

TEXAS CHRISTIAN UNIVERSITY

FACULTY SENATE MINUTES May 7, 1992

The Faculty Senate of Texas Christian University convened at 3:30 p.m. on May 7, 1992 in the Sid Richardson Board Room with Chair, Alice Gaul, presiding. Present were: Senators Forrer, Franzwa, Klein, Odom, Becker, McNertney, Tucker, Couch, Gorman, Harris, Garrison, King, Solomon, Raessler, Cagle, Wilson, Dominiak, Brooks, Daniel, Hensley, Lysiak, Nichols, Oberkircher, Payne, Stephenson, Lewis, Lamb, Breyer, Fort, Fortenberry, Fenker, Steele, Benison, Rowell. Absent were: Senators Butler, Pittman, Trimiew, Lacy, Reyes.

APPROVAL OF MINUTES:

The minutes from the April, 1992, meeting were approved as circulated.

ANNOUNCEMENTS:

The Chair extended congratulations and a welcome to newly elected Senators. All Senators introduced themselves.

OLD BUSINESS:

The Executive Committee has gathered suggestions regarding membership for the Senate Select Committee on Teaching Excellence. Vice Chancellor Koehler has suggested that the name of the Committee be changed to the Senate Select Committee on Teaching Effectiveness. The Senate agreed with the name change.

The Chair reported that the Executive Committee is still investigating why Good Friday is a University Holiday.

The suggestion to investigate the number of National Merit Scholarships funded by TCU will be referred to the Faculty Senate Student Relations Committee as a charge for the 1992-1993 academic year.

In response to a question raised by a Senator regarding the TCU policy of acceptance of transfer credit hours from non-accredited institutions, the Chair reported that TCU does not accept transfer credit from non-accredited universities. Senator Kucko clarified that Bauder College is an accredited institution.

Senators were asked to provide feedback to the Deans regarding the proposed Workload Policy Statement. Senator Breyer suggested adding "contact hours" to the list of variables that are considered in the assignment of teaching load. Senator Harris concurred with this suggestion. Senator Dominiak suggested that teaching load does depend on workload.

The next item considered was the Proposal for Review of First Year Faculty. The Chair reported that Vice Chancellor Koehler suggested adding a specific date for a progress review of first year faculty made by chairpersons and tenured faculty. The Chair noted that Student Evaluations of Instruction are delivered at the beginning of the second week of the academic semester. Senator Lamb suggested that the policy as written may actually place new faculty in jeopardy rather than

protecting them, since a review is mandatory by a certain date. Senator Lamb also suggested that faculty who are performing poorly should be informed as early as possible so that improvement may possibly be made. The question was called and the motion was defeated. The Proposal will be sent back to the Tenure, Promotion, and Grievance Committee next year.

The Chair next directed the Senate to consider the proposed revision to the Emeritus Statement. The Chair reported that Vice Chancellor Koehler suggested that the final sentence of the first paragraph of the revision read as follows: "Candidates for emeritus status usually will have held permanent tenure, have been associated with TCU for at least ten years and have made meritorious contributions to the University." Senator Cagle noted that a member of the Harris College of Nursing faculty was not in favor of the proposal. This faculty member believes that Emeritus status is more of a promotion concept than a tenure decision. The College Advisory Committee, therefore, is the proper body to discuss and recommend that status. Finally, the idea of having to ask the candidate for consent to take the request for the recommendation for Emeritus status to the tenured faculty was also not supported. The question was called, and the motion carried.

COMMITTEE REPORTS:

Committee on Committees: Senator Tucker circulated a recommendation to appoint Jackie Callanan to the University Evaluation Committee and a recommended revision to the charge of the Evaluation Committee (**bold indicates additions**) as follows: "Studies and recommends changes in the evaluation procedures **of/for faculty and academic administrators**. The committee annually reviews the forms, the mechanics of distribution, and the methods of tabulating results." Senator Tucker moved that the Senate endorse the recommendations noted above. The question was called, and the motion carried.

Senator Tucker next circulated recommended appointments to University Committees and recommended changes in appointment to the Faculty Grievance Committee. Senator Tucker thanked Ernest Couch and Art Busby for implementing a computer program to assist with recommendations for appointment to University Committees. Senator Tucker moved that the Senate endorse the recommendations for appointment to University Committees. The question was called, and the motion carried. Faculty are urged to contact their individual Senators for copies of the recommended faculty appointments to University Committees.

Senator Tucker next circulated a ballot for the election of members of the Executive Committee of the Faculty Senate for 1992-1993. The Executive Committee of the Faculty Senate for 1992-1993 includes: Past-Chair, Alice Gaul; Chair, Paul King; Chair-Elect, John Breyer; Secretary, Carolyn Cagle; Assistant Secretary, Fred Oberkircher.

Role and Function Committee: Senator Forrer thanked members of the Role and Function Committee for their role in the completion of a Faculty Senate Handbook. Copies of the Faculty Senate Handbook were distributed to Senators, and Senator Forrer briefed Senators regarding Handbook contents. Senator Forrer also thanked the TCU Bookstore for donating the binders for the Handbook.

Recommendations from the Role and Function Committee to the Executive Committee of the Faculty Senate regarding University Governance were distributed to Senators.

Academic Excellence Committee: Senator Fort announced that the Academic Excellence Committee has met with the Academic Affairs Committee of the Student House of Representatives. Senator Fort reported on the following issues being considered/actions underway in the Student House:

1. An Honor Code survey is being conducted and 750 have been returned so far;

2. The Student House suggests that Student Evaluations of Instruction be distributed by faculty at the beginning of a class session, rather than at the end of the class;
3. There should be a central collection site on campus for course syllabi;
4. There should be a test file for independents that is similar to test files compiled by Greeks;
5. Students are curious regarding ways in which faculty members are trained to teach; and
6. Students recommend that the date for withdrawal from class with a "W" be extended. Students stated that the current TCU policy is that a "W" appears on a student's record if they withdraw after 1 week of class. The Students would like the Faculty Senate to investigate this recommendation.

Senator Fort turned the floor over to Senator Franzwa who urged Senators to endorse the following proposal:

Be it resolved that (1) the Faculty Senate direct the budget committee to investigate the apparent disparity between salaries for faculty and administrators at TCU, (2) that the committee seek and assemble similar data for comparable schools in the region, and (3) that the committee seek input from interested parties on possible steps that might be taken to correct that disparity if in fact it exists.

The question was called, and the proposal was endorsed.

The Chair thanked other members of the Executive Committee for their service during the past academic year. The Chair thanked Ted Klein for three years of service on the Executive Committee, Mary Anne Gorman for two years of service on the Executive Committee, and Chuck Becker and Paul King for one year of service on the Executive Committee. Chair-Elect Paul King then thanked Alice Gaul for serving as Chair during the past academic year.

Chair Alice Gaul then passed the gavel to Paul King, who will assume the duties of Chair of the Faculty Senate for 1992-1993. Past-Chair Ted Klein presented Alice Gaul with an engraved plaque and gavel for her service as Chair of the Faculty Senate for 1991-1992.

ADJOURNMENT:

There being no further business, the Faculty Senate meeting was adjourned at 4:40 p.m.



Mary Anne Gorman
Secretary

Dr. William H. Koehler
Academic Affairs, VC
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TEXAS CHRISTIAN UNIVERSITY

FACULTY SENATE MINUTES

April 2, 1992

The Faculty Senate of Texas Christian University convened at 3:30 p.m. on April 2, 1992 in the Sid Richardson Board Room with Chair, Alice Gaul, presiding. Present were: Senators Forrer, Franzwa, Klein, Odom, Becker, McNertney, Tucker, Couch, Gorman, Harris, Garrison, King, Solomon, Raessler, Cagle, Wilson, Dominiak, Brooks, Daniel, Hensley, Lysiak, Nichols, Oberkircher, Payne, and Stephenson. Absent were: Senators Lewis, Butler, Fortenberry, Breyer, Fenker, Pittman, Rowell, Trimiew, Benison, Lacy, Reyes, Lamb, Steele, Fort.

APPROVAL OF MINUTES:

The minutes from the March, 1992, meeting were approved as circulated.

ANNOUNCEMENTS:

The Chair informed Senators that there was an Addendum to the April Agenda of the Faculty Senate. The expanded agenda was developed following the recent meeting of the Executive Committee with Vice Chancellor Koehler and was presented for Senate consideration and action prior to the conclusion of the Spring Semester, 1992.

The Chair extended congratulations to Senator Rowell on his promotion to the rank of Professor. Congratulations were also extended to Senators Raessler and Wilson for being awarded Tenure and to Senator Butler on his promotion to Associate Professor and Tenure.

The Chair reminded Senators of the Spring Faculty Assembly which will be held on Thursday, April 23, 1992, in Rm 141N in the Moudy Building. Larry Adams, Associate Vice Chancellor for Academic Affairs will provide the faculty with a summary of programs developed in response to the Academic Planning Goal of preparing TCU students to live in a global society.

Senator Dominiak asked if information regarding action taken at the recent Board of Trustees meeting was available. The Chair responded that no report has been made available to the Executive Committee of the Faculty Senate.

OLD BUSINESS:

The pending motion from the Academic Excellence Committee for the establishment of a Senate Select Committee on Teaching Excellence was considered. The question was called, and the motion carried.

Regarding the recommendation from the Tenure, Promotion, and Grievance committee to instruct departments to develop procedures for a Merited Leave of Absence, a letter will be sent to all Deans and Chair requesting that departments develop such procedures in accordance with existing policies.

Regarding the recommendation that the requirement for tenure be deleted from the sentence on p. 24 of the TCU Faculty and University Staff Handbook that reads "Normally, leaves are awarded only to tenured faculty", the Vice Chancellor for Academic Affairs is concerned that the deletion of this requirement may have serious legal implications. Vice Chancellor Koehler is exploring other options for merited leaves for non-tenured faculty. Vice Chancellor Koehler explained

TEXAS CHRISTIAN UNIVERSITY FACULTY SENATE

*** Sid Richardson Board Room ***

May 7, 1992

3:30 PM

Agenda

Welcome to newly elected Senators for 1992-1993

Approval of minutes from previous Faculty Senate meeting

Old Business

Report from the Chair concerning TCU acceptance of transfer credits from non-accredited institutions

Consideration of the suggested revisions to the Faculty Workload Statement

Consideration of the recommended changes regarding fair treatment of first-year faculty (attached)

Consideration of the recommended changes in the Emeritus Faculty policy (attached)

New Business

Completion of Senate Committee Preferences form by Senators elected for 1992-1993

Committee Reports

Report from the Committee on Committees: Spencer Tucker;
Obtain recommendations from Existing University Committees regarding suggestions for charges for the next academic year

Recommend to the Faculty Senate names of faculty members for appointment to University Committees

Nominate a double slate of officers for the Faculty Senate in time for the elections, as well as any other elections that may be needed for appropriate committees

Report from the Role and Function Committee:
Richard Forrer; Report regarding Faculty Senate Handbook and Committee suggestions

SENATORS ARE ASKED TO BRING A COPY OF THE CURRENT
FACULTY AND UNIVERSITY STAFF HANDBOOK

to the Executive Committee that the word "Normally" in the document allows for exceptions in unusual cases. The Vice Chancellor further informed the Executive Committee that there have been merited leaves of absence awarded to non-tenured faculty in the past. The Chair suggested that this recommendation be sent back to the Tenure, Promotion, and Grievance Committee for further consideration.

