

Texas Christian University ~~MAY 11 1990~~
Faculty Senate
Minutes of May 3, 1990

The Faculty Senate convened at 3:30 p.m. on May 3, 1990 in the Sid Richardson Board Room with Chair Bill Vanderhoof presiding. Present were: Senators Forrer, Franzwa, Klein, Odom, McNertney, Moore, Ray, Tucker, Wong, Couch, Gorman, Balch, Craven, Martin, Lacy, Ellmore, Garrison, Solomon, Woods, Cagle, Davis, Gaul, Steele, Lamb, Nichols, Becker, Dominiak, Lawrence, Graham, Hensley, Lewis, Lysiak, and Watson. Absent were: Senators Farrar, Morgan, Toulouse, King, Jennifer Watson, and Ron Watson.

MINUTES: The minutes of April 5, 1990 were approved as circulated.

SUSPENSION OF BY-LAWS: A motion was made and seconded to suspend the By-Laws of the Faculty Senate in order to seat the senator from business. Senate By-Laws require that two individuals from each unit run for a senate seat. There was only one individual from the College of Business willing to stand for election. The question was called and the motion carried.

WELCOME OF NEW SENATORS: The Chair welcomed the following newly elected and reelected senators: Ted Klein, Marjorie Lewis, Michael Butler, Spencer Tucker, Richard Fenker, Don Pittman, Betty Sue Bennison, Ellen Page Garrison, Alice Gaul, Charles Lamb, David Conn, Andrew Fort, and Rhonda Keen-Payne.

DOCUMENTS: Two documents were distributed to the Senate which included the Chancellor's response to the Faculty Select Committee on Minority Issues and Questions and Answers regarding TCU Students, Faculty, and Employees and the Issue of AIDS.

ANNOUNCEMENTS:

The Chair expressed gratitude to the departing Senators for their service to the Senate and the University.

Joe Helmick has been appointed Dean of Graduate Studies and Research.

Ray Remley of the Psychology Department will visit the Senate in September.

Comer Clay from the TCU Retiree's Association was welcomed.

COMMITTEE REPORTS:

Academic Excellence: Senator Moore reported on the charges and accomplishments of this Committee (attached). A motion was made and seconded to accept the report. The question was called and the motion carried.

Select Committee on Minority Affairs: Senator Moore presented goals formulated by this committee for Senate approval (attached). A motion was made and seconded. The question was called and the motion carried.

Tenure, Promotion and Grievance: Action was requested on the previously distributed proposed policy for Extension of the Probationary Period for Tenure. The Senate was reminded of the wording change in Section I line 3 to read "by the end of the academic year prior to the final tenure review". Senator Moore questioned the bypassing of the College Advisory Committee. Senator Davis responded that one member of Harris College of Nursing had responded that was appropriate. Senator Wong expressed concern that justifiable cause for extension would become a option of the various departments. Senator Lamb responded that ultimately this was true in any case--this document simply provides the Deans and Vice Chancellor with the option to extend the probationary period. The question was called and the motion carried.

Committee on Committee's: Senator Ellmore distributed a motion to change the charge to the Intercollegiate Athletic Committee (attached). It was moved and seconded this change be approved and the motion carried.

The following persons from the TCU Retiree's Association were recommended for the following TCU Committees: Glenn Rout - Faculty Senate Liason; Jeff Horn - Retirement, Insurance, and Benefits; John Wortham - Honors; Gentry Shelton - Intercollegiate Athletics.

The Ballot for election of Senate Officers was distributed and approved by the Senate. Nominations were opened to the floor and there were none. The following were elected to Senate offices for the academic year 1990 - 1991: Alice Gaul - Chair Elect; Mary Ann Gorman - Secretary; and Ellen Page Garrison - Assistant Secretary.

OLD BUSINESS: The Policy on Sexual Harassment has been approved and will be in effect beginning Fall 1990.

Advisory Committee Structure: The policy as revised by the Deans was considered. Senator Odom moved that the word "ordinarily", as added by the Deans, prior to "no department shall be represented by more than one member of the committee" be deleted. The motion was carried. It was moved and seconded to approve the policy as changed. The motion carried.

Grievance Policy: The policy as revised by the Deans was considered. It was moved and seconded that the statement "The grievance is responsible for initiating the appellate processes within 15 academic days of the alleged injustice" be deleted. The motion carried. Senator Dominiak moved and it was seconded that the time limit for filing a grievance be 25 days, as in the original document, instead of the 15 suggested. The motion carried. Senator Graham moved and it was seconded that the paragraph on pertaining to prevention of suspension of the grievance without pay during the hearing, which was removed, be reinstated in its entirety. The motion carried. Several editorial changes were suggested and noted. A motion was made and seconded for approval of the document. The motion carried.


Faculty Appointment, Reappointment and Promotion Policy: A motion was made and seconded for approval of the revised policy. Senator Graham moved that the following paragraph be reinstated : " The criteria here stated are not to affect adversely the ranks held by members of the faculty...at the time of adoption of the policy, but following its adoption the policy will apply to all decisions regarding appointment...etc. These criteria also apply to part time and adjunct faculty appointments." The motion carried. The question was called on the first motion and it carried. Several editorial changes were suggested.

Academic Conduct Policy: Tabled until September 1990.

Election of Senate Members to Budget and Finance Committee and the University Advisory Committee. Ballots were distributed and there being no nominations from the floor an election was held. Ed McNertney was reelected to the Budget and Finance Committee and Mark Thistlewaite was elected to the University Advisory Committee.

Chair Bill Vanderhoof thanked the Senate for the hard work and many accomplishments during this academic year. A gavel was presented to the incoming Chair Ted Klein who entertained a motion for adjournment.

Adjournment: In view of the hour the Senate was adjourned at 5:15.


Alice L. Gaul

REPORT OF THE FACULTY SENATE SELECT COMMITTEE ON MINORITY ISSUES
MAY 3, 1990

The committee has been meeting on a regular basis throughout the year and has had discussion with Dr. Jim Atwood, Interim Dean of Admissions, Mr. Leo Munson, Director of Financial Aid and Interim Associate VCAA, and Dr. Koehler, VCAA. We have also received information from conferences, publications, and other universities. Based on discussion and information gathered the committee has several recommendations. We request Senate approval for the following:

1. There must be proactive leadership at the highest level of the University administration including specific, public messages that indicate that TCU has made a commitment to multiculturalism. The Chancellor is the most visible spokesperson for the goals and direction of the University. Unless there is public expression of the commitment to multiculturalism at his level, the efforts at other levels will be less effective.

2. There must be a team effort from the Admissions office in order to recruit minority students. Minority recruitment must be shared among all admissions staff. Strategies should be developed to allow admission staff to be more responsive to minority recruitment and closer attention needs to be paid to minority applicants.

3. Financial Aid is a crucial area of need for the recruitment and matriculation of minority students. TCU needs to develop a scholarship effort and more financial aid must be available to freshman and sophomores so that we can compete with other universities in minority recruitment.

4. The curriculum needs to reflect more attention to minority and multicultural issues. Faculty need to integrate this information into classes, educate themselves on the issues as they relate to their disciplines, and make more offerings available. This may entail a commitment on the part of the administration to support such efforts.

5. TCU needs to establish a racial harassment policy.

6. A long term standing committee should be established to coordinate activities on the campus and be available as a resource to all units of the university. This committee, previously recommended by the Senate, should report directly to the Chancellor.

7. TCU should monitor retention of minority students and examine any patterns that indicate a need for intervention. Strategies for retention and support of minority students should be developed.

8. The position of Minority Affairs Coordinator should be a full-time position rather than split with programming as is the present situation. The position should have a budget for minority programming such as Black History Month, OLAS, and Minority Student Welcome Program and for other areas of student support.

9. Information should be gathered about activities on the campus so that coordination and expansion can occur. A committee should be established to do such a study.

10. Educational programs about multicultural issues should be available on campus for faculty, staff, and students. Every effort should be made to provide awareness, interaction, and knowledge.

REPORT OF THE ACADEMIC EXCELLENCE COMMITTEE
May 3, 1990

Charge #1

Monitor the progress of TCU in addressing multicultural concerns.

The committee recommends that this be the responsibility of the Faculty Senate Select Committee on Minority Issues. The report from that committee and recommendations from the Deans will go to the Chancellor in early summer. If the Select Committee's recommendation for a University committee on minority issues is accepted by the Chancellor, this charge will be addressed. If not, the Senate should continue to monitor the issue. The response from the Chancellor to establish a study committee to inventory activities, survey other schools and make recommendations is a positive step in addressing this charge.

Charge #2

Articulate the process of establishing the Undergraduate Council and its relationship with University Council.

The relationship with University Council was discussed in the Senate earlier this year. The election process for Undergraduate Council is underway. Appointments will be made by Dr. Koehler in consultation with the Executive Committee after the elections are completed.

Charge #3

Assess the effectiveness of the UCR

The committee raised the issue of course integrity. According to Dr. Adams, because of academic freedom and the rights of faculty, there will be no syllabus or course assessment. However, in the Fall, 1990 semester, the UCR committee will begin work on an outcome study to evaluate the effectiveness of courses in each area of the UCR.

Charge #4

Work with the University Committee on Evaluation as it addresses the evaluation of administrators.

According to Dr. Ray, Chair of that committee, they have developed a model for the evaluation process whereby each administrator is evaluated by those having functional contact with him or her. They have finally tracked down the form that was used in the past and they also have several forms from other schools to help in developing the most appropriate form. The committee's principle charge for next year will be to put this process in place so implementation will be in 1991-92.

