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Senate Meeting, November 1, 1978

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ACADEMIC SENATE MINUTES
(Not approved by the Academic Senate)

November 1, 1978

Volume X, No. 5

Contents

SHUMAN STANLEY
DPC V P FOR BUSINESS & FINANCE

Call to Order

Roll Call

Approval of Minutes of October 11, 1978

Resignation of Senator(s)

Seating of Senator(s)

Chairperson's Remarks

Vice-Chairperson's Remarks

Administrators' Remarks

Student Body President's Remarks

Committee Appointments

Election of Council of Ten

Election of Members for Ethics and Grievance Committee

Election of Members for Academic Freedom & Tenure Committee

Parking and Traffic Committee, Blue Book Revision

Committee Reports

Communications

Adjournment

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
(not approved by the Academic Senate)

November 1, 1978

Volume X, No. 5

Call to Order

The meeting of the Academic Senate was called to order by Chairperson Cook at 7:30 p.m.

Roll Call

The Secretary declared a quorum to be present.

Approval of Minutes

- X,38 A motion (Kuhn/Kennedy) to approve the minutes of the October 11, 1978 Senate meeting was made. President Watkins pointed out that the Chairperson had said that Mr. Watkins was qualified to chair the Honorary Degree Recipient Committee, but that he would not be chairing the committee. Mr. Kohn pointed out that he did not include "to form an ad hoc committee on textbook policy" in his motion (X,32) but had only moved for "a second legal opinion". Ms. Ginnis pointed out that she did not make motion (X,33) "to refer to ad hoc committee". The minutes of October 11, 1978 were approved as corrected. (Note: the maker of motion X,33 was determined to be Mr. Sims.)

Resignation of Senator(s)

- X,39 Ms. Cook announced that the Senate has received a resignation from Rockie Zeigler. The Chairperson read the letter of resignation and asked for a motion. A motion (Bown/Belshe) to accept Mr. Zeigler's resignation with regret was made and approved.

Seating of Senator(s)

Mr. Tony Keffales was seated as the new senator to replace Mr. Zeigler. Mr. Keffales will serve on the Budget Committee.

Chairperson's Remarks

Ms. Cook announced that the Parliamentarian, Mr. Herb Jackson, will be unable to attend tonight's meeting and Mr. Erickson, the Vice-Chairperson, will serve as the Parliamentarian for this evening. Ms. Cook announced the election of three faculty members to the College of Business Selection Committee; Gordon Chapman, Robert Smith, and Carson Varner. Ms. Cook stated that the Provost will be selecting a fourth faculty member and an Affirmative Action Officer will be added. The Chairperson made note of the report from the Provost on temporary faculty. The report will be distributed to Faculty Affairs Committee and will be available in the Senate office.

Vice-Chairperson's Remarks

Mr. Erickson stated that those persons who have ideas about increasing the visibility of the Senate should contact Kathy Greathouse or Tony Keffales.

Administrators' Remarks

President Watkins announced that he would be giving his State of the University Address tomorrow afternoon, Hayden Auditorium, 4:00 p.m.

Provost Horner said that he could not respond to questions he has been getting about the revisions of the retirement system, under new Federal Law. He stated that the state legislature has not changed the statute on mandatory retirement age yet. He stated it is premature to speculate about what the changes might be in 1982. Mr. Horner stated that the second edition of the procedures of the Budget Team has been completed and is now being typed and will be distributed to all fiscal agents soon. Provost Horner said he encourages persons who have questions to read this document. Mr. Horner stated that at the request of the Chairperson, he announced that there was an administrative change in the laboratory schools. The lab schools are now an administrative unit within the College of Education. He stated that this change had previously been brought to the Executive Committee and was effective as of October 9th.

Mr. Kohn voiced his objection to the appointment of an Affirmative Action Officer to the Selection Committee for the Dean of Business. Mr. Kohn understood that this was to be a faculty member and he was corrected by the Provost. This change had been brought to the Senate previously and approved.

