

JOURNAL OF THE FACULTY SENATE (Norman campus)
The University of Oklahoma

Regular Session -- September 12, 1977 -- 3:30 p.m., Dale Hall 218

The Faculty Senate was called to order by Dr. Donald Cox, Chairperson.

Present:

Alsip	Coulter	Hill	Lewis	Snell
Artman	Cox	Hockman	Lis	Snider
Atherton	Crim	Huettner	McDonald	Thompson
Bell	Crites	Joyce	Murray	Todd
Bishop	Davis	Kitts	Rice	Walker
Braver	Gillespie	Kunesh	Saxon	Wilbanks
Caldwell	Goff	Kutner	Scheffer	Yeh
Calvert	Hackler	Larson	Seaberg	
Christian	Herrick	Lee	Shahan	

Provost's Office representative: Langenbach

AUOPE representatives: Cowen Guyer McClish Burger

Absent:

Blick Carmack Dewey Foote Merrill Rasmussen

(Visitors: Provost Barbara Uehling, Registrar Milford Messer, and Student Congress Chairperson Neal Martin)

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APPROVAL OF MINUTES

The following Journals of the Faculty Senate were approved:

- (1) Regular session on April 11, 1977.
- (2) Special sessions on April 25 and 27, 1977, with the following addition to the list of Endowed Chairs and Professorships on page 14 as requested by Dr. C. R. Haden: Oklahoma Gas and Electric Professor of Electrical Engineering.
- (3) Regular session on May 2, 1977.

ROSTER OF SENATE MEMBERSHIP: 1977-78.

The current list of 1977-78 Senate membership appears on page 28 of this Journal.

ANNOUNCEMENT: Schedule of Regular Meetings of the Faculty Senate, 1977-78.

The Faculty Senate (Norman campus) will meet in regular session on the following Mondays during the 1977-78 academic year at 3:30 p.m., in Room 218, Dale Hall:

- (1) September 12, 1977
- (2) October 10, 1977
- (3) November 14, 1977
- (4) December 12, 1977
- (5) January 16, 1978
- (6) February 13, 1978
- (7) March 20, 1978
- (8) April 10, 1978
- (9) May 1, 1978

ANNOUNCEMENT: Fall semester meeting of the General Faculty.

The General Faculty on the Norman campus of the University of Oklahoma will meet at 3:30 p.m., on Thursday, October 20, 1977, in Room 150, Adams Hall.

ANNOUNCEMENT: New Location of Senate Offices.

The offices of the Faculty Senate (Norman campus) are now located in Rooms 242-43 of the Oklahoma Memorial Union. The telephone number is 325-6874.

ACTIONS TAKEN BY THE UNIVERSITY BOARD OF REGENTS

(1) Guidelines for Comparative Evaluation of Academic Programs: On June 15, 1977, Provost Barbara S. Uehling reported to the Senate and the Norman campus Deans that the University Board of Regents on June 9, 1977, " . . . had endorsed the substance of the comparative criteria . . . recognizing that specific wording of questions may be changed from time to time to fit varying situations." (See page 15 of the Senate Journal for May 2, 1977.) (For the complete, approved text of the guidelines, see pages 14-17 of this Journal.)

(2) Nonvoting Senate membership for AGSE: On May 13, President Paul F. Sharp reported to the Senate Chair that the University Board of Regents on May 12, 1977, had approved revising the General Faculty Senate (Norman campus) Charter to authorize nonvoting Senate membership for the Association of Graduate Student Employees on the Norman campus. (See pages 5-6 of the Senate Journal for October 11, 1976.)

ACTIONS TAKEN BY PRESIDENT PAUL F. SHARP

(1) Faculty Replacements for End-of-year Vacancies on University Councils, Committees, Boards, and Tribunal: On July 12, 1977, President Paul F. Sharp approved the elections

of faculty replacements listed on pages 6-7 of the Faculty Senate Journal for May 2, 1977.

At the same time, Dr. Sharp selected the following Senate nominees also listed on pages 8-10 of the Senate Journal for May 2, 1977:

Athletics Council: Paul Risser and Sam Chapman
Faculty Awards and Honors Council: Alex Kondonassis and Lowell Dunham
Academic Regulations Committee (Norman): Neal Huffaker and Richard Gipson
Campus Tenure Committee (Norman): Joyce Shealy, Marvin Baker, and Tom Murray
Class Schedule Committee (Norman): Subramanya Gollahalli and Irma Tomberlin
Commencement Committee: Maggie Hayes and Jim Estes
Computer Advisory Committee: Donald Hurst and Dan Wheat
Employment Benefits Committee: Barbara Lewis
Film Review Committee: T. H. Milby
Intramural Committee: Billie Turner
Judicial Tribunal: Mary Whitmore
Parking Violation Appeals Committee (Norman): Gerald Tuma, Edward Klehr, and Robert Bryson
ROTC Advisory Committee: James Kimpel, Gene Thrailkill, and John Seaberg
Patent Advisory Committee: Ron Kantowski
Scholarships and Financial Aids Committee: Jo Ellen Uptegraft, Henry Crichlow, and Christopher Smith
Speakers Bureau (Norman): John Fletcher
University Book Exchange Oversight Committee (Norman): Jye Liaw
University Libraries Committee (Norman): Barbara Davis, Larry Hill, and John Green

(2) Faculty Vacancies: On June 30, 1977, President Paul F. Sharp selected the following individuals nominated by the Senate on May 2:

University Physical Fitness Center Advisory Task Force: Joseph Lee Rodgers
Committee on Energy Matters (Norman campus): Bart Ward

(See page 5 of the Senate Journal for May 2, 1977.)

(3) Faculty Personnel Policy: On June 2, 1977, President Paul F. Sharp in a letter to Dr. Donald Cox, Senate Chair, acknowledged receipt of the Senate recommendations concerning the College/Departmental Administration and the Distinguished Professorships Sections of the Faculty Personnel Policy. Thanking the Senate for its review, Dr. Sharp added, "We are still reviewing these proposals. Some additional work is needed on them. We will be back in touch with you as we work further on these proposals and draw them together for both campuses." (See pages 2-19 of the Senate Journal for the special sessions on April 25 and 27, 1977.)

(4) Funding of University Libraries: In acknowledging the Senate resolution of May 2 concerning financial support for the University Libraries, President Paul F. Sharp made the following comments in his May 17, 1977, memorandum to Dr. Donald Cox, Senate Chair: (See page 11 of the Senate Journal for May 2, 1977.)

"An excellent library is one of our priorities and our real concerns, and we are very much aware of the needs within the Library. Unfortunately, the budget situation has not allowed us to increase funding in the way we would like.

"We will do everything feasible within our resources to support the Library."

(5) Time Limit - Pass/No Pass Enrollment: President Paul F. Sharp, on May 17, 1977, approved the two-week limit on Pass/No Pass enrollments as recommended by the Senate. (See page 14 of the Senate Journal for May 2, 1977.)

(6) Policy on Outside Employment and Extra Compensation (Norman campus): On June 17, President Paul F. Sharp addressed the following letter to Dr. Donald Cox, Senate Chair, concerning changes proposed in the Norman campus policy on outside employment and extra compensation: (See page 14 of the Senate Journal for May 2, 1977.)

Since Professor Lis sent me his February 15, 1977, and May 5, 1977, memoranda indicating the recommendations of the Norman Faculty Senate regarding revisions in the Policy on Outside Employment and Extra Compensation, Provost Uehling has had a number of conversations with the leadership of the Faculty Senate as you know. On the basis of these conversations and the recommendation of Provost Uehling, I shall be recommending to the University Regents that the policy be changed as follows:

1. Substitute the following sentence for the last sentence in the third paragraph under 5.5.1 Faculty Handbook:

Absence for more than one week at a time for outside employment when classes are in session will require prior approval of the Provost.