Charge #5

Determine the need for a University committee to oversee academic

advising.

A committee is not necessary. Senate members should monitor advising issues and relate their concerns to the Office of Academic Services. Dr. Michael Brooks, Director of the Center for Academic Services is presently interviewing deans, selected department chairs, and other staff to determine advising practices in departments and to identify needs and ways for his office to meet those needs. This information will be compared with student survey data obtained during preregistration (1500 surveys returned). A report will be sent to Dr. Adams by fall. The Academic Excellence committee has requested a copy of that report and recommends that the Executive Committee follow up on that request.

Charge #6

Report on activities arising from the recommendations of the academic "Planning Committee".

The Chancellor has recommended the establishment of a study committee on multicultural issues to inventory activities at TCU, to survey programs at other schools, to assess the availability of community resources, and to make recommendations based on the information obtained. The Faculty Senate Select Committee on Minority Issues will also forward a report to Dr. Koehler.

Dr. Helmick's response to the committee report from Dr. Jurma will be forwarded to Dr. Koehler in the next two weeks. Dr. Koehler then will make recommendations to the Chancellor in consultation with the Executive Committee.

The ad hoc committee to study the feasibility of an engineering program will provide its report to Dr. Koehler sometime in May.

The ad hoc committee to assess the programs and resources presently in place in regard to the recommendation about a global society will present its report to Dr. Koehler in May.

The Academic Computing committee continues to study and report on the computing and equipment needs for the campus.

Charge #7

Examine graduate education and monitor the process of proposing and creating new Ph.D. programs.

Dr. Helmick has received the recommendations from Dr. Jurma's committee and will be reporting his observations and recommendations to Dr. Koehler in the next week. In early summer, Dr. Koehler will make recommendations to the Chancellor after consultation with the Executive Committee. The concerns were raised about support for existing programs and fear of losing resources to new programs. Dr. Helmick's expectation is that new programs will be funded with new money.

Charge #8

Examine the appropriate use of occasional faculty and make recommendations.

Two issues came out of the committee's beginning study. First,

more data is necessary . Information needs to be gathered from departments to determine the extent of usage and whether the numbers create problems for that department. Occasional faculty are important to the University and blanket reduction should not take place without departmental involvement. Comparison to other universities can be made. Data from the last 10 years needs to be studied to determine any trends since data since 1985 indicate there has been a slight decrease in the use of occasional faculty. Second, the salaries of occasional faculty are extremely low. It would be appropriate to discuss advocacy for the occasional faculty. The committee recommends that both of these issues be made as charges to the Academic Excellence committee for next year.



TEXAS CHRISTIAN UNIVERSITY

P.O. Box 30793
Fort Worth, Texas 76129
817-921-7630

Department of Radio - TV - Film

April 30, 1990

The Committee on University Committees recommends to the Faculty Senate that the charge to the Intercollegiate Athletics Committee be changed

from:

This committee provides communication between faculty, administration, students and athletics department. Committee members advise the University's faculty representative to the Southwest Conference on positions to take at the Southwest Conference and also at the National Collegiate Athletic Association.

to:

This committee is one formal means of communication between the athletics department, the faculty, the student body, and the administration. The primary focus of the committee is on academic matters. The committee will seek information from appropriate officials regarding current developments related to student-athletes' academic concerns. The committee will make recommendations to the appropriate University unit regarding suggested changes in policies or programs.

The Committee on Committees so moves.

Dr William H Koehler
Academic Affairs, VC
30788

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Texas Christian University
Faculty Senate
Minutes of April 5, 1990

The Faculty Senate convened at 3:30 p.m. on April 5, 1990 in the Sid Richardson Board Room with Chair Elect Ted Klein presiding. Present were: Senators Farrar, Forrer, Klein, McNertney, Moore, Ray, Tucker, Couch, Gorman, Morgan, Balch, Craven, Toulouse, Lacy, Ellmore, Garrison, King, Solomon, Woods, Cagle, Davis, Gaul, Steele, Lamb, Nichols, Becker, Dominiak, Lawrence, Graham, Hensley, Lewis, Lysiak, and Watson. Absent were: Senators Odom, Wong, Franzwa, Ehlmann, Martin, Vanderhoof, and Kayser.

MINUTES: The minutes of March 1, 1990 were approved with the correction of the deletion of the word "which" from page two, line 5 under Library Automation.

CONCERN: Senator Tucker expressed concern that the Senate Executive Committee did not meet with the Faculty Relations Committee of the Board of Trustees in light of the recent events on campus and the fact that the students were taking a pro-active stance. Members of the Executive committee were quoted in the Skiff as saying that because there was no firm agenda items it was decided not to meet. Senator Tucker requested that, in the future, the Executive Committee consult with the Senate if there is a decision to not meet with the Board of Trustees.

ANNOUNCEMENTS:

The Graduate Dean Search has been concluded and recommendations made to Vice Chancellor Koehler. Vice Chancellor Koehler has been out of town and will make a decision within a week

The spring Faculty Assembly will be held on April 24, 1990 from 3:00 to 5:00 Pm in Lecture Hall 2 of Sid Richardson. The topic will be "Library Automation and the Faculty" presented by Fred Heath and Dave Edmunsen and will include a discussion and question/answer session. All faculty are encouraged to attend.

Senators David Graham and Paul King have agreed to chair the Select Committee on Academic Honesty. They will be working on an appropriate set of charges and a slate of committee members, and will submit same to the Senate for approval in the Fall.

The election process for new senators is proceeding.

All senators are encouraged to attend the May meeting. There will be a full agenda, with many items requiring action, as well as the election of new Senate officers and approval of University committee appointments.

Senator Moore briefly addressed the Senate regarding the clothing drive for homeless children being conducted by the Social Work students.

Senator Tucker questioned whether the Executive Committee had any further information than that reported in the Skiff regarding the resignation of Vice Chancellor Wehner. Senator Gaul replied that Vice Chancellor Koehler had announced the resignation to the Executive Committee as being a mutually satisfactory agreement between Vice Chancellor Wehner and Administration and that no further information was conveyed.

COMMITTEE REPORTS:

ACADEMIC EXCELLENCE: Senator Moore reported that the Academic Excellence was meeting and addressing its charges. The committee expressed concern that many of the charges were redundant with other committees. Work is in progress to delineate and act upon them. The committee will have a full report for the May meeting. A recommendation was made that in May of each year members of committees submit charges for the following academic year for that committee. The recommendation was moved and seconded. It was clarified that committee charges would then be the responsibility of the present committee, the faculty Senate Executive Committee, and the previous committee. Senator Dominak suggested that all senators be invited to submit input regarding committee charges for the next year at that time. The question was called and the motion carried.

ROLE AND FUNCTION OF THE SENATE: Senator Gorman distributed the results of the survey regarding the role and function of the senate (attached). The report as well as the committee's conclusions listed on page three were discussed. Senator Gorman acknowledged the efforts of the committee members and those of Senator King's graduate class in analyzing data. The Chair thanked the committee for their work. Senator Davis called the Senate's attention to the positive response regarding office space and secretarial support for the Senate and suggested that this would also increase the visibility of the Senate on campus.

TENURE, PROMOTION AND GRIEVANCE: Senator Farrar summarized the history behind the charge to investigate delaying the tenure clock in certain instances. The committee addressed three issues: (1) Are there justifiable causes to request a delay in the tenure clock? (2) Should justifiable causes not be restricted to care of a dependent child and handled on a case basis? (3) Is revision of the tenure policy at TCU warranted? The committee concluded in the affirmative on all issues. A proposal for "Extension for the Probationary Period for Tenure" was distributed. (attached) Senator Watson expressed concern that the college and university advisory committees were bypassed in the proposed process. Senator Farrar responded that the committee felt that the information necessary to show cause may be highly confidential and should be restricted to those most closely affected. Senator Watson suggested that peer review outside of the department may be advantageous. Senator Toulouse reiterated the committee's concern for confidentiality. Senator Gorman expressed three concerns. What if this request were made in the summer and an advisory committee was not available; What does the statement "reasonable prospect of completing tenure mean? What is "timely" in terms of the Vice Chancellor's response. Senator Farrar responded that some language was deliberately left vague so that these cases can be resolved on a case by case basis. Senator Dominak questioned the cut off points for these requests.

Senator Toulouse responded that the request could be made at any time prior to the end of the academic year prior to tenure review. Senator Dominak asked if the committee believed that care of a child under 5 constituted unusual justifiable circumstances. Senator Farrar replied no, determination would need to be made on a case basis. Senator Gaul remarked that was the basis of the University of California document and the historical basis of this committee's deliberations. Senator Tucker commented that the flexibility of the policy was a major strength. Senator King questioned the danger of resolving these issues on a case basis in terms of setting precedents. Senator Lawrence replied that is a possibility and that it will be necessary to trust the process. Senator Klein reminded the Senate that this issue will be voted upon during the May meeting and debate will be entertained then. Senator Morgan recommended that all Senators distribute this proposal to their departments and receive comments to be shared at the May meeting. Senator Watson questioned whether extension of the probationary period has ever been made at TCU. The reply was in the affirmative.

Senator Farrar distributed a document regarding qualifications for Emeritus status (attached) that proposed the deletion of the requirements for service in excess of the usual required for that rank. This will be voted upon in the May meeting. Senator Tucker expressed concern that the statement was still in the document as the Senate voted to remove it last year.

