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Senate Meeting June 25, 1975

Academic Senate
Illinois State University

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ACADEMIC SENATE MINUTES

June 25, 1975

Volume VI, No. 16

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Meetings of the Academic Senate are open to members of the University community. Persons attending the meetings may participate in discussion with the consent of the Senate.

Persons desiring to bring items to the attention of the Senate may do so by contacting any member of the Senate.

Academic Senate Minutes

June 25, 1975

Volume VI, No. 16

Call to Order

Chairperson Quane called the meeting to order at 7:05 p.m. in Stevenson 401.

Roll Call

Roll call was taken, and a quorum was declared to be present.

Approval of Minutes

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Chairperson Quane reminded the Senators that the minutes of the April 16 and April 30 meetings had been tabled at the last meeting. A motion (Boaz, Morris) to remove the minutes from the table and approve them was approved. A motion (Upton, Cohen) to approve the minutes of the May 14 meeting was approved.

Chairperson's Remarks

Chairperson Quane stated that President Budig had sent a letter to all employees concerning the budget cuts. He stated that Dean Belshe was present at the meeting to give a report on the budget situation as it is presently perceived.

Dean Belshe reported that it appears likely that our budget appropriation bill will pass without change from the level recommended by the Board of Higher Education. The cuts will be made after the passage of the bill through the General Assembly. He reminded the Senate that under the new Illinois Constitution the governor has an amendatory veto power which enables him to revise line items. He stated that the 6% cut will most likely be made in this way. Dean Belshe stated that the University had been involved in a long planning process and that the budget request as originally submitted was a reasonable one. He stated that the University is trying to participate in the decision as to where cuts will be made. Dean Belshe stated that the University's priorities are expressed in President Budig's letter. Dean Belshe stated that there have been numerous campus groups involved in the decision as to where cuts will be made. He stated that basically the cuts will come in the new program areas. He stated that the reduction in size of classes in the social sciences would be deferred. Positions requested for staffing of the new library can be left unfilled since the library will not be ready to open this fall. Dean Belshe stated that some purchases can be deferred for one year; some building repairs can likewise be deferred. He stated, however, that there is a limit to what can be deferred and that it must be understood that these items can be deferred for one year but not for a number of years. Dean Belshe reported that the student employment picture was bright. More federal money has become available for work study and the eligibility requirements have been revised so that more students are eligible. Dean Belshe said that the general revenue support level for utility bills in the bond revenue projects has been reduced. He stated that the University does not like the budget reduction but that it will try to protect those things that it regards as top priority. Mr. Hickrod commended the University on its adroit money management. He stated that he would like to stress the point that the University can't go down this road but one time. A question was

raised about the stance the BHE is taking on the budget cuts. Dean Belshe reported that there have been indications that the BHE may have some points of view which are different from the point of view taken by the Board of Regents staff. He stated that the BHE will probably try to influence the way the budget cuts are made. Illinois State University will be taking the view that it should be consulted in regard to the cuts. Dean Belshe discussed the library situation. He stated that the work has been stopped recently because of a strike, but that work is now progressing. Dr. Kraus has indicated to him that when the time comes to move into the new building there will be a down time of approximately four weeks. This down time cannot occur during the semester, so the earliest time that the library could be opened would be between semesters. Dean Belshe stated that it might be spring before we can move in. This would allow for the down time needed and also a shake-down period before the student return in great numbers in the fall. Dean Belshe stated that the money that had been allocated for operation and maintenance of the library can now be used for other purposes. He clarified that the delay in opening the library was caused by the building not being ready, and not by the desire to save money. Dean Belshe stated that the money for the reduction of the student union fees is still in the budget.

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Mr. Hanrath reported that the Budget Team had less than three days to come up with a \$2 million reduction in the budget. The Budget Team had involved the deans, the General Revenue Advisory Committee, the Civil Service Council, the Chairperson of the Senate, and the Student Association executives in discussions on the budget cuts. Mr. Hanrath pointed out that today Dean Belshe presided over his last Budget Team meeting as Chairman. He moved that the Secretary be instructed to write a resolution praising Dean Belshe's service as Chairman of the Budget Team. A motion (Long, Morris) to suspend the rules to consider Mr. Hanrath's motion was approved. A motion (Hanrath, Hickrod) that the Secretary be instructed to write a resolution praising Dean Belshe's service as Chairman of the Budget Team was approved.

