

MINUTES OF THE MEETING OF THE FACULTY SENATE OF THE UNIVERSITY OF ARIZONA
Monday, January 11, 1993 Room 146, College of Law

1. The Faculty Senate convened in regular session at 3:00 p.m. on Monday, January 11, 1993, in Room 146 of the College of Law. Thirty-five members were present. Presiding Officer of the Faculty Senate Vivian L. Cox presided.

SENATE MEMBERS PRESENT: Badger, Barrett, Buras, Cox, Dahlgran, Elliott, Enos, Ewbank, Horak, Inman, Joens, Jones, Larson, Law, Lewis, McElroy, Mitchell, Myers, J. O'Brien, S. O'Brien, Pitt, Roemer, Siciliano, Silverman, Songer, Spera, Sullivan, Sypherd, Troy, Valenzuela, Warburton, Williams, Witte, Young, and Zwolinski. Dr. Robert Sankey served as Parliamentarian.

SENATE MEMBERS ABSENT: Atwater, Coons, Cusanovich, Dickinson, Dvorak, Fajardo, Garcia, Hammond, Hildebrand, Hill, Impey, Kaczynski, Konur, MacDonell, Mautner, Najor, Pacheco, Reiter, Reynolds, Ruiz, Sergeant, Tomizuka, and Wright.

2. OPEN SESSION: Sherry Santee, Disability-Related Resources, said she was speaking on behalf of those employees who have spouses or dependents who are disabled. She said she and her husband, who must use a power wheelchair, did extensive research before selecting a health care plan last summer; Interflex told them they would cover 70 percent of the cost of a power wheelchair, after the deductible, as an out-of-network benefit. Based on that information, they selected Interflex, which costs \$1,100 more per year than Intergroup, but learned recently that Interflex would provide only \$425 of the \$7,900 cost of the wheelchair. She added that, since August, one co-worker has had to pay more than \$4,000 in out-of-pocket expenses above what was covered by Connecticut General last year. She concluded that employees in this category believe they are absorbing a disproportionate financial burden as well as a significant loss of medical coverage, and will be meeting later this month with the Director of the Arizona Department of Administration and the State ADA coordinator regarding the misrepresentations and the possibility of a class-action suit against the State of Arizona. Ms. Santee requested Senate support in pressing for alternatives which provide adequate and equitable coverage for University employees with chronic disease or disability, and recommended that the Senate sponsor a forum where employees could express their concerns.

In response to a question from Senator Silverman, Ms. Santee said the forum would serve to make the University community more fully aware of the change in the health insurance policy. Senator Silverman said he believed the Senate should do something. Senator Witte asked Ms. Santee to identify components of a health plan that would be fair and equitable from the perspective of disabled members. Ms. Santee said medical supplies, durable medical equipment, and home health care benefits as provided last year by the Connecticut General indemnity plan would be an appropriate target. Dr. Kent Kloeping added that one important issue is the misrepresentation that occurred at the time of the July reenrollment in terms of what would be covered. Senator Williams suggested that if a public forum is planned, it should be structured in such a way as to develop a series of recommendations that could be presented to the Senate for action. Senator Troy asked if a lawsuit has been filed yet. Dr. Kloeping responded that it is not yet clear whether a suit will be filed.

Senator Jones, noting that Senator Hildebrand had raised this same issue at the

December Senate meeting, and had indicated that Professor Jacqueline Sharkey was coordinating faculty and staff input to the Governor and other state officials, asked if Ms. Santee had contacted Professor Sharkey. Ms. Santee indicated she was aware of those efforts, but had not yet contacted Professor Sharkey.

Senator Silverman asked Dr. Cox if the Arizona Faculties Council (AFC) is dealing with faculty concerns with the insurance issue. Dr. Cox responded affirmatively. Senator Silverman said he thought something should be done, either by the Faculty Senate, or perhaps by AFC, because the problem clearly affected all three universities. He suggested that Ms. Santee also inform the Staff Advisory Council of the pertinent facts.