Senator Farrar questioned the status of the Grievance Policy enacted by the Senate last year. The Deans have reviewed it but it is not in place. The Chair Elect agreed to track it to determine where it is and when it will be implemented or whether any further action by the Senate is necessary.

NEW BUSINESS:

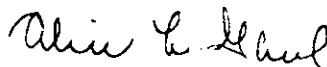
John Wortham representing the TCU Retiree's Association was welcomed.

Senator Gorman was congratulated on achieving promotion and tenure. Senator Tucker was congratulated on his promotion to full Professor.

Senator Lewis read a resolution (attached) commending students for their concern for and interest in good teaching as well as the student's mature and responsible actions. A motion was made and seconded to accept the resolution. Clarification of specific events leading to the motion was requested by Senator Dominak. Senator Moore responded that the motion does not refer to specific events and is general in nature and should be handled in that manner. The question was called and carried with four abstentions.

Senator Becker requests that the Senate invite the members of the Psychology Department to explain their position of the current issue regarding tenure. Senator Gaul suggested that Dean McCracken and Vice Chancellor Koehler also be invited. The invitation will be issued.

Senator Moore reminded the Senate that Vice Chancellor Koehler will be addressing the issues regarding tenure to the students and interested faculty Friday April 6, 1990 from 12 - 2 Pm in the Student Center. Interested faculty are encouraged to attend.


Alice L. Gaul

RESULTS
TCU FACULTY SENATE ROLE AND FUNCTION COMMITTEE QUESTIONNAIRE
Spring 1990

Tabled values represent the response mean:

STATEMENT	RESPONSE MEAN				
	Scale:	Disagree			Agree
		1	2	3	4 5
1. Recommendations from the TCU Faculty Senate often become policy at TCU					2.8
2. Senate decisions affect academic programs					2.9
3. Senate decisions affect instruction					2.6
4. Senate decisions affect faculty welfare					3.3
5. Serving as a Senator provides an opportunity to learn more about University policies and procedures					4.4
6. The issues discussed by the Senate accurately represent the major concerns of the TCU community					3.2
7. More non-Senate faculty members should be involved on Senate Committees					3.2
8. Routinely scheduled meetings of academic units should be scheduled to allow for personal interaction with elected Senators					3.3
9. The TCU Faculty Senate should have a permanently assigned office with secretarial support					3.9
10. Elected Senators should receive released time from teaching					2.5
11. Adequate feedback regarding Senate activities/decisions is communicated to me by my Senator					2.5
12. I would like for my Senator(s) to regularly solicit input from me about agenda items					3.6
13. Senators should continue to be elected from academic units (rather than At-Large Senate Representation)					4.3

Tabled values represent response percentages:

STATEMENT	RESPONSE	
	PERCENT YES	PERCENT NO
a. I have served as a Senator at TCU in the past	50	50
b. I am currently a member of the TCU Faculty Senate	21	79
c. I would be willing to serve as an elected Senator	58	42
d. I know the names of the Senators who currently represent my academic unit	80	20
e. I usually attend TCU Faculty Assembly meetings	64	36
f. I read the circulated Senate Meeting Minutes/Agenda	94	6
g. I have at least once contacted my Senator to express my views about an upcoming agenda item	60	40
h. In the past, my Senator has solicited my input concerning an upcoming agenda item	44	56
i. The current number of Senators is too <u>large</u>	17	83
j. The current number of Senators is too <u>small</u>	just right 2 60	94

PERCENT OF RESPONDENTS INDICATING VARIOUS AFFILIATIONS,
ACADEMIC RANK, AND YEARS OF SERVICE AT TCU

Division affiliation:	Academic Rank:	Years of faculty service at TCU:
<u>12</u> Humanities	<u>36</u> Professor	
<u>16</u> Social Sciences		
<u>17</u> Natural Sciences	<u>43</u> Associate Professor	<u>13.7</u>
<u>15</u> Performing Arts		
<u>11</u> Communication	<u>18</u> Assistant Professor	
<u>6.5</u> Business		
<u>12</u> Nursing	<u>2</u> Instructor	
<u>6.5</u> Education		
<u>4</u> Brite	<u>1</u> Lecturer	

FREQUENTLY OCCURRING RESPONSES TO THE FOLLOWING OPEN-ENDED STATEMENTS
APPEARING ON THE SURVEY:

The role of the TCU Faculty Senate should be:

- To give the faculty a voice in administrative affairs/
university governance
- To act as a liason between the faculty and the administration
in matters involving faculty and students
- To remind the administration and staff about faculty opinions
- To push for policy changes

Communications between the Senate and the University Community could be
improved by:

- Initiating direct communication ("face-to-face") between
senators and their constituents
- Initiating routine "get-togethers" for entire faculty and divisions;
instituting "brown bag" luncheons within divisions for more direct
communication with constituents
- Conducting annual surveys requesting issues for senate
consideration
- Encouraging senators to visit faculty meetings within their divisions
- Requesting more feedback from administrators regarding senate
deliberations
- Publishing a summary of actions taken by the senate at each meeting

I would like for the Senate to address the following issues:

- The University policy on Divestment
- The conflicting expectations regarding tenure within and
among departments and colleges
- The policy regarding utilization of part-time faculty
- Development of a method for the evaluation of administrators
- Women's issues
- Insurance/benefits issues and policies
- Ways to improve the registration process
- Faculty salaries
- Grade inflation
- Review of impact of UCR from the department level up to the
university level

SUMMARY AND RECOMMENDATION FROM
THE ROLE AND FUNCTION COMMITTEE OF THE SENATE
BASED ON RESULTS OF THE SURVEY

1. Statements with which respondents agreed most strongly:

- a. Serving as a Senator provides an opportunity to learn more about University policies and procedures (Statement 5);
- b. Senators should continue to be elected from academic units (rather than At-Large Senate Representation) (Statement 13);
- c. The TCU Faculty Senate should have a permanently assigned office with secretarial support (Statement 9); and
- d. I would like for my Senator(s) to regularly solicit input from me about agenda items (Statement 12).

2. Statements with which respondents disagreed most strongly:

- a. Elected Senators should receive released time from teaching (Statement 10);
- b. Adequate feedback regarding Senate activities/decisions is communicated to me by my Senator (Statement 11); and
- c. Senate decisions affect instruction (Statement 3).

3. Conclusions based on cross-tabulations of responses by individual divisions:

- a. The School of Business, the Social Science and the Natural Science Divisions were the least willing to serve as elected Senators;
- b. Among all university divisions there is a feeling that communication between individual Senators and their constituencies could be improved; and
- c. Among all university divisions faculty usually attend Faculty Assembly meetings and read the circulated Senate Meeting Minutes/Agenda.

4. A Senate policy should be drafted which outlines specific responsibilities of Senators related to contacting/soliciting input from their respective constituencies.

5. A formal method of orientation should be developed for New Senators so that policies related to communication with constituencies could be emphasized.

Extension of the Probationary Period

Persons on tenure track are normally expected to complete the requirements for tenure review during the regular probationary period as indicated in their original letter of appointment. Infrequently, however, situations may arise which may justify an extension of the probationary period. Normally, an extension would be limited to one year.

I.

Faculty members on tenure track may request an extension of their probationary period if they can show justifying cause. The request must be made in writing to the appropriate unit head prior to the tenure review year, and must state the cause warranting the request. Not only must the justifying cause be clearly established, but there must be reasonable prospect of completing tenure requirements within the requested extended probationary period.

II.

Process for consideration and recommendation of requested extensions of the tenure probationary period:

First, a request must be made in writing by the faculty person involved. The request must include the justifying cause, and be submitted to the unit head.

Second, the unit head will forward the written request with a recommendation to the members of the Advisory Committee of the unit for their consideration and written response.

Third, the unit head, after receiving the response of the committee, must forward the request, letters of response, and an accompanying recommendation to the Dean of the School.

Fourth, the Dean then must forward all materials and make recommendation to the Vice-Chancellor for Academic Affairs who shall take the matter under advisement and issue a timely decision.

RESOLUTION

By the Faculty Senate of Texas Christian University

5 April 1990

BE IT RESOLVED: That the TCU Faculty Senate expresses its sympathy with the TCU students who have demonstrated their concern for and interest in good teaching; that the Senate appreciates the students' concern about the process of personnel decision making currently in place and its effect on the quality of their education; and, furthermore, that the Senate gratefully recognizes the mature and responsible nature of the students' actions in informing the Board of Trustees, the administration, and the public of their concern.

Dr William H Koehler
Academic Affairs, VC
30788
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Texas Christian University
Faculty Senate
Minutes of March 1, 1990

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Minutes: The minutes of February 1, 1990 were approved as circulated.

Honorary Degrees: The Senate went into executive session to consider a nomination for an honorary degree and a recommendation regarding same was forwarded to the Chancellor.

Senator Toulouse requested that, independent of today's action, the Senate review criteria and the selection process for honorary degree candidates at TCU.

ANNOUNCEMENTS:

The Chair welcomed Senator Ken Lawrence who is replacing Lisa Fusillo.

The search for the Dean of Graduate Studies is underway. Two candidates are in the process of being interviewed and the Chair of the search committee, Nowell Donovan, hopes to have a recommendation to the Vice Chancellor for Academic Affairs within two weeks.

The Chair read a letter from Vice Chancellor Peggy Barr regarding the Policy on Sexual Harassment which has been reviewed by the Vice Chancellors and the Chancellor and forwarded to the University lawyer. Vice Chancellor Barr conveyed thanks to everyone involved for focusing on and dealing with this issue.