The addition of Tenure Track Instructor to the TCU Faculty and University Staff Handbook will be forwarded to the Board of Trustees for action at the Fall, 1992, Board meeting. In addition the other recommendations regarding promotion for Assistant Professors will be forwarded for consideration and action at the Fall, 1992, meeting of the Board of Trustees.

A revision to the Emeritus Status policy that was suggested jointly by the Executive Committee of the Faculty Senate and the Vice Chancellor for Academic Affairs was discussed. Senators Forrer, Odom, and King offered suggestions for wording changes/additions. A copy of the proposed statement on Emeritus Status (which includes suggested wording changes/additions) is enclosed for consideration at the May meeting of the Faculty Senate.

Recommendations to ensure the fair treatment of first year faculty were discussed. Senator Wilson pointed out that the revision proposed by the Vice Chancellor for Academic Affairs and the Deans still stated a deadline of March 1st for review of progress in the first year by the chairperson and tenured faculty within the respective department. Senator Wilson stated that the Tenure, Promotion, and Grievance Committee proposed a February 1st deadline for this progress review. Senator Garrison suggested that the words "15 calendar days into that semester" be substituted for "March 1st". A copy of the proposed statement on Review of First Year Faculty is enclosed for consideration at the May meeting of the Faculty Senate.

The suggested revision to the Faculty Workload Statement is attached for consideration at the May meeting of the Faculty Senate. The revision is an attempt by administration to more accurately describe total faculty workload rather than teaching load.

Opinions were requested regarding the proposed revision to the Academic Suspension and Probation Policy distributed at the March meeting of the Faculty Senate. Senator Nichols inquired about transferring credits from non-accredited colleges. The Chair suggested deleting the word "accredited" from the proposed policy. Senator Oberkircher stated that Interior Design currently accepts up to 9 credit hours from a nearby unaccredited institution (Bauder Fashion College). The Chair volunteered to investigate the situation regarding acceptance of credit hours from unaccredited institutions.

COMMITTEE REPORTS:

Tenure, Promotion, and Grievance Committee: Richard Lysiak, Chair of the Tenure, Promotion, and Grievance Committee stated that the charge to compare policies of individual departments and schools related to the use made of tenure and promotion documents and make recommendations has been tabled until next year. The Chair commended the Richard Lysiak and the Tenure, Promotion, and Grievance Committee for their work this year.

Budget and Finance Committee: Sanoa Hensley distributed data regarding compensation packages at TCU for various ranks for the academic year 1991-1992 (enclosed). Also distributed to Senators was a comparison of compensation packages at TCU for various academic ranks and genders within the University as well as with similar packages at other AAUP Class I research universities. Faculty should consult Senators to receive a copy of this information.

Committee on Committees: Spencer Tucker, Chair of the Committee on Committees, moved that the Senate approve the election of Andy Fort (Humanities) and Jennifer Watson (Fine Arts/Communications) as members of the University Advisory Committee

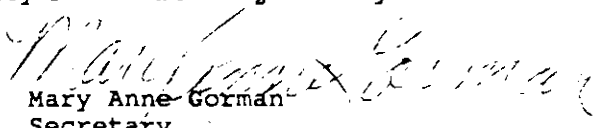
and Andy Fort (Religion) as the new member of the Budget and Finance Committee. Senator Tucker also moved for Senate endorsement of Faculty Grievance Committee nominees. The question was called, and the motion carried.

Academic Excellence Committee: Senator Payne presented a report to the Senate regarding recommendations on the development of TCU courses focusing on Women's Studies. Senator Payne stated that a group of interested faculty has met and discussed the feasibility of offering courses in Women's Studies. It is the opinion of this faculty group that TCU should offer a minor in Women's Studies. Both majors and minors in Women's Studies are widely available and established in colleges and universities across the nation. The minor in Women's Studies would meet several objectives that the University has established: (1) the focus of coursework is interdisciplinary, (2) coursework tends to address issues related to culture, race, and class, and (3) most existing courses as well as those planned meet the UCR criteria for Critical Inquiry. It is recommended that a minor in Women's Studies be administered through AddRan College of Arts and Sciences, with Priscilla Tate as the coordinator. It is further recommended that the Women's Studies minor consist of a minimum of 18 hours, including a 3-hour interdisciplinary course, and existing courses cross-listed in history, religion studies, sociology, and nursing. Additional courses planned include an interdisciplinary senior seminar, and courses from modern languages and English. Senator Franzwa inquired if there were other University approved minors that were not housed within an individual department. Senator Payne stated that the Latin American Studies minor was not housed within an individual department.

Senator Brooks inquired regarding the number of National Merit Scholarships funded by TCU. The Chair volunteered to try to find the answer to this question or to refer the question to a Senate Committee for the next academic year.

ADJOURNMENT:

There being no further business, the Faculty Senate meeting was adjourned at 4:40 p.m.


Mary Anne Gorman
Secretary

Proposal for Review of First Year Faculty; (changes in Bold type)
Faculty and Staff Handbook page 10 #4.

Replace existing 4 b. with:

As early as possible in the second semester of employment but no later than 15 calendar days into that semester the progress of first year faculty will be reviewed by the chairperson and tenured faculty within their department. The first year faculty and appropriate dean will be informed in writing of the results of the review. If the faculty member wishes to challenge the findings of the review, he or she may request a conference with the chairperson and tenured faculty.

Old 4 b becomes 4 c.

Proposed revision of the Emeritus Statement in the TCU Faculty and Staff Handbook page 8.

The revised Emeritus statement reads: (Changes in Bold type)

Emeritus Faculty: Emeritus rank is indicated by adding the term "Emeritus" before the rank held by the faculty at the time of retirement. Candidates for emeritus status usually will have held permanent tenure, have been associated with TCU for at least ten years and have contributed meritorious service to the University.

Candidates for Emeritus status will have met the criteria governing either teaching, research, professional service, advising, or continued professional development appropriate to their rank at the time of retirement.

With the retiree's (candidate's) consent, the tenured faculty of each department shall meet and review retiring faculty for the purpose of recommending emeritus status. **The subsequent procedures for nomination and appointment to emeritus status are the same as those for promotion in rank.** Emeritus status does not entitle the holder to a stipend from the university, but persons holding this title are accorded full faculty status with regard to faculty social activities and faculty benefits, in the attendance at athletic events, fine arts performances, and other cultural activities on campus. Names and titles of all emeritus faculty and staff members are printed in the Undergraduate Studies Bulletin.

WORK LOAD POLICY STATEMENT
March 25, 1992

Current Handbook p. 24

TEACHING LOAD. The normal teaching load at TCU is twelve semester hours during each semester of the academic year. With the approval of the dean of the school of college, teaching assignments may vary with the level of courses taught, involvement in laboratory instruction, administrative duties, and research and or other creative activities.

In emergency situations a full-time faculty member may be approved to teach a maximum of four semester hours overload with the approval of the Chairman, Dean, and Associate Vice Chancellor for Graduate Studies and Research (where graduate faculty members or compensation from a grant or contract are involved), and the Vice Chancellor for Academic Affairs. Requests for overload assignments must be accompanied by (1) documentation that an emergency situation exists, (2) explanation as to why the assignment would be considered an overload, and (3) a plan to rectify the situation during the semester the emergency exists.

Regular faculty may also teach in the Master of Liberal Arts program, provided that they offer no more than two courses within three successive years. Teaching MLA courses during the summer session does not count against the maximum number.

Proposed Revision

WORK LOAD - FACULTY. Faculty work load at TCU includes teaching, research and creative activities, professional service including administrative tasks, advising and counseling students, and other assignments requested by University officials. In general, assignment of a teaching load involves consideration of variables which include but are not limited to number of sections, number of preparations, class enrollments (i.e., credit hours generated), course level, and similar factors. Work load, including teaching load, for any specific faculty member is highly variable and depends on specific assignments by appropriate University officials. Normal teaching load is defined as equivalent to twelve semester credit hours during each semester of the academic year.

Emergency Situations. In emergency situations a full-time faculty member may be approved to teach a maximum of four semester hours overload with the approval of the chairman, Dean, and Dean of Graduate Studies and Research....

[no change in remainder of paragraph]

MLA Teaching Assignments. Full-time faculty may also teach in the Master of Liberal Arts program, provided that they teach no more than two courses within three successive years. Teaching MLA courses during the summer session does not count against this maximum number.

Current Handbook, p. 24

Professional personnel employed by TCU are a valuable resource who can serve an important role by teaching on an occasional faculty basis; likewise, periodic teaching provides University staff members a varied and expanded dimension to their professional activities. However, University staff are employed to provide expertise and skills in support areas; their primary responsibility is in these areas. The following guidelines govern University staff teaching assignments: (1) Full-time University staff will not be approved to teaching during their normal working hours. (2) Full-time University staff will not be approved to teach more than one section (usually 3 s.h.) in a given semester. (3) Full-time University staff will not be approved to teach more than one section during the three summer sessions (i.e., one section in one of the sessions). (4) Part-time University staff will not be approved to teach more than two sections during a given semester and may not teach more than two sections during the three summer sessions. Part-time University Staff will not be approved to teach sections scheduled at times which conflict with their primary responsibilities. (5) Compensation will be on the basis of occasional faculty rates. No compensation will be based on a percentage of salary or on a commission basis. (6) All University staff (full and part time) must obtain the written approval of his/her supervisor each time he/she teaches as an occasional faculty. (7) Academic administrative personnel are not normally compensated for teaching assignments.

In order for an academic administrator to receive additional compensation for teaching, each of the following criteria must be met: (1) The administrator should not hold an academic appointment in the department in which the course is to

Proposed Revision

University Staff/Academic Administrator Teaching Assignments. Professional personnel employed by TCU...

[delete the number (7) and begin new paragraph]

Academic Administrative personnel are not normally compensated for teaching assignments. In order for an academic administrator to receive additional compensation....

Current Handbook, p. 24Proposed Revision

be offered. (2) The course must be offered in the evening or at a time beyond the administrator's normal work schedule. In other words, teaching the course must be viewed as above the normal responsibilities of the administrator.

(3) Generally the course must be a specialized offering of the department or program. This means that few, if any, faculty members in the department are qualified to teach the course. (4) A University administrator cannot teach more than one course per year at additional compensation. (5) Compensation will be based on occasional faculty rates. Any exception to these guidelines must be approved by the Vice Chancellor for Academic Affairs.

(4) An administrator cannot teach more than one course per year at additional compensation.

Individuals employed in positions classified as general staff will not be approved for teaching assignments.

Dr. William H. Koehler
Academic Affairs, VC
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TEXAS CHRISTIAN UNIVERSITY

FACULTY SENATE

MINUTES

March 5, 1992

The Faculty Senate of Texas Christian University convened at 3:30 p.m. on March 5, 1992 in the Sid Richardson Board Room with Chair, Alice Gaul, presiding. Present were: Senators Forrer, Klein, Becker, Tucker, Couch, Gorman, Pittman, Rowell, Benison, Harris, Lacy, King, Reyes, Solomon, Raessler, Cagle, Wilson, Dominiak, Brooks, Daniel, Steele, Hensley, Lysiak, Nichols, Oberkircher, Payne, and Stephenson. Absent were: Senators Franzwa, Lewis, Odom, Butler, Fortenberry, McNertney, Breyer, Fenker, Trimiew, Garrison, Harden, Lamb, Fort.

