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Academic Senate Minutes

Academic Senate

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Spring 3-7-1979

### Senate Meeting March 7, 1979

Academic Senate

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ACADEMIC SENATE MINUTES  
(Not approved by the Academic Senate)

March 7, 1979

Volume X, No. 12

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SHUMAN STANLEY  
DFC V P FOR BUSINESS & FINANCE

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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.

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ACADEMIC SENATE MINUTES  
(Not approved by the Academic Senate)

March 7, 1979

Volume X, No. 12

Call to Order

The meeting of the Academic Senate was called to order by Chairperson Cook at 7:00 p.m.

Roll Call

The Secretary called the roll and declared a quorum to be present.

Approval of Minutes

X,99 A motion (March/Hage) to approve the minutes of February 7, 1979 was made. Mr. Shulman stated that he wished to disagree with the statement of Provost Horner that the College of Business had raised academic standards. The minutes of February 7, 1979 of the Academic Senate were approved.

Chairperson's Remarks

Ms. Cook announced that the new senators will be seated on April 4th and the Chairperson has invited the new senators to attend the senate meetings during the month of March. She stated that the new members of the Executive Committee and members of JUAC would be elected on April 4th. Ms. Cook said that the Executive Committee would be meeting at 1:00 p.m. on Friday in Hovey 308. She also stated that copies of the agenda for this meeting would be available in the Senate Office.

Monday, March 19, 1979 at 6:30 p.m. was the date and time announced for the annual senate retreat to be held at Ewing Museum of Nations, located on the corners of Towanda and Emerson Streets in Bloomington. New and continuing members of the senate were urged to attend this informative session. Dinner is to be served at 6:30 p.m., orientation at 8:00 p.m. and faculty and student senator caucus's to begin at 9:00 p.m. Ms. Cook circulated a sheet requesting that senators state whether or not they plan to attend this function.

Ms. Cook announced that at the end of tonight's meeting, there will be a brief faculty caucus and executive session to read a report being prepared. The meeting will be in STV 136 B.

Ms. Cook announced the names of the newly-elected faculty senators:

Mary Jo Brown, Milner Library	Ira Cohen, History
Stephen Friedberg, Mathematics	Robert Hemenway, Special Education
Susan Kern, Home Economics	Normand Madore, Curriculum & Instruction
Samuel Price, Special Education	Robert Raus, HPERD
Pam Ritch, Theatre	George Tuttle, Information Sciences
Robert Young, Physics	

Vice-Chairperson's Remarks

Mr. ERickson announced that there will be a First Annual Student Leadership Recognition dinner at the Sinorak in Bloomington on March 25, 1979 at 6:00 p.m.

X,100 Mr. Erickson asked for a ruling from the Chair about the rule to add any item to the Agenda for Action. A motion (Erickson/Donahue) to move the proposal "External Committee Separation" from the Information stage to the Action stage was made. (This item was brought in and placed on the table at 6:50 p.m. this evening.)

Mr. Bown stated that the Rules Committee has not had a chance to look at this proposal, Mr. Friedhoff objected also. Mr. Schmaltz wanted to know what the big hurry is on this item.

Mr. Erickson gave a rationale for bringing this item in in this fashion. He related it to the upcoming Bylaws Proposal and the changes in the Blue Book. Mr. Donahue gave the rationale for bringing this up at this time by pointing out that this had been discussed by the Rules Committee before. The topic had been discussed by the Rules Committee, Mr. Donahue said. He made a plea for the members of this Senate to deal with this item as they were experienced with dealing with this item as well as being familiar with the details.

Mr. Bown called for deliberation of this proposal. Mr. Erickson stated that there is a difference here, that the Rules Committee did not have a formal proposal when they had refused to consider this. Mr. Kohn from the Rules Committee stated that two weeks ago, the Rules Committee recommended that status quo should hold and the committees should not be changed. Mr. Kohn said this resembled a shot-gun wedding with the haste with which we are deliberating this: five or six page proposal.

X,101 A motion (Cook/Schmaltz) to close debate was made and approved.

The (Erickson/Donahue) motion failed.

Administrators' Remarks

Mr. Horner announced the Spring Alumni Academic Experience was coming up on March 31, 1979. Mr. Horner said that in spite of the fact that the procedures are very specific on the records of a grievance committee, but silent on what to do with the records of an ethics committee. The results of hearing some very serious recommendations have been forwarded to Provost Horner. Mr. Horner said he urges a sense of the Senate resolution because of the various ramifications of implementation of the ethic recommendations and the legal ramifications that the President, the University counsel and the Provost be allowed to see evidence that was presented to the committee before they act on these most serious recommendations. A motion (Horner/McCarthy) to accept this sense of the Senate resolution was made and approved.

