

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

Regular session -- March 7, 1983 -- 3:30 p.m., CONOCO Auditorium,  
Doris W. Neustadt Wing, Bizzell Memorial Library

The Faculty Senate was called to order by Professor Teree Foster, Chair.

Present:

Black	Ford	Hebert	Levy	Scharnberg
Bredeson	Foster	Hibdon	Lis	Seaberg
Catlin	Gollahalli	Howard	Locke	Smith
Christian	Goodman	Karriker	Love	Sonleitner
Cohen	Grant	Kiacz	McDonald	Stock
Davis	Gross	Kleine	Mills	West
Dumont	Harper	Kutner	Patten	Whitmore
Dunn	Hauser	Lanning	Ragan	
Fishbeck	Hayes	Lehr, Robert	Reynolds	

Provost's office representative:

Ray

PSA representatives:

Boehme

Corcos

Guyer

UOSA representative:

Albert

Liaison, Women's Caucus: Cleaver

Liaison, Association of Black Personnel: Butler

Absent:

Baker	Graves	Lehr, Roland	Nicewander	Slaughter
Conner	Inman	Moriarity	Schmitz	
PSA representatives:	Cowen	Morrison	Powers	
UOSA representatives:	Stanhope	Rodriguez		
GSA representatives:	Strickland	Walsh		
Liaison, AAUP:	Turkington			

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ANNOUNCEMENT: Spring meeting, General Faculty.

The General Faculty on the Norman campus will hold its spring semester meeting at 3:30 p.m., on Thursday, April 14, in the Ballroom, Oklahoma Memorial Union.

Immediately following this meeting, President William S. Banowsky will host a reception in the Ballroom honoring the recipients of various faculty awards and distinguished professorships.

ACTION TAKEN BY PRESIDENT WILLIAM S. BANOWSKY: Senate resolution, budget cuts.

On February 18, 1983, President William S. Banowsky acknowledged, without comment, his receipt of the February 14 Senate resolution concerning Norman campus budget cuts. (Please see pages 17-18 of the Senate Journal for February 14, 1983.)

## APPROVAL OF MINUTES

The Journal for the regular session on February 14, 1983, was approved.

The Journal for the regular session on January 17, 1983, was approved with the following corrections requested by Professor Dan Gibbens: (Deletions are indicated by "/" and additions are underscored.)

page 10 (Professor Gibbens' observations on new NCAA academic standards legislation) - item 5 (last two sentences):

"I did not discuss these specific proposals with the Athletic Council -- until December/, It was not clear that this year's proposals were to be given heightened attention/ and/ in substance/ these proposals were not viewed as different in kind from others previously discussed."

page 11 (last paragraph): Professor Ragan raised questions concerning the minimum SAT score of 700, which, to him, means that 93 percent of those taking the test had attained that score. When/Professor/Gibbens/indicated/his/lack/of/details/about/the/minimum/score/requirement/,/Prof/essor/Ragan/commented/that/your/position/looks/lackly/ Professor Gibbens indicated he did not have the exact percentages in mind but they were readily available and had been often discussed at regional and national meetings. He thought the percentage with 700 SAT or 15 ACT was more like 60 percent. Professor Ragan insisted that the higher percentage was more likely correct and expressed the opinion that this makes our University's position look "tacky." Professor Whitmore expressed the opinion that the lack of knowledge "makes our Big 8 faculty representative look even worse." Professor Cohen saw this shortcoming as another argument for the need for consultation with a larger group in "the decision process."

page 12 (seventh paragraph): Professor Cohen called questioned the Athletic Department and the President's office about the process of generating the University position in this matter. He also complained about the 'shabby treatment of the Athletics Council by the Athletic Department.' Professor Gibbens, generalizing on the basis of his experience of 6-plus years, indicated that the faculty members of the/Athletic/Council/had/suspicions/that/they/were/treated/shabbily/by/the/Athletic/Department/ often had suspicions of such shabby treatment when they started their terms on the Athletics Council. However, in his opinion, by the time they completed their service, nearly all have felt very good about the treatment given the Council by the Athletic Department.

## REPORT OF SENATE EXECUTIVE COMMITTEE

Professor Tere E. Foster, Chair of the Senate Executive Committee, reported on the following items:

(1) Meeting with Vice President Anona Adair, Student Affairs: The Committee meeting with Vice President Anona Adair on February 17 was "very informative and productive." VP Adair explained the organization and the structure of the Student Affairs Office. In her view, some functions of that office can be classified as "developmental" (e.g., Career Planning and Placement), others are "service oriented" (e.g., Student Activities), and still others are both (e.g., Financial Aids). VP Adair noted that, although both components are important, she would like to stress the developmental aspects more.