Mr. Quane reported that at the last meeting of the Board of Regents the Report on Student Finances was distributed. He stated that a copy was available in the Senate Office and that a copy would be made available to the Student Affairs Committee. Under the plan proposed in this Report, undergraduate tuition would be increased to cover 1/3 of the instructional cost, with out-of-state tuition covering 100% of the instruction cost. Graduate tuition would also be similarly increased.

Mr. Quane welcomed Provost Horner to the Senate.

Administrative Remarks

There were no administrative remarks. Chairperson Quane stated that President Budig had notified the Senate that he would be in France and therefore could not attend this meeting.

Remarks of the Student Association President

Ms. Holmberg introduced Byron Tuggle, student member of the Board of Regents from Illinois State University.

ACTION ITEM:

1. Revised Prerequisite for Student Teaching

Pat Chesebro invited Dean Moore to the table to answer questions on the prerequisite. Ms. Chesebro stated that this prerequisite had been proposed with professional stan-

186 dards and qualifications in mind in an effort to retain ISU's high standards in teaching preparation. A motion (Chesebro, Cohen) to approve the prerequisite as presented was made. Mr. Quane asked how large the problem was and what kinds of problems were involved that necessitated the addition of this prerequisite. Dean Moore reported that student teaching supervisors are reluctant to place student teachers if they have not done any preparatory work. The supervisors find it difficult to supervise if they don't know what to expect from the student teachers. Dean Moore reiterated the supervisors' need to know what competencies they can expect their student teachers to possess. A question arose as to how the waiver would be determined. Dean Moore stated that they were more interested in what the student knows and can do than what courses he has taken. He stated that the responsibility for recommending the waiver would rest with the department which will determine the student's competencies through personal interview and other means. Mr. Bernardi asked if there would be a list of these requirements so that students could know what is expected if they transferred from somewhere else. Dean Moore stated that he thought this was a good idea and would propose this to the departments and to the student teaching office. The motion to approve the addition of the prerequisite for student teaching was approved. (See the May 14, 1975 Senate Minutes for the recommendation as approved.)

INFORMATION ITEMS:

1. Affirmative Action for Minorities Policy Statement

Chairperson Quane asked George Taylor, Affirmative Action Officer for Minorities, to join the Senate for the discussion of this item. He was asked to describe how this policy statement came into being. He responded that this policy statement is the result of a statement that was studied and approved by the Advisory Committee on Affirmative Action for Minorities during the second semester. The Committee then forwarded the statement to the Academic Senate for endorsement by the Senate. This statement is an expansion of the existing statement and more specifically identifies areas where policy statements should be. Mr. McCarthy asked a question on section 2(a) pertaining to promotion. He asked if it is necessary to advertise for a position which will be filled from within the University. Mr. Taylor stated that presently some departments do fill from within and some fill from without the University. In any instance there should be proper announcement that the position is vacant and that persons should feel free to submit their names. Mr. Taylor was asked if he could withhold a contract if the process approved by the University is violated. Mr. Taylor stated that he could not. He stated that he did not think an action which contradicts University policy could be supported. Mr. Cohen asked why this didn't come through the Administrative Affairs Committee. It was responded that because of the time frame it was sent directly to the Senate. Mr. Wilson pointed out that the statement in its general policy portion also referred to women, but in the dissemination statement only minorities were referred to. Mr. Taylor stated that the Advisory Committee had drafted the statement only for racial minorities, but during revision it was suggested that the statement be broadened to include the concerns of women. Mr. Taylor stated that when he submitted the statement to Dr. Morris, he consulted with the Affirmative Action Officer for Women who preferred not to be included in this policy statement. He stated that a policy statement will be drafted as it affects women and will be submitted to the Senate in either September or October. Mr. Rhodes questioned if this statement under consideration covered only minorities or both minorities and women. Mr. Taylor stated that this was the statement on minorities and that the phrase "for Minorities" should be inserted in the title. It was suggested that the references to sex be eliminated. Mr. Taylor stated that this was standard federal language and that he would be reluctant to remove it. A suggestion that "age and handicapped" be added was made. Mr. Taylor stated that he