2. Add "and Provost" to the last sentence in 5.5.1 (7), Faculty Handbook:

All activities performed inside the University for extra compensation must be arranged, as all in-load assignments are, with the agreement of the department chairperson, dean, and Provost.

ACTION TAKEN BY SENATE SECRETARY: Senate resolution concerning Library funding

On May 12, the Senate Secretary called attention of Norman campus deans and department chairs to the Senate resolution of May 2 concerning inadequate funding for the University Libraries. (See page 11 of the Senate Journal for May 2, 1977.) The memorandum included a request for copies of any of their communications forwarded to the administration as a result of the Senate appeal.

To date, only Dr. Paige E. Mulhollan, Dean of the College of Arts and Sciences, has furnished a copy of such correspondence; i.e., his May 19 letter to Provost Uehling.

ACTION TAKEN BY SENATE EXECUTIVE COMMITTEE: Revisions in Admission/Graduation Policies

On May 10, 1977, Provost Barbara S. Uehling addressed the following request to the Senate Executive Committee:

"The admission policy recently approved by the Faculty Senate has created some difficulties with the Deans and Admissions and Records. Attached are a recommended change and an addition to the admission and graduation policies that accommodate new, continuously enrolled, as well as stop-out and transfer students. Please consider this policy in lieu of your recommendation of April 11, 1977." (See pages 12-13 of the Senate Journal for April 11, 1977.)

During the summer, the Senate Executive Committee approved the following changes, with the understanding that they would be brought to the attention of the Senate at its first meeting on September 12, 1977:

General Information/Course Descriptions

Oklahoma University Bulletin, 1976-77

Page 3, Section I, "Admission to the University":Add the following paragraph at the beginning of this section:

"Admission to an undergraduate program within a degree-recommending college at the University of Oklahoma (Norman campus) shall be based upon the requirements of the University of Oklahoma that are in effect at the time of a student's initial enrollment in any institution (including the University of Oklahoma) in the Oklahoma state system of higher education."

Page 17, Section V, "Graduation," third paragraph:

Delete: "Effective September 1, 1959, a student may elect to be graduated under the requirements for a degree set forth in the catalog or bulletin in effect at the time of his or her first enrollment, provided that he or she completes the work for the degree within a maximum of ten calendar years. If the work for a degree covers a period longer than ten years, the candidate may choose to be graduated under the provisions of any one catalog or bulletin in effect during the last ten years prior to his or her graduation. (This rule does not apply to work taken in the Graduate College or to work in professional colleges in which a shorter period is required.) A student who enrolls for the first time during the summer session will be subject to the catalog or bulletin in effect for the year following that summer. Certain colleges within the University, however, have more restrictive regulations which govern the choice of catalog, and it is the student's responsibility to be informed concerning these regulations."

Substitute: "Effective September 1, 1977, a student may elect to be graduated under the requirements for an undergraduate degree set forth in the catalog or bulletin in effect at the time of his or her first enrollment in the state system provided that he or she completes the work for a degree within a maximum, determined by the college, of not less than six nor more than ten years. If the work for a degree covers a period longer than that specified by the college, the college, in consultation with the student, will determine the catalog or bulletin to be in effect for that student's graduation.

"A student whose initial enrollment in the state system is during the summer session will be subject to the University of Oklahoma catalog or bulletin in effect for the year following that summer.

"Credit in the student's major field or area of concentration which is more than ten years old may require validation by the major department or by the departments in the student's area of concentration to be applied toward a bachelor's degree. (The term "area of concentration" is included in addition to "major field" to allow for those cases in which the equivalent of a major may be earned by a combination of work in several departments.)"

REPORTS OF UNIVERSITY COUNCILS: Spring semester, 1977

Spring semester report of the Academic Personnel Council (Norman campus) submitted by Professor Sarah R. Crim, Chairperson, on May 13, 1977:

During the spring semester, 1976-77, the Academic Personnel Council (Norman) made recommendations on four disputed tenure cases. A deadline of February 15, 1977, was established by the Office of the Provost for Council recommendations to be forwarded to the President of the University. The Council interviewed each tenure candidate, the candidate's Committee A members, appropriate budget dean, and the Deans of the University and the Graduate colleges. Each candidate was asked to select three additional witnesses to appear in his or her behalf.

The Academic Personnel Council interviewed a total of twenty-eight people, and approximately forty hours were spent in preparation and in meeting. An intensive schedule was maintained in order for these interviews to be completed in the time interval between January 18 and February 10, 1977. The Council forwarded its recommendations to the President of the University on February 10, 1977. The Council recommendations in regard to the four disputed tenure cases were as follows: three to grant tenure; one to defer tenure.

On May 6, 1977, the Academic Personnel Council met with the President of the University to discuss the evaluations and recommendations of the Council in regard to disputed tenure.

Spring semester report of the Academic Program Council (Norman campus) submitted by Professor Cecil Lee, Chairperson, on

During the 1976-77 year, the Academic Program Council met nine times.

Three members of the Council served on the Joint Committee on Comparative Program Evaluation formed by the Provost; this committee also developed a proposed policy statement on program discontinuance. The committee reports were reviewed by the entire Council and suggestions for changes were forwarded to the Provost.

The Council prepared a statement on academic goals which was submitted to the Provost.

The Academic Program Council recommended approval, with minor changes, of the policy statement concerning admission to programs in degree-recommending colleges presented to the Council by the Provost.

The Council recommended approval of the following new degree programs: Bachelor of Science in Computing Sciences, Bachelor of Arts with a major in Classics, Bachelor of Arts with a major in Linguistics, and Bachelor of Business Administration with a major in real estate.

The Council approved the recommendations of its subcommittee on grading concerning the Pass/No Pass grading option and forwarded the proposal to the Faculty Senate; the Council also approved recommendations from the Graduate College for changes in the "I" and "X" grade rules and forwarded the proposals to the Senate.

The Academic Program Council recommended that the following requests be approved: the College of Engineering to change the Department of Meteorology to the School of Meteorology; the College of Education to change the name of the program from Special Education to Exceptional Learner Education; the School of Home Economics to phase out the Master of Home Economics Education degree; to change the designation of the Master of Science degree from Information and Computing Sciences to Computing Sciences; to change the name of the H. H. Herbert School of Journalism to the H. H. Herbert School of Journalism and Mass Communication; and the College of Environmental Design to establish a London Study Program.

The Council recommended to the Faculty Senate that it would be inappropriate for the Senate to take a stand on programs currently under review.

The Council recommended approval of 151 course additions, 37 course deletions, and a number of course changes.

Members of the Council participated in the interviewing of candidates for the position of Director of Institutional Research.

Out of a wide range of academic matters thrust before the Program Council this year, a pattern has emerged. It would seem that the University has no long-range academic goal or, if it has, that it has been admirably concealed. Many of the frustrations of the Council have been brought about by the necessity of responding to particular questions without any general criteria. Specific recommendations were made to the Provost to help alleviate some of this problem.

1. Brief statement of the academic goals of each department should be filed with the Council. These should not be grand statements, but functional and realizable directions.
2. College goals and priorities should also be filed with the Council.
3. All requests for changes should explain their correspondence with the established goals.
4. New programs should be grouped with related existing programs in a defensible academic pattern. Special-interest programs should be defined primarily on academic needs.
5. All program areas should be able to demonstrate an existing body of knowledge and should demonstrate the means whereby the O.U. faculty and students will further this. In areas with limited material, a graduate program with an emphasis on research should be given a high priority.
6. New programs should substantiate with facts the student demand for it, as well as the number of students they expect to enroll.

Dr. Kenneth Merrill was elected Chairperson of the Academic Program Council for 1977-78.