The Chair asked that the approval of the minutes of the February meeting of the Faculty Senate and routine announcements be temporarily tabled to allow the Vice Chancellor for Academic Affairs to address the Faculty Senate and then be able to leave to attend another meeting. However, the Chair did announce that Senator Joyce Harden had suffered a stroke over the holidays. Although Senator Harden is not feeling well enough for phone calls, she would welcome cards and letters.

INVITED REPORTS:

The Chair introduced the Vice Chancellor for Academic Affairs, William Koehler, for a discussion regarding administrator evaluations and other issues. Vice Chancellor Koehler began his presentation by discussing a recent memo from his office that concerned faculty candidate visits. With the rapidly rising cost of air fare, Vice Chancellor Koehler is asking that candidates for faculty positions be interviewed and evaluated one at a time. If departments need to go beyond one candidate, they will be allowed to do so. Dr. Koehler stated that 28 new faculty were hired for the present academic year: 14 new female faculty, 14 new male faculty, and 4 new minority faculty members were hired. In eight of the searches last year, the first candidate interviewed was actually hired. However, Dr. Koehler emphasized that departments should continue to search until the best candidate is identified.

Vice Chancellor Koehler next discussed Administrator Evaluations. He stated that at the present time, evaluations of Deans by Chairs have been delivered to the individual Deans. Senator Nichols expressed his opinion that faculty should be involved in the evaluations of Deans and the Vice Chancellor of Academic Affairs. The Vice Chancellor has asked the Evaluation Committee to search

TEXAS CHRISTIAN UNIVERSITY FACULTY SENATE

* Sid Richardson Board Room *

April 2, 1992 3:30 PM

Agenda

Approval of minutes from previous Faculty Senate meeting

Old Business

Consideration of the pending motion from the Academic Excellence Committee for the establishment of an Senate Select Committee on Academic Excellence

Consideration of the recommended changes regarding fair treatment of first-year faculty (attached in the Minutes of the Tenure, Promotion, and Grievance Committee)

New Business

Committee Reports

Report from the Tenure, Promotion, and Grievance Committee: Richard Lysiak; Compare policies of individual departments and schools related to use made of tenure and promotion documents and make recommendations

Report from the Budget and Finance Committee: Secure and distribute data regarding compensation packages at TCU for various ranks for the academic year 1991-1992

Compare compensation packages at TCU for various academic ranks and genders within the University as well as with similar packages at other AAUP Class I research universities

Report from the Committee on Committees: Spencer Tucker; Nominate candidates to fill vacancies on University Advisory Committee

Report from the Academic Excellence Committee: Andy Fort; Make recommendations on the development of courses focusing on Women's Studies

for or develop an instrument that emphasizes perceptions that faculty have regarding administrators and that might be appropriate for faculty evaluation of the Vice Chancellor for Academic Affairs. Senator Dominiak stated that the instrument that was being currently used was indeed measuring perceptions. Vice Chancellor Koehler stated that the phrasing of the questions could be changed to reflect perceptions even if faculty had no first hand information.

Senator Oberkircher expressed that instructions concerning the routing of evaluation forms was confusing. Senator Tucker stated that Senator Fort regretted not being able to attend this meeting since it was Senator Fort's Committee that had brought the issue to the attention of the Faculty Senate.

Regarding other issues of faculty concern, Senator Tucker stated that most faculty agree that the most pressing building concern involves the addition to Ed Landreth Auditorium. Senator Tucker asked if the Ed Landreth renovations and other renovations will receive funding before funding is allocated for an Engineering Building. Vice Chancellor Koehler stated that there were no "plans", only "footprints", for an Engineering Building, student housing for Brite Divinity School, or a Performance Hall associated with Ed Landreth Auditorium. Dr. Koehler stated that Pete Wright will house some Development offices that are now housed off-campus. Additional units could be located in Pete Wright while renovations or building activities were being accomplished. Vice Chancellor Koehler also stated that a Choir and Band rehearsal area, and experimental theater, and other areas would be housed in an addition to Ed Landreth Auditorium.

OLD BUSINESS:

The minutes from the February, 1992, meeting were approved as corrected by Senator Payne. On page 2, paragraph 2, of the February minutes of the Faculty Senate, the last sentence should read " ... Senator Fort was invited to draft a ... ". Senator Solomon, a member of the University Evaluation Committee, offered a clarification of the evaluation process stated in the February minutes of the Senate. Senator Solomon's clarification to the minutes was accepted (attached).

ANNOUNCEMENTS:

The Chair welcomed Ken Raessler, a new Fine Arts and Communications Senator, who is filling the unexpired term of Stephanie Woods, who recently resigned.

The Executive Committee of the Faculty Senate recently met with Chancellor Tucker regarding nominees for Honorary Degrees for 1992. By mutual agreement between the Chancellor and the Executive Committee of the Faculty Senate, no candidates for Honorary Degrees for 1992 were submitted for consideration by the Board of Trustees. The budget process and the upcoming Board of Trustees meeting was

discussed. The Chair announced to the Senate that the next Board of Trustees meeting will have a different format, with the majority of time devoted to discussion and prioritization of the Academic Planning Goals. Therefore the Faculty Relations Committee will not convene at this meeting, and the Executive Committee of the Faculty Senate will not be able to meet formally with this Committee. Senator Tucker expressed his concern and disappointment over the fact that the Executive Committee of the Faculty Senate will not be able to meet with the Faculty Relations Committee of the Board of Trustees during the Spring, 1992, meeting.

At the April meeting of the Faculty Senate, new members of the University Advisory Committee from Humanities and Fine Arts and Communication will be elected.

The Deans and the Vice Chancellor for Academic Affairs have proposed a change in the Academic Suspension and Probation Policy (attached). These proposed changes are intended to tighten the academic standards for transfer students who receive low grades at TCU and require several semesters to progress toward suspension. Senators were asked to offer input to members of the Executive Committee of the Faculty Senate.

Policies regarding Emeritus status and the deletion of the tenure requirement for Leaves of Absence are currently under consideration by the Vice Chancellor for Academic Affairs and the Deans.

The Spring Faculty Assembly is scheduled for Thursday, April, 23, 1992, at 3:30 PM. At that time Associate Vice Chancellor Larry Adams will present a summary of various programs that have been developed in response to the Academic Planning goal of preparing TCU students to live in a global society. The Chair asked Senators for input regarding an appropriate site for the Spring Faculty Assembly.

The Chair announced that the Executive Committee had neglected to pursue the issue of how Good Friday became a holiday at TCU. The issue will be addressed in the near future.

OLD BUSINESS:

The Chair asked the Senate to consider the proposed resolution attached to the agenda for the March Senate meeting. The resolution was approved as amended:

RESOLVED that the TCU Faculty Senate commends the members of the Evaluation Committee for their good work in restoring the evaluation of administrative personnel and further urges the committee and those concerned that the next time evaluations of administrative personnel are conducted, the evaluation process should permit faculty to evaluate department chairs, deans, the Vice Chancellor for Academic Affairs, and the Chancellor.

COMMITTEE REPORTS:

Student Relations Committee: Senator Gorman reported that Senator Franzwa, Chair of the Student Relations Committee, had met with members of the Student House of Representatives regarding an Honor Code. The Student House is in the process of evaluating examples of Honor Codes that were received from other Universities.

Tenure, Promotion, and Grievance Committee: Senator Lysiak reported that the Committee had discussed the fair treatment of first year faculty. Minutes from the Committee meeting are attached. Senator Lysiak offered information regarding the recommendations from the Committee.

If the proposed review of first year faculty that takes place prior to the end of the first semester is not positive, the faculty member has an opportunity to challenge the findings and/or has time to interview for other positions.

The recommendations from the Committee will be considered at the April meeting of the Faculty Senate. The Chair urged Senators to provide input to the Tenure, Promotion, and Grievance Committee regarding the proposed recommendations.

The second charge to the Tenure, Promotion, and Grievance Committee regarded more formal methods of evaluating tenured faculty. Senator Dominiak stated that the Southern Association of Colleges and Universities requires that there be periodic evaluation of all faculty. Senator Lysiak added that AddRan Chairs had already been asked by their Dean to discuss merit raises with faculty prior to the receipt of the official letter which specifies faculty member's salaries for the coming academic year. Senator Dominiak stated that one of the outcomes of the Self Study process would be the development of policies regarding evaluation of tenured faculty. Senator Raessler expressed his concern with a Chair communicating a recommended raise to the faculty member before the Board of Trustees approved faculty salaries for the coming academic year. Senator Oberkircher suggested that annual reports form the basis for annual evaluation of faculty. The Chair responded that annual reports do provide information, but no formal evaluation of the information provided in annual reports exists at present for tenured faculty. Senator Dominiak suggested that the Tenure, Promotion, and Grievance Committee conduct a survey to determine existing review processes for tenured and non-tenured faculty. The Chair responded that such a charge might be delegated to next year's Tenure, Promotion, and Grievance Committee.

Role and Function Committee: Senator Forrer stated that a 3-ring notebook was the format for the Senate Handbook that was recommended by the Role and Function Committee. Pertinent policies and procedures will be included in the upcoming Senate Handbook.

Academic Excellence Committee: Senator Daniel reported that the Academic Excellence Committee would like to recommend that the Faculty Senate establish a Select Committee on Teaching Excellence. A vote regarding the establishment of such a Senate Select Committee would occur at the April meeting of the Senate. Senator Wilson inquired regarding the charge to the proposed Select Committee. The Chair responded that the charge would be a continuation of the original charge to the Academic Excellence Committee and would involve an investigation of ways to improve teaching excellence at TCU.

ADJOURNMENT:

There being no further business, the Faculty Senate meeting was adjourned at 4:40 p.m.

Mary Anne Gorman
Secretary

The following is intended as a clarification and expansion of Page 3, paragraph 2, last sentence of the February 1992 Faculty Senate minutes:

The supervisor of the person being evaluated is hand-delivered, from the Center for Instructional Services, a sealed envelope marked "Confidential", that contains the following four items pertaining to each evaluated person under his/her supervision:

- 1) a typed verbatim compilation of the written/typed comments requested at the end of the evaluation form,
- 2) a computer analysis (frequency distribution report) of the responses to items 1 through 41 on the evaluation questionnaire,
- 3) the original evaluation response forms and questionnaires,
- 4) a sealed envelope, which is to be passed on to the evaluated person, containing ONLY items #1 and #2.

The first two items are prepared by the Center for Instructional Services to guarantee the anonymity of the evaluator.

The ORIGINAL sentence from the minutes read:

"In response it was stated that the evaluation committee believes that the original forms and summary sheet of written comments go to the dean or other supervisor of the person being evaluated whereas the evaluated person only receives a summary of the responses in a non-specific form."

W. H. A. Solomon
4 March 1992



TEXAS CHRISTIAN UNIVERSITY
P.O. Box 32899, Fort Worth, Texas 76129
817-921-7650

Harris College of Nursing
Enjoying 40 Years of State and National Accreditation

February 21, 1992

Minutes of Tenure, Promotion and Grievance Committee

The Tenure, Promotion, and Grievance Committee met at 3:30 p.m. on February 20, 1992 in SWR 313. Members present were Richard Lysiak, (Chairperson), Don Pittman, Ellen Page Garrison, and Susan Wilson. Members absent were Joe Steele, Marjory Lewis and Joyce Hardin.

The Committee discussed a policy on fair treatment of first-year faculty members. The Committee will recommend to the Faculty Senate two changes on page 10 of the 1991-1992 Handbook for Faculty and University Staff.