X,102

Vice President Belshe explained some of the ramifications of the Board of Higher Education vis-a-vis budget. The Board of Higher Education met Tuesday and was asked to recommend the level of support which would be commensurate with the Governor's budget recommendations. This was held until today when the Governor's budget message was presented. The recommendation from I.S.U. in terms of appropriated funding operations and grants, this includes retirement contribution and Illinois Building Authority rentals which originally set by the Board of Higher Education at just over 49 million with the adjustment necessary because of the budget level of the Governor. The dollar level for operations and grants is roughly 48 and one-half million. The reductions that had to be made for higher education overall amounted to 29 to 30 million. Our reduction was a little over one and one-half million. The Board of Illinois Scholarship Commission, particularly with BEOG grants picked up much of the difference in the funding. Support of Higher Education was reduced somewhat. Salary increase factor was reduced to 6.2 percent, this was a big factor in the reductions in the contribution. We suffered a \$377,000 reduction in Personnel Services; 6.2 percent rather than a 7 percent. The general pricing increase was retained at 6 percent and a 15 percent increase for library materials. There was a \$100,000 reduced from new programs including improvements of undergraduate instruction. There were reductions in

equipment replacement monies of \$50,000. About \$28,000 reductions for repair and maintenance items in the university was made. There was one factor added back, the Board of Higher Education recommended 16 and one-half percent about the previous years for utilities, replacing their previous 15 percent increase. This adds half a million dollars from Illinois State University.

Mr. Gamsky said he had three items to discuss. First, revision of the registration process for student groups. He hoped to revise the procedures currently being used for registration of student organizations. These items will be brought to the Senate through committee, simply because they happen to be items that the Senate has dealt with before.

Mr. Gamsky stated that it comes up often whether or not the academic offices in the university can release such things as academic standing and disciplinary standing. He stated that there is nothing in the university policy that in any way precludes any faculty member or administrative officer from receiving information of this nature. The Buckley Amendment was never intended to prohibit the institution of higher education from functioning as an institution of higher education. It was intended to protect the rights of people and the institution from external agencies of the university from receiving information when it was inappropriate by following certain procedures. The review by our own legal counsel says there is nothing in law that prohibits legitimate use of the information within the university. Mr. Gamsky discussed this matter vis-a-vis the right to know. The departments that release information within the university the office must keep records identifying the person requesting the information, the document released, to whom and the date. Mr. Gamsky stated that it doesn't require a signed release for the Senate to request grade point averages. The Senate could make it a policy that persons could receive grade point averages when necessary. Mr. Gamsky said that we often debate something that is not debatable, that has already been settled. We made a part of a policy setting minimum standards relating to membership on the Forum Committee, Entertainment and the University Union Board. Mr. Gamsky said he's received some variety of comments, one comment had some legitimacy. Mr. Gamsky said that we have for students more rigid standards than we do for members of the Senate. Mr. Gamsky said that people have been telling him that we should have the same standards for senators that we have for students. Mr. Gamsky says he concurs wholeheartedly with that idea. Mr. Gamsky said that he hoped that this item could be dealt with by the Senate as soon as possible. Ms. Cook remarked that such a proposal had already been introduced to the Executive Committee and is being dealt with in the Rules Committee at this time.

Mr. Friedhoff asked the Chair if they are seriously dealing with the memo vis-a-vis academic standards. Mr. Jesse said he had not received anything in writing on this item as yet.

Mr. Hicklin asked Mr. Gamsky if he was aware that most policy-making bodies are corrupt on the matter of applying higher standards of external persons themselves and that it was very doubtful that the student senators would apply such standards since many student senators would not be on the Senate if such standards applied. Mr. Gamsky stated that that was why he brought it up tonight.

#### Student Body President's Remarks

Mr. Donahue commended the Elections Committee of Student Association for all their work on the recent student elections. Mr. Donahue introduced the new members of the Student Association Executive Committee: Heidi Voorhees is the new Student Association President and Randy Blankenhorn is the new vice-President. He noted

that for a short period of time that Heidi Voorhees will be both Student Association President and a student member of the Board of Regents. Mr. Donahue brought attention to a report for a University College proposal from Sharon Jewell which has been referred by the Executive Committee of the Academic Senate to the Academic Affairs Committee. He recommended that student senators pick up a copy of this proposal and look it over. As a result of the Board of Higher Education discussion of tuition, Mr. Donahue stated that there was a committee to study the accesibility to higher education and stated that he and Ms. Boyer of the Student Affairs office have also been appointed to this committee to represent I.S.U. He said that this report is to go to the Board of Higher Education by April 12 and the deadline may be extended.

Mr. Donahue stated that there are two more steps to go on the tuition matter, the Legislature and the Governor. He stated that there will be no Amtrak shuttle bus service for over the break. He said that the Town of Normal did not have enough buses to furnish them.

Mr. Friedhoff asked Mr. Donahue why the Entertainment Committee received free tickets to performances at the Union. Ms. Cook requested that Mr. Friedhoff reserve his question about the corruption in the Entertainment Committee until later.