Report of the Administrative and Physical Resource Council, submitted to the Faculty Senate on August 31, 1977, by Dr. James Kenderdine, Chairperson:

Following is a summary of the items with which the Administrative and Physical Resources Council was concerned during the 1976-77 school year. In keeping with the Guidelines for preparation of these reports, only those items for which subsequent administrative decisions have been made are included.

Proposal for establishment of a position of Vice Provost for Institutional Research

On September 8, 1976, the Council voted unanimously to recommend that a position of Vice Provost for Institutional Research and Planning be established. Dr. Duane Stucky was appointed as Director of Institutional Research in March 1977.

Naming of the Swim Complex

The Administrative and Physical Resources Council, at its October 21, 1976 meeting, voted to recommend to President Sharp that the swim complex be named for Mr. Murray Case Sells. The Sells estate contributed over half of the "private money," -- \$120,000, out of an \$800,000 construction budget, to the swimming pool complex. The swim complex was so named on November 12, 1976.

Energy Resources Center

On February 3, 1977 the Council recommended to the President that an Energy Resources Center be established at the University of Oklahoma. It was suggested that it should be independent of existing academic and research organizations. The University Regents have approved the establishment of such a Center with private funds and a search committee has been formed to recruit a director.

College of Environmental Design Renovation Project Priority

On September 8, 1976, the Council approved undertaking the renovation of the College of Environmental Design before the Felgar Hall project. Dr. Sharp concurred with this recommendation and the CED space in the Stadium is now being renovated and should be completed by the start of the Fall Semester 1977.

Capital Improvements Program Summary

New priorities were established for both academic and non-academic areas. Provost Barbara Uehling met with the Council and distributed a list of capital improvement needs. A subcommittee of the Council was appointed to study these needs. The Council recommended a list of priorities for State Bond Funds, Section 13/New College Funds and Other Funds. President Sharp submitted a recommendation to the University Regents which they approved at their January 1977 meeting.

Space Standards

A committee was appointed to study space standards in three areas: allocation, environmental control, and retrofitting. Recommendations were made and approved by the Council at their December 16, 1976, meeting.

Carnegie Building Plaque Commemorating University School

At their February 17, 1977, meeting the Council voted to recommend that a plaque commemorating University School be installed in or on the Carnegie Building which was the first site of the school. Dr. Sharp approved this on March 9, 1977. A ceremony and unveiling of the plaque will take place sometime next summer.

Sign for the Duck Pond

Three students representing the IFC and Panhellenic organizations met with the Council on March 3, 1977 and recommended that a sign be erected at the Duck Pond commemorating Abner Norman, after whom Norman was named. He camped near this area when he first arrived to survey the site of the City of Norman. On March 10, 1977, Dr. Sharp approved the installation of such a sign and asked that the Physical Plant assist in selecting the site and in placing the sign. The sign was erected at the duck pond in connection with Greek Week.

Energy Conservation

Many discussions were held during the year on energy conservation. On March 3, 1977, the Council voted to recommend that the University take immediate steps toward energy conservation by alleviating summer cooling loads, perhaps by a summer shutdown or shortening the working day and truncating class schedules. Dr. Sharp has now approved a summer working schedule of 7:30 A.M. to 4:30 P.M. beginning May 31, 1977, and ending August 19, 1977.

Naming the College of Education Building for Ellsworth Collings

It was proposed by a retired member of the faculty of the College of Education that the building be named for former Dean Ellsworth Collings. The Council so recommended this to President Sharp at their meeting on April 21, and he approved on April 29, 1977.

Spring semester report of the Athletics Council (Norman campus) submitted by Dr. Russell Buhite, Chairperson, on July 20, 1977:

The Athletics Council held six meetings during the spring semester of the 1976-1977 academic year. In these proceedings, it dealt with such items as the Athletic Department budget, schedules and awards for both male and female athletes, and allegations about ticket "scalping." Regarding the latter, the Council developed and the regents approved a new ticket policy for football players. The Council also recommended the appointment of Robert O. Smith as the University Golf Coach.

Spring semester report of the Budget Council (Norman campus) submitted by Dr. Sam Kirkpatrick, Chairperson, on June 27, 1977:

The Budget Council continued to hold regular weekly meetings through the end of the spring semester and to focus on the collection of budgetary data, reviews of University policy, and an assessment of budgetary needs.

<u>TOPIC</u>	<u>INFORMATION/DISCUSSION/ACTION</u>
Survey of Non-Returning Students	The Council met with Provost Uehling and Dr. Langenbach to study the University's survey on non-returning students. The study showed that a total of 4,700 students failed to return during the last academic year, although reasons for non-return were quite varied. The Council analyzed the findings and established a special subcommittee to examine their relevance for student advisement and placement needs in light of current enrollment trends.
Comparative Analysis of Big Eight Institutions	A comparative study of Big Eight institution revenue and expenditures was presented to the Council by Dr. Van Hauen. Individual copies were supplied to Council members and data were subsequently utilized by the Council, especially in making recommendations with regard to Library support and faculty salaries.
1977-78 Budget	The Council met periodically with Drs. Nordby and Stafford to keep abreast of mandatory budget commitments for the next fiscal year and the current status of legislation relevant to appropriations to the University.
Energy Conservation	The Council continued its study of energy costs and conservation efforts on campus and forwarded a report of the Energy Subcommittee to President Sharp. It included recommendations for the establishment of an Institute of Energy Resources to address the development of new technologies and research programs on a wide range of alternative energy sources with the proviso that it be funded through reallocation efforts and/or private funds. Acting President Uehling subsequently announced the creation of the Energy Resource Center and President Sharp announced the establishment of an Energy Conservation Committee, which will include one Budget Council representative, Dr. Richard Fowler.
Graduate Assistants	A subcommittee was appointed to study the salary structure, policies, and procedures of the University relevant to graduate assistants and the Council subsequently recommended a plan to peg graduate assistant wages to average assistant

professor salaries, with options for a 15% range of deviation based upon experience, merit, and individual disciplinary needs. It also made recommendations with regard to standardized workloads, appointment commitments, and length of service.

Summer School
Budget

The Provost's Office presented a comprehensive summer school budget which was routinely approved by the Council.

Fringe Benefits

The Budget Council met with Mr. Leonard Harper and Vice President Nordby to discuss cost increases for mandatory commitments relevant to fringe benefits for University employees. Their presentation included an analysis of fringe benefit data and the presentation of recommendations from the Fringe Benefit Committee regarding levels of benefits and needs for salary adjustments to maintain progress toward affirmative action goals.

Administrative Costs

The Council met with Vice President Nordby to review administrative costs at the University, especially in light of concerns raised by State Representative Jeff Johnston. An analysis revealed considerable discrepancies in the way expenditures and numbers of employees are reported by function among Oklahoma institutions of higher education. The Council received data from Vice President Nordby which reanalyzed the University's administrative cost categories in a manner comparable to data reported by Oklahoma State University.

Evaluation of
Administrators

The Council continued to monitor the University's progress in implementing a system for the evaluation of administrators and received an update from Dr. Stafford.

New and Temporary
Positions

The Council met with Dr. Ron Stafford to study the Provost's Office examination of new and temporary faculty positions and the 1977-78 Budget Subcommittee subsequently met with Provost Uehling to examine the budgetary ramifications of the recent increase in faculty appointments.

'C' Budget Analysis

The Budget Council established a special subcommittee to study University 'C' Budgets and procedures for 'C' Budget increases. The Council recommended several procedural changes in the way 'C' Budget increases are justified in a report to President Sharp. The recommendation focused mainly on the establishment of an average base budgeting system where unusual deviations in 'C' Budget increase requests must be justified in great detail.