Senator Valenzuela noted that many believe it is the intention of the Legislature and the Governor to enter state employees into the AHCCCS program. Therefore, it would seem important to have someone in attendance at the proposed forum who is able to discuss what AHCCCS does and does not cover. Senator Myers pointed out that this question is of interest not only to those who signed up for Interflex coverage, but to faculty who take sabbaticals or other leaves and are gone from the campus. He said they need to switch from their HMO to an indemnity plan to be eligible for service. "There is a large group of faculty who will be impacted by the quality of the indemnity program."

There being no further questions, Dr. Cox suggested Ms. Santee might want to submit a written proposal to the Faculty Senate Executive Committee, specifying the assistance she believes would be most helpful.

Concerning the Americans with Disabilities Act (ADA) self-evaluation, Dr. Cox read, in his absence, a statement prepared by Chairman of the Faculty J. D. Garcia: "I would like to urge each of you to give thoughtful attention to this survey on making our University "user-friendly" for students with disabilities. This is an important topic--one which a federal law requires us to think about, but a topic which we as teachers and advisors should be attuned to in any case. For me, this is also a personally important issue. My son, Karl Garcia, suffered a spinal injury in a car accident and now pursues his career as a computer manager in a wheelchair. Our country needs to help all Americans to develop to the maximum of their potential. We as a University community need to make sure that we are providing access to paths of learning for all of our students. I urge you to read the material presented and fill in the questionnaire as soon as possible--this data will help the institution plan for providing better access. I hope your questionnaire will be in the mail tomorrow." She then called on Dr. Kent Kloepping and Gene Tchida from the Center for Disability-Related Resources, and Dr. Anne Scott, Acting Director of the Center for Research on Undergraduate Education, concerning a questionnaire they wish to have Senators complete.

Dr. Kloepping said that material placed on Senators' desks today contained a cover letter from President Pacheco, requesting the Faculty Senate's participation in an institution-wide self-evaluation under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. He requested return of the survey within a week.

In response to a request from Senator Inman for a clear definition of the term "disability," Mr. Tchida said that the term comes from the federal government, and includes individuals with a learning disability or mental disorder, and those with a history of such a condition, who are otherwise qualified to enroll, for example, at the University. He said the definition is not restricted to those who use wheelchairs.

Senator Mitchell asked if there was any point to librarians completing the survey, since most of the questions were directed to those who teach. Would there be a separate survey for other personnel? Dr. Kloepping urged him to fill out the survey, which had been compiled rather rapidly, particularly in view of his non-teaching capacity, and to list additional questions which he believed should appear on the questionnaire. Senator Myers asked if the questionnaire had been prepared locally, and if a survey broader than Faculty Senate members was anticipated for the future. Dr. Kloepping said that the survey, which is required of every institution, was authored by Dr. Anne Scott, Acting Director of the Center for Research on Undergraduate Education, and the decision to conduct an additional or more in-depth survey would probably rest with the President's Office.

3. REPORTS

3A. REPORT FROM THE PRESIDENT OF THE UNIVERSITY: President Pacheco was unable to attend the Senate meeting, but provided Senators with a written report:

"This past week the Governor indicated that there is a strong likelihood of a mid-year budget recision, with an impact on the universities that is likely to amount to about 2 percent of their 1992-93 budgets. For us, this would amount to about \$4.8 million. The Governor intends to wait several weeks to study expected new revenue figures before deciding what proposal, if any, he will forward to the Legislature. So the issue will not be settled before some time in February.

"By that time, we shall be committed to expenditures for the Spring semester, so this timing is particularly unfortunate. However, there is a second reason for further deep concern. Since the Governor proposes to exempt large areas of the state budget from any such recision, the burden would fall all the more heavily on the remaining units. As a result, the universities alone would be expected to sustain over 60 percent of the impact. This is a grossly unfair fraction, and a matter on which we need to remain focused.