Mr. Belshe reported on the recommendations of the Consultant's Report on Computer Services contained in a study that was made last summer. Mr. Belshe stated that the Advisory Committee which was recommended to be made of up users had met last week for the first time. The Computer Advisory Committee members are as follows: Gary Clark, Chemistry; Timothy Duffy, Accounting; David Fritzsche, Management & Marketing; Ron Halinski, Ed. Adm. & Foundations; Warren Harden, VP & Director of Institutional Research & Computer Operations; Charles Porter, Inst. Research & Computer Operations; Michael Powers, Applied Computer Science Program; Joe Sageviel, Agriculture; Charles Taylor, Comptroller's Office; David Williams, Music; and F. B. Belshe, Vice President for Business & Finance (Chairperson). Mr. Belshe announced that he hoped the Committee would be able to accomplish the purposes. The Committee would have input on long and short range planning and the budgeting process for Computer Services. Mr. Smith asked what impact on the lab schools, the administrative reporting line change would make to personnel in the lab schools. The Provost responded that there had been a number of changes during recent years in the administrative reporting line for the lab school. They previously reported to the Provost, to the Graduate Dean, and now they report to the Dean of the College of Education. He stated that this was more compatible with the role and mission of the lab school, particularly the increased involvement with teacher education students and he anticipated no major personnel impact. Mr. Friedhoff asked if all the personnel in the lab schools would be in the College of Education. Mr. Horner stated that there was no change in personnel assignment below the directors level. In answer to a question about the budget of the lab schools still being reported under a research function, Mr. Horner stated that they would still be reported under this line in the Board of Higher Education budget categories. Ms. Kuhn raised a question about the relation of the ASPT procedure in the laboratory schools. Mr. Horner had already referred this question to the University Review Committee. It was the view of the URC that the ASPT procedure does not apply to laboratory schools since it was not a department and they were free to develop their own procedures and they would be similar to the Computer Services and the Counseling Services and others who have tenured faculty working there. The Provost explained what the ASPT policy had to say on this subject. Ms. Cook remarked that the whole matter had been referred to the Faculty Affairs Committee and we would be hearing more about that later. Mr. Watkins further commented on the relationship of the laboratory schools funding and the reason it is reported as a research cost in our internal budget. Mr. Watkins added that recently the Board

staff analysis of the internal budget broke out the cost of the laboratory schools separating it from other research monies. It gives a more accurate picture of the internal budget than the research monies available.

Student Body President's Remarks

X,40
X,41

Mr. Donahue welcomed the new senator. Mr. Donahue also reported that there had been a Danceathon held at the White Horse Inn last weekend that was very successful in raising funds for the United Fund. Mr. Donahue reported on various actions of the Student Association. He also recommended Ms. Linda Kingman as the Student Association Assembly Representative to the Honorary Degree Recipients Committee. A motion (Bown/Sims) to add this item to tonight's Agenda for action was made and approved unanimously. A motion (Sims/March) to ratify the nomination of Ms. Kingman as the student Association Assembly Representative to the Honorary Degree Recipients Search Committee was made and approved.

Committee Reports

X,42

Mr. Jesse, Chairperson of the Rules Committee, announced the nomination of Ms. Jacqueline Bontemps, Art, to replace C. Louis Steinberg who resigned from the University/Union Auditorium Board, term to expire in 1981. A motion (Jesse/Shulman) to accept this nomination was approved. Mr. Jesse verified that this person was not a member of another external committee of the Senate.

Election of Council of Ten; Election of Members for Ethics and Grievance Committee and Election of members for Academic Freedom & Tenure Committee