would prefer to delete that until a clear definition of "handicapped" is ascertained. Mr. McCarthy asked if the goals of the Affirmative Action program for minorities and women are so different that they need two different philosophical statements. It was stated that the approach to the problem is somewhat different. Dean Helgeson stated that he did not see any particular difficulty in the two approaches. He stated that he understood that the statement for women would be based on the Board of Regents statement. A question arose if both statements would be in the Handbook at the same time. Dr. Morris stated that the October date would be in time for the next revision of the Handbook. The question was then raised if the Senate should act on this document now or wait until the statement on affirmative action policy for women is received. Mr. Gordon again raised the question of references to sex in the policy statement on minorities. Mr. Taylor stated that the statement that the Senate has before it now refers to both minorities and women. He stated that the references to women were added at the request of the women on the Advisory Committee. A motion (Cohen, Gremaud) in view of Dr. Morris's statement and in view of Dr. Carrington's position to table consideration of this report until there is a report from Dr. Carrington was made. Mr. Quane stated that the Executive Committee can take this into consideration and, hearing no motion to suspend the rules to consider the motion, he ruled the motion out of order. Mr. Long asked for an explanation of the rationale behind the statement and who drafted it. Mr. Taylor stated that he drafted the statement about 11 months ago. He stated that any agency receiving federal funds in excess of \$15,000 must have a written Affirmative Action plan which guarantees the agency will not discriminate against minorities and women. He stated that this was not something which he drafted out of the clear blue sky. The penalty for not having such a statement could be a reduction of federal funds. Mr. Young stated that he did not quite see why it was necessary to delay the matter. He stated that we are going to have two different policies apparently. He stated that the fact that this applies to minorities can be specifically expressed. Mr. Gordon asked if it was possible for the Affirmative Action Officer for Women to come in with their statement before the next meeting. Ms. Chesebro stated that a great number of women are not on the staff during the summer and that it would not be possible to draft a statement in such a short time. Mr. Rhodes asked what deadline the University had for having such a statement. Mr. Taylor stated that colleges and universities were asked by the Department of Health, Education, and Welfare on October 1, 1972, to establish affirmative action programs. The situation at this particular University is that the University has not been asked specifically to present their written statement. What we have generally done is to take action insuring affirmative action. We do have a situation occurring now which makes it necessary for the protection of the University to have such statements on the dockets. He stated that we should not delay any longer in getting our plan in working order. Dean Helgeson said that this would be considered as a step in what undoubtedly will be a series of steps. This is a logical step and is ready at this time. He stated that he didn't see why the Senate was insisting on considering both at the same time. He stated that this is a reasonable proposal. A question arose as to why the women didn't see the same urgency as Mr. Taylor did. It was stated that the women do not disagree with this statement, but they feel that some things need to be further studied and explained. It was stated again that the University has been showing its commitment to affirmative action through action, but now felt that it was necessary to put it on record in this matter. Mr. McCarthy stated that he was very supportive of this program but he wondered if two statements would not be redundant. He stated that if that is not a risk, then the Senate should move forward with consideration of the statement.

2. Constitutional Amendment re Civil Service Membership on JUAC

Ms. McMahan reported for the Rules Committee. She stated that the last sentence has been changed with the addition of the phrase "and ratified by the Senate."

Ms. McMahan stated that the Rules Committee was asked to add that at the last Senate meeting. She also stated that Mr. Reitan wished his objection to this change to be made known. It was reported that Sangamon State University has 2 faculty members, 2 student members, and 1 civil service member. Northern Illinois University has 4 faculty members and 1 student member. Mr. Banks asked why a statement on ratification for the student representative is not required. It was stated that the student member is elected from the student members of the Senate and therefore would be elected by the body and not require ratification. Mr. Rhodes asked what Mr. Reitan's point for objecting was. Ms. McMahan stated that it seemed to be just a point of protocol.

