

Salve Regina University

## Digital Commons @ Salve Regina

---

Faculty Assembly Documents

Faculty and Staff

---

10-6-2003

### AS Minutes 2003 10 03

Follow this and additional works at: [https://digitalcommons.salve.edu/fac\\_assembly](https://digitalcommons.salve.edu/fac_assembly)

---

#### Recommended Citation

"AS Minutes 2003 10 03" (2003). *Faculty Assembly Documents*. 58.  
[https://digitalcommons.salve.edu/fac\\_assembly/58](https://digitalcommons.salve.edu/fac_assembly/58)

This Article is brought to you for free and open access by the Faculty and Staff at Digital Commons @ Salve Regina. It has been accepted for inclusion in Faculty Assembly Documents by an authorized administrator of Digital Commons @ Salve Regina. For more information, please contact [digitalcommons@salve.edu](mailto:digitalcommons@salve.edu).

# SALVE REGINA UNIVERSITY FACULTY ASSEMBLY

## Minutes of the Meeting of October 3, 2003

Johnelle Luciani, RSM, Speaker of the Assembly, presided.

1. **Call to Order and Minutes.** The meeting was held in the O'Hare Lecture Hall and called to order at 1:07 PM.
2. **Announcements.** The Speaker announced the following: (a) The deadline for submitting requests for Small Grants and Faculty Travel Requests is October 6, 5:00 PM. (b) The November meeting of the Assembly will be in the State Dining Room. (c) The Executive Committee has changed the starting time of Assembly meetings to 1:00 PM. Please let the committee know if this is a hardship. (d) The University is now a member of the National Association of Women in Catholic Higher Education. (e) The members of the Assembly will receive an e-mail message with a request for faculty to volunteer for the Faculty Advisory Committee on Salary and Benefits and for the "pool" of possible members of an ad hoc Grievance Committee. (f) This is Domestic Violence Awareness Month.
3. **Minutes and Election Result.** The Minutes of the meeting of May 5 were approved by General Consent. The Assembly also approved of the election vote count for the Speaker on May 21, as recorded.
4. **Treasurer.** The Treasurer will be sending out a notice on dues. The dues will remain at \$35. There is \$757.05 in the Assembly's account.
5. **Address by Dr. Madonna.** Theresa I. Madonna, Vice President for Academic Affairs and Dean of the Faculty, addressed the Assembly. In her remarks she responded to the following:
  - a Motion passed by the Assembly on April 7, 2003 – a request to include the Assembly's *Protocol for Requesting the Faculty Assembly's Involvement in Changes Concerning Curriculum and Educational Policy* in the next edition of the Faculty Manual and
  - Motions passed by the Faculty Assembly at its May 5 meeting concerning the calculation of faculty/student ratios, cancellation of courses, majors in departments, and credits/hours/workload.

Dr. Madonna gave a written copy of her address to the Assembly in a Memo dated October 3 ("RE: Response to Motions"). It is appended to these Minutes.

At the conclusion of her address, Dr. Madonna answered questions from the floor. A member of the faculty asked if it might be possible to include the *Protocol* in the Faculty Manual as an Appendix. She replied that this was a possibility. Another question was about the appointed committee that will provide input on the development of a method of assessing teaching workload, explore the possibility of developing common interdisciplinary course requirements among two or more departments, and discuss other related matters. Dr. Madonna replied that information about the committee and its membership will be posted on the Academic Affairs Web-page. A question was asked regarding the minimum number of students required for a class to run in the spring semester. Dr. Madonna deferred to the

---

Undergraduate and Graduate Deans for an answer to this question. The response was seven students for undergraduate courses and ten students for graduate courses.

6. **Politics Department Proposal.** Rosamond Ethier, RSM and Clark Merrill of the Politics Department presented the following for discussion and input: a proposal for a “Legal Studies and Government Concentration” and a “Legal Studies and Government Minor.” The concentration was proposed as a routine curriculum change, a revision of an existing program. The minor, a new offering, will be presented again at the November meeting for a vote.
7. **Comments and Suggestions.** The Speaker asked members of the Assembly for any comments they would like to make and for suggestions that might be developed further as future agenda items or Motions. The following were offered from the floor:
  - Dues should be raised so that faculty do not have to make out a second check for the end-of-the-year dinner.
  - Faculty still have not received the student course evaluations from last May. Faculty use these evaluations for course planning and for tenure and promotion applications. The speaker asked the Vice President and the Deans if it would be possible to receive these evaluations in a timely manner. They replied in the affirmative.
  - The faculty should investigate the policies of other institutions, especially unionized ones, concerning faculty teaching workloads. The comparison would be beneficial.
  - The evaluations should be expanded to include faculty evaluations of administration.
  - The University has reached its undergraduate enrollment goals for on-campus undergraduate programs, a decision that will result in increased competition for students between departments/programs. This is a zero-sum game; the growth of some programs will result in the loss of students for others. If we are aware of the situation, we should look for ways to cooperate to ensure the integrity and survivability of our courses and programs.
  - The proportion of Professional Lecturers in relation to tenure-track faculty needs to be examined. Faculty should voice their viewpoint on this.
  - We need to have an open discussion, at an Assembly meeting, regarding the Rank and Tenure process as delineated in the “Statutes of the Faculty” in the *Faculty Manual*.