ACTION ITEMS:

Committee Appointments

X,103 Ms. Cook announced the appointments for the Council for Teacher Ed: Robert Hemenway, Special Education; Dorothy Franks, Curriculum & Instruction; and Louise Dieterle, Clinical Experiences in Teacher Education presented by the Provost's office. These appointments were received by the Executive Committee and forwarded to the Senate for ratification. A motion (Horner/Bown) to accept these appointments as presented was made. Mr. March raised a question about membership on external committees. Mr. Horner stated that he did not consider this to be one of our external committees. The motion on the appointments passed.

Blue Book Revisions on Internal Committees 2.9.79.1 (see appendix)

X,104 Mr. Jesse, Chairperson of the Rules Committee, introduced these proposals to the members of the Academic Senate. The proposals contain proposed changes to the original document. A motion (Jesse/Elliott) to approve the revisions as presented was made. Mr. Smith asked for the rationale of adding the additional wording about the Senate being merely an advisory role to the President. He states that this seems to be weakening the concept of the Senate as a shared governance body. Mr. Jesse stated that this seems to be the way the Senate acts. Mr. Boaz stated that the President noted that there was inconsistencies between the paragraph as originally stated and the constitution and the Board of Regents Policy.

X,105 Mr. Horner raised some points of inconsistency about the University Review Committee and the University Appeals Committee. Mr. Kohn said that Provost Horner is absolutely correct. A motion (Smith/Bown) to add the University Review Committee to the jurisdiction of the Faculty Affairs Committee was made and approved.

Mr. Jesse introduced a memorandum from the Rules Committee dated February 27, 1979. (see appendix) Item 8: Advisory Committee for Equal Opportunity and Affirmative Action was added to this memo.

Mr. Jesse explained the procedure and that corrections are now coming into the Rules Committee. Mr. Jesse announced that he would like these suggested corrections to be submitted to the Rules Committee in writing in order to be incorporated into the Blue Book. He added that they should be in final draft form for the next Senate meeting. He stated that the Rules Committee will meet March 21, 1979 at 2:00 p.m., 311 C, Moulton Hall.

INFORMATION ITEMS:

Blue Book Revisions on External Committees 2.26.79.1

Mr. Kohn stated that there was some wording on some committees that were still confusing and there was an attempt to correct this. Mr. Donahue pointed out that the Elections Committee of the Academic Senate had acquiesced to student elections committee and perhaps this should be reflected in the description of the Elections Committee. Mr. Donahue pointed out the various errors. Ms. Cook asked that the persons who had corrections to be made would put those in writing and forward them to the Rules Committee. Mr. Donahue asked a question as to why alternates were left off the Union Board. Mr. Jesse asked that this be forwarded to his committee in writing.

Mr. Gamsky asked if there was an oversight that the appointee from the Student Affairs Committee had been deleted. Mr. Jesse stated that that was an oversight.

Mr. Friedhoff raised a question about the membership on the University Studies Committee in which there seemed to be a minority in the College of Arts and Sciences. Mr. Donahue raised a question about the membership of the Financial Exigency Committee containing no student members.

Ms. Gavin raised a question about the University Bicycle Committee and raised a question as to why the Professional Technical staff was added to the Bicycle Committee.

Mr. Smith raised a point about membership on such committees as Academic Freedom and Tenure. In answer to Mr. Smith's question, Mr. Hicklin said he thought the original intent of the Senate was that there be an election within the departments that fell into disuse and sometimes the department head simply forwarded a "nomination". Now, I think what you're saying is that we may need an election process to nominate. It has been honored by most departments but there's been some question raised about that in some departments. In fact, we have on the Senate Executive Committee we got considerable heat because for some committees some departments did not nominate or forward and therefore, did not have a member on this, for this Senate to possibly elect. Char has had considerable trouble on that and I think any subsequent secretary would be glad to have that cleared up by having it clearly state what the process of generating names for that committee."

Mr. Bown raised a question about whether or not a quorum is present at this time and since no action was taken during this information session, it doesn't matter.

Mr. Kohn congratulated the committee on their work. Mr. Kohn raised a question of the use of "teacher" and "instructor" and asked for some editorial changes.

The Senate recessed for ten minutes at 8:35 p.m.

Text-Book Policy from Ad Hoc Committee 2.14.79.3 (see appendix)

Mr. Mike Shelly joined the Senate to answer any questions about the committee's report on text books. There were no questions.

Academic Calendar for 1980-81 2.2.79.2 (see appendix)

Mr. Shailer Thomas, Associate Provost for the University was on hand to answer any questions that might come up on this item. Mr. Schwalm, Chairperson for the Administrative Affairs Committee, stated that committee held open hearings on February 27 and suggested the following changes: eliminate the Fall break; move Thanksgiving vacation up one week.

Ms. Ginnis raised a question as to whether or not the fall break was too much time. Mr. Schmaltz stated that that came out of the counseling center studies on pressures. Mr. Bown asked that the pressures be checked upon and reported back. Mr. Horner pointed out that this calendar was not viable to use for clinical experiences or in student teaching or in the Lab Schools. Mr. Schwalm said we cannot squeeze 2 times 9 into a 16-week semester.