3. Academic Calendar, 1976-1977

Mr. Quane stated that Dean Belshe was present to answer any questions on this item. Mr. Quane stated that he was simply following the direction of the Senate in drawing up this calendar. A question was raised about spring vacation. The response was given that this does not coincide with Easter. The rationale for not having it coincide with Easter was questioned. Dean Belshe stated that he was following the wishes of the Senate. At the time the new calendar was adopted it was suggested and approved that the spring break should come at the end of the first nine weeks of the second semester, not at Easter. Easter is such a variable date that we may not get a nine-week block of time. Mr. Banks stated that this was the third year of suffering under the new calendar when he had to endure several different spring breaks throughout the family. It was suggested also that this pattern was unfair to student teachers since it runs contrary to most school districts' vacation schedule and thus renders ineffective participation of students in student teaching. Mr. Young stated that as he counted the number of teaching days there were 45 lecture days in the first semester and 48 lecture days in the second semester. Dean Belshe stated that the number of lecture days available also varies with the time of day. Mr. Rhodes asked what body is charged with examining this item. He specifically mentioned the "evaluation and review period". He asked when this was last reviewed. Dean Belshe stated that the calendar is approved each year and follows the general direction given by the Academic Senate. He stated that if members of the Senate wish to re-consider the pattern for the calendar they should do so soon since this will be presented to the Board for approval in August. Mr. Quane stated that if any Senators were concerned or interested in looking at the pattern they should make their concern known to the Executive Committee.

4. Corrections Program to Corrections Department

It was stated that this change does have the approval of the faculty in the program. This program has been in operation for four years and is one of the few programs that can boast of many new majors. This is the only program of its kind that offers preparation for entry level positions. The program duplicates nothing in the state. Problems which the Corrections faculty members have regarding APT procedures were discussed. Mr. Povl Boesen and Mr. Richard Maye were invited to the table to answer questions on the program. Mr. Hickrod asked if we can make this change within our own jurisdiction or does this go to the Board of Higher Education. Dean Helgeson responded that we will have to take this to the Board of Regents and report it to the BHE. Dean Helgeson said that this proposal will create an additional administrative unit without additional costs. A question was raised if the problems associated with APT are created by the temporary nature of the appointments. The response was given that any program which uses faculty whose academic appointment rests in another department always have difficulty in evaluating and making promotions. The department in which the faculty member holds

an appointment must nominate him for promotion and tenure. It is not that there is discrimination against those in interdisciplinary programs; it is just that it is difficult to get a reading on a person who does not teach in the field. The necessity to ask permission to employ or re-employ the person was also mentioned. The hope was expressed that we wouldn't get into the same situation in the future. Mr. Young stated that he could remember a lengthy argument whether to establish this as a free-standing program or within a department. He said that the people in the program argued against putting it in a department, even though Dean Greenberg told them there would be difficulty with the APT process. Mr. Young stated that he hoped that we would have no more free-standing programs. Dean Helgeson stated that there is a period of trial for a new program and that there is some wisdom in not creating an academic unit for it until the program has proven itself. Mr. Cohen stated that he would support this motion and yet would like to continue this discussion. He stated that some new programs do appear to be potentially new departments. He stated that he did not think it was the best part of wisdom to approve new programs and then to come back later for a departmental designation. It was suggested that in the future new programs be placed under the aegis of a department or tried under the individual contract major. Dean Helgeson stated that the acid test was whether anyone has been harmed. The program is working well. It was suggested that other alternatives ought to be considered more vigorously. Dean Helgeson stated that no single department holds the Corrections Program well. It doesn't fit nicely into the existing programs. Mr. Cohen stated that the harm lies in the people who could not be hired.