The Speaker urged faculty to e-mail members of the Executive Committee and indicate their concerns, issues, and also praises of what needs to be praised.

A Motion to adjourn ended the meeting at 2:35 PM.

---

## Appendix

### **The Response of Theresa I. Madonna, Vice President for Academic Affairs and Dean of the Faculty, to Motions Passed by the Faculty Assembly:**

#### **Motion regarding Curriculum Change Protocol**

The Faculty Assembly requests

That its *Protocol for Requesting the Faculty Assembly's Involvement in Changes Concerning Curriculum and Educational Policy* (May 1, 2000) be included in the next edition of the Faculty Manual, following the Assembly's Constitution, which is already in the Manual.

A faculty manual should present clearly and concisely an institution's policies and procedures related to professional employment. It should present some guidelines for the development of policy statements with regard to faculty recruitment, appointment, tenure, academic freedom, promotion, the development of teaching competence, outside employment, leaves of absence, etc. Presently, our faculty manual is a statement of policy with procedural guidelines in the area of faculty contractual arrangements, promotion and tenure, professional development and procedures to propose changes to the Faculty Manual. The Protocol is neither a policy nor procedure but rather an "etiquette guide for collegial and professional conduct for faculty in the area of curriculum change." For these reasons, I will not be recommending to the President that the Protocol be included in the Faculty Manual

I would be happy to discuss other options for assisting the Faculty Assembly in disseminating the Protocol to the faculty at large.

[Continued on next page]

---

**Motion regarding faculty records**

**The Faculty Assembly recommends**

**That the Faculty Manual describe the University’s policies on faculty personnel records and that those policies be made in light of the following:**

- 1. Individual members of the faculty may request, in writing, an appointment to review their personnel file retained in the office of the Vice President for Academic Affairs/Dean of Faculty.**
- 2. Members of the faculty may request, in writing, that factual errors in these files be corrected.**
- 3. Because University policies must reflect government regulations concerning the right to review records, the right to correct records, and the disclosure of information from these records, references to these regulations should be contained in the Faculty Manual.**

A recommendation has been made to the President requesting that language be added to the Faculty Manual regarding the University policy on faculty review of records.

**Motion regarding Faculty/Student Ratios**

**The Faculty Assembly requests the following when faculty receive statistics about faculty/student ratios:**

- 1. Information that clarifies how the ratio was calculated.**
- 2. Ratios from typical courses that are not combined with ratios from atypical courses, such as:**
  - a. Compensated and uncompensated Independent Study/Individualized Instruction**
  - b. Courses that give 1 or 2 credits to the student but require the instructor to spend considerably more than 1 or 2 “contact hours” in a classroom setting every week (e.g. science labs and clinicals),**
  - c. 1-credit music lessons**
- 3. Ratios from atypical courses placed in separate categories.**

As we begin to collect and report data on faculty/student ratios, the academic administration is always open to ways to strengthen the presentation of this data.

---

The Director of Institutional Research has been contacted with the following instructions:

*when faculty receive statistics about faculty/student ratios, wherever possible and appropriate, information will be included that clarifies how the ratios were calculated and identifies which categories of data were used in or omitted from the calculation.*

### **Motion regarding majors in a department**

#### **The Faculty Assembly requests**

- 1. that the distinctions between a “Primary Major” and a “Secondary Major” be discontinued for internal use and be used for external reporting and**
- 2. that statistics on Majors indicate all the Majors in all the departments, with the designation of “double major” where this would be helpful.**

Of primary concern is the reporting of majors for our internal ongoing program review process. Subsequent to our first University-wide review in June 2002, we currently report departmental data regarding the number of majors using primary, secondary and tertiary major codes and no longer by unduplicated student count; therefore, for program review purposes, if a student has a double major he/she will be counted twice, once in each department. This internal counting will add value to our program review process, as it will give us an accurate count of department majors. The use of the words “primary” and “secondary” does not imply a ranking of importance, but rather a way of identifying data fields for counting the multiple majors of individual students.

[Continued on next page]

---

**Motions regarding cancellation of courses**

**The Faculty Assembly requests that**

- **required courses for the major be run as regularly scheduled classes for students who are already in the Major**

**Motion regarding Credits, Hours, Workload**

**The Faculty Assembly requests**

1. **that a written University policy be provided for determining workload when courses do not fit into the usual format of credits = contact hours in the classroom setting = workload, and**
2. **that, in these atypical courses, a just and equitable workload be determined after consulting the standard established by accrediting organizations and/or sampling of what is done at comparable institutions.**

These two motions are closely related and raise an important issue. Course scheduling, decisions on course cancellations, and calculation of faculty workload are issues which effect University procedure as well as University policy. These issues relate to a larger initiative announced to the faculty at the opening of the academic year, that is, defining what it means for Salve Regina University to be a masters-level comprehensive University. As indicated at our September faculty session, I will appoint an ad-hoc committee to provide input on the development of a method of assessing workload across the professional and liberal arts programs and to explore the possibility of developing common interdisciplinary course requirements among two or more departments. Included in the work of this committee will be discussions related to matters of class size, and faculty workload, which are the primary issues of these two motions. I expect that this ad-hoc committee will work throughout this academic year on these issues.

**[END]**