Mr. Hicklin pointed out that this year a considerable input was received from the students about the dormitories and the library being closed during break, therefore, Mr. Hicklin pointed out that we apparently have a different student body than last year. "There was considerable pressure to keep the dormitories and the library open and that obviously the student body has changed and is reacting to the student pressures in a different way instead of going home to throw a drunk, they were staying here and doing their work in the library."

Mr. Thomas said that he talked with Ms. Boyer in the Student Affairs Office and she did not raise a question about the fall break. Mr. Kohn said it did not make any sense whatsoever to have a week at Thanksgiving, come back for two weeks and then have a final exams. Mr. Friedhoff explained that the homecoming week did allow for some relaxation since it is an entire week devoted to homecoming events, not just a weekend.

Mr. Thomas stated that only about 478 students including the MA and the receptionist were in the dormitories last year during the break.

Mr. Gamsky reminded us that the Dormitory Rates Committee had budgeted on the future on the basis of closing residence halls if at all possible opportunities. Mr. Hermansen raised a question as to whether or not that was a vicious circle about closing the dorms because of few students or are there few students because the dorms are closed? Mr. Grever stated that there are only four home football games scheduled in 1980, we'll lose one weekend if there is a fall break, possibly two weekends.

Ms. Ginnis asked how many students are involved in which meetings on the calendar. Ms. Patterson remarked that there was an open hearing held for two hours on the academic calendar and only one student appeared. Mr. Fizer described the events at the hearing and the rationale for altering the proposed calendar to eliminate the fall break.

BFA in Theatre 2.26.79.2

Mr. Sanders presented the proposal for the Bachelor of Fine Arts in Theatre. There were two theatre elective hours dropped at the curriculum committee stage. Mr. Sanders summarized the concerns that were expressed by Home Economics and Physical Education departments. There was concern about the duplication of some of the costume and scenery work. The Curriculum Committee minutes contain a summary of the concerns that were expressed by the various departments. Only the University of Illinois has a comparable program. Mr. Sanders said the budgetary needs are \$20,000.



Mr. Wilson asked if the 72 hours was in line with other major universities who offer a BFA degree. Mr. Pritner, Chairperson of the Theatre department, was present to answer any questions about the proposal.

Mr. Friedhoff raised a question about the very heavy number of hours and asked if there were really be prepared to go on for an MFA with that narrow undergraduate preparation. Mr. Pritner stated that the theatre world does not care very much about a degree so he states that they are more interested in the more professional preparation. Mr. Friedhoff asked a series of questions about the proposal. He pointed out that the accrediting agencies standards really did not require as much as 72 hours but merely suggested the possibility of 50 percent of the undergraduate program.

Ms. Butz asked if students were expected to graduate in four years. Mr. Pritner stated that if people do the universities studies on schedule they will graduate in four years, there would probably be a lot of summer school. Mr. Pritner stated that unfortunately some theatre students take their role in a play so seriously that they neglect their academic work and prolong their programs. Mr. Pritner said that he had no idea where the money would come from if not from some extra source. "If we don't get the new position, I would have to go back to the department and ask them if they still want the program, they may not."

Mr. Shulman asked where does the faculty in Fine Arts stand on having only 8 hours of electives.

Mr. Schmaltz said that as a concerned member of the Budget Committee he is concerned as to where the money comes from.

Mr. Horner was asked if that was not true that the Senate had approved previous, degrees in Music and Art that had similar numbers of hours. The answer was yes.

Mr. Chambers asked why couldn't the student develop a competencies program on his own that were needed. Mr. Pritner pointed out that the theatre area was not really interested in degrees. Mr. Pritner stated that in order to meet the competencies demanded by the students, they must increase the hours, the kinds of courses that they needed to offer and combine this into a degree.

Mr. Chambers pointed out that possibly that faculty advisers could guide students to these competencies without leading to a Bachelor in Fine Arts. Mr. Pritner said that the BFA program would be for a select talented few to be ready to enter the profession. In answer to a question from Mr. Chambers, Mr. Pritner said he thought it would enhance the enrollment in the MFA.

Mr. Smith asked what kinds of experiences would be offered outside of the area of theatre in the liberal arts.

Mr. Hicklin raised a question as to whether or not Mr. Pritner would be able to furnish statistics of employability of graduates of this program as has been required by the BHE in recent years particularly in the field of Education and other degrees. Mr. Pritner stated that he felt that persons who had a degree, would be more employable than other persons who were entering the field of acting.

Mr. Bown asked how many of the university studies hours would count in the BFA. Mr. Shulman asked if the theatre had considered a five-year program. Mr. Pritner

stated that the American Theatre Association had rejected it.

In answer to a question from Mr. Friedhoff about possibly restricting the reduction of hours to 50 percent, Mr. Pritner stated that he reasonably believed that the faculty would probably say that they could not do the BFA degree with only 50 percent of the hours devoted to the major.

Mr. Friedhoff asked about the possibility of meeting the competencies without using that many hours. Mr. Bown asked if we might have a list of courses of what might be acceptable electives. Mr. Pritner stated that there would be a list of courses listed under the Theatre department in the catalog.