"Last summer, I established the CORE Program (Continuous Organizational Renewal) to apply the principles of Total Quality Management so as to improve the way we run the University. I am pleased to announce that CORE's first practical pilot projects, involving the Graduate College, University Animal Care, the Controller's Office, and Human Resources, are underway as of today.

"As you know, University departments are accustomed to operating as closed units entire unto themselves. Thus, the Graduate College and University Animal Care have maintained some of their own budget and personnel systems even though they have duplicated part of the work of the Controller's Office and Human Resources. Under our new arrangements, some employees from the Controller's Office and Human Resources will be physically located in the Graduate College and University Animal Care, in the units they serve rather than in their 'own' units. These assignments will produce a net saving of five positions by reducing duplication of effort.

"The employees to be displaced will not be terminated or laid off. They will remain on the payroll, with full benefits, and our new Employee Development Center will help them to find new positions elsewhere in the University. I want to see them helped to improve their skills and/or acquire new skills so that they obtain equal or better positions. Our CORE Program will not be a success if people or units feel that they are working themselves out of a job. We need to

use such displacements as an opportunity for betterment and career development so that the University and the individual both benefit.

"I regard these pilot programs as an important first step in transforming our traditional and rigid administrative structure. They are a concrete illustration of the fact that we can provide equal or better services in a more cost-effective manner by using our imagination to reduce duplication and by working together."

- 3B. REPORT FROM THE PROVOST: Dr. Paul Sypherd said it was a pleasure finally to be on campus. The interval had provided him with an opportunity to think about some of the issues, and to receive telephone calls and faxes from various people on the faculty who had messages for the new Provost.

"I arrived here with some goals in mind, things I wanted to accomplish right away. I must confess that after five and a half days on the job, I've had to modify my immediate goals. As the President has outlined in his report to you today, we have the prospect of a mid-year recision. I confess to you that this is something new in my experience in higher education. I'm not sure what it means when the government gives you money and then asks to have some back. But I do understand a \$4.8 million problem to a University that's struggling now to handle a debt burden which has accumulated over the past several years. Most of you know what those issues look like. This is a very big problem for us. I frankly don't have a clue where we will come up with \$4.8 million if the Governor decides to recommend another recision. We have been led to understand that the Governor wants to see what the revenue reports from the Christmas shopping period look like. There is some speculation that revenue will be up, and maybe the recision won't be necessary. Whatever sort of secret machinations you involve yourself in in positive thinking, do that over the next month, because three or four weeks from now we'll hear the final word.

"Notwithstanding the prospect of a budget recision in a month, the budget for next year, as we hear the words from Phoenix, will not be pleasant for the universities, and particularly not happy for us. I have had an opportunity to speak with several of you in the last couple of weeks to tell you that Arizona's universities are not alone in wondering exactly what role we are to fulfill for the state if we are under this sort of persistent attack on the budget side. In such circumstances, we are trying to understand our role in higher education, in scholarship, and in being partners in economic development in the state. Particularly, we must fulfill the reason all of us were hired here, and that is to see to the educational needs of the sons and daughters of the voters and the taxpayers. I think no one here would disagree that that's why the voters said we're going to have a university. And it is the people in this room and elsewhere on campus that turned this into a first rate university. A big, prestigious, powerful, multi-faceted, and comprehensive community.

"One of the things we have failed to do, regularly and over the long term, is to promote our self interests in the larger community--the State of Arizona. The President and I have already had three conversations about how this should be done: not just in times of tight budgets, but in a consistent and persistent way, so that we develop in the state a sense of the importance of this institution. And not just when we feel the wind of the ax coming through the air. This is one of the things that we must do as a part of our looking into the future.

"In connection with our assessment program, I think it is a very important process that we've set about doing. It's not going to fix \$10 or \$14 million or \$20 million worth of problems, but it's going to put us on the right track.