X,43

Mr. Shulman voiced a complaint that we had not received this ballot and that we had not received the names before tonight's meeting. Mr. Shulman felt this was an important election and it should not be rushed through. A motion (Shulman/Patterson) to postpone this election until the next Senate meeting, November 15, 1978 was made and approved. Ms. Cook, in answering a question posed by Mr. March, stated that she did not think there would be a detrimental effect on any of the committees involved if the election were postponed for two weeks. Mr. Kohn raised a question as to whether or not all persons were eligible for the Ethics and Grievance Committee. Ms. Cook stated that Larry Quane was no longer eligible for the nomination to the Ethics and Grievance Committee. Ms. Cook went on to explain that we will be voting for 4 people for the Ethics and Grievance Committee for staggered terms and 3 persons for the Academic Freedom and Tenure Committee and 10 persons for the Panel of 10. Ms. Cook stated also that no one person can be both on the Ethics and Grievance Committee and the Academic Freedom and Tenure, although a person could serve on one or the other and also on the Panel of 10. Motion passed on a voice vote. Vitas will be available in the Senate office according to the Chairperson. Mr. Shulman asked if further nominees could be obtained. Ms. Cook answered that the Senate had contacted various departments and were unable to unearth any other members for any other nominations but that additional nominees would be accepted.

INFORMATION ITEMS:

Parking & Traffic Committee, Blue Book Revision Proposal (see appendix)

Ms. Cook announced the following correction to this document: Page 3, first paragraph, 4th line - After the word "representative" add:"and 1 professional-technical staff representative." Mr. Rosenbaum explained the background for the revision of the Parking and Traffic Committee codification. He explained some of the confusion that had risen during the discussion last spring. He explained that the Administrative Affairs Committee had been asked to look into this and the Administrative Affairs Committee drafted this new proposed policy and talked to various persons including

X,44 the Parking and Traffic Committee, Civil Service and Professional-Technical Staff. Two options arose during these discussions, one was to separate the Parking and Traffic Committee from the Senate, the other possibility was to continue the Committee as an external committee of the Senate and clarify its functions so it would be clear as how it relates to the Senate and to the Office of the Secretary of the University. Mr. Rosenbaum stated that the Administrative Affairs Committee pursued the latter course and the document represents an attempt to clarify the way in which the Parking and Traffic Committee is to relate to the Senate and to the Secretary's Office. Mr. Rosenbaum invited Eileen Brand to come to the table to answer any questions on the proposed change. Marcia Escott from Professional-Technical staff and Hal Gullet from Civil Service joined Ms. Brand at the table. Mr. Kohn stated that he hated to throw a monkey wrench in the proceedings but he requested that any changes, including these changes be referred to the Rules Committee instead of being taken up separately tonight. Mr. Kohn stated that this would be a piece-meal approach to the revising of the Blue Book. A motion (Kohn/Shulman) to refer these revisions to the Rules Committee was made. Mr. Jesse remarked that the Rules Committee would profit by any input that people might have at this time tonight. Mr. March stated that it is commendable that we get a lot of things done in committee but he said the Senate is an open forum and it might be nice to expose some of these things to a little bit of public airing. Mr. Hicklin stated that in strict terms of Senate procedures, it would not be in order tonight but with the guests, it would be better to take it up tonight. Mr. Kohn stated that the Rules Committee plans to have a hearing on all committees and he was merely attempting to follow the Senate procedures. Ms. Escott said if the Rules Committee is just now discussing the Introduction to the Blue Book, she expressed concern about further delay, because the Professional Technical Staff does not have representation on the Parking & Traffic Committee. Ms. Brand pleaded that we keep it on the floor tonight for discussion. Ms. Brand also pleaded for representation by Professional Technical staff on this committee as well as other committees. Ms. Brand thanked the Senate for expanding the Parking and Appeals Board membership and stated that the number of appeals have dropped drastically. Hal Gullet said he agreed with the other two speakers. Motion failed on a voice vote.

Various items were brought out in the information session including what changes were represented. Mr. Bown questioned as to whether or not there was any attempt to increase the number of student on the Parking & Traffic Committee. Mr. Rosenbaum answered no, the committee did not consider increasing the number of students. Mr. Wilson raised the question of adding Professional-Technical staff and asked if the Rules Committee could give us a recommendation on that soon. Ms. Cook stated that the Rules Committee had already been referred an item which would put on the agenda the subject of make-up of external committees. Mr. Jesse stated that it was on the Rules Committee agenda.

