MINUTES OF MEETING

Members Present

Joseph Cavanaugh  Carol Cico  Lisa Elick
H. Roger Fulk  Humphrey Gill  John Hawley
Robert Hiskey  Ronald Kremer  Roger McDermott
Alexander Pittman  Gregory Schumm  James Schwartz
James Steinberg  Kenton Strickland  John Wolfe

Call to Order

Faculty Senate President Robert Hiskey called the meeting to order at 9:35 a.m.

Approval of Minutes

The motion for approval of the minutes was made by Greg Schumm and seconded by Roger McDermott. The motion carried.

WSU-LC Committees

Academic Affairs/Curriculum – Roger McDermott reported that the committee met over the break and put in changes discussed with Dr. Curry-Jackson. A second copy will be distributed next week (Changes are reported in red) and another vote will take place.

Governance and By-Laws – No report

Technology and Library – John Hawley reported that the committee will be meeting.

Undergraduate Petitions – No petitions submitted.

Budget/Long Range Planning – No report

Faculty Affairs – Humphrey Gill said that information on various awards is being sent. The Dean has indicated that all additional awards will be presented.

Dayton Committees

Dayton Faculty Senate – Ron Kremer reported that state revenues will continue to be tight for the next year as the state continues to experience budget problems.

Writing Across the Curriculum – Joe Cavanaugh reported he and Joe Law delivered a presentation to the WOEFF Board via distance learning.
Center for Teaching and Learning – No money this year will be available for the alumni scholarship awards. The committee has gone through the process of evaluating the strategic plan.

Curriculum – Roger McDermott reported on the upcoming February 10 and March 17 meetings. Mindy McNutt will be covering these meetings.

Greg Schumm reported that we will have an associate of arts in Liberal Studies.

Old Business

Student Evaluations – Very few students are putting comments on the student evaluations. An open discussion followed regarding what could be done to encourage student comments.

Several suggestions were made including reminding students about the comments page, ensuring anonymity by providing the instructor with only typed comments. John Hawley suggested making a standard procedure for all classes to follow such as making a standard transparency to be used covering the evaluation instructions. Greg Schumm said it would need to be someone from the faculty base providing this information. John Hawley will cover this at the next faculty senate meeting.

Discussion continued regarding adjunct faculty evaluations. John Wolfe said that comments are typed on adjunct evaluations. John Wolfe questioned how on-line class evaluations are handled.

New Business

Greg Schumm commented on the policy regarding approval for registering for closed classes. Students must contact the registrar before the add slip can be signed. Faculty should also contact the registrar before signing the slip. Greg asked the faculty to consider what the policy should be regarding adjunct faculty signing closed class admissions.

Discussion followed regarding a closed class admit form being designed. Greg Schumm will look further into this matter.

Dean’s Report

The Dean’s report included the following:
1. Requests are due to the Dean by January 31, 2003, for House Bill Instructional Equipment Requests.
2. Academic Calendar for 2003-04:
   - Summer Session B/C ends August 21, 2003
   - Adjunct Orientation and Hog Roast, September 6, 2003
   - Fall Quarter begins September 8, 2003
   - Fall Quarter ends November 22, 2003
   - Fall Commencement is November 22, 2003
3. Options for Faculty/Staff Retreat:
Meeting Retreat: Wednesday, September 3, 2003, 9 a.m. – 12:00 p.m. – OR – Friday September 5, 2003, 9 a.m. – 12:00 p.m.


4. The possibility of December intersession courses was discussed. Submit any proposals for course offerings.

5. Facilities Study/Building Plans
A final plan must be submitted for support from the university at the upcoming biennium budget. Mike Schulze from Engineering and University Planning is meeting with the Deans on Monday, January 13, 2003. Written feedback regarding the building plans should be submitted to Greg Schumm or Dr. Anita Curry-Jackson as soon as possible.

Discussion followed regarding a university connector/activity center rather than a campus auditorium and other remodeling options.

Building Timeline:
   Vision – decided in the next month
   Campaign – by the end of the quarter
   Groundbreaking – 2004 ?

Announcements
The Fisk Jubilee Singers will be performing January 31, 2003, at the New Bremen auditorium.

Reverend Langston C. Bannister is speaking at the Martin Luther King Celebration on January 16, 2003.

Lecture performance of Ying Zhang and Dr. Bin Yu will take place on March 10 at the Lake Campus Auditorium. Times will be announced.

Adjournment
A motion for adjournment was made by James Schwartz and seconded by Alex Pittman. President Hiskey adjourned the meeting at 11:35 a.m.

Respectfully submitted,

Lisa A. Elick
Secretary