"One step that I have taken will not make anyone in this room or on this campus happy, but it is absolutely essential and the only responsible thing that I can do after last week's budgeting sessions. I am calling a halt to all faculty searches that are now underway. There is nothing else to be done. We have to recognize that we're broke. I don't know how we could make commitments to new faculty when not only is there no money, but there is debt. And so until we can get a fix on next year's budget, we are not authorizing any further recruitment of faculty. There are other budget-sensitive decisions that are in the process of being made as well. A communication is being prepared for the deans, but I've spoken with most of them already. They realize that the communication I'm preparing now is actually for the people who have to live with the halt to searches: department heads. They are the ones who pull the belt up one more notch and figure out how we are going to meet the great responsibility we have before us.

"I must confess that the number one responsibility that I had in mind when I came to work last Monday morning was to address the need of course availability for undergraduates. There's already a group of Arts and Sciences deans working with Vice President Fernandez to deal with this problem. Nothing is so much in the public consciousness as the fact that students can't get the courses they need to get out of here in four years. The course availability problem contributes to our graduation rate, which has come up in the last few years but is not as high as the Regents would like to see it. It contributes as well to the negative attitude among the students and their parents. We just have to overcome that obstacle. I am determined that we shall do it."

- 3C. REPORT FROM THE CHAIR OF THE FACULTY: In view of Senator Garcia's absence from campus today, Dr. Cox noted she would include his remarks in her report.
- 3D. REPORT FROM THE SECRETARY OF THE FACULTY: No report.
- 3E. REPORT FROM THE PRESIDING OFFICER OF THE FACULTY SENATE: Dr. Cox reported good attendance at the December open house, held at the Faculty Center. "Two things were accomplished that are terribly important as we go about the business of governance: (1) Those who attended said a good time was had by all--and sometimes, these days, it's very difficult to remember when the good times were--and it was a good opportunity to meet other people on campus. (2) We had an opportunity to talk about the workings of the Senate, the services of the Faculty Center, and to share positive thoughts." She said she looked forward to the opportunity to sponsor further engagements so that more could participate.

She reported that she and Senator Garcia had attended the Arizona Board of Regents meeting held on our campus last week. The focus had been on faculty workload. Other issues discussed included increased residence hall fees, required to meet the need for improved facilities and resources. She noted that at each meeting of the Board, Arizona Faculties Council (AFC) participation includes its President--J. D. Garcia, this year--sitting at the table with the Board and participating in discussions, as well as one member directly addressing the Board. At the November meeting, she had the opportunity to deliver that address, and she focused on two major areas: (1) The issue of shared governance and, particularly, the interdependence of the Board, the University administration, and the faculty of our respective universities and how that interdependence works to produce a very strong university system. (2) The health insurance issue, sharing with the Board some of the concerns and problems that had been reported to AFC members. AFC's recommendation to the Board was that they seriously consider removing the universities from the state system and negotiat-

ing an independent health care system that will better meet our needs. At last week's meeting, John Hultsman, from Arizona State University-West addressed the Board. His remarks included the issue of faculty workload and alternatives for defining such loads, as well as the issue of health care. She said AFC will continue to pursue the health care issue until some solution that improves the current situation is found.

Dr. Cox called attention to the General Faculty election process now underway. Faculty will receive notification this week of the availability of nominating petitions. Senators-At-Large will be up for election this semester, and she urged Senators to talk with their colleagues about active participation so there will be competition for all positions.

She said she hoped the election process related to PAIP is proceeding smoothly in the various units across the campus, and she expressed thanks for their continuing assistance to all Senators who had participated in the start-up of this critical process.

Dr. Cox requested a volunteer for a Senate representative on the newly formed Public Safety Advisory Committee. She said Joel Valdez, Senior Vice President for Business Affairs had submitted the request. The committee will serve as a sounding board and provide review and recommendations for the Risk Management Department, Parking and Transportation, and the Campus Police Department. She said those interested should let her know.