The Chair has forwarded the concerns of the Select Committee on Minority Affairs to the Chancellor who has committed to a discussion of them at a later date.

The schedule for elected terms for the various units to the Undergraduate Council was distributed. (attached)

Planning is underway for a Faculty Assembly which will be held this spring (date to be announced) .

Please return preference for committee assignment to Terry Ellmore as soon as possible.

Due to Lisa Fussillo's departure there is no chair of the Academic Excellence Committee. Senator Moore has agreed to convene the committee.

UPDATE ON THE STATUS OF DOCTORAL PROGRAMS:

Bill Jurma reviewed the history of the establishment of this committee in 1988 by John Mangeri to determine interest in, need for, and facilitate the development of new doctoral programs at TCU. The process was implemented and by Fall 1989 6 proposals had been received with an additional one received in Feb. 1990. These have been screened and recommendations made. Senator Tucker questioned whether any of these were for expansion of existing programs and Bill Jurma replied in the affirmative. Dr. Jurma added that he was not at liberty at this time to identify the programs. Senator Tucker stated that faculty were concerned that there was a push to expand doctoral programs without adequate resources to ensure excellence and Dr. Jurma replied that this, as well as impact on existing programs, was considered. Senator Toulouse questioned whether this committee's support will continue to be available on an ongoing basis. Senator Graham questioned whether the formation of this committee was related to TCU's status as a research institution. Dr. Jurma replied that the administration was committed to increasing doctoral presence on campus.

REPORT ON LIBRARY AUTOMATION:

Fred Heath, head librarian reported on the status of the automation process at TCU with the implications for faculty regarding access to various libraries as well as TCU's holdings and their status. An explanation of the equipment and capabilities was given (attached). This represents a major commitment by TCU which to upgrade the status of the library to a research library. Mr. Heath described in detail data bases, access methods, and system capabilities. Orientation for the faculty will begin after school adjourns. The system is in place and currently being debugged. It will be online after Spring Break.


COMMITTEE REPORTS:

Senator Moore reported that the Select Committee on Minority Affairs has met with Leo Munson and the Acting Dean of Admissions regarding recruitment and retention of minority students. TCU is meeting this goal and has increased financial aid to this cohort. The committee has also met with Vice Chancellor Koehler regarding recruitment and retention of minority faculty. This is and has been a priority, however, faculty are reminded that they too are responsible for this effort. The committee is preparing to discuss a survey of existing resources related to recruitment and retention of minorities in order to provide information on which to base further plans.

OLD BUSINESS:

The chair requests that those faculty having interest in serving on and/or chairing the Select Committee on Academic Honesty contact him. Faculty are reminded that though this is a Senate Select Committee, other interested faculty are welcome. The Chair also welcomes suggestions regarding charges for the committee.

ADJOURNMENT: There being no further business the meeting was adjourned at 4:45 PM.


Alice L. Gaul
Secretary

UNDERGRADUATE COUNCIL

Three-year Rotating Terms of Membership/Initial Election for 1990-91

	<u>1-yr. term</u>	<u>2-yr. term</u>	<u>3-yr term</u>
<u>Elected Members (8)</u>			
Humanities			x
Nat. Sciences	x		
Soc. Sciences		x	
Business			x
Education	x		
FA - Arts		x	
FA - Communication			x
Nursing	x		
<u>Appointed Members (4)</u>			
First		x	
Second			x
Third	x		
Fourth		x	
	4	4	4
<u>Chairman</u>			
Academic Dean			

Recommended by deans
2-7-90

OVERVIEW OF THE TCU LIBRARY AUTOMATION SYSTEM

1. NAME OF SOFTWARE: ATLAS (A Total Library Automated System)
2. VENDOR: Data Research Associates
3. COMPUTER EQUIPMENT: DIGITAL'S VAX 6310
4. TELECOMMUNICATIONS: ETHERNET, copper
Modem accessible
IBM Mainframe accessible
5. LIBRARY EQUIPMENT: 64 VT-320 monochrome terminals
50 microcomputers
6. OTHER INSTALLATIONS: TUFTS, HOFSTRA, MIDDLEBURY
SOUTHWEST TEXAS, LAMAR, SAM HOUSTON
CLEVELAND, BOSTON, QUEENS, L.A.
7. DATABASES: TCU, TEXAS, STARTEXT, CRL

Texas Christian University

Faculty Senate
Minutes of February 1, 1990

The Faculty Senate convened at 3:30 p.m. on February 1, 1990 in the Sid Richardson Board Room with Chair Bill Vanderhoof presiding. Present were: Senators Farrar, Forrer, Franzwa, Klein, Odom, McNertney, Ray, Tucker, Couch, Ehlmann, Gorman, Morgan, Balch, Martin, Ellmore, Garrison, Solomon, King, Woods, Davis, Gaul, Steele, Nichols, Becker, Dominiak, Graham, Guy, Hensley, Lewis, Lysiak, and Watson. Absent were: Senators Moore, Wong, Craven, Toulouse, Lacy, Cagle, and Lamb.

MINUTES OF DECEMBER 7, 1989: The minutes of December were approved with the correction of the misspelling of Dr. Comer Clay's name.

ANNOUNCEMENTS:

The chair welcomed Sara Norman the Skiff reporter who will be covering the Senate meetings and acknowledged Robin Noble who covered the Senate last semester. Also welcomed was Professor Emeritus Glenn Routt representing the TCU retiree's association.

Newly elected senator Joe Steele, from M.J. Neeley School of Business, was welcomed. He will be replacing Allen Self.

Dr. Dave Harbeck will be assuming duties as Dean of Admissions. He has extensive experience in higher education at a number of institutions.

A search committee has been convened to search for a Dean of Graduate Studies and Research. The search will be internal and a request from the committee for nominations will soon be announced. Members are: Dr. Donovan, Geology; Dr. Folio, Music; Dr. Heath, University Library; Dr. Lambiotte, Education, Dr. Peters, Business, Dr. Wilson, Nursing; and Dean Garwell of Fine Arts and Communication. The committee hopes to complete its task in 4 - 6 weeks.

The Statement on Sexual Harassment has been forwarded with the Senates' recommendations to Vice Chancellor Peggy Barr.

The Senate Select Committee on Minority Affairs will not be reporting as on the agenda. It has been meeting regularly and is scheduled to meet with Vice Chancellor Koehler to discuss its deliberations.

COMMITTEE REPORTS:

COMMITTEE ON COMMITTEES - Senator Ellmore reported on two of the charges given to this committee. The first charge was to survey all faculty regarding their interest in and willingness to serve on university committees. This survey is in the mail. The second charge was to survey the faculty regarding appropriate structure, composition, size, and charges of committees. This was done and there seems to be general consensus that no changes are necessary. Senator Ellmore pointed out that the Senate does not have the authority to change a committee's charge and made the following motion: It is moved that the Senate recommend to administration that administrators seek the advice of the Senate prior to any change in committee's charge. The motion was seconded, the question called and the motion carried.

STUDENT RELATIONS COMMITTEE: Senator Graham presented a report from this committee (attached). The motion to form a select committee on academic honesty was discussed. The composition of this committee was clarified as not being limited to members of the senate. Based on discussion in the student relations committee last year, Senator Martin questioned whether academic dishonesty is a big enough issue on this campus to warrant a select committee. Senator Steele commented that the title Academic Honesty reflects a continuing issue and a positive statement that does not necessarily have negative implications. The chair commented that the title was not positive or negative but would raise consciousness regarding the entire issue. Emeritus Professor Routt commented that he had recently seen a survey of high school students reporting that 65% of them cheat. Senator Farrar suggested that the issue might be better addressed under the auspices of the academic excellence committee rather than student relations. Senator Ehrman reported that a study 10 - 15 years ago on this campus revealed academic dishonesty but there were no measures available to effectively deal with it. Many cases of academic dishonesty arise from dereliction of faculty responsibility in monitoring exams etc. Senator Becker reported an incident many years ago which involved a student caught cheating and who failed. A lawsuit resulted and the university decided the faculty was at fault. Senator Becker spoke in favor of an honor system which could work very well at TCU. A discussion was held between Senator Farrar and Senator Klein regarding which committee this issue should be housed in. Senator King stated that the discussion underscored the need for the formation of a select committee since this is a broad issue requiring a multifaceted approach and goes beyond the faculty Senate. He commended the proactive view of the student relations committee. A discussion was held between the chair and Senator Nichols regarding whether students or faculty or both should be the target of this committee.

The chair in an effort to clarify the structure of the committee asked for a motion to add the words Faculty Senate prior to select committee in the original motion. Senator Graham so moved and the motion was seconded. Senator Ehrlman questioned what the committee will do. Senator Graham responded that the items in II. are suggestions but the committee certainly isn't limited to them. Senator Franzwa commented that it is important to consider consistent ways of implementing present policy. Senator Watson commented that there is an increased sensitivity to issues regarding ethics on this campus and the formation of this committee follows this theme and seems a logical outcome.

The question was called and both the amendment and the original motion carried.

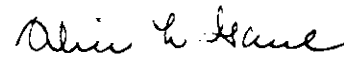
The motion to make recommendations regarding academic honesty being included at new student and faculty orientations was discussed. Senator Watson questioned what was being done now and senator Dominiak questioned the content of such information. The chair responded that the executive committee when making the recommendation could address content. Senator Morgan stated that the reality is that the existing policy is implemented very unevenly. He suggested the motion be voted down and the newly formed committee could address the issue. The question was called and voted down.