Library Funding

The Council continued its study of the Library budgetary situation and funding needs and a special subcommittee issued a report. It was partially based on the comparative Big Eight study, but on other national data as well, which indicated that library support is approximately one-half million dollars less than it should be by Big Eight standards, that periodical inflation alone during the current fiscal year amounted to approximately \$70,000, and that additional book and periodical purchases essential to meet top national standards would require an influx of approximately \$7 million in the Library budget.

Vice Provost for Institutional Research and Planning	The Council received a report from Dr. Ron Stafford on the progress of staffing the new position in Institutional Research and Planning, including an announcement of the individual appointed to that position and a change in its status to occupy a direct role reporting to the President as an Office of Institutional Research.
University Employee Salaries	The Council performed several comparative salary analyses, including an assessment of faculty salaries vis-a-vis Big Eight standards, an analysis of classified employee metro-area benchmarks (which indicated that salaries are below the metro average by approximately 25%) and it received further data from Personnel Services on comparative wage standards for exempt employees (largely professional and managerial) which indicated that salaries in that category were on the average 16% below the national rates.
Student Advisement and Placement	A special Council Subcommittee on Student Advisement and University Placement Services studied needs in those areas, and the Council subsequently recommended a reorganization and centralization of such services at one administrative location within the University.
Enrollment Trends	The Council engaged in an independent study of comparative enrollment trends in Oklahoma institutions of higher education and passed its findings along to President Sharp. The report indicated a steady state enrollment pattern, but most important, a rather major shift in the ratio of students to full-time equivalents at the University.
Program Discontinuation Statement	The joint Budget Council/Academic Program Council Subcommittee on Program Evaluation presented a draft on procedures for program discontinuance developed by the subcommittee in conjunction with its chair, Provost Barbara Uehling. The Council forwarded its supportive recommendation to President Sharp, with several suggestions for modification.
Final Budgetary Recommendations for 1977-78	The Council forwarded its detailed priorities and budgetary recommendations for the use of new state monies to President Sharp based upon \$1,285,000 in new money. Our priority recommendations were as follows: <ol style="list-style-type: none"> <li data-bbox="537 1486 834 1514">1. Fringe Benefits <li data-bbox="537 1520 980 1547">2. Physical Plant Utilities <li data-bbox="537 1554 1040 1581">3. Library Periodical Inflation <li data-bbox="537 1587 883 1614">4. Student Advisement <li data-bbox="537 1621 1365 1675">5. Funded wage and salary adjustments for employees under \$8,000. <li data-bbox="537 1682 867 1709">6. Funded promotions <li data-bbox="537 1715 1203 1743">7. Sponsored Research Incentive Increment <li data-bbox="537 1749 883 1776">8. "C" Budget Support <li data-bbox="537 1782 850 1810">9. Library Phase II
Election of Budget Council Chair for 1977-78	Dr. Rex Inman was elected Chair of the Budget Council for 1977-78.

Spring semester report of the Council on Awards and Honors (Norman campus) submitted by Dr. Glenn R. Snider, Chairperson, on June 7, 1977:

The Faculty Council on Awards and Honors met five times during the spring semester of 1977. The major work of the Council during the months of December, January, and February related to the recommendations which were developed for David Ross Boyd Professorships, Regents' Superior Teaching Awards, and AMOCO Teaching Awards. The final recommendation for these awards were forwarded to the Office of the President in February. Three persons were recommended for David Ross Boyd Professorships, seven for Regents Superior Teaching Awards, and three for AMOCO Teaching Awards.

During the spring semester, the Council recommended to the President that 44 applications for sabbatical leave be granted and once again the Council authorized the two Provosts to take action during the 1977 summer months on additional applications for sabbatical leave requested for the fall semester 1977.

During this semester also, the Council discussed at length the set of recommendations developed by the Task Force relating to new personnel policies as they affect Distinguished Professorships, Superior Teaching Awards, and sabbatical leaves of application. The recommendations of the Council were forwarded to the Provosts.

As a result of a recommendation from the Council, the membership of the Council was altered during the spring semester by the addition of another member from the Health Sciences Campus. The membership of the Council during the spring semester, therefore, consisted of the following: John Ezell, Dorothy Fritz, Scott Malowney, Jack Metcoff, Raymond Mill, Paul Ruggiers, Yoshi Kazu Sasaki, Glenn Snider, Gail de Stwolinski, and Alma Wilson.

Spring semester report of the Research Council (Norman campus) submitted by Dr. Karl Bergey, Chairperson, on August 1, 1977:

The following major actions were taken by the Research Council during the period, January 1977 through July 1977:

1. The Council continued its efforts to measure the value of internal support for faculty research (including creative activities) and to assess faculty and graduate student attitudes toward research incentives within the University.
 - a. Further analysis of the responses to the Council's original research questionnaire showed a number of specific benefits from Council funding, in addition to the approximately \$1.3 million in outside support for research originally funded by the Council:
 1. 96 books, papers and articles.
 2. 18 M.A. or Ph.D. degrees
 3. 24 new research proposals.
 4. 10 new courses or significant teaching improvement of existing courses.
 5. Numerous works of art, musical compositions, and performances.
 - b. A survey conducted jointly with the Association of Graduate Student Employees (AGSE) identified a number of incentives and disincentives to research within the University. The results have been reviewed by a Council subcommittee and are expected to result in Council actions and recommendations during the 1977-78 academic year.

2. The Council continued its review of internal research funding patterns. The purpose of this review is to insure that Council funding is consistent with the changing needs for research and creative activities within the University.
3. Proposals were reviewed monthly and awards made from the Faculty Research Fund. In addition, the Research Council reviewed applications for Junior Faculty Summer Research Fellowships, Sabbatical Leave Awards, and NIH Biomedical Sciences Support Grants and provided funds for publication reprints. The following table summarizes these awards for the 1976-77 academic year.

	APPLICATIONS		AWARDS	
	Number	\$	Number	\$
FACULTY RES. FUND (Spring)	65	\$81,478	54	\$54,490
FACULTY RES. FUND (1976-77)	128	\$146,489	92	\$87,537
JR. FACULTY SUMMER RES.	41	\$102,500	10	\$25,000
SABBATICAL SUPPLEMENT	6	\$12,854	6	\$10,000
NIH BIOMEDICAL SUPPORT	20	\$60,338	12	\$35,279
REPRINTS	—	—	149	\$ 8,859

4. The Research Council commends President Sharp and Provost Uehling for reinstating the indirect cost reallocation plan in the amount of \$100,000. This action reaffirms the value of research to the University and provides a basis for new initiatives in research funding.
5. Professor Robert L. Du Bois (Geophysics) was unanimously elected Chairperson of the Research Council for the academic year 1977-78.

Spring semester report of the Board of Student Publications (Norman campus)
submitted by Professor Paul Dannelley, Chairperson, on June 2, 1977:

Financial Condition

In spite of another year of losses on the Sooner Yearbook, OU Student Publications again finished up in the black.

The 1976 Sooner Yearbook lost \$7,200. At that time, a study committee from the Board of Student Publications recommended that the yearbook be put on a three-year-notice. The loss for the current book was not to exceed \$9,000. The loss for the 1978 book was not to exceed \$7,000. The loss for the 1979 book was not to exceed \$5,000.

Additional problems developed this year. Sooner Yearbook sales were 700 books lower for 1977 than for 1976. In anticipation of this, the advisers effected economies on the book in order to minimize the losses. The loss this year was \$6,034 of the permitted \$9,000.

The projected loss for next year is \$6,000 on a permitted deficit of \$7,000. The projection for the following book has not been set, but the intent is to hold it below the permitted figure of \$5,000.

Changes in the Daily

In the spring term, the staff of The Daily spent its second semester on the new electronic editing system. Studies are underway at this point toward a possible expansion (and simplification) of the electronic system.

Early in the spring, the Board of Student Publications retained an outside consultant on redesign to come up with a new design for The Daily. His recommendation was that the size of the paper be retained, but that certain very modern changes be made in the typography, in the layout, and in the grouping of news. The redesigned Daily will be introduced next fall.