Mr. Horner said that Secretary Morris was unable to attend tonight's meeting. Mr. Horner referred to a memo from Mr. Morris to the Adm. Aff. Committee. Mr. Morris was particularly anxious that certain points be made from this memo. Mr. Rosenbaum said he would take that memo into account, particularly the question of whether or not the function of the Advisory Committee might be inconsistent with administrative office on the campus. Mr. Rosenbaum stated that it was an oversight on the part of the committee about leaving out the Director of Parking from the list for distribution of the minutes.

Mr. Shulman stated his position against the committees becoming too much involved in administration. Mr. Schmaltz asked what number of professional-technical staff civil service and faculty are represented on the committee. He was told there were approximately 150 professional-technical, 1200 faculty and 1300 civil service. Mr. Hicklin pointed out that certain items in the Parking and Traffic codification were put in there during a previous recodification when the Senate could not get information from a previous administration and therefore this is not a change in the Parking & Traffic codification in this proposal. Mr. Hicklin expressed hope that these functions (#3) could be retained in order to gain public information about parking expenditures and policies. President Watkins stated that his administration would be an open one and the parking budget and other data would be public information. Mr. Watkins raised a question about the difference between "distribution" and "disposition" in the proposal. Ms. Brand stated that the Parking & Traffic Committee had no budget and had no way to get certain work done that is listed in the proposal. She pleaded against additional duties since the committee was over-loaded now.

Several minor oversights were pointed out to the committee. Mr. Rosenbaum announced that there will be an open meeting next week, Wednesday, November 8, 1978 in Stevenson 408. This meeting will be on the Parking and Traffic Committee's proposed revision of the Parking & Traffic Committee functions, etc.

Mr. Donahue raised a question about the content of item 3 about "timely reports" and "periodic reports." He also asked about the parenthetical phrase at the bottom of page 1 of Mr. Rosenbaum's memo. Mr. Rosenbaum said he hoped that that phrase would become a part of the new revision of the Parking and Traffic Committee.

Mr. Watkins, in answering Mr. Hermansen's question about future parking, said future planning for parking, the architect's plans for future parking, is available for inspection in the Secretary's office. Mr. Watkins explained how and where parking is being acquired for future parking. Mr. Bown again raised the question of proportional representation for students on the Parking and Traffic Committee. Chairperson Cook ruled that Mr. Bown's remarks were debate and out of order at this time. Ms. Cook referred several of the senators that had questions about parking to the meeting of the Administrative Affairs Committee Wednesday, November 8, 1978, Stevenson 408 at 7:00 p.m.

Ms. Crafts raised the question as to how this document compares to the last document of this item. Mr. Rosenbaum explained the difference between the Blue Book codification and the proposed recodification. The major difference is trying to clarify the relationship between this committee and the Senate and the Secretary's office in terms of functions and the procedures that are specified to follow which are not in the present Blue Book.

Mr. Hirt asked why there were 24 members on the Parking Appeals Board. Ms. Brand explained that there was a back-log of over 1,000 appeals that had to be heard. Ms. Patterson made an appeal for senators to come to the meeting next week. Ms. Patterson said the Administrative Affairs Committee speculated that maybe the Parking and Traffic Committee should be combined with the University Bicycle Committee and then both committees abolished.

Committee Reports

Academic Affairs Committee

This committee will meet next Tuesday, 10:00 a.m., November 7, 1978 in Hovey 418 and will discuss the Academic Plan and program hour increases. Any proposals

approved will come to the Senate, these include major hours increase in Theatre Education, Dance, Art Education and Comprehensive Social Services.

Administrative Affairs Committee

This committee will meet next Wednesday, November 8, 1978 in Stevenson 408 at 7:00 p.m.

Budget Committee

Mr. Turner reported that his committee was looking into the budgeting process of the University Union. This committee decided after the appearance of the chairperson of the Union Board that the budgeting process was progressing with student input. Mr. Turner also raised the question of library hours and University Union hours during the fall break. The next meeting will be announced later.