Mr. Grever asked what the University of Illinois required in acting hours in the BFA. Mr. Pritner stated that he thought that it was in the 70's with a 24 hours of university studies.

Mr. Hage asked if, since only the most talented persons would be admitted to this program, isn't it possible that some of these competencies might have before they started through the screening process, proficiencies on some of these hours?

#### Committee Reports:

##### Academic Affairs Committee

Mr. Miller announced that the next meeting of this committee will be Thursday, March 8, 1979, 10:00 a.m. in Hovey 419. It will be a two-hour working session on Basic Skills report will be on the agenda including recommendations from the committee. The next meeting will be on March 12, 1979, Tuesday, Hovey 418 and we will take up the BFA in Theatre and the BS in Nursing.

##### Administrative Affairs Committee

Mr. Schwalm announced that the next meeting of his committee will be March 8, 1979 at 2:00 p.m. in Felmlley 206 and they will be discussing the Academic Calendar for 1980-81 and the amplification policy.

##### Budget Committee

Mr. Hicklin announced the next meeting of the Budget Committee immediately after the 4:00 p.m. Academic Affairs Committee meeting.

##### Faculty Affairs Committee

The next meeting of the committee will be Wednesday, March 21, 1979 at 4:00 p.m., reactions to the salary distribution proposal are coming in and a question of affirmative action salary adjustments and reported changes on the ethics policy.

##### Joint University Advisory Committee

Mr. Hicklin said he was in the embarrassing position of asking the Board of Regents to put on their agenda the question of length of probationary period for newly-hired faculty, in other words, the item of tenure. "It's very embarrassing since I've been trying to keep tenure off the agenda of the Board of Regents all these years but, there is one of our sister institutions that would like with initial hiring, to have the option of saying to experienced faculty that they could go more than the requisite years now. That may come up at a later time, I attend my last JUAC meeting and promised the Board that I would never be back on JUAC."

Rules Committee

Mr. Jesse announced that the next meeting of this committee will be March 21, 1979 at 2:00 p.m. in Moulton 211 C and will be discussing the revisions of the Blue Book, the final revisions. Mr. Jesse invited any further comments to be sent to him in writing. Mr. Jesse also invited persons to the lecture tomorrow in celebration of Einstein's birthday in Moulton 208 at 4:00 p.m.

Student Affairs Committee

Mr. Bown, Chairperson of this committee, announced that the next meeting will be on March 20, 1979, place and time to be announced at a later date. They will be discussing the description for the Student Affairs Committee in the Blue Book and responses to the report on splitting the Entertainment Committee, the Forum Committee and the University Union/Auditorium Board from the jurisdiction of the Academic Senate.

Adjournment

X,106 A motion (McCarthy/Schmaltz) to adjourn was made and approved at 9:56 p.m.

For the Academic Senate,

Charles Hicklin, Secretary

JC:CH:c

NAME	ATTEN- DANCE	VOTE							VOICE VOTE		
		Motion #	Motion #	Motion #	Motion #	Motion #	Motion #	Motion #	Motion No.	Y	N
Amster	A								99	x	
Austensen	ex.								100		x
Barton	P								101	x	
Belshe	P								102	x	
Boaz	P								103	x	
Bown	P								104	x	
Butz	P								105	x	
Carey	P								106	x	
Chambers	P										
Cook, James	P										
Cook, Janet	P										
Crafts	P										
Donahue	P										
Elliott	P										
Erickson	P										
Fizer	P										
Friedhoff	P										
Gamsky	P										
Gavin	P										
Ginnis	P										
Greathouse	ex.										
Grever	P										
Henry	A										
Hermansen	P										
Hicklin	P										
Hirt	P										
Horner	P										
Jesse	P										
Keffales	P										
Kennedy	P										
Koehler	P										
Kohn	P										
Kuhn	P										
March	P										
McCarthy	P										
Miller	P										
Morrison	ex.										
Patterson	P										
Sanders	P										
Scharfenberg	ex										
Schmaltz	P										
Schwalm	P										
Shulman	P										
Sims	A										
Smith	P										
Werner	P										
Wilson	P										
Watkins	ex.										

Wolfe Arrived late P

Y=Yes N=No P=Present

TO: Jan Cook, Chairperson, ISU Academic Senate

FROM: Michael Shelly, Chairperson, Ad hoc committee on textbook policy

RE: Report on investigation of ISU textbook policy and recommended replacement policy statement

DATE: February 8, 1979

On October 11, 1978, you charged this committee to review the "current textbook policy" and make "recommendations on any needed changes in the textbook policy".

On November 13, 1978, we were informed by Franklin Matsler, secretary of the Board of Regents, that "no substantive legal issues (are) involved," according to Jim Winning, counsel to the Board of Regents.

Mr. Matsler also offered us this guidance on the matter: "establish a policy that is reasonable and fair to all concerned."