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- STATUS REPORT: (1) Program Evaluation Guidelines
(2) Program Discontinuance Plan, and
(3) Financial Emergency Plan

Dr. Donald Cox reported on the current status of the three administration proposals, i.e., Program Evaluation Guidelines, Program Discontinuance Plan, and Financial Emergency Plan. (See page 15 of the Senate Journal for May 2, 1977.)

At the May 2 meeting, the Senate approved the Evaluation Guidelines and the Discontinuance Plan and further authorized the Senate Executive Committee to take any final action, as appropriate, particularly regarding the Financial Emergency Plan expected momentarily from the Provost's Office.

Accordingly, throughout the summer, the Senate Executive Committee met with Provost Barbara Uehling concerning the above items.

Revisions in the Program Discontinuance Plan were approved by the Executive Committee on July 20, 1977. The Financial Emergency Plan received final Committee approval on September 9, 1977.

All three items, as approved by the Senate Executive Committee and submitted to President Sharp, are reproduced below.

Guidelines for Comparative Program Evaluation

(approved by the Faculty Senate, Norman campus on May 2, 1977)

The following questions are intended to serve as guidelines by which programs in the University of Oklahoma are to be comparatively evaluated. For purposes of this evaluation, a program consists of the productive effort of an administrative and budgetary unit most often designated as a department. Usually this corresponds to a widely recognized disciplinary designation. The item program may also refer to a unique specialization within a department in which faculty members do not normally cross over or to interdisciplinary clusters of courses which have been officially recognized as a program.

I. GOALS AND PURPOSES OF THE PROGRAM

(Includes both short- and long-term goals)

1. Is there a statement of the goals and purposes of the program? Is the statement clear and precise enough to allow the department to tell whether it is realizing those goals/purposes?
2. Are the goals appropriate? Realistic?
3. Do the courses offered by the department contribute to realizing its goals/purposes?
4. Does the faculty have a clear understanding of the goals/purposes of the program?

5. How are the goals/purposes of the program communicated to students in the program?
6. How well is the program meeting its own goals?
7. How does the program fit the mission of the University?
8. Is the program important or necessary to other instructional programs on campus?
9. Is the program important or necessary to other instructional programs in the state?
10. Does the program have a major service role in the state or region? How satisfactorily are such responsibilities being accomplished?

II. RESOURCES

1. What are the
 - a. faculty resources - number and qualifications
 - b. support staff
 - c. library resources as compared with use
 - d. space resources
 - e. external or related support (alumni, business and industry, museums, etc.)
 - f. student resources - number (by level), availability, scholarship aid
 - g. research resources - equipment, faculty time allotted, external support
 - h. administrative resources - number and function
2. What trends have occurred in these resources in the past five years?
3. What happenings in the history of the department are important to understanding the present resource position of the department.
4. What proportion of total University resources does the program utilize in each of the categories in 1a, b, c, d, f, h.
5. How do these resources compare with similar programs in other institutions?

III. RESOURCE ALLOCATION

1. How are resources distributed?
 - faculty loads
 - faculty/student ratio
 - space/faculty ratio
 - space/student ratio
 - faculty/support staff ratio
 - faculty/administrative staff
 - sabbaticals given
 - research fund distribution
 - A, B, or C budget distribution
 - laboratory costs
2. How have library resources been utilized?
3.
 - a. How effectively have resources been allocated?
 - b. How effectively are the department's physical resources utilized?
4. How do program costs compare with those at other institutions?
5. How are resources allocated among sub programs?

IV. QUALITY OF THE PROGRAM

1. Faculty
 - a. How academically and/or professionally well prepared are the faculty?
 - b. Research and/or creative accomplishment.
 - How active in research and/or creative activity are the faculty?
 - How productive in research and/or creative accomplishment are the faculty?

- c. How successfully have faculty pursued external research funding?
 - d. How effectively have faculty utilized modern teaching technology such as language laboratories, CAI, CCIV, etc., when appropriate?
 - e. How effective are the faculty as teachers?
 - f. Are the faculty concerned with student development and welfare?
 - g. Are the faculty involved in the program(s) of the department?
 - h. How high (low) is faculty morale? Do the faculty have a sense of common purpose?
 - i. How effectively have faculty used the computer resources, when appropriate?
2. Students
- a. What is the academic caliber of students entering the program? How has this been measured?
 - b. What do students know when they complete the program or, more to the point, what do they know when they complete the program that they didn't know when they began? How has this been measured? Does it relate to entry-level measurement?
 - c. What are the accomplishments, professional and otherwise, of graduates of the program?
 - d. What is student opinion of the quality of the program?
(Please distinguish among the various student populations: majors, minors, students in cognate areas, and all students who take courses offered by the department?)
 - e. With which aspects of the program are students satisfied? Dissatisfied?
 - f. How high (low) is the morale of students in the program?
3. Operations
- a. What is the admission policy of the department?
 - b. Are services available to facilitate professional activities of faculty, e.g., support services, instructional media, equipment, other resources?
 - c. What is the department's record in placing its graduates? Does the department seek systematically and diligently to place its graduates?
 - d. Is the department administered efficiently? Fairly? (This question applies mainly to department chairpersons; to a lesser degree it applies to such assistants as the chairperson may have and to Committee A).
 - e. How well does the department advise its students?
 - f. What fellowships, assistantships, internships, etc., are available to students?
 - g. In what ways and to what extent do faculty and students interact?
 - h. Is the program accurately and adequately represented to its publics?
 - i. What are the degree requirements of the program?
 - j. How well is the program meeting the needs of other programs, especially in cognate areas?
 - k. Are degrees in the program being produced at an appropriate rate?
 - l. Has the program adequately addressed and met the needs of minorities and women?
 - m. What special services does the department through its faculty and students provide to the community and the state?
 - n. How does the program compare with others nationally and/or regionally? How would it be ranked?

V. FUTURE TRENDS

- 1. What future resources will be needed to maintain present levels of enrollment and quality?
- 2. What enrollments are projected by level? (Fr. So. Jr. Sr. Gr.)
- 3. What external resources will be available?

4. What are the present and projected national, regional, and societal needs for the program?
5. Are new types of students likely to be attracted to the program?
6. What employment trends are indicated for graduates of the program?
7. What is the projected future status of related programs (i.e., those programs which this program serves or is served by)?
8. Do components of the program need to be expanded or reduced?
9. What planning procedures to prepare for future growth and development of the program are there; e.g., is there an ongoing committee or other procedure in the program unit to anticipate changes and developments in the future?

Proposed Policy Statement on Program Discontinuance

(approved by the Faculty Senate, Norman campus, on May 2, 1977; and subsequently revised by the Senate Executive Committee on July 20, 1977)

Introduction

The appearance of a document on program discontinuance is bound to raise fears, or at least to feed speculation, that a significant number of programs are in imminent danger of being cut. In fact, it is precisely because program discontinuance is not a matter of immediate urgency that the present time is especially propitious for addressing the problem. Members of the University community would be understandably suspicious of a document that seemed cut to the measure of some temporary and parochial need. The present document is intended to reflect the broad, long-term needs and goals of the University.

The success of any university in a free society rests in a large measure on the degree to which it is responsive to the needs of its students and the citizens who provide the financial support to sustain it. Responsiveness is an essential element of the fabric of a successful university. It does not assure excellence, but its absence assures failure. Because of the rapidity with which new knowledge is accumulated and disseminated, the relevance and emphasis of academic programs must be constantly reviewed.

However, this does not suggest that there are no other meaningful dimensions to the purposes of a university. A university also serves as a repository of knowledge, societal traditions, and cultural heritage.