Faculty Affairs Committee

Mr. Smith announced that the next meeting of this committee will be next Wednesday, November 8, 1978 at 3:00 p.m., in Stevenson 214. The agenda will include Ethics and Grievance procedures and Faculty Appeals procedures. There will be a report from Mr. Cohen, chairperson of the ad hoc committee on appeals.

JUAC Report

Mr. Barton reported that some JUAC members at other universities favor an increase in the length of the probationary period for tenure. Mr. Barton asked that the Faculty Affairs Committee be made aware of this. Ms. Cook announced that some of the BOR meeting dates have been changed and that the Senate meetings in March and April may have to be changed.

Rules Committee

The next meeting of the committee will be Friday, November 3, 1978, in 311C Moulton at 4:00 p.m. The agenda will include By-laws of Teacher Education. Revision of the Blue Book will continue.

Student Affairs Committee

Mr. Bown reported that he was the new chairperson of this committee and the agenda will include the screening process for the Union Board and Entertainment Committee and Forum Committee.

Communications

Mr. Schmaltz made an announcement that there will be a meeting, open from 4:00 p.m. to 6:00 p.m. in the Circus Room of the Union on the Ad Hoc Textbook Committee.

Mr. Hicklin asked for unanimous consent of the Senate to remove from the Senate Business Calendar items where action has been completed including the following: Invisible Faculty in Higher Education, 4.12.78.3; Split Faculty Assignments & Salary Increases, 4.17.78.1; Faculty Enrollment in Graduate Degree Program, 4.17.78.3

Adjournment

X,45 A motion (Schmaltz/Kennedy) to adjourn was made and approved at 9:18 p.m.

For the Academic Senate,

Charles Hicklin, Secretary

JC:CH:c

TO: Members of Academic Senate
FROM: Administrative Affairs Committee
RE: Parking & Traffic Committee, Blue Book Revision
DATE: 26 October, 1978

15. Parking and Traffic Committee

Membership (13) Three faculty members, three civil service staff members, three professional-technical staff members, three students, and a non-voting administrative representative.

Functions The Parking and Traffic Committee functions generally in three ways: (A) as a Senate committee which reports to the Senate and makes policy recommendations to the Senate, (B) as a source of information for the University community, and (C) as an advisory committee to the Office of the Secretary of the University. Specific functions include the following:

1. To study and recommend parking policies to the Academic Senate, either when such policies are suggested by the Office of the Secretary or when such policies result from Committee deliberations.
2. To evaluate the extent to which established parking policies are exemplified in the parking regulations and in the procedures of Parking Services and the Office of the Secretary.
3. To provide members of the University community and the Academic Senate timely reports about administrative decisions concerning parking regulations and Parking Services, and to make available periodically reports on the receipts and expenditures of Parking Services.
4. To administer the operation of the Parking Appeals Board.
5. To evaluate local parking and traffic conditions in cooperation with Parking Services and the Office of the Secretary.
6. To participate in planning future parking and traffic programs.
7. To make recommendations to the Office of the Secretary with respect to types of space, parking fees, parking and traffic regulations, and procedures for handling parking and traffic problems.

(Since the distinction between parking procedures and policies is vague, any disagreements on the topic of parking concerning what is policy and what is not will be resolved by the Executive Committee of the Academic Senate in cooperation with the Office of the Secretary.)

Procedures

1. The Parking and Traffic Committee will consider and evaluate problems with the procedures and policies of Parking Services. In order to alleviate such problems the Committee may make recommendations to the Office of the Secretary and to the Academic Senate. In considering problems, the Committee may seek information from any appropriate source, including persons from any of the constituencies from which the committee is formed.

2. All parking policies and changes in policies which the Committee recommends will require approval of the Academic Senate.

3. The Committee will review the parking regulations annually. This review will take into account suggestions which are submitted to the Committee from members of the University community, and will be completed in time for the Academic Senate to review regulations for the following year before they are enacted.

4. The Parking and Traffic Committee will cooperate with the Office of the Secretary to insure that parking fees are equitable and sufficient for the operation of Parking Services. The Committee will inform the Senate of any changes in parking fees and the reasons for such changes.