NEW BUSINESS:

The chair distributed the responsibilities of the University Council, Graduate Council, and Undergraduate Council. The undergraduate council must be formed this semester. A total of 12 faculty will compose this committee, 8 elected and 4 appointed by the Vice Chancellor. The executive committee has requested that they be consulted regarding appointed faculty. The Senate was reminded that a dean, on a rotating basis, will chair this committee. Issues regarding the Undergraduate Council will be addressed at the March meeting.

Emeritus professor Routt addressed the Senate on behalf of the retiree's association.

ADJOURNMENT: There being no further business the meeting was adjourned at 4:40 PM.


Alice L. Gaul
Secretary

I. Motion

Academic honesty being a matter of fundamental importance and perpetual concern in a university, the Student Relations Committee moves

- A. That a Select Committee on Academic Honesty be formed, to be composed of faculty members, administrators, and students.
- B. That the Executive Committee of the Faculty Senate make the following requests to the appropriate persons and offices:
 - 1. A request to include a session on academic honesty at new-faculty orientations.
 - 2. A request to include a session on academic honesty at entering-student orientations.

II. The Student Relations Committee recommends that the Select Committee on Academic Honesty consider the following suggestions in addition to those which will originate in the Committee:

- A. Develop and distribute materials for the faculty.
 - 1. Guidelines on actions to take in cases of academic dishonesty.
 - 2. Suggestions on actions that may be taken to forestall academic dishonesty.
- B. Conduct faculty forum(s) on academic dishonesty, perhaps with outside experts.
- C. Develop and distribute materials for the students.
 - 1. Definition of academic dishonesty, examples, and possible sanctions.
 - 2. Description of students' rights and recourses.
- D. Consider an honor system or at least a partial honor system for TCU. Some immediate steps might be considered:
 - 1. Have entering students sign a (student-written?) pledge not to engage in academic misconduct.
 - 2. Require the student's signature to a statement on tests or other required work that the student has not engaged in activities considered academically dishonest. This would help impress on students the importance of academic honesty on every activity undertaken for credit, and would cause them to attest that they had been honest in their efforts.

Respectfully submitted,

Greg Franzwa
Ken Morgan
Don Nichols
Jennifer Watson
Stephanie Woods
David Graham, Chair
Alice Gaul, Liason

Mrs. Rebecca S. Rouch
Academic Affairs
30788
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TEXAS CHRISTIAN UNIVERSITY

Faculty Senate
Minutes of December 7, 1989

The Faculty Senate convened at 3:30 p.m. on December 7, 1989 in the Sid Richardson Board Room with Chair, Bill Vanderhoof presiding. Present were: Senators Franzwa, Klein, Odom, McNertney, Moore, Ray, Tucker, Wong, Couch, Ehlmann, Gorman, Morgan, Balch, Craven, Toulouse, Martin, Lacy, Ellmore, Garrison, Kayser, Solomon, King, Woods, Cagle, Davis, Gaul, Nichols, Becker, Dominiak, Fusillo, Graham, Hensley, Lewis, and Watson. Absent were: Senators Farrar, Forrer, Lamb, Guy, Lysiak, and Self.

MINUTES: The minutes of November 2, 1989 were approved with the following corrections: Senator Ray was absent, Vice Chancellor reference on p. 3 should read Vice Chancellors.

ANNOUNCEMENTS: The chair acknowledged the following guests: Vice Chancellor Secrest, Dr. Connor Clay from the TCU Retiree's Association, Teobe Gomez, and Gail Zimmerman.

Senator Fusillo of Ballet and Modern Dance is leaving the University to accept a position at the University of Nebraska. The Senate wishes her well.

The Executive Committee met with the Faculty Relations Committee of the Board of Trustees. The chair provided a brief report of Senate activities. A discussion by the committee resulted.

Clarification of the announcement last month by the chair regarding the committee established by the registrar to address concerns about the registration process was offered. The committee is not a Senate committee and the Senate will not be involved in its ongoing activities.

BUDGET AND FINANCE COMMITTEE: Vice Chancellor Secrest spoke to the Senate at the request of the Budget and Finance Committee. Constraints to budget planning were discussed and included expenditures for workman's compensation and increased minimum wage. Positive factors included a positive endowment which is increasing, positive yields on investments, increased gift income, and a student body that is increasingly well qualified. The budget process at TCU, which is an ongoing process, was outlined. Budget planning for the next fiscal year is beginning at this time. Budget guidelines derived from discussions with the Board of Trustees were distributed to the Senate and discussed (see attached).

Senator Vanderhoof questioned why TCU's endowment wasn't published in the Chronicle of Higher Education. Vice Chancellor Secrest responded that TCU hadn't taken the necessary steps to do so but most likely would in the near future. The endowment is estimated at \$250,000,000. Senator Couch asked for clarification of auxiliary enterprises as stated in the budget guidelines. They

consist of residential housing, athletics, bookstore, cafeteria, and other support units.

Senator Dominiak questioned whether the quasi endowment was to be continued. It was clarified that quasi endowment consists of funds which are restricted by the Board of Trustee to endowment and it will be continued. Currently a return of 12% on endowment funds is required by TCU.

Senator Becker questioned the 12% figure which is higher than the usual investment returns. Vice Chancellor Secrest responded that TCU's return over the past 5 years has been 16% and over the last three 12 1/2%.

Senator McNertney asked for clarification as to where in the budget planning process increased compensation is considered. It is in the early planning stages where the University needs are projected and has been a priority of the University for the last 10-12 years.

Senator Couch queried whether the financial decisions at TCU were decided through a democratic or autocratic process. Vice Chancellor Secrest responded that in fact both approaches were used at various times in the process but ultimately there was consensus.

ACADEMIC EXCELLENCE COMMITTEE: Senator Fusillo reported that the committee has met regularly but at this time has no recommendations. They have requested Vice Chancellor Koehler to provide a summary of the actions taken as a result of the Academic Planning Committee. This committee is charged with making recommendations regarding the use of occasional faculty. Faculty with input regarding this should send it to the committee.

ROLE AND FUNCTION OF THE SENATE: Senator Gorman reported that two of the charges to this committee involve investigating ways communication between the Senate and the TCU community could improve and evaluating the size and composition of the Senate. The committee is preparing a survey to be sent to the faculty in order to collect data regarding these charges. Senators who wish to input the survey instrument should contact Senator Gorman. Senator Moore gave a brief history of the rationale behind these charges which consisted of difficulty recruiting faculty willing to serve as senators in some units and concerns regarding the image of the Senate. Senator Watson expressed concern about appending the survey instrument to the minutes to be distributed in January. Senator Craven suggested that, if attached to the minutes, the survey instruments be in the front. Senator Graham suggested one item solicit information as to the faculty's opinion of the role and function of the Senate.

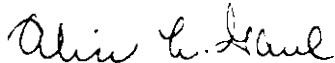
SELECT COMMITTEE ON MINORITY CONCERNS: Senator Moore reported on the committee's response to the Chancellor's reply to the recommendation to establish the committee (attached). The committee is concerned because the Chancellor recommended a minority students committee with administrative oversight by Vice Chancellor Barr. The

intent of the committee making the initial recommendation was that the administrative oversight as well as the committee needed to be centralized, not focused on either students or faculty. It was moved and seconded that the Executive Committee refer the concerns with endorsement by the Senate to the Chancellor. Senator Dominiak questioned whether foreign students should be considered a minority population in this context. Senator Moore responded that this issue as well as many others should be addressed in the committee's charges. The question was called and the motion carried.

REVISED SEXUAL HARASSMENT POLICY: Senator Moore responded to the Dean's suggestions regarding the sexual harassment policy (distributed Spring 1989). There is no objection to suggestions 1, 3, and 4. The committee does object to the suggestions that students be included in the pool of trained individuals and asked Gail Zimmerman to address this. Ms. Zimmerman stated that this inclusion was discussed in the committee's initial deliberations and rejected because it is likely that lengthy ongoing training would be required and there may be a need for more extensive training related to age, maturity, and awareness of the issues by students. There was a motion that the Senate accept suggestion 1, 3, and 4 and delete the sentence regarding consensual relations. The question was called and the motion carried.

Concern was expressed by Senator Toulouse as to a mechanism for reporting back to the Senate on the progress of this policy. The chair suggested a cover letter be attached to the policy expressing the Senate's concern over these issues. Senator Wong stated that TCU is participating in training provided by other agencies. Senator Odom suggested that a Senate committee be designated to follow the progress of this policy. The Student Relations Committee was designated.

ADJOURNMENT: There being no further business the Senate was adjourned at 4:55 with a wish for Happy Holidays.


Alice L. Gaul
Recording Secretary

OBJECTIVES, POLICIES AND PROCEDURES
FOR PREPARATION OF 1990-1991 CURRENT FUNDS BUDGET
Texas Christian University

December 5, 1989

This document is intended to serve as a guide for the preparation of the 1990-1991 Current Funds Budget for Texas Christian University. The general context within which the budget must be prepared as well as specific guidelines and procedures are provided herein.

A. FINANCIAL PLANNING FOR 1990-1991

Budget allocations for the last two fiscal years, 1988-1989 and 1989-1990, were made with the intention of strengthening existing programs and support activities with a view toward preparing the University for change and improvement during the decade of the 1990s. Following a statement of priorities and future directions by Chancellor Tucker in the spring of 1988, a comprehensive academic planning effort was initiated. A major report has been released and is under consideration. Implementation of any new program initiatives resulting from the work of the Academic Planning Committee will require significant incremental resources if the full potential of the planning effort is to be realized.