3F. REPORT FROM THE PRESIDENT OF ASUA: Senator Siciliano extended a warm welcome to Provost Sypherd. "We are very happy to have him here. He was the overwhelming top choice of the students....We look forward to confronting the challenging issues together and to working with him."

He then noted that the Student Regent position rotates annually between UA, ASU and NAU, and this year the Governor will select a student from the University of Arizona to serve a one-year term beginning July 1. He urged Faculty Senators to encourage students, graduate or undergraduate, to apply. The application process will commence in a week, and terminate in four weeks, with an announcement from the Governor anticipated in perhaps three to four months. Applications are available in the ASUA office. He said he had the opportunity to serve as the Student Regent three years ago, and had been very pleased with the beneficial and collegial relationship with the Faculty Senate. He hoped that tradition would continue.

Senator Siciliano reported that, after eleven levels of approval, and only one signature to go, it appeared that ASUA's legal services would be reinstated on a part-time basis, enabled by a budget reconfiguration and the help of Senator Silverman and Dean Sullivan, of the College of Law. The program had been terminated last year because of budget cuts.

Senator Siciliano said he wanted to provide some student perspective, which may be shared by the faculty, about the mid-year recision and on what he believes is a certain level of outrage. If the State requires the return of \$17 million, and the universities must come up with over \$10 million of that sum, Senator Siciliano's computations indicate that the universities receive approximately 15 percent of the entire state budget, but are being required to come up with 61 percent of the recision money. "That would be bad enough in and of itself, but this is not a typical recision....It is not happening because we aren't getting the revenue. It is happening because ... other agencies within the state

budget are spending above their original budget. You could say that this is a re-budgeting, not a mid-year recision. We are being asked to hand back \$4+ million from this university for other agencies who have overspent their budget. From a student perspective, this is absolutely unacceptable. We have already started to contact legislators. Starting tomorrow there will be two or three representatives of the Associated Students at the Legislature every day of the session. This is one of our top priorities, along with the entire budget for 1993-94. I will be talking, of course, to the leadership of the Faculty Senate, and encouraging them to work with us. The Governor's proposal is subject to approval by a vote of the Legislature...."

4. QUESTION AND ANSWER PERIOD: Senator Joens asked Dr. Sypherd if the halt on searches includes those that are currently ongoing. Dr. Sypherd: "Yes, including those that are currently constituted. I realize there's going to be a substantial amount of embarrassment for us and for you with colleagues across the United States as we get farther and farther into this process, but there's no way to slice this off and say we will let some recruitments continue while others must stop. In order to make it clear there is a level playing field here, we are going to have to stop them all. If it turns out there are stretcher cases, I'm going to have to hear about them."

Senator Inman asked if this would include searches for department heads and deans as well as those for faculty. Dr. Sypherd: "The discussions in Academic Affairs center on this question: can we afford to let several deanships float with acting deans, and can we afford to let several departments continue without leadership for several years? That hasn't been resolved yet."

Senator Silverman, commenting on Senator Siciliano's statement that he would be requesting assistance from the Senate leadership in approaches to legislators on the question of the budget recision, said he would like to see the Senate Executive Committee pick up this issue and, working with Senators and/or the faculty, take a leadership role in this matter, perhaps bringing legislators to campus, or going to the Legislature to testify. He said the faculty have never taken a major role as a group. Concerning Provost Sypherd's report, he said he wanted to welcome him to the Senate and was pleased that he had used the Senate as the forum in which he had first made the important announcement about faculty searches. "I would hope that you will look to shared governance as an important part of your administration. One of the things I would recommend is that you set up some mechanism to get faculty input. ASU's Provost has a faculty advisory committee. Some mechanism by which you can receive ongoing faculty and student input, I think, will be very important." He asked Dr. Sypherd whether, in his announcement about the search committees, he meant that until we find out at the end of the legislative session what the budgetary situation will be, searches would remain in abeyance. That would really be too late to do anything meaningful for next year. Dr. Sypherd: "I think that's exactly the point. By the time we know what our problem is, it will be too late to do anything about hiring someone before September. So I think the only responsible thing to do is to postpone all searches that are going on. I hesitate to use the word freeze because I have seen freezes before, and they always thaw. We must stop until we know where we are. With regard to your first statement, I have said in many forums over the last several months that I am very strongly committed to a partnership of the administration and faculty governance in joint governance. In terms of communication, I will tell you right now my electronic mail address: SYPHERD@CCIT.ARIZONA.EDU. I read the electronic mail every morning. I have a little trouble sending messages, but I can receive them just fine. This is my way, also, of encouraging the use of electronic mail."