1. Proposed addition (which would become B4b.) is - Prior to the end of the first semester first-year faculty shall be reviewed by the chairperson and tenured faculty with regard to renewal of contract. The first-year faculty and appropriate dean will be informed in writing of the results of this review. If the faculty member wishes to challenge the findings of the review, he or she may request a conference with the chairperson and tenured faculty.

The current B4b will become B4c and the current B4c will become B4d.

2. Proposed additions to B5a are underlined - "Written notice from the chief academic officer that a probationary appointment is not to be renewed must be given to the faculty member in advance of the expiration of his or her appointment as follows:

a. no later than February 1 (currently it reads March 1) of the first year of service if the appointment expires at the end of that academic year, or, if an appointment terminates during the academic year, at least four months (currently it reads three months) in advance of its termination."

This second proposed change would allow more time for the first-year faculty member to interview for another position.

The Committee discussed the establishment of a more formal method of evaluating tenured faculty which includes discussion of faculty annual reports with chairpersons. Additionally the members considered investigating the establishment of a policy that would require chairpersons to personally communicate raises to faculty prior to the receipt of a letter specifying salary for

the next academic year. The Committee will ask that these issues be placed on the agenda of a future Senate meeting.

Submitted by Susan Wilson *SW*

ACADEMIC PROBATION AND SUSPENSION POLICY
February 28, 1992

Current Catalog

All students of the University are required to meet certain academic standards. Academic probation/suspension policies are designed to provide careful supervision of the program of study and progress of the student. Failure to meet standards will place students on academic probation or academic suspension. The minimum satisfactory record at TCU for normal progress and graduation is an overall "C" average on all work taken at TCU.

Each semester's grades are reviewed to determine attainment of academic standards. Students are required to maintain academic progress according to the standards set forth below. Failure to meet these expectations will result in the following action.

Academic Warning. Students will be placed on Academic Warning status if they have completed:

- a. at least nine (9) cumulative semester hours at TCU but fewer than thirty (30) cumulative semester hours and their cumulative grade point average at TCU falls below 1.75 at the conclusion of the current semester, or,
- b. thirty (30) or more cumulative semester hours and their cumulative grade point average at TCU falls below 2.00 at the conclusion of the current semester.

This status will not become a part of the permanent academic record. Students will be placed on Academic Warning status only once during their matriculation at TCU.

Academic Probation. Students who have been placed on Academic Warning and fail to achieve:

a. a 1.75 cumulative grade point average at TCU in any subsequent semester of attendance

Proposed Changes

NO CHANGES

Academic Warning. Students will be placed on Academic Warning status if they have **attempted** (i.e., received a grade) at least nine (9) semester hours but fewer than thirty (30) semester hours **at any accredited institution** and their cumulative TCU grade point average falls below 1.75 at the conclusion of the current semester.

This status will not become a part of the permanent academic record. Students will be placed on Academic Warning status only once during their matriculation at TCU.

Academic Probation. Students who fail to achieve:

a. a 1.75 cumulative TCU grade point average in any semester of attendance **following**

will be placed on Academic Probation if they have completed at least nine (9) cumulative semester hours but fewer than thirty (30) cumulative semester hours, or,

b. a 2.00 cumulative grade point average at TCU in any subsequent semester of attendance will be placed on Academic Probation if they have completed thirty (30) or more cumulative semester hours.

This action will become part of their permanent academic record.

Academic Suspension. Students who have been placed on Academic Probation at any time during their matriculation at TCU will be subject to Academic Suspension if they fail to achieve:

a. a 1.75 cumulative grade point average at TCU in any subsequent semester of attendance if they have completed at least nine (9) cumulative semester hours but fewer than thirty (30) cumulative semester hours, or,

b. a 2.00 cumulative grade point average at TCU in any subsequent semester of attendance if they have completed thirty (30) or more cumulative semester hours.

Students who are subject to Academic Suspension will have their academic progress reviewed by their academic dean and will be notified in writing as to the academic suspension decision and any special conditions for readmission. A student's suspension may be for a single semester or for a full calendar year and may or may not include summer terms, at the discretion of the student's dean. A second suspension will be for minimum of a full calendar year after which the student must apply for readmission to the University.

Credit earned from another college or university during a period of academic-related suspension may not be transferred to TCU.

ACADEMIC WARNING will be placed on Academic Probation if they have **attempted** at least nine (9) cumulative semester hours but fewer than thirty (30) cumulative semester hours, or,

b. a 2.00 cumulative TCU grade point average in any semester of attendance will be placed on Academic Probation if they have **attempted** thirty (30) or more cumulative semester hours **at any accredited institution.**

This action will become part of their permanent academic record.

NO CHANGES

Students Returning to School Following Suspension. A student admitted or readmitted to the University following a period of suspension is automatically on continued probation during his or her next semester. After a second suspension, the student applying for readmission cannot be readmitted without approval of the academic dean of the student's intended major after consultation with the appropriate chairman.

Dr. William H. Koehler
Academic Affairs, VC
30735
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TEXAS CHRISTIAN UNIVERSITY FACULTY SENATE

*** Sid Richardson Board Room ***

March 5, 1992

3:30 PM

Agenda

Approval of minutes from previous Faculty Senate meeting

Invited Reports

Discussion with the Vice Chancellor for Academic Affairs, William Koehler, regarding administrator evaluations and other issues

Old Business

Consideration of the resolution:

RESOLVED that the TCU Faculty Senate commends the members of the Evaluation Committee for their good work in restoring the evaluation of administrative personnel and further urges the committee and those concerned that the next time evaluations of administrative personnel are conducted the evaluation process should be extended to include department chairs, deans, and the Vice Chancellor for Academic Affairs, and the Chancellor.

New Business

Committee Reports

Report from Student Relations Committee: Gregg Franzwa;
In cooperation with the Student House of Representatives,
investigate the establishment of an Honor Code

Report from the Tenure, Promotion, and Grievance Committee:
Richard Lysiak; Review or recommend a policy assuring the fair
treatment of first year faculty members

Explore more formal methods of evaluation of tenured faculty

In conjunction with the Executive Committee, revise the
Grievance Policy

Report from the Role and Function Committee: Richard Forrer;
Continue development of a Faculty Senate Handbook that contains
pertinent policies and procedures.

Report from the Committee on Committees: Spencer Tucker;
Survey faculty members to determine individual interests and
qualifications for committee service

MINUTES OF T.C.U. FACULTY SENATE: Thursday - February 6, 1992

The meeting was called to order by Senator Gaul, the senate chair, at 3:34 p.m.

Senator Gaul welcomed the following T.C.U. student body representatives:

1. Skiff reporter: Marilyn Cawthron
2. Academic Excellence Committee (Student House): Kristen Turner

Senator Gaul then announced that the executive committee of the senate had met with Vice Chancellor Koehler who informed the committee that the "emeritus" status proposal had been sent on to the deans who were in the process of reviewing it. While on this topic Senator Gaul stated that Professor Arthur B. Busbey of T.C.U.'s Geology Department had indicated strong opposition to the proposal before the deans in a recent letter.

On another matter, Senator Gaul indicated that Vice Chancellor Koehler was in the process of exploring funding sources to be used in support of leaves of absence for non-tenured faculty persons.

Senator Gaul then welcomed Professor William W. Ray, chair of the evaluations committee who had been invited to address the senate on the topic of administrator evaluations.

Senator Gaul then yielded the floor to Senator Lysiak, chair of the senate tenure, promotion & grievance committee. Senator Lysiak, referring to distributed documents, presented the committee's proposal to amend the T.C.U. Faculty Handbook regarding the position of tenure-track instructor. Brief discussion followed. The proposal to amend was voted and carried.

Senator Lysiak announced that it was his committee's decision to allow T.C.U. academic departments to exercise a degree of local sovereignty regarding the matter of academic leaves of absence. His committee, however, made two recommendations:

1. that leaves of absence would be made available to both tenured and non-tenured faculty
2. that each advisory committee at the departmental level be asked to distribute to interested and affected parties a statement of policies and procedures pertinent to securing academic leaves (thus, each affected person would know the relevant criteria)

Senator Gaul then ruled that the recommendations of Senator Lysiak and his committee would be considered separately. The floor was then opened to discussion regarding the first proposal.

Senator Dominiak raised a question of wording which was quickly resolved to everyone's satisfaction. Senator McNertney then raised the question of whether leaves would prove beneficial or otherwise for non-tenured faculty persons. Senator Lysiak responded that he felt the leaves might be viewed as beneficial since they afforded tenure-track candidates time to undertake additional research. Senator Fort then suggested that faculty might need a reduction in teaching loads (he cited the 2 course loads common at major research universities) as well as increased leaves

of absence given T.C.U.'s stated goal of becoming a premier research institution. Senator Nichols asked whether the policy covered paid leaves or both paid and unpaid leaves. Senator Gaul responded that it applied to paid leaves. At this point the committee's first recommendation was voted and carried.

Discussion then commenced relative to the second recommendation. Senator Oberkircher raised the issue of whether policy consistency among the various academic departments should be addressed. Discussion followed and shortly thereafter the committee's second recommendation was voted and carried.

Senator Gaul next recognized Senator Fort, chair of the senate committee on academic excellence. Senator Fort then recognized Senator Rhonda Keen Payne who informed the senate that the committee plans a February meeting but is not reporting in February. Senator Fort then resumed the floor and stated that as an at-large senator certain of his various constituents had raised concerns. Primary among these was an issue of academic excellence which had been reported to him. The issue involved a communication from T.C.U.'s chief academic officer in which it was suggested that faculty search committees should, in the interest of budgetary constraints, only bring their prime candidate to campus for an interview. Should this candidate prove unacceptable a second person might then be permitted an on campus interview. Senator Fort mused that such a policy might be "penny wise and pound foolish" in that hiring decisions at T.C.U. have often been the start of a long term professional association. The point that a small cost saving at the expense of a broader more in depth search was ill advised drew immediate and broad support. Senators Lysiak, Dominiak, Odom, and Tucker all spoke of their concern. Senator McNertney requested further clarification on the issue of interviewing a second candidate. Senator Nichols pointed out that campus visits for multiple candidates are desirable in order that the faculty can more carefully review research credentials. Senator Fort then added that to go along with this practice might invite lawsuits for discrimination and even reverse discrimination. Senator Benson requested clarification as to whether the communication under discussion should be viewed as an edict or a suggestion. Added discussion followed. It was finally decided that Senator Fort would be allowed to draft a resolution on this issue.

Senator Fort then raised two other matters:

1. that a report would be forthcoming concerning the teaching excellence questionnaire
2. that the M. L. King university holiday has shortened the number of teaching days during the spring semester

Senator Fort then asked if anyone could explain why Good Friday was a university holiday. At this point Senator Stephenson raised the issue of whether it might not be advisable to shorten the first semester in order to make the two semesters equal in length. After brief further discussion these matters were tabled.

Senator Gaul then turned the floor over to Professor Ray.

Professor Ray stated that on November 9, 1989 he and Professor Gorman had raised the question of whether the evaluation committee had any jurisdiction over the area of administrator evaluations. A prolonged discussion ensued that lasted over many months. During this period Mr. Larry E. Kitchens of instructional services provided Professor Ray and his committee with much valuable data regarding practices at other colleges and universities. Finally, on February 15, 1991 Vice Chancellor Koehler met with the evaluation committee and added his support to the evaluation of administrators. Administrative evaluation is now a "fait accompli" but has been hampered according to Professor Ray by financial constraints. Professor Ray then stated that he regarded the current document to be but a first step in the direction of administrator evaluation. The floor was then opened to questions.