Viewed in this light, the evaluation of programs every five years is a positive approach to help ensure that the programs are responsive to the needs of society, the long-term goals of the university, and the students. Establishing the review process ahead of time, rather than reaching in haste after the problem has developed, is of considerable merit.

I. Meaning of "program."

For the purposes at hand, the term "program" will be ordinarily understood as referring to academic departments. Comparable, multi-disciplinary units or sub-units may be also included in the definition.

The discontinuance of a "program" need not entail the elimination of a "degree program" or the dismissal of certain faculty members. Both of these consequences may follow from the discontinuance of a program, but they need not in every case.

II. Criteria for evaluating a program.

Criteria for determining whether a program should be discontinued ought to place the greatest emphasis on maintaining the quality of the total continuing University program.

The following questions should guide the deliberations of those responsible for reviewing programs:

- (1) How good is the program?
- (2) How essential is the program?
- (3) What is the demand for the program?
- (4) What would the savings be if the program were discontinued?
- (5) What would be the effect of phasing out the program?
- (6) What are the future prospects of the program?

A more detailed list of questions to be used in evaluating a program will be found in the Guidelines for Comparative Program Evaluation.

It is not intended that a decision be based solely on any mathematical ratio of "good" to "bad" answers to any questions. The questions are intended to focus attention on important considerations. They do not obviate the need for good sense and a judicious assessment of the overall situation.

III. Procedures.

A. Initial steps.

When the question of possible program discontinuance is raised, the Provost will forthwith confer with the appropriate dean(s) and chairperson(s) regarding the program(s) involved. Based upon these consultations and the prima facie circumstances, the Provost will make a preliminary determination regarding the appropriateness and the feasibility of the suggested discontinuance. The Provost will either terminate the considerations at this point or proceed in accordance with the following guidelines.

B. Ad Hoc Committee Evaluation and Recommendation

If, after consulting with the appropriate dean(s) and chairperson, the Provost decides that discontinuance may be appropriate, he/she will appoint an ad hoc committee to study the evidence and to make a recommendation.

The composition of the ad hoc committee will be as follows: Six faculty members, one student, and one non-voting representative from the Provost's Office. Four of the faculty members will be appointed by the Provost from a list of eight nominated by the Faculty Senate. At least one of the four must come from outside the affected college(s). Two of the faculty members will be administrative appointees, and at least one of the two must come from outside the affected college(s). The student will be appointed by the Provost in consultation with the appropriate student organizations.

The members of the committee will elect the Chair.

It is crucial that all persons connected with or affected by the program(s) being considered for elimination be kept fully informed [normally through the offices of the chair(s)] at each stage of the review process, both as a matter of courtesy and to seek information from those most closely related to and most knowledgeable about the program(s). Every affected faculty member should be given the opportunity to bring any facts or considerations that he/she believes to be pertinent to the attention of the special committee, and appropriate procedures should be provided to encourage these inputs, either by appearances before the committee or by alternate procedures. It is also important that the faculty and administrations of closely allied programs that may be affected by any changes in the specific program(s) being considered be kept fully informed of the progress of the review.

The committee is charged to complete its evaluation and to make a final report to the Provost within two months of its first called meeting.

C. Review of the Ad Hoc Committee Report

The Provost will provide copies of the report to the dean(s) and chair(s) and also ensure that provision is made so that copies are accessible to the faculty members who may be affected by the recommendations of the report.

Following the dissemination of the committee report and recommendations, the Provost will arrange for an open discussion and hearing regarding any recommendations for or against discontinuance of any program(s).

The dean(s), chair(s), and the faculty unit(s) and individual faculty members of the program(s) involved will be invited to submit written commentaries and recommendations at the time or within one week of this general hearing. The ad hoc committee will be present at the hearing, review all written commentaries and, if appropriate, provide an addendum to their report to the Provost.

After reviewing and weighing the considerations and recommendations presented in the public hearing and in the various written commentaries and reports, the Provost will formulate and send his/her recommendation to the President along with copies of all of the other commentaries/reports received and a summary of any additional recommendations that were made in the open hearing.

D. Decision.

The President will then prepare and submit his/her recommendation to the Regents for final action.

IV. Personnel alternatives.

If a decision is made to discontinue a program(s), the dean(s), chair(s), and every affected faculty member shall be apprised in writing of that decision and, insofar as possible, of its probable effect on him/her. When personnel actions are involved, the University will be guided by the following considerations:

1. Tenure and seniority will be respected as priority conditions in the University effort to provide alternative employment opportunities.
2. Adequate advance notice (e.g., 12-18 months) will be given prior to termination.
3. Adequate allowance will be made for affirmative action matters.
4. Equitable reinstatement procedures will be established if the program is reinstated.

Faculty members who may be adversely affected by the decision may avail themselves of the appeal procedures described in the Faculty Handbook.

V. Student alternatives.

If a decision is made to discontinue a program(s), the students in the program shall be notified and every effort shall be made to allow them to finish their programs within a reasonable length of time. If it is not possible for students to complete their program, the University may be obliged to make special allowances for such students. Such allowances might include, but not be limited to, the following: permitting the student to complete his/her program by taking work in related departments; accepting more than the usual number of transfer hours; and accepting major work taken by correspondence from O.U. and other schools.

Financial Emergency
Definition and Procedures

(approved by the Faculty Senate, Norman campus, on September 9, 1977)

While it is assumed that the administration of the University of Oklahoma has a continuing responsibility for maintaining a sound budget and that, through responsible financial management and appropriate retrenchment policies, all approaches for averting a financial crisis will be utilized, it is possible that a financial emergency might become inevitable. The following statement outlines the policies and the procedures for such an eventuality.

DEFINITION

The University of Oklahoma includes four budgetary agencies: Norman Campus; Law Center; Health Sciences Center, including the Tulsa Medical College; and the Oklahoma Geological Survey. A financial emergency is an imminent fiscal crisis that threatens any one of these agencies. A state of financial emergency will be declared whenever the Education and General Part I budget allocation to the agency necessitates reductions in faculty or staff or reductions in operational budgets that would seriously erode program quality.*

The President will decide and declare when any agency of the University is in a state of financial emergency.

PROCEDURES

Phase I

In response to the declaration, the Provost and vice presidents will prepare a general plan to relieve the emergency condition. This general plan will not identify specific faculty or personnel for termination but will identify general areas in which reductions are proposed. The plan will be submitted for advisory review to the deans and to a group consisting of faculty, staff, and students.

The representative group that will review the general plan on the Norman Campus will be the Budget Council. The Affirmative Action Officer will serve in an advisory capacity as an ex-officio member of the Council. The primary consideration in the design and review of the general plan will be to provide the necessary budgetary savings through selective reductions that are substantially less detrimental to the quality and effectiveness of the University's continuing programs than any alternate budgetary reductions. The Budget Council shall submit its recommendations directly to the President and make itself available for consultation and explanation of the report. The final plan will be stated by the President.

Phase II

If, after consideration of all possible sources of possible budget reduction, the general plan approved by the President necessitates the termination of faculty or staff, more specific plans for the terminations within each of these groups will be devised.

*Although this definition will apply to all the budgetary agencies, the subsequent procedures will apply only to the Norman Campus. The Health Sciences Center, the Law Center, and the Oklahoma Geological Survey will develop their own procedures to be approved by the President.

Faculty Terminations

If the general plan approved by the President entails the termination of faculty, the Provost, in consultation with the deans, will suggest a more specific faculty termination plan.

The Provost will be responsible for developing a specific plan for essential faculty terminations. In making recommendations regarding these faculty terminations, the Provost will consider the Guidelines for Comparative Program Evaluation. Every termination must be justified on the basis that it will have an effect substantially less detrimental to the quality and effectiveness of the University's continuing programs than any alternate budgetary reductions.