Senator J. O'Brien: "All of us who teach, I think, recognize the problem with canceled classes and can commiserate with students. Yet we have been living in a culture that has not rewarded teaching. How do we change the culture when there are no financial rewards anymore, only spiritual rewards? Dr. Sypherd: "You have asked the big question of the year. As I said in several forums during my recruitment, I think that it is necessary for the institution to value what each of us brings to the campus community. If teaching has been undervalued, we're going to have to change the culture. Our reward system could be changed primarily by what the Provost and the President require by way of assessment of every faculty member who comes up for some kind of evaluation, whether it's tenure or promotion. I have to confess that I am vastly concerned about the category of full professor. Once one becomes full professor, what happens then? You accept the \$48,000 a year--does one remain there forever, having to constantly engineer offers on the outside in order to be valued? I'm uncomfortable with that arrangement, and I'd like to concentrate on ways of modifying that. Don't ask me what my plans are because they're not very well fleshed out. But I think this is precisely the area on which we have to focus. Aside from course availability, my second priority has to do with morale and the reward system. And I was happy to find that the President had already charged the new Provost with a study of the reward system."

Senator S. O'Brien asked about offers that had been made, and responses received so recently that they had not yet been transmitted to the Provost's office. Dr. Sypherd: "Clearly we've made many offers, but we're also in a period where we're about to invite candidates. Those are the ones I'd like postponed now."

Senator Williams, concerning the suspended searches, expressed the opinion that searches for deans and department heads should be halted as well. He believed one of the problems of this institution historically has been the favoring of deans and department heads over classroom teachers, and not to suspend bilaterally would perpetuate the inequity. Dr. Sypherd: "As long as we are not disadvantaging faculty."

5. APPROVAL OF MINUTES OF DECEMBER 7, 1992: The minutes of the meeting of December 7, 1992, were approved as distributed.
6. APPROVAL OF CURRICULUM BULLETIN: Approval of Curriculum Bulletin, Volume 14, No. 13, Section II was moved (motion 1992/93-34) and seconded. Senator Myers asked the Senate if it should be concerned over possible budgetary implications of items in the Curriculum Bulletin, and whether approval of such items is justified, in view of the lack of knowledge of financial consequences.

Senator Jones agreed that new programs had budgetary implications that should be taken into consideration. In the past he had asked questions concerning funding for the library system to support additional materials and required services. He said he has assumed there are no significant cost factors associated with changes in course names or additions or deletions of courses.

Senator Siciliano noted that he had been approached by a number of Regents concerning the faculty workload issue and the number of fringe courses being taught, the point being that if core courses received higher priority, students would have an easier time graduating. He said that while he is not in full agreement with that assessment, the issue of new courses could be addressed by the Faculty Senate with such a perspective in mind.

Senator Witte commented that a question about financial implications might be associated with all proposals for curriculum changes. Senator Young stated that a new course form does require an assessment of related costs, but such information is not transmitted to the Senate.

Parliamentarian Sankey, responding in his capacity as director of the Curriculum office, confirmed that such questions are posed: How is this new course going to be taught? Does it replace another course? Are there other similar courses in the department? Who is going to teach it? What are the monetary costs involved? "Such information could be included in the Curriculum Bulletin if the Senate wishes."