Senator Fort asked why the committee had chosen not to evaluate levels of administration above one's immediate supervisor. Professor Ray responded that the committee had concern that as one becomes more removed from the person being evaluated the evaluative process becomes merely one of perception. Senator Payne then raised the question of whether one evaluation tool was appropriate across the board. Senator Tucker stated that the sentence in the instruction packet directing the user to evaluate his/her department chair or dean was confusing. Senator Oberkircher pointed out that confusion exists on where the evaluation forms should be routed. He also stated that confusion existed among raters concerning what the rated person was permitted to see. In response it was stated that the evaluation committee believes that the original forms and summary sheet of written comments go to the dean or other supervisor of the person being evaluated whereas the evaluated person only receives a summary of the responses in a non-specific form.

At this point a number of senators demanded the evaluation of deans, as well as department chairs. A particularly strong desire to evaluate the dean was evidenced in statements made by certain members of the school of business senate delegation. Considerable discussion followed on this point and finally Senator Tucker was persuaded to make the following main motion:

RESOLVED that the T.C.U. Faculty Senate commends the members of the evaluation committee for their good work in restoring the evaluation of administrative personnel and further urges the committee and those concerned that the next time evaluations of administrative personnel are conducted the evaluation process should be extended to include department chairs, deans, the vice chancellor for academic affairs, and the chancellor.

This motion was simultaneously seconded by numerous senators. It was then tabled in accordance with standard senate procedures so that it could be reviewed prior to the next meeting during which it could be taken off the table and voted.

Senator Gaul then turned the floor over to Senator Butler representing the student relations committee. Senator Butler stated that it is expected that faculty be involved in fall registration but not in winter or summer registration. Senator Butler stated that Mr. Patrick Miller, T.C.U.'s registrar, is attempting to obtain a computer package that may allow for further future automation of the registration process. At the present time, however, he lacks the requisite funding.

Much interest was evidenced in this automation potential and some senators thought that it might be useful to ask Mr. Miller to appear before the senate in order to further clarify this matter.

Senator Gaul finally asked Senator Lysiak, chair of the tenure, promotion, and grievance committee, if the committee had anything further to report. Senator Lysiak responded in the negative.

A motion was then made to adjourn the meeting. This was carried at 4:51 p.m.

SENATE ATTENDANCE

Attending: Forrer, Klein, Odom, Becker, Butler, McNertney, Tucker, Couch, Pittman, Rowell, Trimiew, Benison, Harris, Lacy, Garrison, King, Reyes, Solomon, Gaul, Wilson, Dominiak, Lamb, Steele, Brooks, Fort, Hensley, Lysiak, Nichols, Oberkircher, Payne, Stephenson

Absent: Franzwa, Lewis, Fortenberry, Breyer, Gormon, Fenker, Harden, Woods, Cagle, Daniel

Respectfully submitted,



Chuck Becker
Assistant Secretary

RESULTS FROM THE REQUEST FOR SUGGESTIONS ON
HOW TO INCREASE TEACHING EFFECTIVENESS
Academic Excellence Committee (2/13/92)

This fall the Senate's Academic Excellence Committee requested suggestions about how to increase teaching effectiveness. The recommendations will be listed below, but we want to draw attention to the two which appeared repeatedly. The first was to organize presentations by winners of our various teaching excellence awards. Format (lecture, round-table, fireside) and time (lunch, afternoon, evening) are open. The second was to establish a center or clearinghouse (with coordinator?) for improving teaching, where faculty could gain information about ways and styles of presenting information and feedback on various ideas and strategies. The center, perhaps even a teaching equivalent to the Office of Research and Sponsored Projects, could include such aids as literature on teaching, videotaping equipment, training on how to evaluate teaching, and sponsorship of a mentor program.

Other recommendations included:

- *presentations by off-campus speakers and by students describing what they think makes an "excellent teacher."

- *visits to other campuses, to see how other teachers teach, and to talk with teachers or students on that campus.

- *increasing the emphasis on and rewards for excellent (rather than merely adequate) teaching. This effort would take active and sustained leadership from above, and would entail both holding ourselves responsible to the university's mission statement and to providing increased financial incentives and/or release time.

- *a teaching award selected by the faculty (rather than by students or administrators).

- *ongoing discussion of such topics as:

- how to define teaching excellence/effectiveness (by content, methods, outcomes, etc.)
- how to integrate research and teaching
- how research enhances teaching
- how to reach and motivate the average student
- what values we teach, implicitly and explicitly
- Jane Tompkins' model of teaching as "coaching" rather than "performing"

- *considering peer review systems (on our committee alone, Design and Fashion, Nursing, and Religion have systems in place or under consideration).

- *establishing a "teaching portfolio" (see the article recently distributed by the Center for Academic Services)

- *giving additional anonymous in-class questionnaires

- *the use of "knowledge maps" (call x7411 for information)

Many more recommendations could be made. Our committee plans to suggest formation of an ad hoc committee to investigate these and other recommendations next year. For more information or to make suggestions, contact Andy Fort, Box 30772 or x7440.

Dr. William H. Koehler
Academic Affairs, VC
30788
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TEXAS CHRISTIAN UNIVERSITY

FACULTY SENATE

MINUTES

December 5, 1991

The Faculty Senate of Texas Christian University convened at 3:30 p.m. on December 5, 1991 in the Sid Richardson Board Room with Chair, Alice Gaul, presiding. Present were: Senators Klein, Lewis, Odom, Becker, Butler, McNertney, Tucker, Breyer, Fenker, Gorman, Rowell, Harden, King, Solomon, Wilson, Dominiak, Daniel, Fort, Hensley, Lysiak, Nichols, Payne, and Stephenson. Absent were: Senators Forrer, Franzwa, Fortenberry, Couch, Pittman, Trimiew, Benison, Harris, Lacy, Garrison, Reyes, Woods, Cagle, Lamb, Steele, Brooks, and Oberkircher.

OLD BUSINESS:

The minutes from the November, 1991, meeting were approved with the correction of changing the phrase "at the November meeting" to "at the December meeting" at the end of paragraph one of the report from the Tenure, Promotion, and Grievance Committee.

ANNOUNCEMENTS:

The Chair announced that the Fall Faculty Assembly has been changed at the request of the Chancellor to 3:30 PM on Tuesday, December 10, 1991, in SWR Lecture Hall 2.

The Chair commended Jamie McIlvane for her service as Skiff reporter, and announced that Leana Staley was the new Skiff reporter.

The Chair reported that the Executive Committee of the Faculty Senate made a report to the Faculty Relations Committee of the Board of Trustees on Thursday, November 21, 1991. Copies of the report are available in the Senate Office. Topics included the progress of the Committee on Academic Honesty and Evaluation, recommendations for changes in the Grievance Policy, and the work of the Academic Excellence Committee regarding Teaching Excellence. Baird Friedman, Chair of the Faculty Relations Committee affirmed the support of the Board of Trustees for the faculty and the accessibility of the Board to the Executive Committee of the Faculty Senate, even when the Board is not meeting, when issues of concern arise. The Faculty Senate and faculty were commended for their proactive approach to the issue of academic honesty. The Faculty Senate was also commended for the active pursuit of teaching excellence, and one Trustee expressed a hope that TCU might become a model for other universities.

TEXAS CHRISTIAN UNIVERSITY FACULTY SENATE

*** Sid Richardson Board Room ***

February 6, 1992

3:30 PM

Agenda

Approval of minutes from previous Faculty Senate meeting

Old Business

Consideration of the recommended changes in the Tenure Policy in order to provide for the position of "Tenure Track Instructor" (enclosed)

Consideration of the recommended changes regarding the University Leave of Absence Policy (enclosed)

New Business

Committee Reports

Report from Academic Excellence Committee: Andy Fort;
Make recommendations on the the development of TCU courses focusing on Women's Studies

Monitor progress of administrator evaluations

Report from Student Relations Committee:
Gregg Franzwa; Monitor the progress of the University regarding the necessity of requiring individual academic units to provide representation at general registration and suggest alternatives

Report from the Tenure, Promotion, and Grievance Committee: Richard Lysiak; Review or recommend a policy assuring the fair treatment of first year faculty members

Explore the establishment of a more formal method of evaluation of tenured faculty which includes discussion of faculty annual reports with chairs. Also investigate the establishment of a policy that would require chairs to personally communicate raises to faculty prior to the receipt of a letter specifying salary for the next academic year

The Chair ended the report from the Executive Committee with a wish for Senators to have a restful and productive holiday season.

OLD BUSINESS:

The Senate considered the recommended change in Emeritus Faculty status as included in the October, 1991, minutes of the Faculty Senate. A motion was made to split the question into two parts: (1) the deletion of the definition of Emeritus Faculty status, and (2) the procedure for nomination to Emeritus Faculty status. The motion carried. Discussion regarding deletion of the definition of Emeritus Faculty status ensued. Senator Breyer stated that he felt that Emeritus Faculty status should be reserved for faculty who had exhibited exemplary service to the university. Senator Breyer stated that the "Meritorious Service" phrase should be left in the statement. Senator Odom suggested that all faculty who have served TCU for such a length of time should be honored with Emeritus Faculty status. Senator Klein agreed. Senator Cagle inquired regarding the procedures for nomination and appointment to Emeritus status. Senator Lysiak responded that faculty would initiate the recommendation. Senator Dominiak stated that different departments have different criteria for promotion to Emeritus Faculty status. In summary, Senator Lysiak stated that it was the recommendation from the Committee on Tenure, Promotion and Grievance that the statement regarding "Meritorious Service" be deleted from the policy.

The question to delete the "Meritorious Service" phrase was called, and the motion carried.

The motion regarding the procedure for nomination to Emeritus Faculty status was considered. There was no discussion. The question was called, and the motion carried.

The Senate next considered the recommended addition to the Retirement Policy as attached to the minutes of the October, 1991, meeting of the Faculty Senate. The question of adding the statement as proposed was called, and the motion carried.

COMMITTEE REPORTS:

Academic Excellence Committee: Andy Fort, Chair of the Academic Excellence Committee, asked to delay his report until February. Senator Fort then inquired regarding the status of Administrator Evaluations. The Chair stated that Bill Ray, Chair of the Evaluation Committee had assured her that the evaluation of Administrators would take place in the 1992 Spring Semester. Senator Soloman, who is also a member of the Evaluation Committee, confirmed the statement by the Chair. Senator Dominiak asked if Bill Ray and the Vice Chancellor for Academic Affairs could attend a meeting of the Faculty Senate and answer questions regarding the Administrator Evaluations.

Senator Payne postponed a report regarding Women's Studies.

Role and Function Committee: Ted Klein, Liason to the Role and Function Committee, reported that an Absence Policy was developed and approved by the Faculty Senate a few years ago. The policy is still in effect (enclosed).

Tenure, Promotion, and Grievance Committee: The Chair of the Senate, Alice Gaul, informed the Senate that a tenure-track Instructor position was created and has been operational since the 1990-1991 academic year. At the request of the Chair, Richard Lysiak, Chair of the Tenure, Promotion, and Grievance Committee, provided Senators with copies of two proposals for revisions in the Tenure Policy which would provide for "Tenure Track Instructors" (enclosed). These proposals will be considered at the February meeting. Senator Lysiak explained that the current Tenure Policy does not specify a policy for Tenure Track Instructors. Senator Becker suggested that a Senate Committee be charged with investigating a dual tenure track system to accomodate Teaching and Research based tracks. The Chair responded that this could be a charge for the next academic year.