After conducting hearings with students, faculty and book vendors, and after talking individually to many teachers, we must conclude that the faculty considers the current textbook policy to be unreasonable and unfair. It is viewed as being arbitrary, inflexible and coercive. We must also conclude that the greatest concern of students is being certain that they will all be able to get all their books and materials at the beginning of each semester. We have concluded that the concern of students is a reasonable one and should be the obligation of the faculty.

We found that among faculty, custom, practice and preference often differ sharply from policy but that our custom of permitting faculty to make individual arrangements for textbooks, if they prefer, is considered reasonable and fair. We have concluded that the only way to be reasonable and fair to all concerned is to continue the practice which has been in use, with little complaint, through-out the past decade or longer.

Such a codification of practice would make no changes in the marketplace, as would enforcement of the 1975 policy statement. Nor would it affect the textbook service operation of the ISU secretary's office. It would give departments and Colleges no added responsibility or authority.

This committee therefore recommends that ISU's current policy on the process by which arrangements for books and other instructional materials are made be replaced by the one which follows.

The committee also recommends that a standing committee be given authority by the Academic Senate to advise and consult on modifications of textbook policy and to investigate complaints and other problems as they arise.

Textbook Policy Statement  
Recommended by Senators Gavin, Morrison, Sanders, Schmalitz and Schwalm

1. It is the responsibility of each teacher to insure that textbooks, etc., are available for his or her courses at the beginning of each semester.
2. The office of the Secretary of the University will offer the following assistance to help assure availability of adequate numbers of textbooks in the bookstores.
  - 2.1 At a specified time before each session, the office will solicit information on anticipated books and instructional material from department chairpersons.
  - 2.2 The titles of these books and descriptions of other materials will be compiled and made available to interested vendors, together with enrollment information.
  - 2.3 After vendors decide on the numbers of books each title, etc., they intend to order, the Secretary's office will collect this information.
  - 2.4 Whenever the total number of books, etc., ordered indicates possible shortages, the Secretary's office will request additional quantities.
  - 2.5 When the quantities finally ordered by vendors can be totaled, a list of the number of copies ordered for each book, etc., will be given to the respective department for inspection/adjustment by the teacher.
3. Regardless of the method instructors use to insure that adequate books, etc., are available on the first day of class, each one should provide the Secretary's office, no later than the first week of classes, a written list of books, etc., being used.
4. At the end of the first week of classes, the Secretary's office will prepare, for public inspection, a complete list of books, etc., in use at ISU.

M E M O R A N D U M

TO: Academic Senate

FROM: Rules Committee

RE: Revisions of "Blue Book" introduction

DATE: March 2, 1979

A. Page 1, last sentence of 3rd paragraph:

The Academic Senate is a deliberative body which acts in an advisory role to the President of the University in dealing with a wide scope of issues including:

B. Page 1, #6:

6. determination of policy regarding conduct and disciplinary procedures.

C. Page 4, Rules Committee:

Jurisdiction: constitution, by-laws, elections and committee structure.

D. Page 4, Student Affairs:

Membership: 8; 2 faculty, 5 students, Ex officio Dean of Student Affairs

E. Page 5, 2nd sentence of 1st paragraph:

Faculty nominees are screened by the Rules Committee and student nominees by the Student Association according to the prescribed procedure for each committee.

aw

## Introduction: Shared University Governance

Illinois State University, founded in 1857 as the first state-supported university in Illinois, has had a long history of worthy traditions and accomplishments. Most of the practices connected with the administration and policy-forming activities of the University have grown up gradually as needs developed. This is true with respect to the system for faculty and student participation in university governance, including the system of faculty-student committees. The general catalogs of the University reveal a steady growth in the scope and amount of faculty and student participation in the administrative and policy-forming activities of the University.

In the early years of the University this participation took the form of personal conferences. With the growth of the institution, a committee system was adopted as a more effective channel whereby faculty members could share in university policy-making, and whereby the administrative staff could have a systematic method of obtaining the ideas and advice of the faculty. Although faculty committees were listed in the University catalog for the first time in 1911, it is known that some existed before.

By vote of the faculty, the University Council was created and its bylaws were adopted in 1951. From that time until 1970, the Council was the central representative agency for faculty participation in University governance. In 1970, the present Constitution of the University was adopted by the faculty and students with approval of the administration and the Board of Regents. This created the Academic Senate as the primary governing body of the University. The Academic Senate is a deliberative body which deals with a wide scope of issues including:

1. determination of policy for the admission of students to the University.
2. determination of degree requirements, and the procedures for inaugurating, changing, or terminating degree programs.
3. determination of the annual academic calendar of the University.
4. determination of the adoption and enforcement of academic standards and conduct common to all elements of the University community.
5. determination of policy for intercollegiate programs and activities.
6. determination of policy regarding student services and activities.
7. determination of policy for the evaluation of faculty members including academic administrators and their appointment, promotion, remuneration and retention.
8. determination of policy for the protection of the rights and privileges of the academic community, and establishment of procedures for review of grievances.
9. determination of policy and action on reports of standing and ad hoc committees of the Academic Senate.
10. participation in the formulation of capital and operating budgets and requests for submission to the Board of Regents.
11. participation in the formulation of long range academic plans including those for submission to the Board of Regents.