Senator Ewbank said he has had faith that the Undergraduate and Graduate Councils had dealt with the financial considerations before material reached the Senate. "To what degree is my faith well founded?"

Dr. Sankey expressed the opinion that Senator Ewbank's faith was well placed when the question concerned new programs but might be less well justified with respect to new courses. There was a limited review by department heads and deans of the financial implications of new courses, but that review was not a thorough one. Since funds have become tight, perhaps there should be greater concern. Historically, the Senate has made decisions on academic grounds and left the financial implications for someone else to worry about. The function of the Curriculum Office and of the Bulletin is to make the campus aware of the courses that are being offered in other departments that might have interest for your own students or of people who might be infringing upon your area of responsibility.

A voice vote on motion 1992/93-34 indicated approval, with one dissent.

7. DISCUSSION AND ACTION ON MANDATED COURSE INFORMATION SHEET: Senator Kenneth Young, Chair of the Instruction and Curriculum Policy Committee, and Senator Jeffrey Warburton, Chair of the Student Affairs Policy Committee, submitted as a seconded motion a joint proposal to establish a policy on mandated course information sheets. Senator Young said the recommendations contained in the proposal represented the minima, and faculty were encouraged to go beyond the minima. Vice President Celestino Fernandez had issued to faculty last fall some recommendations concerning course syllabi, and the list presented today includes many of those recommendations.

He said two tiers of recommendations were proposed, the rationale being that a higher standard should be expected for General Education courses. Another consideration was that the course information sheet is intended to provide information to students, and most out-of-major courses are General Education courses. He noted that the University Handbook for Appointed Personnel, section 7.04.01 requires instructors to provide students with a written statement concerning their absence policies. Instructors' office hours are also required to be posted and maintained.

Senator Silverman said he did not understand why items 4 through 7 were not required for all courses. Senator Warburton responded that "If you could get every faculty member to do the first three, they will probably do more than that." Senator Silverman said he would like to amend the motion to require items 4 through 7 for all courses. A second was heard to motion 1992/93-35A.

Senator McElroy said he wanted to raise a question concerning cost. Because of the budget factor, instructors in his department are forbidden to photocopy

material for their students. Students are required to purchase material, including syllabi, from commercial publishers chosen by each faculty member, with the result that students are required to go to many locations, often off campus. He said he favors the proposal, but wished some thought could be given to a central location for mandated material. Senator Warburton asked if all courses in Senator McElroy's department require that syllabi be purchased, and Senator McElroy confirmed that is the case. The practice appeared to be imposing a financial burden on students.

Senator Songer, noting that the Senate was discussing at length an issue that appeared to be trivial, asked if it was known what percentage of faculty do not now provide this information, and why not? He said he would find himself at a great disadvantage if he had to spend the time to explain this information to students. He said he questioned whether this should even be addressed in the Faculty Senate, since the requirements appear to be quite minimal. He suggested laying this topic to rest.

Senator Pitt said she has served on grade appeals committees, and appeals derive mostly from faculty who do not distribute syllabi. Senator Songer asked how many. Senator Pitt responded that there appear to be many, but the bigger question is enforcement.

Senator Lewis said that, speaking as a student, if he were in a class where the listed information was not provided, he would consider it ridiculous. He also recommended that all seven points of information be required for all courses. In terms of enforceability, he favored a separate examination of that issue.

Senator Siciliano added that while this matter seems trivial, for those students who do not receive this information, it is significant, and it happens frequently enough that a policy statement is needed. "I think the appropriate thing to do is to pass it, and pass it knowing that everyone should be doing it. Create it as a standard which this entire body has endorsed, and then start figuring out ways to enforce it. When students who have not received this information come to ASUA, we cannot advise them to go to the department head and demand it, because the faculty member is not bound to provide it. At the very least, it sets a standard and will allow us to refer people to department heads to request that the information be provided." He said he did not know how to address the question of enforcement of such a basic standard, but at the very least it would provide students with some recourse.