Senator Lysiak also mentioned that other proposed changes in the Leave of Absence Policy (as included in the above enclosure) would be considered at the February meeting of the Faculty Senate.

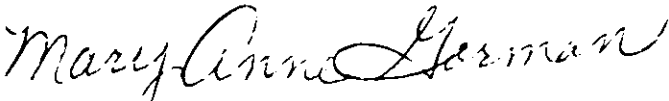
SENATE SELECT COMMITTEE ON ACADEMIC HONESTY REPORT:

Paul King presented a summary report on the activities of the Senate Select Committee on Academic Honesty. Senator King thanked the Senate for forming the Select Committee. Senator King also reminded Senators that the TCU Student House of Representatives are currently investigating the establishment of an Honor Code.

Senator King stated that it was appropriate that an Honor Code be initiated by students rather than faculty, and reminded Senators that recommended changes in the Academic Conduct Policy were approved by the Senate last year. Senator King reported that the Vice Chancellor for Academic Affairs personally informs new faculty of the Academic Honesty Policy at TCU. Academic Honesty is also discussed in materials sent to new students, stated in the "Apple Book", presented at Orientation Sessions, and suggested as a topic of discussion when Orientation Advisors meet with new TCU students.

ADJOURNMENT:

There being no further business, the Faculty Senate meeting was adjourned at 4:40 p.m.


Mary Anne Gorman
Secretary

The committee first discussed Vice Chancellor Koehler's suggestion for a revision in the tenure policy in order to provide for the position of "Tenure Track Instructor." The committee resolved to recommend to the Senate the following related handbook revisions:

(1) On page 11 of the 1991-92 Handbook: Section II. C. 1:

"Tenure ordinarily shall not be given to Instructors, unless specifically employed in a Tenure Track Instructor Position, nor to Assistant Professors." Delete the rest of section C. 1 and all of C. 2.

(2) On page 14 of the 1991-91 Handbook: Section II. A. 3:

"3. Tenure Track Instructor. The position is tenurable with evaluation based on the following criteria: teaching, service to the University and the profession, advising and related activities, and professional development." The rank of Assistant Professor becomes "A. 4."

The committee also discussed its charge to evaluate the University policy regarding Leaves of Absence, considering the model that the Religion Studies Department has established. The committee resolved to recommend to the Senate the following related handbook revision:

On page 24 of the 1991-92 Handbook: Leaves of Absence - Faculty:

Delete: "Normally, leaves are awarded only to tenured faculty. Seven years usually must pass between leaves."

Replace with: "Each member of the regular full-time faculty may be considered for a leave of absence. Usually seven years must pass between leaves."

The committee further resolved to forward the following recommendation to the Senate:

"Each departmental advisory committee shall develop and distribute a statement of leave policies and procedures."

These resolutions will be reported by the chair to the Faculty Senate on December 5, 1991.

December 4, 1986

To: Faculty Senate

From: Committee on Role and Function of Faculty Senate

Subject: ~~Recommendation~~ Recommendation for Policy on Attendance of Senators
at regular senate meetings.

The following statement represents the committee's suggestion for an attendance policy for senators:

If a senator misses two meetings during an academic year, the senate secretary notifies the incumbent and inquires as to her/his intentions. Should the senator wish to vacate his/her seat, the first alternate will assume the seat. If a third absence occurs, the incumbent will be deemed to have vacated his/her seat. A written appeal for reinstatement can be made to the Executive Committee of the Faculty Senate, within three (3) weeks of the third absence, outlining the extenuating circumstances. Prior to the next Faculty Senate meeting, the Executive Committee will inform the senator as to its decision regarding reinstatement or replacement by the first alternate.

Dr. William H. Koehler
Academic Affairs, VC
30788

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TEXAS CHRISTIAN UNIVERSITY

FACULTY SENATE MINUTES November 7, 1991

The Faculty Senate of Texas Christian University convened at 3:30 p.m. on November 7, 1991 in the Sid Richardson Board Room with Chair, Alice Gaul, presiding. Present were: Senators Forrer, Franzwa, Klein, Lewis, Odom, Becker, Butler, Fortenberry, McNertney, Tucker, Breyer, Couch, Gorman, Pittman, Harris, Harden, King, Reyes, Solomon, Cagle, Dominiak, Fort, Hensley, Lysiak, Payne, Stephenson. Absent were: Senators Fenker, Rowell, Trimiew, Benison, Lacy, Garrison, Woods, Wilson, Lamb, Steele, Brooks, Daniel, Nichols, and Oberkircher.

OLD BUSINESS:

The minutes from the October, 1991, meeting were approved.

ANNOUNCEMENTS:

Revised 1991-1992 Faculty Senate Rosters and Committee Charges were distributed to Senators.

The Chair announced that Manfred Reinecke has requested to be replaced as Chair of the Mediators for 1991-1992 because of the extent of his responsibilities associated with the University Self Study. Pat Paulus will serve as Chair of the Mediators for 1991-1992.

The Fall Faculty Assembly will be held on December 11, 1991. At that time Chancellor Tucker and Edd Biven, Vice Chancellor for Administrative Services, will address the faculty regarding the Master Plan.

The Chair announced that the Executive Committee of the Faculty Senate will meet with the Faculty Relations Committee of the Board of Trustees on Thursday, November 21, 1991. At the meeting the Faculty Relations Committee will be informed of (1) faculty involvement in the University Self Study and Academic Planning Process, (2) recommendations from the Senate Select Committee on Academic Honesty, (3) recommendations from the Academic Excellence Committee resulting from analysis of the Teaching and Scholarship survey administered to faculty last Spring, and (4) preliminary recommendations from the survey on teaching excellence.

Senator Dominiak suggested that the Executive Committee investigate whether TCU continues to make pension contributions after a faculty member reaches 65 years of age. Senator Dominiak also inquired regarding the extent of the input from the Board of Trustees for the Self Study.

COMMITTEE REPORTS:

Academic Excellence Committee: Andy Fort, Chair of the Academic Excellence Committee, announced that a draft of the recommendations resulting from analysis of the Teaching Excellence survey was being circulated to the Academic Excellence Committee.

Role and Function Committee: Rich Forrer, Chair of the Role and Function Committee, announced that the Committee continues to work on the Faculty Senate Handbook. Much discussion has taken place within the Committee regarding the format for the Handbook.

Tenure, Promotion, and Grievance Committee: Richard Lysiak, Chair of the Tenure, Promotion, and Grievance Committee, announced that the Committee secured Emeritus Faculty policies from 10 neighboring universities. The resulting recommendation (included with the minutes from the October meeting) was discussed. The Senate will consider the motion at the November meeting.

Senators Becker and Tucker commended Senator Lysiak and the Tenure, Promotion, and Grievance Committee for work well done. Senator Breyer announced that numerous faculty had indicated that they did not support the recommendation from the Committee. Senator Payne questioned why faculty would be retained at TCU if they would not be worthy of exhibiting "meritorious service" at the time of retirement.

Senator Couch inquired if Emeritus Status was primarily an honorary title. Senator Lysiak responded in the affirmative.

Senator Dominiak stated that the Retirement, Insurance, and Benefits Committee would investigate the difference in "retired" and "emeritus" status for faculty.

Senator Lewis announced that the Tenure, Promotion, and Grievance Committee met with Vice Chancellor Koehler prior to proposing the recommendation enclosed with the October minutes regarding retainment of tenure until retirement. Senator Lewis asked Senators to poll their constituencies prior to the December meeting when the issue will be considered.

Student Relations Committee: Greg Franzwa, Chair of the Student Relations Committee, reported that representatives from the Student House of Representatives have written to 20 colleges requesting Honor Code policies. At the beginning of the Spring Semester, 1992, the Student House will consider a proposal for the establishment of an Honor Code.

Senator Franzwa stated that Honor Codes usually involve a pledge taken by students to uphold the code and report students who are not upholding the code. A Committee, which usually includes student representation, has jurisdiction over enforcing the policy.

Committee on Committees: Senator Tucker, Chair of the Committee on Committees, announced that the Committee was reviewing the information regarding university committee structure and charges that were returned by university committee chairs last year. Some committees chairs felt that recommendations from university committees were not receiving serious consideration from administrators. Senator Dominiak stated that it would be interesting to determine if specific instances could be cited. A concern of the Academic Computer Committee was that the computer systems at TCU are not as powerful as other Southwest Conference Schools.

Senator Tucker also announced that Claudia Camp was being recommended to serve on the Grievance Committee.

Budget and Finance Committee: Sanoa Hensley, Chair of the Budget and Finance Committee, distributed TCU faculty salary information for the Fall, 1991, to Senators.

DISCUSSION WITH FRED HEATH, UNIVERSITY LIBRARIAN: Fred Heath, University Librarian, announced that the materials budget for the TCU Library has increased steadily since 1983. A chart illustrating this steady increase in the materials budget was provided for Senators (enclosed). Heath stated that monetary resources allocated for the engineering program are in addition to the present library budget. Heath also stated that the university computer network would soon be extended to include all university programs.

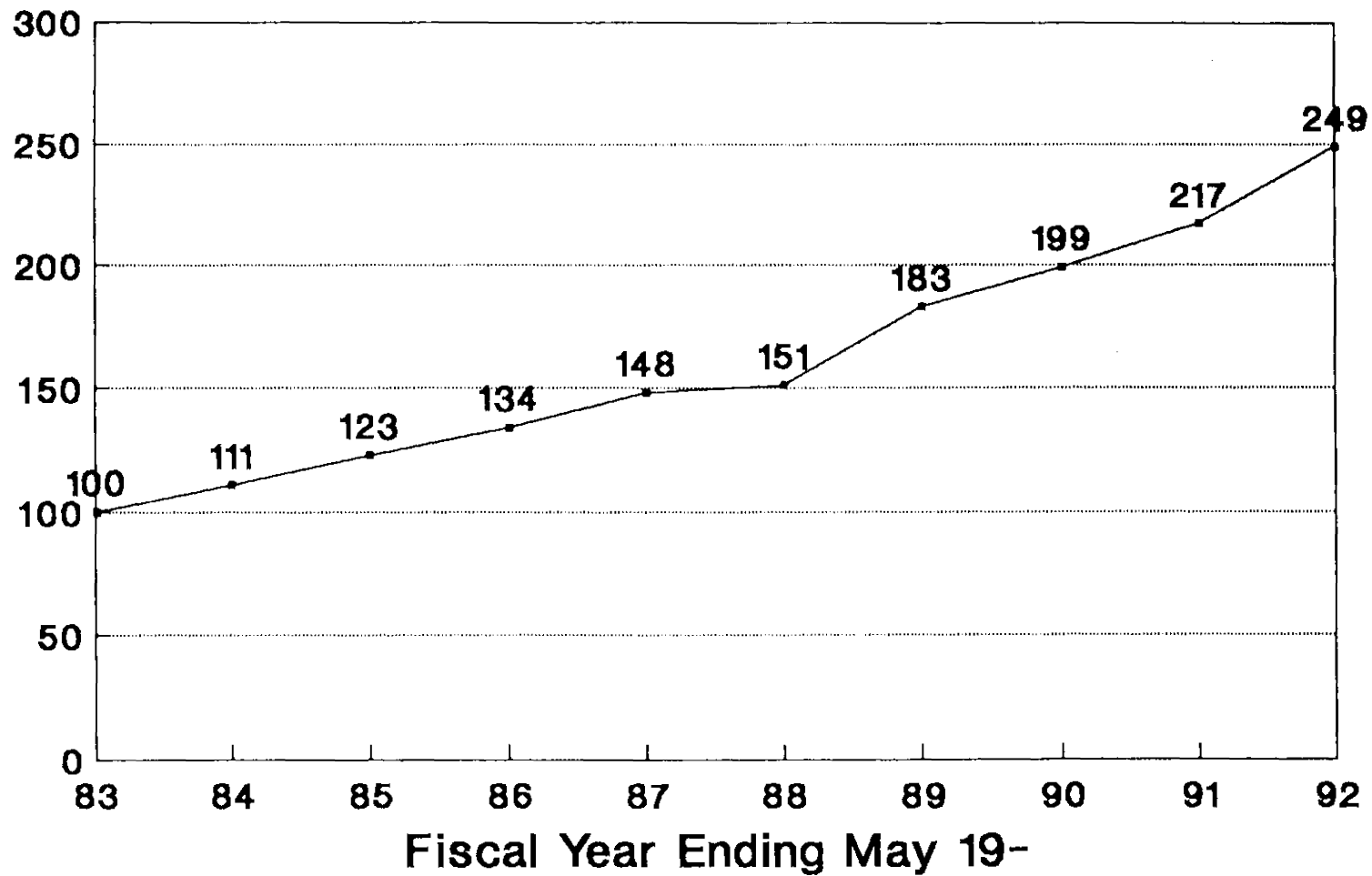
Librarian Heath reported that the pilot project, which was investigating the use of a computerized access to library materials nationwide, was still being conducted.