12. participation in the formulation of long range plans for campus buildings and physical facilities.
13. participation in the formulation of the academic and administrative structure of the University.
14. participation in the selection of the President of the University, the principal officers of the administration, and members of appropriate committees.
15. advisement of the President on any matter, either at his request or at the initiative of the Senate.
16. participation in the formulation of policies regarding use of University facilities.

The Senate provides for the involvement of the members of the academic community in its activities through a committee structure. Four types of committees exist: standing internal committees, standing external committees, standing mixed committees and ad hoc committees. Committees created by the Senate report to the Senate usually through one of the standing internal committees. Any member of the academic community may bring issues of concern to the Senate through an appropriate Senate committee or an individual senator.

### A. Academic Senate

The Academic Senate is the primary governing body at Illinois State University and provides for faculty and student participation in academic governance.

It is composed of twenty-seven elected faculty members, eighteen elected student members, the President of the University, the President of the Student association, the Provost, the Vice President of Business of Finance, and the Vice President of Student Affairs. Faculty members serve staggered three-year terms; student members serve one-year terms.

The officers of the Academic Senate are the chairperson, vice chairperson, and secretary. The chairperson and secretary must be faculty members; the vice chairperson is traditionally a student.

Within the limits established by Illinois legislative statute, the Board of Higher Education, and the Board of Regents, the Academic Senate is the primary body to determine educational policy of the University and to advise the President on its implementation.

More detailed information on the structure and functions of the Academic Senate can be obtained from the Bylaws of the Academic Senate and from the Illinois State University Constitution, Article V, Section 1 (E).

### B. Executive Committee of the Academic Senate

The membership of the Executive Committee consists of the president of the university, six faculty members, and four students. The chairperson, vice chairperson, and secretary of the Academic Senate, and the president of the Student Association are automatically members of the Executive Committee. The remaining six members are elected annually by and from the membership of the Academic Senate.

The Executive Committee expedites the business of university governance by:

1. establishing the place, time and agenda for all meetings of the Academic Senate. **for**
2. recommending faculty, student and administrative members ~~of~~ all university committees which are subject to review and confirmation by the Academic Senate,
3. recommending items for consideration to appropriate university committees, and
4. performing any other duties assigned to it by the Academic Senate.

### C. Standing Internal Senate Committees

Standing internal Senate Committees are composed of Academic Senators. Each of these committees is delegated responsibility for a general policy area and may originate reports and recommendations. Other proposals for consideration by the Academic Senate are assigned to and reviewed by appropriate committees prior to action by the Academic Senate unless deemed of immediate importance. In reporting to the Senate, standing internal committees may make a recommendation for or against passage of the proposal or may make no recommendation.

The standing internal Senate committees are:

#### Academic Affairs Committee

Membership: 8; 5 faculty, 3 students

Jurisdiction: academic programs and policies

#### Administrative Affairs Committee

Membership: 8; 5 faculty, 3 students

Jurisdiction: administrative policy and procedures

#### Budget Committee

Membership: 8; 4 faculty, 3 students, Provost ex officio

Jurisdiction: budgetary concerns

#### Faculty Affairs Committee

Membership: 7; 5 faculty, 2 students

Jurisdiction: faculty problems and concerns

#### Rules Committee

Membership: 8; 5 faculty 3 students

Jurisdiction: student problems and concerns

#### Student Affairs Committee

Membership: 7; 2 faculty, 5 students

Jurisdiction: student problems and concerns

The Executive Committee of the Academic Senate makes assignments of Senators to the standing internal Senate committees.