Financial demands imposed upon the University by the rising tide of entitlement legislation at all levels of government together with significant demographic shifts in the college-age population will pose challenges for financial planning for the 1990s. The planning parameters for 1990-1991 reflect these challenges.

Specific expectations for 1990-1991 budget planning are as follow:

- . The University's relative national ranking as regards faculty and staff compensation will be maintained.

- . Every effort will be made to provide funding for any approved program initiatives which may result from the academic planning effort.

- . Priority will be given to minimizing increases in the costs of medical insurance and workers' compensation.

- . Every effort will be made to maintain a positive current operating margin for auxiliary

enterprises. Progress toward the goal of allocating full operating costs to auxiliary operations will not be possible.

. Justified needs arising from existing and continuing programs must be considered in light of all of the above.

B. GENERAL PROCEDURE

Finance and Planning will develop a baseline budget for 1990-1991. The baseline expenditure budget will reflect those changes which can reasonably be expected to occur due to past decisions within the University and to external factors beyond our control. Permanent staff commitments exemplify the former; utilities, insurance costs, and minimum hourly rates for student workers are examples of the latter. Revenue items for the baseline budget will be based on no increase in direct charges to students, stable to lower enrollment, and moderate increments in endowment and gift revenues.

The baseline budget will provide little opportunity for increased expenditure levels. It is certain that the potential will fall short of needs for next year. Those needs will be balanced against feasible and reasonable patterns of increased student charges and financial aid in order to arrive at a budget.

Budget units will be asked to supply detailed justification for any urgently needed increases in budget. All budget lines will be established on a justified "need" or "merit" basis. In general there will be no "across the board" increases in nonpersonnel items.

In order to maximize opportunity to address urgent needs, managers are asked to distinguish between needs for one-time expenditures (example: purchase of new computer) and on-going increments to budget lines (example: funding for a student assistant).

Budget managers of auxiliary enterprise units will be asked to assist directly with the forecasting and allocation of revenue as well as expenditures.

Following approval of the proposed budget by the Executive and Fiscal Affairs Joint Committee in

late February of 1990, the schedule of student charges for 1990-1991 will be published and the final budget for the fiscal year developed.

The proposed budget will be submitted to the Board of Trustees for its approval in late March of 1990. Salary letters will be issued to faculty and University staff on April 16, 1990 and to the general staff on May 4, 1990. The general budget will be printed May 10, 1990.

C. PROCEDURES AND DATA FOR THE E & G BUDGET

1. Each budget manager will receive a roster of currently authorized personnel positions for his/her unit. The roster will include position numbers, job codes, and the names of incumbents. The listing will include student salary budgets for the current year. The roster will be provided for informational purposes only and will require no formal verification of salaries. The format and timing of requests for any additions to faculty or staff, position reclassifications, and increments to student salary budgets will be established by the appropriate vice chancellor. Each vice chancellor will be provided a list of authorized salaries for any vacancies which are expected to exist on June 1, 1990.

2. Each operating unit will also receive a copy of its current noncompensation budget. Student salaries will be included as well. A work column will be provided on the form to allow for reallocation of funds among the several noncompensation and student salary lines with no change in the total budget. Units should be aware of the fact that the minimum hourly rate will be \$3.80 for 1990-1991.

3. Each operating unit should prepare a separate request for any incremental funding needed. This funding may be for on-going lines or for one-time items. The form for those requests will be specified by the appropriate vice chancellor.

4. For requests involving physical facilities, see Section D. A limited pool of funds will continue to be included in the baseline budget for such projects.

NOTES FROM DEANS' RETREAT, AUG. 15, 1989

PROPOSED SEXUAL HARASSMENT POLICY

COMMENTS/QUESTIONS FROM DEANS:

1. Section IV Complaint Procedures (p. 2, 2nd par.)

"Any allegation of sexual harassment should be taken or referred immediately to the sexual harassment officer...."

2. Section IV (p. 3, 2nd par.)

Students should be added to the "pool of trained individuals" from which the investigating team is chosen.

3. Section IV (p. 3, 3rd par.)

Must the request by either party regarding the composition of the investigating team be in writing?

4. Section VI.C. Consensual Relations (p. 6)

Delete first sentence; move second sentence to the beginning of the second paragraph.



TEXAS CHRISTIAN UNIVERSITY
Fort Worth, Texas 76129
817-921-7469

Department of Sociology
Undergraduate Social Work Program

INTER OFFICE LETTER

November 8, 1989

TO: Faculty Senate Executive Committee *Bill*
FROM: The Faculty Senate Select Committee on Minority Issues
RE: Chancellor Tucker's response re: Minority Student
Affairs Committee

There are several issues raised by the Chancellor's letter that the Select Committee would like addressed.

1. It is not in the spirit of the endorsement by the Faculty Senate of a Minority Concerns Advisory Committee to establish a strictly student related committee. The intent of the Senate as we see it, was to create an umbrella committee that would provide communication and leadership regarding policy developments and programs for the entire university community. A Student Affairs committee removes faculty and staff issues and academic concerns from consideration and essentially becomes an extension of the Minority Student Advisor's office.

2. A committee developed such as that recommended by the Senate should include charges related to communication among campus constituents and to the recruitment of students, faculty, and staff (and thus indirectly to the climate at TCU).

3. The composition of a committee should specify the number of university staff and general staff to ensure representation of both. Also, the student representation should include a representative from the Black Student Union and OLAS as well as a member nominated by the House of Student Representatives.

4. The committee members should be on 3 year rotating terms with 1/3 going off each year. Annual appointments as recommended in the Chancellor's letter could result in discontinuity and a loss of "history" of the committee.

5. Administrative oversight by the Vice Chancellor for Student Affairs makes it strictly a student concern. In order to provide for academic, co-curricular, financial, and personal issues to be dealt with in this committee, oversight needs to remain with the Chancellor or a designee of the Chancellor, perhaps one outside of the traditional structure (e.g., the University Minister).

We are available for any discussion or questions. Thanks for your attention to this issue.

Mrs Rebecca S Roach
Academic Affairs
30788

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TEXAS CHRISTIAN UNIVERSITY
Minutes of the Faculty Senate
November 2, 1989

The Faculty Senate convened at 3:30 PM on November 2, 1989 in the Sid Richardson Board Room with Chair, Bill Vanderhoof presiding. Present were: Senators Farrar, Forrer, Franzwa, Klien, Odom, McNertney, Moore, Ray, Tucker, Wong, Gorman, Morgan, Balch, Craven, Toulouse, Martin, Ellmore, Garrison, Kayser, Solomon, King, Woods, Davis, Gaul, Lamb, Nichols, Becker, Fusillo, Graham, Guy, Hensley, Lewis, Lysiak, and Watson. Absent were: Senators Couch, Ehlmann, Lacy, Cagle, and Self.

MINUTES: The minutes of October 5, 1989 were approved.

ANNOUNCEMENTS: There are two copies of the University planning report available for checkout in the library; one is on 2-hour reserve and one on 24-hour reserve.

A committee of faculty has been formed and has met to investigate problem areas connected with registration. A similar committee involving students has also been formed. The Chair has suggested to the Registrar that if the problems cannot be resolved in this manner an alternative would be to suggest to Committee on Committees that the previously active registration committee be activated.

Congratulations to Professor Robert Doran who was honored by the Council for the Advancement and support of Education. He was named as the professor of the year from Texas and one of the eleven gold medalists from around the nation.

Two professors have been elected to the University Advisory Committee as a result of the recent election. They are: Luther Clegg, School of Education and Doug Newsome, Journalism, Communications unit of Fine Arts and Communication. Professor Clegg replaced Dan Southard who recently assumed the chair of the department and is therefore ineligible. Professor Newsome will ensure representation for the newly formed division within the college of Fine Arts.

COMMITTEE ON COMMITTEES: Senator Ellmore presented the report from this committee by presenting two motions for action by the Senate.

The first motion was: "It is recommended that the TCU Retirees Association form its own Committee on Committees to select appropriate nominees for University committees and to nominate those selected to the Chancellor." Senator Graham questioned the motion in terms of the committee's original charge which was to determine the advisability of inclusion of members of the TCU Retirees Association on University committees. Senator Ellmore responded that the committee has done that and this motion represents the next step. Senator Klein noted that members can be staff or faculty and questioned whether there was any determination as to qualifications of retirees appointed to specific committees.

MEETING OF THE FACULTY SENATE

SID RICHARDSON BOARD ROOM
DECEMBER 7, 1989
AGENDA

MINUTES OF NOVEMBER 2, 1989

ANNOUNCEMENTS

COMMITTEE REPORTS:

ACADEMIC EXCELLENCE

BUDGET AND FINANCE (GUEST: V.C. E. LEIGH SECREST)

ROLE AND FUNCTION OF THE SENATE

SELECT COMMITTEE ON MINORITY CONCERNS

OLD BUSINESS:

REVISED STATEMENT ON SEXUAL HARASSMENT (DISTRIBUTED AT
NOV. MEETING)

Senator Lewis replied that it was open to all committees. The Chair reminded senators that final determination of committee appointments is the choice of the Vice Chancellor. Senator Odom questioned whether these members would be voting members. Senator Ellmore replied that the motion does not address that issue. The question was called and the motion carried.