ADJOURNMENT:

There being no further business, the Senate was adjourned at 4:50 p.m.

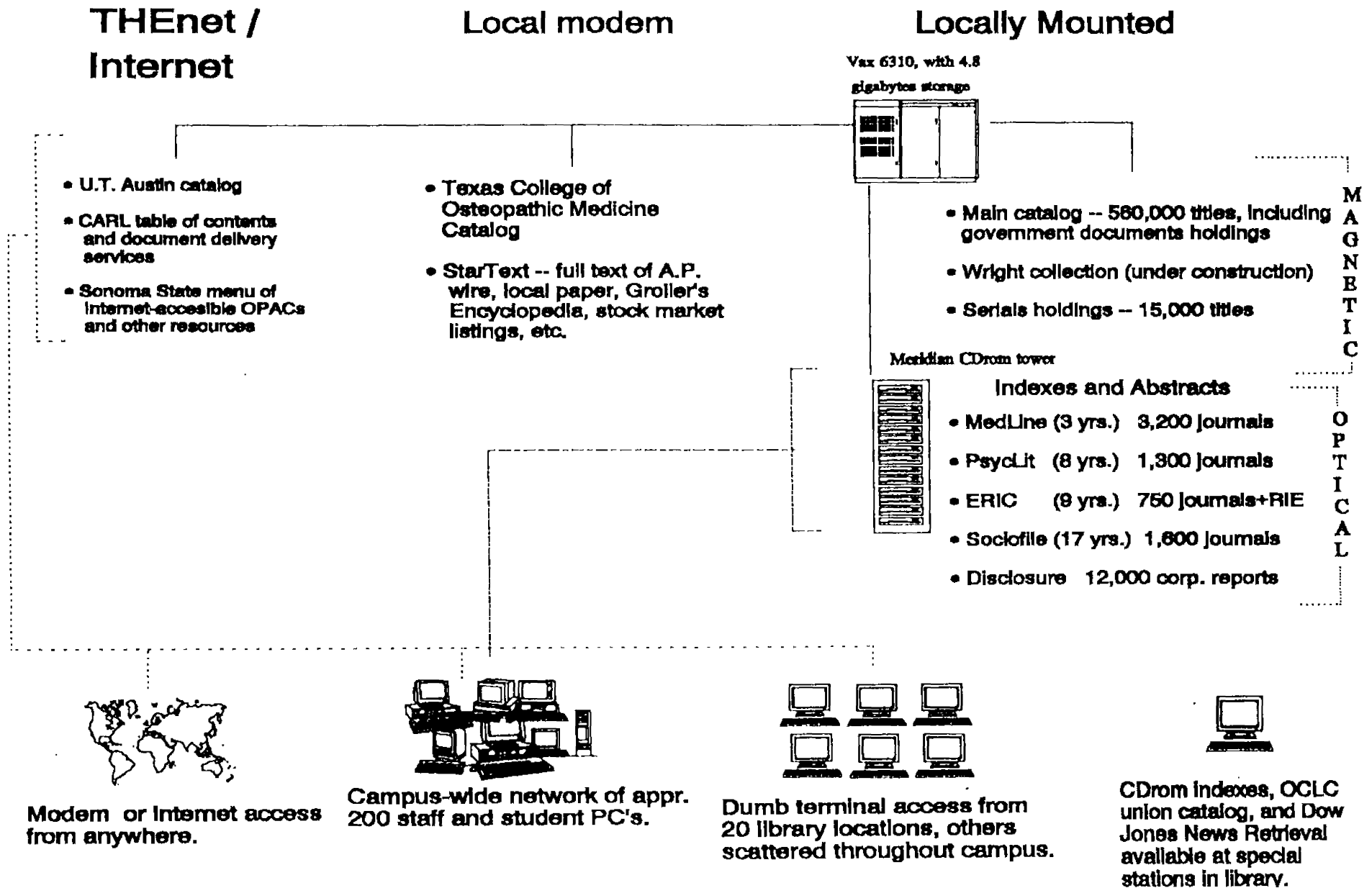

Mary Anne Gorman
Secretary

Growth of Materials Budget TCU Library



FY 82-83=100 (\$580,573)

TCU Library Database Configuration 1991



Mrs. Rebecca L. Roach
Academic Affairs
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TEXAS CHRISTIAN UNIVERSITY

**FACULTY SENATE
MINUTES
October 3, 1991**

The Faculty Senate of Texas Christian University convened at 3:30 p.m. on September 5, 1991 in the Sid Richardson Board Room with Chair, Alice Gaul, presiding. Present were: Senators Forrer, Franzwa, Klein, Lewis, Becker, Butler, Fortenberry, McNertney, Breyer, Couch, Gorman, Benison, Harris, Lacy, Garrison, Reyes, Solomon, Woods, Cagle, Wilson, Dominiak, Brooks, Fort, Hensley, Lysiak, Oberkircher, Payne, Stephenson. Absent were: Senators Odom, Tucker, Fenker, Pittman, Trimiew, Harden, King, Lamb, Steele, Conn, and Daniel.

OLD BUSINESS:

The minutes from the May, 1991, meeting were approved with the Chair's assurance that the enclosures that were left out of the minutes of the September meeting will be included with the October meeting.

ANNOUNCEMENTS:

The Chair reminded Senators to sign the attendance roster placed at the entrance to the Sid Richardson Board Room.

The Chair announced that Joseph C. Rowell was the newly elected Senator from Brite Divinity School.

The Chair announced that several adjustments were made by the Executive Committee in Faculty Senate Committee assignments to provide more diverse representation of Senators on each Committee.

The Chair announced that Ken Morgan would Chair the University Who's Who Committee this year.

Faculty luncheons with the Chancellor will be scheduled again this year. The Chair encouraged Senators to ask their constituencies to fill out a date preference form and return the form to the Faculty Senate box.

The Fall Faculty Assembly will feature a discussion with Chancellor Tucker and Vice Chancellor for Administrative Services, Edd E. Biven regarding the Master Plan.

TEXAS CHRISTIAN UNIVERSITY

FACULTY SENATE

*** Sid Richardson Board Room ***

November 7, 1991 3:30 PM

Agenda

Approval of minutes from previous Faculty Senate meeting

New Business

Committee Reports

Report from Academic Excellence Committee: Andy Fort;
investigate ways of promoting Teaching Excellence at
TCU (preliminary report)

Report from Role and Function Committee: Richard Forrer;
continue development of a Faculty Senate Handbook
that contains pertinent policies and procedures
(preliminary report)

Report from the Student Relations Committee:
Greg Franzwa; investigate the establishment of an
Honor Code in cooperation with the Student
House of Representatives (preliminary report)

Report from the Tenure, Promotion, and Grievance
Committee: Richard Lysiak; investigate the creation
of a policy that would award Emeritus Faculty status
to tenured faculty who have served an extended
period of University service (recommendation
attached)

Statement regarding retainment of tenure until
retirement (attached)

Invited Reports

Discussion with Fred Heath, University Librarian

The Chair announced that the form for the evaluation of administrators has been finalized. Administrator evaluation will occur next Spring.

COMMITTEE REPORTS:

Academic Excellence Committee: Andy Fort, Chair of the Academic Excellence Committee, solicited input from Senators regarding the impact of requiring that grades be turned in to the Registrar's Office with 48 hours of the final exam on the quality, security, and accuracy of grading the final exam. Senator Dominiak commented on the problems associated with the procedure for faculty with large classes who wish to give exams that take a great deal of time to grade. Senator Couch mentioned the special problem of getting grades turned in for graduating seniors.

Senator Fort encouraged Senators to return the teaching effectiveness survey.

Role and Function Committee: Rich Forrer, Chair of the Role and Function Committee, solicited input from Senators regarding methods to improve the efficiency and utilization of time and efforts of the Faculty Senate and its Committees and the development of a policy regarding attendance of elected Senators at Faculty Senate meetings.

Student Relations Committee: Greg Franzwa, Chair of the Student Relations Committee reported that the Committee met with Mike Brooks, Director of the Center for Academic Services, and Don Mills, Associate Vice Chancellor for Student Affairs regarding demands placed on faculty during the summer in activities surrounding freshman and transfer advising. Senator Franzwa reported that faculty who function as transfer advisors are often not paid for their service during the summer. Summer Chairs and volunteers have often been called upon to advise transfers. Senator Franzwa also indicated that the Deans had expressed a desire for additional involvement of faculty during freshman advising in providing information on academic expectations at TCU. Teoby Gomez explained that transfer students are encouraged to attend Transfer Orientation Session but sometimes attend Freshman Orientation Sessions. The extra number of students to advise in an Orientation session creates problems.

Senator Franzwa also announced that the Chair of the Student Relations Committee will meet with the Student House of Representatives to reconsider a student honor code.

Tenure, Promotion, and Grievance Committee: Richard Lysiak, Chair of the Tenure, Promotion, and Grievance Committee, announced that the Committee will meet with the Vice Chancellor for Academic Affairs to discuss policies surrounding faculty who are over 65 years of age.

The Tenure, Promotion, and Grievance Committee is investigating the

absence of an Administrative Leave of Absence Policy.

The Committee is currently evaluating the University Policy regarding Leaves of Absence, considering the model that the Religion Studies Department has established in this regard.

The Committee will also investigate the creation of a policy that would award Emeritus Faculty status to tenured faculty who have served an extended period of University service.

INVITED REPORTS:

DISCUSSION WITH THE VICE CHANCELLOR FOR UNIVERSITY ADVANCEMENT, BRONSON DAVIS: Vice Chancellor Davis explained to the Senate that TCU entered and exited from the 1980s at similar levels of voluntary giving, while the total dollars raised as a percent of the total budget decreased. Comparisons of TCU with Baylor, Rice, and SMU were presented. In 1990 approximately 23 percent of the alumni supported TCU. In the same year gifts to the Annual Fund were in excess of 3 million dollars.