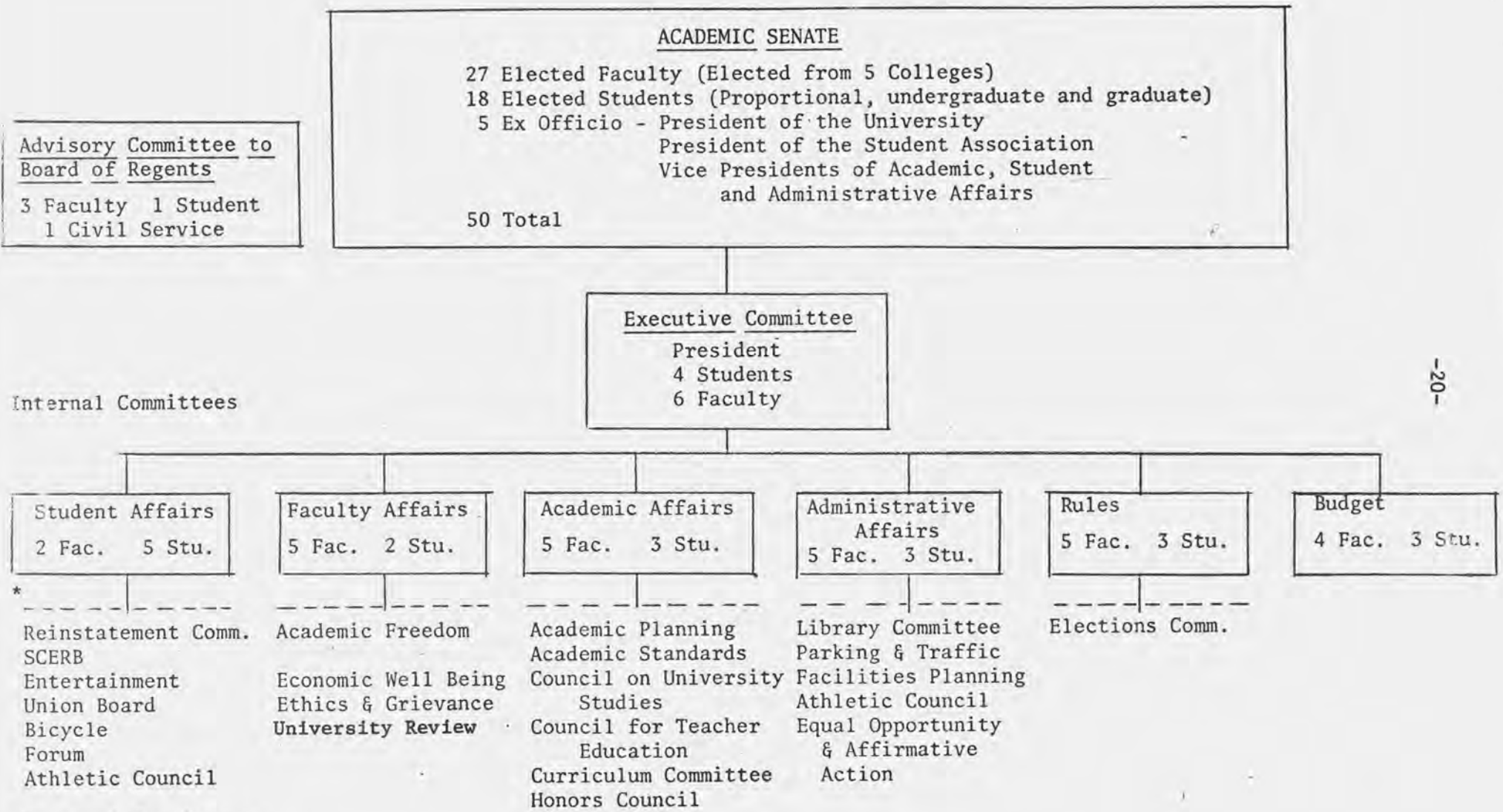
### D. Standing External Senate Committees

Standing external Senate committees are composed solely of non-Senators. These committees are usually delegated responsibility for a narrow policy area. They are responsible to the Academic Senate through the appropriate internal committees.

The external committees investigate the deliberate for the purpose of making reports and recommendations. They may break up into sub-committees, conduct hearings on matters under consideration, utilize expert, nonvoting consultants, and engage in other activities consistent with the Constitution or Bylaws of the Academic Senate.

Committee members are appointed or elected by the Academic Senate upon recommendation of the Executive Committee. Faculty nominees are screened by the Rules Committee and Student nominees by the Student Association. Committee appointments are normally made in the spring and become effective on May 1.

In the following committee codifications or descriptions, details are given on the structure and functions of each standing external Senate committee. If no source for the information is noted, the committee is codified in the Bylaws of the Academic Senate. When necessary, titles have been revised to reflect current usage.



Advisory Committee to Board of Regents

3 Faculty 1 Student  
1 Civil Service

ACADEMIC SENATE

27 Elected Faculty (Elected from 5 Colleges)  
18 Elected Students (Proportional, undergraduate and graduate)  
5 Ex Officio - President of the University  
President of the Student Association  
Vice Presidents of Academic, Student  
and Administrative Affairs

50 Total

Executive Committee

President  
4 Students  
6 Faculty

Internal Committees

Student Affairs  
2 Fac. 5 Stu.

Faculty Affairs  
5 Fac. 2 Stu.

Academic Affairs  
5 Fac. 3 Stu.

Administrative Affairs  
5 Fac. 3 Stu.

Rules  
5 Fac. 3 Stu.

Budget  
4 Fac. 3 Stu.

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Reinstatement Comm.  
SCERB  
Entertainment  
Union Board  
Bicycle  
Forum  
Athletic Council

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Academic Freedom  
Economic Well Being  
Ethics & Grievance  
University Review

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Academic Planning  
Academic Standards  
Council on University  
Studies  
Council for Teacher  
Education  
Curriculum Committee  
Honors Council

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Library Committee  
Parking & Traffic  
Facilities Planning  
Athletic Council  
Equal Opportunity  
& Affirmative  
Action

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Elections Comm.

\*External Committees

COMMITTEE STRUCTURE OF THE ACADEMIC SENATE