5. Graduate School Bylaws

It was reported that the present Graduate School Bylaws are ten years old. The revision has taken two years. Ms. McMahan stated that the Rules Committee had spent two lengthy sessions on this item. The Rules Committee approved the Bylaws with one exception in Article VI concerning standing committees. Section 4 - Research Committee - states that one of the duties of the Research Committee is to serve as members of the Faculty Research Grants Committee. It was felt that it was not in the province of the graduate school to include this in its bylaws; it should be included in the codification of the Faculty Research Grants Committee. That committee should have the prerogative of selecting members for itself. Dean White stated that he could support the deletion of the phrase in question. Mr. Hickrod commented that the Senate places people on committees not responsible to the Senate so why couldn't the Graduate School. Ms. McMahan stated that the Faculty Research Grants Committee had not been codified, but when it was codified hopefully it would include this provision.

6. Dean Selection Committee Procedures

Ms. McMahan stated that the charge to the Rules Committee was to include student representation on the search committees. She stated that all the committee did was to go through and put in provisions for student representation. She stated that department chairmen procedures were not as detailed as the others, and the committee had suggested that a statement calling for student participation be included in the procedures. The choice of three as the number of students was questioned. It was clarified that presently the practice has been to put one graduate and one undergraduate student on the committee. Ms. McMahan stated that the Rules Committee was open to suggestions for change. Ms. Holmberg questioned the provisions of the procedure for selecting department chairmen and heads. She stated that the source of the student input should be specified. Ms. McMahan stated that this procedure should be rewritten or the college councils should submit their plans to the Senate.

Committee Reports

There were no committee reports.

Communications

Mr. Quane stated that Mr. Tarrant had reported on his study of the tuition waiver situation and had suggested that a faculty member be appointed to the committee, that a more equitable distribution of the waivers be encouraged, and that more information be gathered by the group before they distribute the waivers.

Mr. Gordon stated that he had noted in the Board actions that the amount required by the Social Work Program was greater than the amount presented to the Senate for approval. Dean Rives stated that the Board staff had suggested the increase because they felt the University was being too conservative. The University agreed to the change.

Adjournment

VI, 187 A motion (Duty, Salome) to adjourn was approved.

For the Academic Senate,

Robert D. Young, Secretary

RDY:pl

II. General Policy Statement on Affirmative Action for Minorities at Illinois State University

Illinois State University is committed to an aggressive program of equal educational-employment opportunity and affirmative action for all members of the student body, faculty, administrative staff, and civil service staff, regardless of race, creed, color, sex, age*, or national origin. In addition to strictly adhering to all non-discriminatory laws and guidelines, the University is actively pursuing a comprehensive program of affirmative action to assure equal opportunities in every aspect of university life.

A. Policy Statement Regarding Employment Practices of Full-Time Teaching Faculty

A major objective of the affirmative action obligation is to broaden an institution's pool of applicants so that qualified minorities and women will have an equal chance to be considered for employment.

In matters pertaining to promotion, transfer of duties, training, compensation, tenure, committee participation, termination, retirement, and all other employment practices, every effort will be made to ensure non-discrimination against racial minorities and women.

In order to be able to implement and monitor affirmative action steps, institutions must collect and analyze data on the race, sex, and ethnic identity of applicants for employment. Therefore, the Provost and Vice-President of the University, College Deans, Department Chairpersons, and Directors of various units, will be responsible for coordination of the affirmative action efforts in the various colleges and departments so that they remain consistent with the general policy statement on affirmative action for minorities and women.

B. Policy Statement Regarding Course Offerings and Course Content

Illinois State University is well aware of the problems involved in providing a fair and objective presentation of facts about racial minorities and women and minority and women viewpoints which have, historically, been omitted or given at most a passing reference. The University is also aware that peoples, course offerings, and course content are representing broad rather than narrow segments of the general population which makes a stronger, more meaningful education by virtue of its diversity. Accordingly, the University reaffirms its commitment to affirmative action by incorporating studies of all minority and ethnic groups and women in its curriculum of study. The University, College, and Departmental Curriculum Committees will be charged to include this function in the implementation of their regular duties. These committees should sollicit input from minority and women's association and individuals within the University as well as from groups and individuals throughout the nation in the development of and evaluation of these courses and/or curriculum.

*Except where sex or age is a bona fide occupational qualification.