Vice Chancellor Davis reported that Tandy has given a grant for approximately \$ 1,000,000 over a three year period to expand the University Advancement effort. Activities associated with University Advancement include: continual analysis, survey of alumni, involving an Alumni Board in planning processes, moving alumni reunions to the Spring Semester, increasing involvement of faculty in alumni reunions, redesigning alumni publications, and acquiring "state-of-the-art" software for University Advancement.

Meetings with small groups of trustees have been undertaken to explain activities currently underway and planned by University Advancement. Certain alumni in various cities have been engaged in review of lists of other TCU alumni who are potential donors. Electronic screening has also been initiated to identify potential donors. The Chancellor will be personally involved in many of the University Advancement activities.

Vice Chancellor Davis explained that new donor prospects have been identified through their association with the Engineering program. Two building priorities for TCU include an addition to Ed Landreth that would create a recital hall seating 300-600 people as well as an Engineering/Math/Computer Science building.

Senator Lysiak inquired if the "Christian" in the name of the University had been detrimental in attracting funds. Vice Chancellor Davis responded that the name of the University had not been a problem in attracting funds for the University.

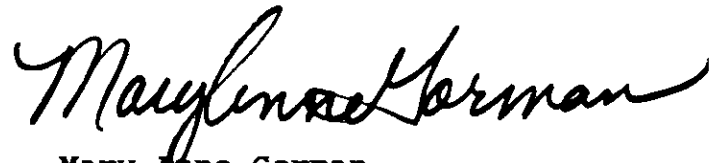
Senator Couch inquired if most donors target money for specific purposes. Vice Chancellor Davis responded that donors often would like gifts to be used for specific purposes.

In response to a question, Vice Chancellor Davis indicated that Advancement has not focused attention to any great extent on TCU graduates who have gone on to Medical Schools. Senator Fort asked if divestment was an issue with donors. Vice Chancellor Davis responded that divestment was generally not an issue with donors. Senator Becker inquired if the Dow Jones average correlated with levels of giving. Vice Chancellor Davis did not note a strong relationship between giving and Dow Jones averages. Vice Chancellor Davis explained that changes in tax laws have exerted a large effect on patterns of giving for the wealthy.

Vice Chancellor Davis also reported that one of the marketing strategies under consideration is a campaign, which is being studied at the present time.

ADJOURNMENT:

There being no further business, the Senate was adjourned at 4:50 p.m.

A handwritten signature in black ink, reading "Mary Anne Gorman". The signature is fluid and cursive, with the first name "Mary" and last name "Gorman" clearly legible.

Mary Anne Gorman
Secretary

PURPOSE OF THE SELF-STUDY

- 1. To review the University's mission statement and to recommend revisions in it as needed**
- 2. To reevaluate institutional goals, both stated and implicit, and a reconsideration of these goals if necessary**
- 3. To demonstrate the extent to which the University satisfies the Criteria of Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools**
- 4. To identify the strengths and weaknesses of the University as they relate to the Criteria and to the overall mission and purpose of the University**
- 5. To establish a conceptual, structural, and procedural framework for the periodic, continual planning, evaluation, and assessment of the effectiveness of the University and all of its units**
- 6. To make recommendations to enhance the educational effectiveness of the University according to its stated mission and goals**
- 7. To provide an opportunity for all segments of the University community to contribute to the evaluation and planning process that will serve to define the direction of the institution for the next ten years**
- 8. To produce a report useful to the reaffirmation committee which visits the institution**
- 9. To develop a sense of cohesiveness among faculty, administration, staff and the student body by providing the opportunity for all segments to participate in self-study and planning**

RESPONSIBILITIES OF PRINCIPAL COMMITTEES

1. **Examine the SACS Criteria for Accreditation to determine if TCU is in compliance with all the MUST statements and has adequately addressed all the SHOULD statements in their respective areas of jurisdiction.**
 - a. **Become familiar with the SACS accreditation criteria and previous self-study in relevant areas; 1982-83 self-study reports are on reserve at the TCU library**
 - b. **Determine areas (units) of jurisdiction**
 - c. **Identify and report information needs to self-study office; committee requests will be forwarded to the Information Committee for review and response**
 - d. **Review relevant questionnaire responses related to information needs**
 - e. **Analyze information**
 - f. **Provide documentation for judgment (files of all documentation will be indexed and stored in the self-study office)**
2.
 - a. **Purpose & Accreditation Committee: Collect all documents which describe the mission/purpose/goals/objectives of the university and conceptualize the themes/distinctions of the university**
 - b. **Principal (Process) Committees: Determine if the processes of the university as described in the self-study are consistent with the mission/purpose/goals/objectives of the university**
 - c. **Institutional Effectiveness Committee: determine if TCU has established appropriate procedures for evaluating the effectiveness of its activities as they relate to the mission and purpose of the institution and recommend appropriate mechanisms for ongoing assessment of institutional effectiveness**
3. **Review the 1983 TCU Self-study report to determine if the university has made progress in implementing the recommendations contained in the report**
4. **Make recommendations to improve the operation being examined if the operation is not in compliance with SACS Criteria or if compliance is marginal**
5. **Make suggestions to improve the operation being examined if the committee has identified a need for improvement even though the operation is in compliance with SACS criteria or if there are no requirements stated in the Criteria which relate to the need**

6. When appropriate, make projections for the future which relate to the operation being examined
7. With the assistance of the self-study editor, prepare a committee report
8. As appropriate, inform the Steering Committee of recommendations and suggestions as soon as they are made (do not wait for the final report). When appropriate, the Steering Committee will forward these to the administration.
9. Assist the SACS Visiting Committee as needed

TEXAS CHRISTIAN UNIVERSITY

FACULTY SENATE

* Sid Richardson Board Room *

October 3, 1991 3:30 PM

Agenda

Approval of minutes from previous Faculty Senate meeting

Announcements

Faculty Senate Roster for 1991-1992

New Business

Committee Reports

Report from Academic Excellence Committee: Andy Fort;
regarding the impact of requiring that grades be
turned in to the Registrar's Office within 48 hours
of the final exam on the quality, security, and
accuracy of grading of the final exam

Report from Role and Function Committee: Richard Forrer;
regarding (1) methods to improve the efficiency and
utilization of time and efforts of the Faculty
Senate and its Committees and (2) the development of
a policy regarding attendance of elected Senators at
Faculty Senate meetings

Report from the Student Relations Committee:
Greg Franzwa; regarding (1) the establishment of a
working agenda with the Student House of
Representatives and (2) the demands placed on
faculty during the summer regarding activities
surrounding freshman and transfer advising.

Interim report from the Tenure, Promotion, and Grievance
Committee; Richard Lysiak

Invited Reports

Discussion with Bronson Davis, Vice Chancellor for Advancement

TEXAS CHRISTIAN UNIVERSITY

FACULTY SENATE MINUTES

September 5, 1991

The Faculty Senate of Texas Christian University convened at 3:30 p.m. on September 5, 1991 in the Sid Richardson Board Room with Chair, Alice Gaul, presiding. Present were: Senators Forrer, Franzwa, Klein, Lewis, Odom, Becker, Butler, Fortenberry, Tucker, Breyer, Couch, Fenker, Gorman, Pittman, Trimiew, Benison, Harris, Lacy, Garrison, Harden, King, Reyes, Solomon, Woods, Cagle, Gaul, Wilson, Dominiak, Lamb, Brooks, Conn, Daniel, Fort, Hensley, Lysiak, Oberkircher, Payne, Stephenson. Absent were: Senators McNertney and Steele.

ANNOUNCEMENTS:

The Chair welcomed all new and returning Senators. The Chair also welcomed guests and the TCU Skiff Reporter, Jamie McIlvain.

The Chair reminded Senators about the Senate Reception scheduled for Sunday, September 8, 1991, at Ted Klein's house.

The Chair reminded Senators that the TCU Faculty Senate is scheduled to meet from 3:30 to 5:00 p.m. on the first Thursday of the month during the regular academic year.

The Senate roster for 1991 was delivered to Senators along with Faculty Senate Committee assignments and charges for 1991-1992. Chair Gaul announced that a new roster, containing the names of new Senators, would be made available to Senators at the October meeting.

OLD BUSINESS:

The minutes from the May, 1991, meeting were approved.

COMMITTEE REPORTS:

The Chairs of the Faculty Senate Committees announced meeting times for the various committees. Senator Fort, Chair of the Academic Excellence Committee, solicited input from Senators regarding ways of promoting teaching excellence at TCU. Senator Fort also announced that an outline format for the Faculty Annual Reports was approved by the Deans.

EXECUTIVE COMMITTEE: Chair Gaul asked Senators to help track and follow through on Senate issues. Chair Gaul also informed Senators about the activities of the Executive Committee of the Faculty Senate during the summer of 1991.

During the summer of 1991 the Executive Committee of the Faculty Senate assigned Senators to various Senate Committees and set the charges for the committees. Recommendations for names of faculty members to fill vacancies on University Committees that occurred during the summer were made. Additional suggestions of names of faculty for Self Study and Planning Process Committees were made.

The Executive Committee also recommended some minor wording revisions in the Grievance Policy soon to be published in the Faculty and University Staff Handbook. These revisions involved specifying a 10 day limit to initiate the Administrative Appeals process. Previously, no time limit was specified. This had resulted in grievances reaching the Grievance Committee at the end of the academic year. The Tenure, Promotion, and Grievance Committee will investigate the need for more extensive revisions to the Grievance Policy.

INVITED REPORTS:

DISCUSSION WITH THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS: Vice Chancellor Koehler explained to the Senate that the Self Study and Phase II of the Academic Planning Process would be occurring simultaneously during the present academic year. Reports from Academic Units will be completed by December 1, 1991. Academic Planning information will be shared with Committees of the Self Study.

DISCUSSION WITH THE DIRECTOR OF THE SELF STUDY: Dr. Gene Alpert, Director of the Self Study, explained to the Senate that a Self Study is necessary for reaccreditation by the Southern Association of Colleges and Schools. Through the Self Study, TCU will be identifying ways in which the University achieves its goals in light of the mission of the University. The Self Study process will also identify the extent to which TCU actually achieves its goals. Director Alpert emphasized that a Self Study is a continual process of evaluation.

Alpert outlined the purpose of the Self Study responsibilities of the Principal Committees (enclosed). An Information Committee will serve as a resource for various committees and program units.

NEW BUSINESS:

Senator Fort asked why the meeting place for the Faculty Senate was changed from the Faculty Center to the Sid Richardson Board Room. Chair Gaul responded that the Executive Committee felt that it was easier for Senators to present reports and for the Senate to conduct business in the smaller Sid Richardson Board Room.

Chair Gaul reported that the Role and Function Committee will be examining rules governing the numbers of Senators elected from various units to the Faculty Senate.

Chair Gaul also reported that the Executive Committee had recently met with Chancellor Tucker. At that meeting the Chancellor stated that the Executive Committee would be able in the future to report to the Senate regarding the nature of items discussed during meeting of the Executive Committee of the Faculty Senate and the Faculty Relations Committee of the TCU Board of Trustees. The Chancellor also stated that he was looking forward to the another year of regularly scheduled lunches with faculty members.

Chair Gaul reported that the topic for the Fall Faculty Assembly is the Master Plan.

ADJOURNMENT:

There being no further business, the Senate was adjourned at 4:25 p.m.

Mary Anne Gorman
Secretary

Dr. William H. Koenler
Academic Affairs, VC
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