

M E M O R A N D U M

TO: Faculty Senate Steering Committee  
FROM: Keith Koons, Secretary  
DATE: May 3, 1993  
SUBJECT: Minutes of Faculty Senate Steering Meeting - April 22, 1993  
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The meeting was called to order by Dr. Naval Modani, Chair, at 4:03 p.m. The minutes of April 5, 1993 Steering Committee Meeting were approved. Members present were Drs. Armstrong, Cook, Cunningham, Dorner, Hosni, Koons, Petrasko, Rungeling, Sepulveda, Sheridan, Taylor, and Wood. Dr. Juge was also in attendance.

**OLD BUSINESS:** No old business.

**NEW BUSINESS:**

Dr. Modani stated that the Committee on Committees will be chaired by Dr. Yasser Hosni, Vice Chair of the Faculty Senate, along with Dr. Phillip Taylor (A & S); Dr. Brian Rungeling (BA); Dr. Alexander Wood (ED); Dr. Brian Petrasko (ENG); and Dr. Joyce Dorner (H&PA). This committee will shortly begin the selection of members for the four standing committees of the Faculty Senate. Dr. Hosni will send a memo asking the senate members for their choice of committee on which they would like to serve. Dr. Hosni will also seek recommendations from deans and department chairs. These committees will have some members serving the second year of their term and we will only need to fill the vacancies. Dr. Armstrong asked that a list of members of 1992-1993 Standing Committees be circulated to the Steering Committee members.

The next item was appointment of liaisons for the standing committees and they are as follows:

Budget & Administration Procedures	Dr. Jose Sepulveda
Personnel	Dr. Ida Cook
Graduate Policy & Curriculum	Dr. Brian Petrasko
Undergraduate Policy & Curriculum	Dr. Alexander Wood

Dr. Modani asked the approval of the steering members to send a note for suggestions on important items for the standing committees next year. The annual reports from the current committees will be forwarded to the new committees. The aim is to have the committees start earlier this year. There is always a possibility the steering members will have to attend extra meetings this year, possibly in the summer months. Dr. Modani asked each of the members to give their schedules to Irene Butler so we may know the availability of the members for attending meetings. The Committee on Committees members may need to meet at least once or twice during the summer so we do not delay the beginning of the committees.

Dr. Modani asked the members to look at the memo from Dr. Ellis to Dr. Cunningham on Conflict of Interest and the memo from Dr. Stickley on the same subject. One editorial change should be made to the last page at signature line, it should read -- employee -- and not "employees." After discussing this issue, a motion was made and seconded to send this item forward to the Personnel Committee for consideration this year.

The next item was submitted by Dr. Frank Juge concerning professor emeritus for Dr. Nannette J. McLain. A motion was made and seconded that the Steering Committee ask Dr. Juge to convey to the College of Education the position that "associate" professor emeritus is inappropriate and if the College of Education chooses to take other action within their college that is their prerogative. Discussion followed and the motion passed unanimously. Dr. Cunningham stated that all emeritus awards should go through the Commencements, Convocations and Recognitions Committee. We should establish criteria for these to be handled. It was also agreed that the distinguished alumnus award should also go through the Commencements, Convocations and Recognitions Committee.

Dr. Modani reminded the members that the Faculty Assembly was April 29th and Dr. Juge was requested to send a follow-up memo encouraging faculty members to attend.

Dr. Modani reminded the members that the Steering Committee will meet with the provost candidate Dr. Reynolds on Friday, April 23, 3:30 p.m., BA 230. Dr. Barnett is scheduled for April 27th, 2:00 p.m. in the President's board room. Dr. Cunningham said the Provost Search Committee will meet next week to arrive at three recommendations to President Hitt.

Course Review Committee is meeting at this time to discuss the College of Business Administration's proposed two special topics courses. Dr. Juge encouraged the members to proceed right away to deal with this issue expeditiously. All course reviews need to go through the committee before they are implemented. Procedures need to be followed. Dr. Modani said the two special topics courses can be offered twice and then they have to submit them as regular courses. The first stage is the Course Revision Committee and if they approve, then it goes to Dr. Modani and on to the Provost Office where it is acted upon. If the Course Revision Committee takes other action on these two courses, then it goes through the Steering Committee and then back to the main committee. Dr. Cunningham said we can make any recommendation we wish if the Steering Committee thinks the faculty are being by-passed. We will have to wait and see what happens at the meeting today. Members stressed the need to publicize deadlines for submission of course revisions.

Meeting adjourned at 5:15 p.m.