C. Policy Statement Regarding Hiring of Non-Academic Employees

The appropriate administrative officials with authority and responsibility for hiring Civil Service and other non-academic employees will be responsible for coordination of the affirmative action efforts within their own constituencies so that they remain consistent with the general policy statement.

D. Policy Statement Regarding Recruitment

The appropriate administrative office(s) with the authority and the responsibility for admissions will assure that recruitment of minority and women students continues to be consistent with the general policy statement as it relates to recruitment and admissions of minority and women students.

III. Dissemination of the General Policy Statement on Affirmative Action:
(This procedure was adapted from Executive Order 11246 as revised)

- A. In keeping with the various guidelines on Affirmative Action the general policy statement will be disseminated within the University in the following manner:
1. It shall be included in all university publications such as, policy manuals, student/faculty handbooks, newspapers, magazines, and annual reports. Additionally, all official university stationary and/or letterhead shall appropriately state that the University is an "Equal Opportunity/Affirmative Action Employer."
 2. Special meetings will be conducted with administrative officers, and other supervisory personnel to explain the intent of the general policy statement and to point out the responsibility of the university officials in the implementation of the policy.
 3. When necessary and appropriate special meetings will be scheduled with all university employees to discuss the policy and to explain the individual employee's role and responsibility.
 4. The Secretary of the University, in consultation with the Director of Personnel Services, will meet with union officials to inform them of the University's policy, and request their cooperation.
 5. Non-discrimination clauses will be included in all union agreements, and reviews of all contractual provisions will be undertaken by the University Legal Council to insure they are nondiscriminatory.
 6. Articles covering various Affirmative Action Programs, progress reports, promotions, etc., of minority employees and students will be published as appropriate in regular university publications.
 7. Whenever members of the University community (students as well as faculty) are featured in various advertising, handbooks, displays, or similar publications, minority students and faculty should be pictured.
- B. In accordance with the various guidelines on Affirmative Action the general policy statement will be disseminated externally in the following manner:
1. The Equal Opportunity/Affirmative Action Employer clause will be incorporated in all purchase orders, leases, contracts, etc., covered by Executive Order 11246, as amended, and its implementing regulations.
 2. Written notification of the university policy statement will be sent to all subcontractors, vendors, and suppliers requesting appropriate action on their part.

3. In matters pertaining to the recruitment of students and faculty, all recruiting sources available to the University will be informed in writing of the university policy on Affirmative Action. All position announcements will carry the Equal Opportunity/Affirmative Action clause.
4. When students or faculty are pictured in various handbooks or other forms or advertisements, minority students and/or faculty must be shown.
5. The existence of the university's Affirmative Action program will be communicated to all prospective minority employees by the department or unit employing their services in order to enable these prospective employees to know of and avail themselves of its benefits.
6. National minority group organizations, community agencies, community leaders, secondary schools and colleges will be notified of the university policy.

ILLINOIS STATE UNIVERSITY

Proposed 1976-77 Academic Calendar

FIRST SEMESTER, 1976

Thursday, August 19 and
Friday, August 20
Monday, August 23
Monday, September 6
Friday, October 15
Monday, October 18
Wednesday, November 24
Monday, November 29
Saturday, December 11 through
Friday, December 17
Friday, December 17

Registration
Classes begin
Labor Day
First nine-week block ends, 5 p.m.
Second nine-week block begins
Thanksgiving vacation begins, noon
Classes resume, 8 a.m.

Evaluation and Review Period
First semester ends, 5 p.m.

SECOND SEMESTER, 1977

Thursday, January 6 and
Friday, January 7
Monday, January 10
Friday, March 4
Friday, March 4
Monday, March 14
Monday, March 14
Saturday, May 7 through
Friday, May 13
Friday, May 13
Saturday, May 14

Registration
Classes begin
First nine-week block ends, 5 p.m.
Spring vacation begins, 5 p.m.
Classes resume, 8 a.m.
Second nine-week block begins

Evaluation and Review Period
Second semester ends, 5 p.m.
Commencement

SUMMER SESSIONS, 1977

Monday, May 16 through
Friday, June 17
Monday, June 20 through
Friday, August 12
(Monday, July 4)

Pre session

Eight week session
Holiday