charged the task force. Keys responded that it was a joint administrative/Senate task force. Another Senator

asked for clarification—does the Senate want to have the task force be a type of standing committee that finds issues or should it be put into action if a specific issue is identified. Dimitroff stated that the previous issues in Criminal Justice were resolved, but another issue has been identified. The APRC Chair alleges that there are some irregularities with the Third World Conference. A Senator recommended that the APRC review the issues and report to the Senate. The APRC Chair responded that all members of APRC are not tenured and, therefore, it would not be appropriate. Keys suggested that extended learning investigate the issues. In response to a question about the membership of the task force, the APRC Chair stated that the task force was comprised of the Faculty Senate president, the APRC chair, the Dean of CELCS, the Provost, and another faculty member. Rudloff called to question. The motion was approved by majority vote (yes, 7; no, 1; abstain, 3). Dimitroff noted that some comments, which were made regarding the Third World Conference, were inappropriate and; therefore, were struck from the record.

Graduate Studies (Holdstein)

The report of the Graduate Studies Steering Committee was distributed to the Senators a week before the meeting. Holdstein, chair of the committee, was available to answer questions. Keys stated that Holdstein had already presented the report to administrative group and deans council. A Senator suggested that Holdstein present the report to the Student Senate. Carter asked that a revision be made to the report on page 7, paragraph 2, line 3: change “will” to “may.” Brady moved that the Faculty Senate recognize the effort and work of the Graduate Studies Committee and support continuous evaluation of graduate studies. Muhammad seconded the motion. The motion was approved by unanimous voice vote. Holdstein, on behalf of the committee, thanked the Senate for its support. Keys stated that the Graduate Studies Steering Committee had been thorough, proactive, and enthusiastic.

Administration/Administration & Planning (Tuohy)

Tuohy, Vice President for Administration & Planning, gave an update regarding the Faculty Office Center (FOC) and master plan process. The FOC Occupancy Committee met on October 15 to review the building plans and discuss occupancy issues. There are individual faculty, staff, and administrative offices, a faculty computer lab, conference rooms, and adjunct space. During the FOC Occupancy committee meeting, there was some discussion as to whether or not adjuncts need to be so closely located to the colleges or if a centrally located adjunct space in the renovated space would be sufficient. Tuohy stated that a form was sent to the deans, requesting that they update their employee numbers and describe the adjunct and filing space needed. The information is due October 22. The amenities, as well as the shortcomings, of the FOC were discussed. There was some discussion as to whether the computer lab would better serve needs if used for something else. Concerns were raised about the number and size of bathroom facilities, photocopying equipment and space, mail distribution service, and filing (confidential, general, and archival) space. Brady, a faculty representative to the Master Plan and FOC Occupancy Committees, stated that there was recognition that the majority of the people at the table were not part of the original committee that reviewed the proposed building plans. Once the data is received from the deans, all the information will be reviewed. Brady encouraged the faculty to petition the deans about FOC occupancy needs. Rudloff moved that the Faculty Senate President send a memo to the deans recommending that they have open meetings with faculty to discuss the FOC occupancy issues. Graf seconded the motion. The motion was approved by unanimous voice vote. Brady recommended that the Senate invite Mike Hassett, Director of Physical Plant, to the next Senate meeting. Brady stated that the FOC Occupancy Committee is an advisory committee that is concerned with issues specific to the FOC. The Master Plan

Committee is a visionary committee and is looking at the use of the entire GSU grounds as well as GSU's relationship with the area. The deans, and others who will be interviewed by the architects, have been asked to complete a questionnaire. The questionnaire can be printed off the Master Planning website www.govst.edu/masterplan/. The questionnaires are to be completed and submitted to Hassett as soon as possible. Brady will e-mail the website address to the faculty.

Questions by the faculty:

- Is third floor administration moving? (Tuohy responded yes.)
- What about space for vacant lines or program growth? (Tuohy responded that the deans have been asked to include anticipated growth.)
- How much space is the third floor administration taking? (Tuohy responded that the administration would be taking the equivalent of two college offices.)
- Is the Division of Psychology and Counseling moving into the FOC? (Tuohy responded that the final decision has not been made.)
- How many faculty offices were displaced by the administration on the third floor? (Tuohy responded that seven faculty offices were displaced and one college office was moved to the third floor; that college office displaced a portion of the computer lab.)
- How do groups (such as the union) who have space needs communicate their needs? (Brady responded that at the committee meeting, Tuohy specifically mentioned that the union needs an office, with an attached conference room. Brady encouraged any group that has space needs to forward that information to Tuohy and Keys.)

Commencement (Rock Cawthon)

Rock Cawthon, Coordinator of Academic Affairs, stated that the 2002 commencement at Tinley Park went well. She received several positive comments from students, faculty, and staff. The cost savings of having the event at Tinley Park instead of on-campus in the tent was over \$21,000. Some of the Senators were very supportive of continuing to have commencement at Tinley. A Senator requested for that a copy of the actual accounting of commencement be shared. A few Senators recommended that Rock Cawthon investigate the cost of having commencement in the Center for Performing Arts on June 7 and 8. The Senate also raised the issue of having two ceremonies (winter and spring/summer). Rock Cawthon informed the Senate that the Student Senate is preparing a proposal to add a winter ceremony, although it would not be this year. The students are also preparing a proposal to request that students who will complete their degrees in the spring/summer trimester in which commencement is held be allowed to participate in the ceremony.

Bargaining Unit (Katz)

Katz indicated that she would give a report. Everyone who was not a faculty member was asked to leave.

Adjournment

_____ moved to adjourn. _____ seconded the motion. The meeting adjourned at _____ p.m.

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