She also expressed her intent to involve the faculty to a greater extent in the policy making of Student Affairs and solicited Executive Committee's suggestions for effective use of faculty talents and energies. Professor Foster added that other faculty comments would also be welcome.

The Executive Committee has decided to invite Vice President Adair to address the Senate either late this spring or early next fall.

(2) Budgetary prospects:

(a) Senate resolution: On February 15, the Senate Executive Committee met with President William S. Banowsky, Provost J. R. Morris, Vice President Gerald Turner, and Vice President Arthur Elbert.

At that time, the Senate Chair formally presented the Senate resolution of February 14. (Please see pages 17 and 18 of the Senate Journal for February 14, 1983.) The Committee members discussed the faculty perception that the non-instructional functions of the University were not bearing an appropriate share of the current hardships, as well as the anticipated hardships. Dr. Elbert commented that the lack of public knowledge of how the non-instructional segments of the University had borne reductions and the effects of those reductions had contributed to the faculty perceptions. He stated that he would make an appropriate presentation to explain those effects.

The Senate resolution was well received. However, the University community breathed a collective sigh of relief when, with Representative Cleta Deatherage's importuning, the reductions for this budget year were held to 4 percent. Therefore, no additional reductions are necessary to meet legislative demands for reduction.

(b) The prognosis: The Legislature is not expected to determine the percentage of decrease for a few more weeks. Provost Morris and Vice President Elbert agree that the "best situation" likely to occur is that the 1983-84 budget will be 4 percent less than the 1982-83 budget.

At the last meeting of the Budget Council, Vice President Elbert shared his thoughts and plans. A 4-percent reduction from this year's budget would mean that, in effect, "we will get what we have now." He is, however, planning for increases in the computer program, health care and Social Security, and utility costs. These fixed costs total approximately \$2.3 million, which would be offset by the \$1.3 million in the proposed increases in tuition. He estimates that, from his perspective, \$1 million is necessary just to stand still.

VP Elbert mentioned the following three considerations that are important to him in planning the 1983-84 budget:

- (1) continuing the approach of trying to lay off people, if possible;

- (2) giving high priority to the Senate resolution and the spirit expressed therein; and
- (3) resisting the urge to plunder the pot of money designated for fringe benefits.

In his view, programmatic reduction is generally not a fruitful way of saving money because the programs dropped are usually those that employ few faculty and utilize few resources. More energy is spent in eliminating the program than is actually saved.

He indicated that the Energy Conservation Committee is hard at work on ways to reduce utility costs.

He charged the Budget Council to begin deliberations regarding the 1983-84 and the 1984-85 budgets because budget planning will continue throughout the summer.

(c) Provost Morris' comments: The Senate Executive Committee met with Provost J. R. Morris on March 3. He is appearing before the Budget Council on March 10 to present specific information regarding the needs of the Provost's area.

He told the Executive Committee that, at this stage, the plan is to require each Dean to reduce his budget by 4 percent, which is the same amount that was taken from their budgets this year. Although the amount of decrease would be standard from college to college, the reductions might vary within each college. For any additional sums that might be necessary, the Provost intends to explore other ways of raising the money without going back to the academic units.

(d) The plea: Professor Foster solicited faculty suggestions and information for consideration by the Budget Council in its current deliberations regarding the 1983-84 budget. Any such suggestions and comments should be forwarded to either the Senate Chair, any other member of the Senate Executive Committee, Professor Jeff Kimpel (Chair, Budget Council), or any other member of the Budget Council.

Professor Foster concluded with the following personal appeal:

"When thinking about budget planning, please keep in mind that, in the words of VP Elbert at his appearance before the Budget Council, the most important issue now is to maintain the morale of the people on this campus and to keep the spirit of community flowing. It is crucial that we continue to believe in ourselves and in the institutions so that we can preserve the spirit of progress and accomplishment that has been nurtured through the past five years.

"The last few years at the University of Oklahoma have been times of tremendous excitement and of the stirrings of real intellectual vigor. For the first time, we have been thinking that it IS possible to develop the University of Oklahoma into a first-rate academic institution.

"We have made real gains during this period. When thinking about budgetary planning, please keep in mind that uppermost in all our plans is the preservation of these hard-won gains. If we all vow that either our own salaries or those of our own departments are the most important goal to preserve in these times of economic stress, then those gains will be lost. We should, instead, begin to focus our thinking on the institution and the ways in which we can preserve the academic momentum and gains realized recently, while maintaining a spirit of community among all of us."