The second motion was: "The Faculty Senate should recommend to the Chancellor that he accept retired faculty on University committees as additional members of the committee". Senator McNertney questioned how many retired members. Senator Ellmore stated appointment would be by the Vice Chancellor but the motion didn't address limits. Senator Klein clarified that the term additional meant that these members were not to replace existing faculty members. Senator Craven requested the history of the motion and the Chair responded. Senator Lewis noted that retired Chancellors and Vice Chancellors could then theoretically serve on University committees. The question was called and the motion carried.

ROLE AND FUNCTION OF THE SENATE: Senator Gorman reported from this committee by presenting a motion for Senate action.

The motion was: "The past Chair of the Faculty Senate will serve as custodian of the Senate archives which are housed in the library". The question was called and the motion carried without discussion.

The second charge reported upon was the determination of whether or not duly elected senators who receive terminal contracts will be eligible for continued service on the Senate. The committee recommended no action in this matter. Duly elected senators who are in receipt of a terminal contract will continue service as senators as long as they continue to meet the responsibilities of that position as defined in the bylaws. There was no discussion.

TENURE, PROMOTION AND GRIEVANCE: Senator Farrar reported on the committees deliberations concerning the issue of whether or not the tenure clock should be stopped for various reasons. The committee has reached consensus on two points. First, the issue needs further discussion and investigation prior to bringing a motion to the Senate. Second, there is clearly more than one reason to stop the tenure clock. The committee will explore the issue further including determination of policies at other universities and legal ramifications of such a policy.

NEW BUSINESS: The chair reported that the policy formulated by the Select Committee on Sexual Harassment has been reviewed by the Deans and returned to the Senate with suggestions. That committee is now disbanded. The chair asked Senator Moore who was a member of the original committee to distribute copies of the policy and the suggested changes (attached) to the senate for perusal and action at the December meeting. Senator Moore voiced concern regarding the second and third suggestion and asked

ag 11/2/89 2 Faculty Senate

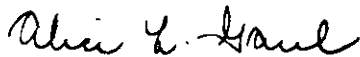
the senators to carefully think about them. Senator Odom, in reference to the phrase "trained individuals" in suggestion 2, questioned the method of and the evaluation of training. Senator Moore replied that there are government guidelines for training but none for evaluation of that trainee.

Senator Fusillo reminded the senate that the school of Fine Arts was sponsoring a ballet starring Senator Woods this week and encouraged all to attend.

Senator Moore reminded all senators to remember Hunger Week.

ADJOURNMENT: There being no further business the Senate was adjourned at 4:15 PM.

Respectfully submitted,


Alice L. Gaul, Secretary

Mrs Rebecca S Roach
Academic Affairs
30788
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Texas Christian University
Faculty Senate Minutes
October 5, 1989

The Faculty Senate convened at 3:36 p.m. on October 5, 1989 in the Board Room of Sid Richardson with Chair of the Senate Bill Vanderhoof presiding. Senators present were: Jim Farrar, Greg Franzwa, Ted Klein, Keith Odom, Ed McNertney, Linda Moore, Spencer Tucker, Morrison Wong, Ernest Couch, Art Ehlmann, Mary Ann Gorman, Ken Morgan, David Balch, Toni Craven, Mark Toulouse, Kathleen Martin, Alan Lacy, Bill Vanderhoof, Terry Ellmore, Ellen Page Garrison, Hortencia Kayser, Judy Solomon, Paul King, Carolyn Cagle, Gail Davis, Charles Lamb, Don Nichols, Chuck Becker, Gere Dominiak, Lisa Fusillo, David Graham, Linda Guy, Sonoa Hensley, Majorie Lewis, Richard Lysiak, Jennifer Watson. Senators absent were: Richard Forrer, Bill Ray, Stephanie Woods, Alice Gaul, and Allen Self.

Minutes: The minutes of September 7, 1989 were approved.

Announcements:

Dr. James Atwood, Religion Studies, has accepted the appointment as Interim Dean of Admissions.

The Chair extended congratulations to Dr. William Smith (Chemistry) for being awarded the Chancellor's Award for Research.

Reports of the three committees that spoke to the Faculty Assembly are available in the Library for the Faculty to read.

The Chair announced that copies of the reports that had been passed by the Senate during the Spring Term 1989 have been discussed by the Deans at their retreat and the responses have been given to the appropriate Senate Committees for their examination. [Faculty Grievance Policy, Sexual Harassment and Discrimination Policy, Faculty Advisory Committee Structure]

The Chair received a letter from Chancellor Tucker indicating his willingness to establish a University Committee as an advisory committee for minority concerns. Copies of this letter have been given to Dr. Terry Ellmore, Chair of Committee on Committees; Professor David Graham, Chair of the Student Relations Committee; and Professor Linda Moore, Liaison with the Senate Select Committee on Minority Concerns.

If any Senator or any of your constituents have not been receiving the Senate Minutes or the Agenda, the Chair asked that a member of the Executive Committee be made aware of the fact in order to correct the mailing lists.

The Chair noted that the University had established designated smoking areas within buildings on the campus, and stated that the Senate may have to address this by determining whether smoking is permitted in the Board Room.

The Chair asked the indulgence of the Senate to include a committee report not specified on the agenda. He invited Senator Ed McNertney, Chair of the Budget and Finance Committee to report on the rumors of a revenue shortfall.

Budget and Finance Committee report was given by Senator McNertney and included a handout entitled "Summary of Adjustments to 1989-1990 Budget". (See attachment.) The report spoke to the rumors concerning a revenue shortfall. Senator McNertney shared some details of a meeting with Vice Chancellor Secrest in order to clarify the situation.

The nine items on the handout were explained and discussed. 1) A projected Budget Surplus was projected as of May 31, 1989. 2) A minimum dollar figure was arrived at which was the amount subtracted from the surplus figure that would be "protected" or saved (much like a minimum balance in a checking account)--the Required Bottom Line. 3) #1 minus #2= Available Budget Surplus 4) Reflected areas whose income were in amounts which were more than projected figures 5) Totaled the Available Surplus (#3) and the Increases (#4). 6) Reductions--figures from areas whose income were less than projected figures. It was noted that in the area of Tuition and fees, that the figure stated was not drawn in comparison to last year's figures, but in relation to the figure that was projected. Reasons for the flux in numbers were discussed. It was also noted that the projections given were for the whole year and will be impacted by the Spring semesters' enrollment. Discussion ensued concerning reasons for the shortfall in the Annual Fund. 7) Total (5 minus 6) equals the adjusted shortfall figure. 8) Vacancy Savings are monies saved from positions allocated but not filled (and presuming they will not be filled). 9) Total (7 plus 8) equals the remaining shortfall. Proposed reductions from a) the Plant Fund and b) the Executive (Chancellor and Vice Chancellors) and Auxiliary Enterprises (ie. Athletics and Bookstore) are planned to cover the remaining deficit with note that the monies reduced by the Plant Fund will be "paid back". There was further discussion concerning the shortfall in Athletics and also questions about monies budgeted for the quasi-endowment. The Chair thanked Senator McNertney for his report.

Student Relations Committee Chair David Graham reported on two of the committee charges. See attached report. The Senate accepted the report with no discussion.

Role and Function Committee Chair Mary Ann Gorman reported on the charge to "Reconsider the question of ex officio status for the Vice Chancellor for Academic Affairs and the Chancellor". Senator Gorman referred to the 1989-1990 Faculty and University Staff Handbook pages 43-45 and related the advantages and concerns of the question as discussed by the Committee. A two-part recommendation was then made: 1) To leave things

as they stand and 2) To not change the Faculty Senate Constitution.

A second charge was then addressed. The charge was to "Examine the issue of selecting an ex officio member of the Senate from the TCU Retiree Association". Jeff Horn attended the meeting of the Committee. Advantages and problems were presented. Referring to page 44 of the 1989-1990 Handbook, it was recommended that a standing invitation for a faculty member from the Retiree Association to attend Senate meetings with no voting privileges. The Faculty person would be chosen by the Association. Formal motions were made on both issues, seconded and carried by vote of the Senate.

Senator Spencer Tucker expressed gratitude for the support and coverage by the Skiff representative to the Senate meetings.

Committee on Committees Chair Terry Ellmore reported on the committee work and moved that Rudolf Brun be appointed to the Honors Council. Even though Professor Brun is on leave, he indicated a desire and willingness to serve. The motion was seconded and carried by vote of the Senate.

Senator Ellmore also reported on the charge to "Examine the appointment or selection process of appointing members of the University Core Advisory Committee", and made the following motion: The University Core Advisory Committee become a University Committee and as such, have membership selected by the Senate Committee on Committees. The motion was seconded and discussion followed clarifying the process of appointment now in use. Additional discussion dealt with the title of the committee, the question of the chair of the committee, and the secretarial support needed by the committee. The question was called, voted on and the motion passed.

Clarification. Senator Mc Nertney explained that the Budget Surplus (#1) was the actual surplus in the budget at the end of the 1988-1989 fiscal year. The figure was not a projection.

New Business: It was noted by the Chair that there was no faculty participation in the selections to assistant and associate vice chancellor positions, and that these were appointed positions. The question was raised as to whether there should be a more formal process for these selections.

It was then moved and seconded that the Senate adjourn. The Chair adjourned the meeting at 4:40 p.m.