Senator Jones said he agreed with Senator Siciliano, and the first step should be to establish a mandate, deleting the words between 3 and 4, and, as Senator Songer suggested, move on.

Senator Spera said he has always taken it for granted that students are provided with the information contained in the proposal. "I agree that we have a responsibility, not because the Senate says so, but because it is part of our job."

Senator J. O'Brien said he believes enforcement will be very simple: "We have a peer evaluation of teaching performance, and peer evaluation means looking at your syllabi. The material is there or it is not there."

A voice vote on motion 1992/93-35A, to amend the mandated course information sheet by deleting the sentence between points 3 and 4 [It is further proposed that, in addition to the above, Course Information Sheets for General Education courses contain the following (as a minimum):] indicated approval.

A voice vote on motion 1992/93-35B, to approve the amended proposal for Mandated Course Information Sheets, was then called. Senator Myers said he has distributed this material for a long time, but wondered if now the instructor could count on being able to follow what has been handed out. "Having announced an examination six or eight weeks in advance, can you then assume you don't have to take any excuses for a missed exam, for example the student stating he had decided to stay up late the night before for another exam? Does this cut both ways?" Senator Siciliano said he believes it does. "Once the rules are spelled out, and the agreement is made, essentially there is a contract between a student and a faculty member, within the bounds established by the Dean of Students, [which recognize exceptions for illness and the like]...I think it's reasonable." A voice vote indicated approval of the revised proposal, as follows:

Mandated Course Information Sheet

"It is proposed that distribution of a Course Information Sheet be required for all University courses. This Course Information Sheet shall be distributed during the first week of class and shall include the following (as a minimum):

1. Instructor's name, office (room) number, and telephone number;
2. Office hours or a statement of an open-door policy;
3. Grade and absence policies.

The grade and absence policies are considered to be contracts between the instructor and the students.

4. List of required texts;
5. Number of required examinations and papers;
6. Required extra-curricular activities, if any, and
7. Special materials required for the class, if any.

A statement is permissible to the effect that information contained in the Course Information Sheet, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

It is further proposed that all Course Information Sheets be on file and available to students, in the department offering the course, for a period of not less than one year."

8. FACULTY SENATE STANDING COMMITTEE REPORTS

8A. REPORT FROM THE BUDGET AND STRATEGIC PLANNING COMMITTEE: Senator Myers said he wanted to emphasize that, in the General Faculty elections this spring, for the first time two positions on the Budget and Strategic Planning Committee will be open. He encouraged Senators to either consider candidacy themselves, or to recruit others willing to be nominated. Senator Myers reported that, without going into details, the committee believes the budget situation in 1993-94 will be far more grim than is implied even by the current suspension of searches. "The faculty should be aware the budget problems encompass more than just the recession this semester." He also reported the committee will have several items for Senate action at the next meeting.

8B. REPORT FROM THE STUDENT AFFAIRS POLICY COMMITTEE: Senator Warburton reported that the committee is currently reviewing priority registration, RSVP, and class

availability with the Dean of Students, the Vice President for Minority Affairs, and the Vice President for Student Affairs.

9. ADJOURNMENT: The meeting adjourned at 4:30 p.m.

Elizabeth Roemer
Secretary of the Faculty Senate

10. MOTIONS OF THE MEETING OF JANUARY 11, 1993

1992/93-34 Approval of Curriculum Bulletin, Vol. 14, No. 13, Section II.
1992/93-35A Approval of amendment to Mandated Course Information proposal.
1992/93-35B Approval of amended Mandated Course Information proposal.

11. MATERIAL APPENDED TO THESE MINUTES

Report to the Senate from the Instruction and Curriculum Policy Committee (not included in Senators' packets because it was previously distributed to them.)