(3) Additional data - NCAA regulations, athletic scholarships: Professor Foster, Senate Chair, summarized additional ACT and SAT statistical and other pertinent data submitted by Professor Gibbens in connection with his Senate appearance last January concerning the new NCAA regulations dealing with scholarships for student-athletes. (Please see pages 9-21 of the Senate Journal for January 17, 1983.) She added that copies would be distributed within a few days to Senate members and that additional copies would be available to other faculty members upon request at the Faculty Senate office (OMU 406 - 5-6789).

(4) Spring meeting - OSU and OU Executive Committees: Oklahoma State University counterparts will host the spring joint meeting of the Executive Committees of the OSU Faculty Council and the Faculty Senates on the Norman campus and at the Health Sciences Center. The all-day session will be held in Stillwater on Saturday, April 9. Professor Foster solicited faculty suggestions for agenda topics.

ELECTION OF REPLACEMENTS: Senate Committee on Committees.

Voting by written ballot, the Senate elected the following replacements on its Committee on Committees for terms designated below:

Susan Caldwell (Art)  
replacing Jay Smith (1982-84)

Maggie Hayes (Human Development)  
replacing Robert A. Ford (1981-83)

SELECTION OF FACULTY REPLACEMENTS: University groups.

Voting by written ballot, the Senate selected the following faculty replacements on the University groups and for terms designated below:

ELECTION:

Faculty Appeals Board: George Henderson (Human Relations)  
replacing Arn Henderson (1980-84)

NOMINATIONS:

Academic Regulations Committee: Leon Price (Management)  
Guadalupe Thompson (Modern Languages)  
replacing Allan Gold (1981-85)

Class Schedule Committee: Evelyn Curry (Library Science)  
William Kuriger (EECS)  
replacing Linda Cooper (1982-83)

Graduate Assistants Appeals Board (new) - 1983-84:

John Cotner (Finance)  
James Fife (Modern Languages)  
Akhtar Khan (AMNE)  
Richard Williams (Education)

KGOU Community Advisory Board (Norman) - new - 1982-84:

Sidney Brown (History)  
Gary Cohen (History)

Patent Advisory Committee:

Rex Ellington (CEMS)  
Helmut Fishbeck (Physics/Astronomy)  
replacing Ted Roberts (1981-85)

FINAL REPORT: University Task Force  
on Proposed Employee Assistance Program.

Background information: In the fall of 1981, Dr. Gerald Turner, Vice President for Executive Affairs, appointed the following University Task Force to study the proposal for establishing a University employee assistance program: (Please see page 4 of the Senate Journal for May 10, 1982, and also page 4 of the Senate Journal for January 18, 1982.)

Ann Glenn, Administrative Assistant to the Provost, Norman  
 Leonard D. Harper, Director, Personnel Services, Norman  
 Morris Marx, Ph.D., Professor/Associate Dean, College of Arts/Sciences, Norman  
 Oscar Parsons, Ph.D., Vice Head and George Lynn Cross Research Professor,  
 Department of Psychiatry/Behavioral Sciences, HSC  
 Carol Polk, Office Manager, College of Liberal Studies, Norman  
 Frank Rose, Director, Personnel Services, HSC  
 Gary L. Thompson, Ph.D., Associate Professor,  
 Department of Geography, Norman; Task Force Chair  
 Stephen Whitmore, Ph.D., Assistant Professor, Department of Physics/Astronomy, Norman  
 Jan Womack, Ph.D., Assistant to the Provost for Academic Affairs, HSC

On January 17, 1983, the Task Force submitted its final report to Vice President Gerald Turner who, in turn, requested the Employee Executive Council and the Faculty Senate to submit their reactions and comments concerning the proposal.

Copies of the report were distributed to Senate members in advance of this meeting.

Senate action: At the invitation of the Senate Executive Committee, Professor Gary L. Thompson, Task Force Chair, appeared before the Senate to make appropriate comments and to answer any questions from the floor.

In his remarks, Professor Thompson reviewed the background of the establishment of this Task Force. The original intent was not to emphasize drug-related problems but rather to help anyone with personal difficulties. Most campuses (except Oklahoma State University) that could be identified with Oklahoma University have implemented a program of this type. All such programs include assistance in any area of personal and emotional difficulties that people face from time to time.

In their meetings throughout the past year, the Task Force looked at programs at a large number of institutions. The group sought expertise available locally and gradually came to the conclusion that a recommendation like this one would seem to be in line with national trends and practices to cover the 7-8,000 employees on the three campuses.