Respectfully submitted,

Ellen Page Garrison
Ellen Page Garrison,
Assistant Secretary

SUMMARY OF
ADJUSTMENTS TO
1989-1990 BUDGET

1. BUDGET SURPLUS (6-1-89)		\$747,384
2. REQUIRED BOTTOM LINE	\$346,152	
3. AVAILABLE BUDGET SURPLUS (1 - 2)		\$401,232
4. INCREASES:		\$779,180
Mineral Quasiendowment Spendable Income	\$166,000	
Designated Restricted and Unrestricted Spendable Income	\$200,180	
Short-term investments	\$413,000	
5. TOTAL (3 + 4)		\$1,180,412
6. REDUCTIONS:		\$2,070,412
Tuition and fees shortfall	\$1,081,000	
Annual Fund shortfall	\$413,000	
Workers' Compensation Adjustment	\$351,260	
Miscellaneous	\$225,152	
7. TOTAL (5 - 6)		-\$890,000
8. VACANCY SAVINGS		\$265,000
9. TOTAL (7 + 8)		-\$625,000
PROPOSED REDUCTIONS:		
Plant Fund Underwriting	\$375,000	
Executive Team and Auxiliary Enterprises	\$250,000	

STUDENT RELATIONS COMMITTEE REPORT
(October 5, 1989)

Among this year's charges to the Student Relations Committee, two asked for reports at today's Senate meeting.

The first of these was to "Investigate the possibility of establishing working agenda in common with the Student House of Representatives for the academic year." Accordingly, the Committee invited Kristen Chambers, President of the Student House, to attend our meeting. She did. Together we decided we would share minutes of the Senate and the Student House in order to identify items of common interest. We also agreed that Ms. Chambers and another representative from the Student House, appointed by her, will attend meetings of our Committee.

The other charge calling for a report today was to "Organize University-wide programs that would address the issue of academic misconduct with special emphasis given to techniques or strategies that may be used to prevent or discourage such activities." Committee members made several suggestions which may prove fruitful. These included having persons from such University Committees as Academic Appeals and Student Conduct meet with us to seek out ideas (already in place since one member of our Committee is on the Academic Appeals Committee and two others are on the Student Conduct Committee), and asking for consultations with Dean of Students Libby Proffer. In view of potential legal questions which might arise from faculty members' contending with academic misconduct, the Committee agreed it might be useful to consult with the University's attorney as well. We will, of course, have the benefit of views and ideas from the student representatives meeting with our Committee. The charge asks for a follow-up report at the Senate meeting of February 1, 1990, at which time we hope we can bring news of substantive progress.

The Committee has no motions to present now. We ask the Senate to accept this report.

Mrs Rebecca S Roach
Academic Affairs
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TEXAS CHRISTIAN UNIVERSITY
FACULTY SENATE MINUTES
September 7, 1989

The Faculty Senate convened at 3:30 p.m. on September 7, 1989 in the Board Room of Sid Richardson with Bill Vanderhoof presiding. Senators present were: Jim Farrar, Richard Forrer, Greg Franzwa, Ted Klein, Keith Odom (AddRan Humanities); Ed McNertney, Bill Ray, Spencer Tucker, Morrison Wong (AddRan Social Science); Ernest Couch, Mary Ann Gorman, Ken Morgan (AddRan Natural Science); Toni Craven Mark Toulouse (Brite Divinity); Kathleen Martin, Alan Lacy, Bill Vanderhoof (School of Education); Terry Ellmore, Ellen Page Garrison, Hortencia Kayser, Judy Solomon, Paul King, Stephanie Woods (Fine Arts); Carolyn Cagle, Gail Davis, Alice Gaul (Harris College of Nursing); Charles Lamb (Business); Chuck Becker, Gere Dominiak, Lisa Fusillo, David Graham, Linda Guy, Sanoa Hensley, Marjorie Lewis, Richard Lysiak (Members-at-Large). Senators absent were: David Balch, Art Ehlmann, Linda Moore, Don Nichols, Allen Self, and Jennifer Watson.

REMARKS: Chair of the Senate Bill Vanderhoof opened the meeting with remarks which centered around the role of the Senate in the University community including setting goals, establishing and maintaining trust, and actively being involved in setting the course for academic concerns.

MINUTES: The minutes of May 4, 1989 were approved.

ANNOUNCEMENTS: Ned Boehm has resigned to accept a position at Marshall University and Leo Munson has been appointed as Interim Assistant Vice Chancellor for Academic Affairs.

The final candidates in the search for the Dean of Admissions are in the process of on campus interviews. If any senator wishes the Executive Committee of the Faculty Senate to address a specific issue please notify any member.

The Faculty Senate Select Committee on minority concerns has had an organizational meeting. This will be a very active committee working with the University Committee to assist in the efforts to resolve these complex issues.

UNIVERSITY COMMITTEE ASSIGNMENTS: Several changes in committee assignments were announced (see attached).

A current roster of Senate members, a Senate calender, Senate Committee charges and reporting dates, and the Senate absence policy was distributed. Please pay particular attention to the reporting dates. If a committee needs to report on a date other than scheduled notify the chair of the Senate.

The General Faculty Assembly will be Tuesday, September 26, 1989 at 3:30 p.m. in Sid Richardson Lecture Hall #1. Chairs from each of the planning committees active during the spring semester last year will report.

**MEETING OF THE FACULTY SENATE
BOARD ROOM, SID W RICHARDSON HALL
THURSDAY, 5 OCTOBER 1989 AT 3:30 PM**

AGENDA

Approval of Minutes--September 7, 1989

Announcements

Committee Reports

- a. Student Relations
- b. Role and Function of Senate--bring Faculty Handbook
- c. Committee on Committees

New Business

Appointment of assistant and associate vice chancellors

AG/sm

A MASTER PLANNING COMMITTEE has been convened in order to comprehensively plan an environment for academic life in terms of programs and facilities. Bill Vanderhoof is a member. Senators who have concerns or wish to voice an opinion in this process should contact Bill. Currently the committee is in the process of selecting a firm who will be involved in the organization of the Master Planning Effort. Senator Dominiak questioned the focus of this committee in terms of the academic planning process in progress. Senator Vanderhoof replied that it was his understanding that this committee was focused on facilities while the Academic Planning Committee was focused on the academic directions for TCU.

WILLIAM WEHNER, VICE CHANCELLOR FOR UNIVERSITY RELATIONS AND DEVELOPMENT ADDRESSED THE SENATE. He desires to have faculty informed and involved and stated his willingness to come to the Senate at any time either for information purposes or to address senate concerns. Vice Chancellor Wehner delineated three major areas of responsibility. The first and primary one is development. Nationwide fund raising is down for fiscal 1987-1988 3.5%. For private institutions it is down 7.1% while it is up in the public sector. Two reasons for this are encroachment of the public institutions into traditional privates sector funding sources and decrease by 30% of depreciated property due to the 1986 tax reform act. The goals for development at TCU include increasing development funds by 13%, increased training of development staff, and more geographically diverse phonathons. There will be an increased sensitivity toward capital program funding at TCU. The exact directions and goals for this are still being determined. The second area of responsibility is alumni affairs. The main focus of this program will be to strengthen the Alumni Association in the metroplex. The third area of responsibility is University Relations where Vice Chancellor Wehner hopes to assure continuity in publications by recruiting/training other persons for that job. Public Service Announcements will be analyzed to determine the exact nature of the message in terms of the target audience.

Senator Graham inquired whether or not there was a specific purpose/direction in mind when soliciting money. Vice Chancellor Wehner responded that the development fund covered the day to day running of the university while capital funds are earmarked for specific purposes such as endowed chairs etc. The specific directions for capital funds are being negotiated with Vice Chancellor Koehler.

Senator Graham stated that the University endowment has increased more than three times since Chancellor Tucker assumed office and questioned the process of allocation of these funds particularly in terms of the increase in University staff. Vice Chancellor Wehner responded that this issue is to be addressed by the Master Planning Committee.

Senator Morgan indicated a concern regarding acquisition of major equipment in that once a requisition was forwarded faculty were not further involved. Vice Chancellor Wehner responded that faculty should be kept better informed but the nature of the process does not require direct faculty involvement after that stage.

Senator Couch requested the Vice Chancellor inform faculty of funding support sources. There is now a research person in place who has access to several data banks that can accomplish this.

Senator Craven expressed concern regarding the use of the term alumni instead of alumnae which is the correct Latin term and asked if Vice Chancellor Wehner and/or the Alumni Association has addressed this issue. The Vice Chancellor responded that it has not been addressed but he doubted that TCU Alumni Association would choose to change.

Senator Hensley questioned whether there were efforts to synchronize the efforts of various departments searching for their own funding sources. Vice Chancellor Wehner will work with every dean at TCU to do this.

Emeritus faculty Dr. Jeff Horn was introduced and spoke to the Senate regarding the TCU Retiree's Association. Dr. Horn gave a brief history and overview of the establishment and function of the Retiree's Association. Some of the activities are social support, support for families in times of grieving, publishing a newsletter, meeting every month with an average attendance of 45-50, and interpretation of benefits and other items of interest to retirees. Several concerns were expressed to the Senate. These included: desire for OFFICIAL recognition as a TCU organization, a desire to have an ex-officio member on the Senate, and a request for a permanent space on campus for the organization. Dr. Horn appealed to the faculty to assist the retiree's organization in accomplishing these goals.

Chair Vanderhoof, in view of the late hour, stated that the final item on the agenda which was appointment of Associate and Assistant Vice Chancellors would be referred to the appropriate Senate committee.

Senator Odom expressed concern over the KTCU situation as published in the Skiff and questioned whether this involved censorship. The chair responded that members of the Senate who share that concern may wish to draft for submission to the Senate, a statement of concern regarding the issue for submission to the senate.

Senator McNertney moved the Senate adjourn and Senator Graham seconded. The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Alice L. Gaul, Secretary