5. The Committee shall, through appropriate means, inform the University community of any changes in parking regulations, procedures, and policies, and it shall do so as much in advance of the implementation of such changes as possible.

6. The Committee will select the Chairperson of the Parking and Appeals Board.

Disposition of Studies and Recommendations: From the Committee to the Coordinator of Parking Services, to the Director of Public Safety, to the Secretary of the University, to the Academic Senate, to the President of the Civil Service Council, to the Student Association Assembly, to the President of the University.

Distribution of Minutes: To Parking and Traffic Committee members, to the Secretary of the University, to the Academic Senate, to the Chairperson of the Administrative Affairs Committee of the Academic Senate, to the Student Association, to the President of the Civil Service Council, to the President of the Professional and Technical Staff Council, to the Chairperson of the University and Academic Affairs Committee of the Student Association Assembly, to the President of the University.

Parking Appeals Board

Membership (24) Includes all voting members of the Parking and Traffic Committee, 8 additional members appointed by the Academic Senate, and 4 additional members appointed by the President of the University. The 8 members appointed by the Academic Senate shall include 2 faculty members,

2 students, 2 civil service representatives, and 2 professional and technical staff representatives. The 4 members appointed by the President shall include 1 faculty member, 1 student, 1 civil service representative, and one professional, technical representative. Faculty, civil service, and professional and technical staff appointees will serve staggered 3-year terms; students will serve 1-year terms.

Functions:

1. To hear appeals filed by any person charged with a violation of ISU Parking Regulations.
2. To make recommendations to the Parking and Traffic Committee concerning problems encountered in appeals hearings.

Procedures:

1. The Chairperson of the Parking Appeals Board will be responsible for handling all appeals, including appeals hearings, and will insure that all hearing panels are familiar with current parking regulations and procedures for hearing appeals.
2. Membership on a hearing panel shall consist of four persons, one student, one faculty member, one civil service representative, and one professional and technical staff representative.
3. At least two of the four members of any hearing panel must be present to hear appeals.
4. The Chairperson of the PAB normally will arrange hearing panels so as to maximize the ability of Parking and Traffic Committee members to do the work of the Parking and Traffic Committee. However, the Chairperson shall process appeals as quickly as possible, using all the members of the PAB, if necessary.
5. The decision of a hearing panel ordinarily will constitute the final judgment of any violation.
6. If, in the course of hearing appeals, the Parking Appeals Board encounters situations such as recurrent confusion over parking regulations, inconsistency within the regulations or in the enforcement of the regulations, or deficiencies in the regulations, the Parking Appeals Board shall forward recommendations concerning these situations to the Parking and Traffic Committee for its consideration and action.

NAME	ATTEN-DANCE	VOTE							VOICE VOTE		
		Motion #	Motion #	Motion #	Motion #	Motion #	Motion #	Motion #	Motion No.	Y	N
Amster	A								38	x	
Austensen	P								39	x	
Barton	P								40	x	
Belshe	P								41	x	
Boaz	P								42	x	
Bolen	A								43	x	
Bowen	P								44		x
Bown	P								45	x	
Butz	P										
Carey	P										
Chambers	Ex.										
Cook	P										
Cook	P										
Crafts	P										
Donahue	P										
Elliott	P										
Erickson	P										
Fizer	Ex.										
Friedhoff	P										
Gamsky	P										
Gavin	P										
Ginnis	P										
Henry	A										
Hermansen	P										
Hicklin	P										
Hirt	P										
Horner	P										
Jesse	P										
Kennedy	P										
Koehler	Ex.										
Kohn	P										
Kuhn	P										
March	P										
McCarthy	Ex.										
Miller	P										
Morrison	P										
Patterson	P										
Rosenbaum	P										
Sanders	P										
Scharfenberg	Ex.										
Schmaltz	P										
Schwalm	P										
Shulman	P										
Sims	P										
Smith	P										
Turner	P										
Wilson	P										
Watkins	P										
Wolfe	P										
Zeigler	A										

Y=Yes N=No P=Present