In January, the final report was submitted to Vice President Gerald Turner, who is now awaiting reactions from a number of campus groups.

Professor Hebert asked about the breadth of the proposed program. Professor Thompson replied that most campuses have taken a broader approach than the one suggested. He added, "Chemical dependency is our first focus and the program should be gradually expanded to include the entire range of problems. The guidelines themselves are broader than chemical dependency."

Professor Seaberg asked about the extent to which these services overlap. In response, Professor Thompson stated that the proposed Employee Assistance Program is meant to be a referral agency for the large number of related programs already available. "To be effective, the coordinator would have to be extremely aware of all local programs and also ready to refer an individual to any one of them. The program is not intended to provide direct assistance to any employee. Taking on the problem of direct assistance would be an enormous task."

Professor Cohen raised a question concerning the role of the coordinator, who is to advise the individuals with problems about the kinds of assistance available and recommend to the administrator or the responsible supervisor the disposition of individual cases who refuse to contact the EAP and whose work performance continues to be unsatisfactory. Professor Cohen's question was, "Would the coordinator serve to advise with regard to action in individual cases?" Professor Thompson replied that the Task Force had some very lengthy discussions of this point. "Initially, the coordinator serves a role similar to that of an ombudsperson, advising all parties in such a matter. After the employee decides to seek professional assistance, complete confidentiality is observed concerning that decision and all interaction between the employee and the Employee Assistance coordinator."

Professor Cohen then countered with another question, "If the Dean were at the point of taking action--e.g., leave or termination in the case of the faculty or staff member involved--and needed professional advice as to the individual's condition, would this situation change the way in which the administrator would get the advice?" Professor Thompson replied that the program envisions a rather intensive educational program for supervisory personnel. If some difficulty is suspected, the employee should be referred to professionals. The Employee Assistance coordinator would be available to assist supervisory personnel in making difficult decisions concerning employees who refuse to seek assistance. The process of decision making remains unchanged.

Professor Smith noted that, according to reports, such programs are working effectively in Texas and New Mexico. He added, "However, great care must be taken in the areas raised by Professor Cohen. Faculty must be concerned about the communication of information."

In responding to another question from the floor, Professor Thompson noted that another program (Plan B) has not yet been proposed to the administration. He added, "The administration has indicated that no new money is available for a plan of this type. The program could be partially implemented. The program could also be implemented with outside funds. There are very clear alternatives for getting a program like this one started."

No formal action was taken in this matter. Professor Foster, Senate Chair, indicated that her report to Vice President Turner would include the comments made and the questions raised at this Senate meeting.

The full text of the Task Force report follows on pages 8-13:

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January 7, 1983

RECOMMENDATIONS OF THE UNIVERSITY OF OKLAHOMA EMPLOYEE  
ASSISTANCE TASK FORCE

(A report of Vice President Gerald Turner)

Introduction

Drug abuse became an important issue in America during the social turmoil of the 1960's. Since then, our institutions, including universities, have been deeply affected by increased numbers of chemically dependent participants. After an initial response of fright and frustration, the destructive impacts of drug and alcohol abuse became, in the 1970's, a matter of national concern that demanded attention and action. Solutions came from many sources--the family, basic research, the media; from religious, economic, governmental, and educational institutions. The commitment to alleviate drug and alcohol abuse and the associated problems led to the development of effective programs and approaches in many communities and institutions. Efforts by the police and court systems to stop drug abuse continue, but, for universities, programs of prevention and rehabilitation, which change individual attitudes and behavior, are preferable.

The Task Force on Employee Assistance was created to recommend an institutional response to problems of unsatisfactory job performance related to chemical dependency or other emotional disorders. During the 1981-82 academic year, the Task Force met regularly in an effort to familiarize itself with the problem of drug and alcohol abuse in higher education and, specifically, at the University of Oklahoma. This report does not document fully the proceedings of the Task Force; rather it presents conclusions and policy recommendations. Prior to forming these recommendations, the Task Force reviewed and discussed the nature and seriousness of drug and alcohol abuse problems among University employees with a large number of individuals having professional, personal, or administrative experience with such problems.

The Task Force also made a serious and comprehensive review of the literature available on the subject of drug abuse in institutions of higher education and solicited direct information through a survey from a large number of colleges and universities that have implemented Employee Assistance Programs during the past five years. A number of supporting resource items are appended.