The faculty termination plan will be submitted for review to a faculty committee composed of five members of the General Faculty (appointed by the Provost from a list of ten names submitted by the Faculty Senate), one administrative appointee, and one non-voting observer from the Provost's Office. No more than two members of the committee may be from the same college. The members of the committee will elect a chair. The Affirmative Action Officer shall serve in an advisory capacity as an ex-officio member of the committee.

The faculty committee will make recommendations to the Provost. When there are unresolved differences between the Provost and the committee, recommendations of the committee will be submitted to the President along Guidelines for Faculty Terminations.

Guidelines for Faculty Terminations

The faculty termination plan shall be in accordance with the following guidelines:

1. To the extent possible, alternatives other than termination should be explored. Examples of such alternatives are early retirement, fractional appointments, and reduction in salaries.
2. Unless a substantial and serious imbalance in the quality within a given program would result:
 - a. Untenured faculty should be terminated before tenured faculty.
 - b. Seniority should be respected.
 - c. Affirmative Action guidelines should be observed.
3. Where termination is required:
 - a. The following dates of notification will be followed:
 - 1) A faculty member with a regular appointment who is not to be reappointed for a second year of service must be so notified no later than March 1; or if the first year of appointment terminates at a time other than the end of the academic year, not less than three months before the end of the appointment period.
 - 2) A faculty member with a regular appointment who is not to be reappointed to a third year of service must be so notified no later than December 15 of the second year of appointment; or, if the second year of appointment terminates at a time other than the end of the academic year, not less than six months before the end of the appointment period.
 - 3) A faculty member with a regular appointment who is not to be reappointed to a fourth or subsequent year of service must be so notified no later than July 1 of the year preceding the final year of appointment; or, in the case of an appointment ending at a time other than the end of the academic year, not less than twelve months before the end of the appointment period.

- 4) A tenured faculty member who is not to be reappointed because of a financial emergency must be so notified no later than July 1 of the year preceding the final year of appointment.
 - b. Employment in some other part of the University should be offered where possible.
 - c. If the University adds positions during a three-year period following transfer or termination, such faculty members should be given priority for related positions for which they are qualified.
4. In all cases of termination of tenured faculty because of financial emergency, the place of the tenured faculty member concerned will not be filled by a replacement within a period of three years, unless the released faculty member has been offered reinstatement and a reasonable time (not to exceed 45 days) in which to accept or decline it. The right of a faculty member to be employed in another position is subject, in accordance with paragraph 2, a-c, to the rights of other faculty members who have also been terminated or transferred.
5. A faculty member whose salary or FTE has been reduced shall have the same priority for restoration to his/her former status over a new person.
6. Each terminated faculty member has the right to have his/her termination reviewed by the Faculty Appeals Board to determine if these guidelines have been followed, but the circumstances of the financial emergency shall not be reviewed.

Student Accommodations

If a program is discontinued, students in the program shall be notified and every effort shall be made to allow them to finish their program. (If financial emergency leads to program discontinuance, the guidelines for program discontinuance will apply.) If it is not possible for students to complete their program, the University may be obliged to make special allowances for such students. Special allowances might include, but not be limited to, the following: permitting the student to complete his/her program by taking work in related departments; accepting more than the usual number of transfer hours; and accepting major work taken by correspondence from the University or other schools.

Staff Terminations

If the general plan approved by the President entails the termination of staff, the appropriate executive officers, in consultation with the Directors of Personnel and the budget heads, will suggest a more specific staff termination plan.

The staff termination plan will be submitted for review to a committee consisting of one representative from each of the following organizations:

- (1) Employee Management Council
- (2) Administrative Staff Conference
- (3) Council of Administrative Officers
- (4) Association of OU Professional Employees
- (5) Managerial Staff Council

In addition to the above, the committee will include two representatives from the Employee Executive Council. The Affirmative Action Officer will serve in an advisory capacity as an ex-officio member of the committee. Each organization will nominate twice the number of appointments and the President will select from the nominees. The committee will elect its chair.

The committee will review each suggested termination according to the criterion that its effect is substantially less detrimental to the institution's ability to

fulfill its mission than would be other terminations. The committee will make recommendations to the executive officers responsible for the plan. Where there are unresolved differences between the executive officer and the committee, recommendations of the committee will be submitted to the President.

Guidelines for Staff Terminations

Should it become necessary to terminate staff for reasons of financial emergency, the following considerations should be made:

1. Unless a substantial and serious imbalance in the quality of services provided would result, seniority should be respected to the extent possible.
2. To the extent possible, alternatives other than terminations should be considered:
 - a. Alternate employment in the University should be offered whenever possible.
 Staff accepting alternate employment should not lose their priority to return to their original position within a three-year period as long as the staff member maintains an active file in the Office of Personnel Services.
 - b. Terminated or transferred staff should be given priority when the University subsequently adds positions for which they are qualified within a three-year period as long as the staff member maintains an active file in the Office of Personnel Services.
3. Terminations should be made in such a way as to assure compliance with the University's Affirmative Action guidelines.
4. Each terminated staff member has the right to appeal his/her case through the regular Grievance Procedures as outlined in the University's Staff Handbook.

ANNOUNCEMENT: October 20 Statewide Conference of Faculty Governance Leaders and Representatives.

Dr. Cox, Senate Chair, reported that the second conference of leaders and representatives of faculty governance systems in public and private colleges and universities throughout the state will be held on Thursday, October 20, 1977, in the Forum Building, OCE, with the Norman campus Faculty Senate as host. (See page 4 of the Senate Journal for May 2, 1977.)

The all-day program will include formal presentations beginning at 10:00 a.m., a Dutch treat luncheon, and small-group, informal discussions in the afternoon on the following topics:

- (a) academic advisement
- (b) faculty evaluation
- (c) faculty governance
- (d) fringe benefits
- (e) grading standards
- (f) retrenchment

Professor Beverly Joyce (University Libraries), a member of the Convening Committee, would very much appreciate having six faculty volunteers (whether members of the Senate or not) to record the afternoon sessions.

The conference will conclude in time for the Norman campus General Faculty meeting at 3:30 p.m.

REMARKS BY PRESIDENT PAUL F. SHARP

Dr. Donald Cox, Senate Chair, introduced Dr. Paul F. Sharp, President of the University, who then presented his report on the state of the University, as specified in the Charter of the General Faculty and the Faculty Senate (Norman campus).

In his 22-minute presentation, President Sharp discussed the following topics:

- (1) 1978-79 budget planning
- (2) 1977-78 budget analysis
- (3) Norman campus Affirmative Action Plan
- (4) Current \$50+ million fund drive

The planning of the 1978-79 budget is being enhanced by the markedly improved quality of institutional data reported by the Institutional Research Office and the Provost's Office. This development, in turn, should "improve the quality of our relationship with the State Regents."

The administration has been meeting with the Budget Council concerning the 1978-79 budget that will reflect the following budgeting techniques:

- (1) Use of Big Eight salary scales
- (2) Use of metropolitan Oklahoma City wage scales
- (3) Emphasis on areas of excellence
- (4) Some provision for continuing inflation

The 1977-78 budget was based on a student enrollment equal to last year's. Inasmuch as the final 1977 figure will be down somewhat from the 1976 enrollment, "we are very much concerned and we have expressed our concern all over the campus. Some adjustments will have to be made."

President Sharp's other pertinent comments are summarized in the following table:

ANALYSIS OF 1977-78 BUDGET

Category of Expenditure	Percentage of Budget		
	Statewide	OU	OSU
Administrative	5	4.2	4.2
General	7.2	7.0	6.2
Instruction/Departmental Research	-	61.6	54.6
Libraries	-	4.5	4.2
Operations/Maintenance (Physical Plant)	-	13.5	13.6

President Sharp added that OU and OSU budgets are not being compared formally and mentioned the need for comparable reporting.

Dr. Sharp next announced the recent HEW approval of the Norman campus Affirmative Action Plan. This success culminates a strenuous four-year effort on the part of

several individuals, particularly Mr. Walter Mason, Affirmative Action Officer. HEW has congratulated the University for designing and implementing the plan that, in the opinion of HEW, may well be used as a model by other institutions. The Norman campus plan is only one of five approved plans in the Southwest. The University of Missouri is the only other Big Eight institution; their plan was one of the earliest and, therefore, does not reflect completely the current criteria.

President Sharp then turned to the recently initiated five-year drive for \$50,125,000 with the theme, "The Gift of Quality." In his opinion, the drive goal is a "reasonable" one. Copies of an illustrated 80-page booklet concerning the drive was distributed to Senate members at this meeting.

REMARKS BY MR. TIM HIGHTOWER, UOSA PRESIDENT

At the invitation of the Senate Executive Committee, Mr. Tim Hightower, President of the University of Oklahoma Student Association, addressed the Senate.

Citing the imminent budgetary effects of the decreased enrollment, Mr. Hightower urged all segments of the University—faculty, administration, staff, and students—to work together as never before.

He appealed for more effective communication between the faculty and the student body and promised to do his best, as President of UOSA, to make the University of Oklahoma a "people-oriented" institution. In his view, "the faculty and the students need each other — and this need must be understood and respected."

ELECTION: Senate/General Faculty Parliamentarian, 1977-78

Pursuant to the provisions of the Senate By-Laws, the Senate Executive Committee recently elected Dr. Robert Shahan (Philosophy) as the Parliamentarian for the Faculty Senate and the General Faculty for 1977-78.

ELECTION: Faculty Replacement - Equal Employment Opportunity Committee

The Senate elected Professor Junetta Davis (Journalism) to a one-year term (1977-78) on the University Equal Employment Opportunity Committee as a replacement for Professor Laura Gasaway.

ELECTION: Replacements, Senate standing committees

The Senate next elected the following replacements to fill current vacancies on its standing committees:

Executive Committee: Sherril Christian (Chemistry) 1977-78
Gregory Kunesh (Drama) 1977-78
Barbara Lewis (Law) 1977-78

Committee on Committees: Roger Atherton (Management) 1977-79
Sarah Crim (Home Economics) 1977-79
Cecil Lee (Art History) 1977-79
Mary Esther Saxon (University Libraries) 1977-78

Faculty Welfare Committee: Tom Murray (Civil Engineering) 1977-80
Gary Thompson (Geography) 1977-80

SEVEN-YEAR LIMIT ON TEMPORARY FACULTY APPOINTMENTS

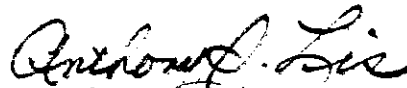
Background Information: Last March, Provost Barbara Uehling proposed a change in the current seven-year limitation on temporary faculty appointments. On April 19, the Senate Executive Committee agreed to vote to recommend Senate approval of the proposal. The Senate on May 2, however, tabled the motion until the September 12 Senate meeting. (See page 15 of the Senate Journal for May 2, 1977.)

Senate Action: Professor Lee moved approval of the proposed change. Professor Todd raised several questions concerning the proposal and moved that the question be referred to a Senate ad hoc Committee for further study and revision, if deemed appropriate. Without dissent, the Senate approved the further tabling of this question.

ADJOURNMENT

The Senate adjourned at 5:00 p.m. The next regular session of the Faculty Senate will be held at 3:30 p.m., on Monday, October 10, 1977, in Dale Hall 218.

Respectfully submitted,



Anthony S. Lis
Professor of Business Communication
Secretary

ROSTER OF THE FACULTY SENATE (Norman campus): 1977-78
The University of Oklahoma

September 16, 1977

<u>Name:</u>	<u>Representing:</u>	<u>Term:</u>
1. Alsip, James B. (University Libraries)	Provost Direct	1976-79
*2. Artman, Jim P. (Modern Languages)	Arts & Sciences	1977-80
3. Atherton, Roger M., Jr. (Management)	Business Administration	1976-79
4. Bell, Robert E. (Anthropology)	Arts & Sciences	1976-79
*5. Bishop, Doyle (Management)	Business Administration	1977-80
6. Blick, Edward F. (AMNE)	Engineering	1976-79
7. Braver, Gerald (Zoology)	Arts & Sciences	1976-79
*8. Caldwell, Susan H. (Art)	Fine Arts	1977-80
9. Calvert, Floyd O. (Architecture)	Environmental Design	1975-78
*10. Carmack, William R., Jr. (Speech Communication)	Arts & Sciences	1977-80
11. Christian, Sherril D. (Chemistry)	Arts & Sciences	1976-79
*12. Coulter, Lane (Art)	Fine Arts	1977-80
13. Cox, Donald (Botany/Microbiology) - <u>Chairperson</u>	Arts & Sciences	1975-78
14. Crim, Sarah R. (Home Economics)	Arts & Sciences	1975-78
*15. Crites, Dennis M. (Marketing)	Business Administration	1977-80
16. Davis, Junetta W. (Journalism)	Arts & Sciences	1976-79
17. Dewey, Mary (Education)	Education	1976-79
18. Foote, B. L. (Industrial Engineering)	Engineering	1976-79
19. Gillespie, Virginia B. (HPER)	Arts & Sciences	1976-79
20. Goff, Richard (Zoology)	Arts & Sciences	1975-78
*21. Hackler, Colbert F. (Music)	Fine Arts	1977-78
*22. Herrick, Jean (Classics)	Arts & Sciences	1977-80
*23. Hill, Thomas J. (Mathematics)	Arts & Sciences	1977-80
*24. Hockman, C. Ned (Journalism)	Arts & Sciences	1977-80
*25. Huettner, David A. (Economics)	Business Administration	1977-80
26. Joyce, Beverly A. (University Libraries)	Provost Direct	1975-78
27. Kitts, David (History of Science)	Arts & Sciences	1975-78
28. Kunesh, Gregory (Drama)	Fine Arts	1976-79
*29. Kutner, Peter B. (Law)	Law	1977-80
*30. Larson, Raymond (Drama)	Fine Arts	1977-80
31. Lee, Cecil E. (Art)	Liberal Studies	1975-78
32. Lewis, Barbara B. (Law)	Law	1976-79
33. Lis, Anthony S. <u>Secretary</u>		1977-78
34. McDonald, Bernard (Mathematics) - <u>Chairperson-Elect</u>	Arts & Sciences	1976-79
35. Merrill, Kenneth R. (Philosophy)	Arts & Sciences	1976-79
*36. Murray, Thomas M. (Civil Engineering)	Engineering	1977-80
37. Rasmussen, Maurice L. (AMNE)	Engineering	1975-78
38. Rice, Elroy (Botany/Microbiology)	Arts & Sciences	1975-78
*39. Saxon, Mary Esther (University Libraries)	Provost Direct	1977-80
40. Scheffer, Walter (Political Science)	Arts & Sciences	1976-79
*41. Seaberg, John J., Jr. (Education)	Education	1977-80
42. Shahan, Robert W. (Philosophy)	Arts & Sciences	1975-78
*43. Snell, Ronald K. (History)	Arts & Sciences	1977-80
44. Snider, Glenn R. (Education)	Education	1975-78
*45. Thompson, Gary L. (Geography)	Arts & Sciences	1977-80
*46. Todd, Charles (Law)	Law	Fall, 1977
*47. Walker, Gene B. (Electrical Engineering)	Engineering	1977-80
48. Wilbanks, Tom J. (Geography)	Arts & Sciences	1976-79
*49. Yeh, Raymond W. H. (Architecture)	Environmental Design	1977-80

*New members

Elections pending: Business Administration (replacement for Jim Hibdon)
Graduate College (replacement for Al Marchand)