A basic question posed by the Task Force was the magnitude of the present problem among the University's faculty and staff. Specific numbers of affected employees are not available. National estimates suggest that a minimum of five percent and a maximum of fifteen percent of the general population is "at risk" in developing personal abuse or dependency problems leading to progressive difficulties in job performance. The University of New Mexico, an institution with an active Employee Assistance Program, estimated (using established procedures) that twelve percent of its faculty were potential clients for the program.<sup>1</sup> In addition, another sizeable group of employees is normally affected by alcohol or drug abuse within their immediate families.

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<sup>1</sup> See "Estimated Incidence of Alcohol Abuse and Alcoholism Among UNM's Faculty, TA's, and GA's" included in the resource material.



The Task Force did not find evidence that the University of Oklahoma has problems either greater than or less than those of other institutions or the general population. Discussions with local physicians, psychologists, and drug rehabilitation professionals point to a significant number of cases reported between 1980 and 1982. (see list of local sources consulted, in the Appendix).

In the absence of a University policy or referral program, budget units have handled cases individually; hence, no single source is aware of all such problems among the three campuses. As chemical dependency is progressive, administrators have become aware of individual problems only in late stages of development after the employee has become debilitated and partially dysfunctional. University policy has been inconsistent in such cases. In one academic department, two employees were recently terminated due to poor job performance, while other units have mandated treatment. The acceptance of poor job performance to protect an employee's position has also been common.

The Task Force recommends a positive, vigorous program to deter drug and alcohol abuse and to rehabilitate those employees whose job performance is below acceptable standards due to chemical dependency or other emotional disorders. The current grave problems threaten to become unmanageable in the absence of a strong university program. Such Employee Assistance programs have been recently implemented in most other universities of similar size. Fortunately, chemical dependency is a highly treatable disease. Success rates can be as high as eighty percent in effective programs. Presently, the affected employee faces a problem which lies beyond self-solution and which will progress toward destructiveness without effective assistance. The cornerstone of an Employee Assistance program is a University policy statement which provides the foundation for a program to address this complex issue.

#### Policy Statement

An Employee Assistance Program must rest on a policy statement adopted by the institution. This statement clarifies the institution's commitment and responsibilities to employees whose work performance is adversely affected by personal health problems. The policy statement acts as a guide for institutional managers and administrators who may face difficult situations requiring positive action to facilitate the recovery of individual employees. Conversely, the policy statement provides the employee a channel for receiving assistance while re-establishing personal health and productivity.

After reviewing policy statements from various institutions of higher education and private industry, the Task Force recommends the following as being suitable to the needs of the University of Oklahoma:

University of Oklahoma  
Employee Assistance Program Policy Statement

General

The University of Oklahoma recognizes that it is in the best interests of both the University and its employees to provide assistance for employees in dealing with personal problems including alcohol and chemical abuse or dependency, mental or emotional illness, or other conditions, which may adversely affect their job performance. For this reason, the University has established an Employee Assistance Program which is designed to assist in (1) identifying the problem at the earliest possible stage, (2) motivating the employees and their family members to seek help, and (3) directing them toward appropriate resources for assistance.

Guidelines

1. The purpose of the Employee Assistance Program is to provide assistance to faculty and staff with personal problems affecting their work or job performance.
2. Job security and opportunities for advancement will not be jeopardized because of the use of this program.
3. Complete confidentiality is assured. All records involving services provided by the Employee Assistance Program shall be treated as confidential medical records and shall be maintained separately from personnel records.
4. Faculty and staff with problems that potentially may affect their job performance are encouraged to contact voluntarily the Employee Assistance Program.
5. When job performance is unsatisfactory, as evaluated and documented by the supervisor and the faculty or staff member is unable or unwilling to correct the situation, the supervisor may refer the employee, when appropriate, to the Employee Assistance Program.
6. The faculty or staff member has the right to decide whether or not to use the Employee Assistance Program or follow any of its recommendations. However, if personal problems continue to adversely affect work performance, established University employment policies will be followed in handling the situation.
7. The University will make every effort to provide the faculty or staff member with sick leave or other appropriate leaves of absences for treatment or rehabilitation arranged through the Employee Assistance Program.
8. There will be no cost to the faculty or staff member for the services of the Employee Assistance Program. Faculty and staff members will be responsible for any costs incurred in undertaking recommended treatment.
9. Information about the Employee Assistance Program will be disseminated at regular intervals to faculty and staff.

This policy statement is simple and straightforward, yet it allows the University to implement an effective assistance program.

## Implementation of a University Employee Assistance Program

With the adoption of an official policy, the University will be following the lead of most large institutions of higher education, corporations, and governmental agencies. The implementation of the policy will require a series of positive steps be taken in order to realize the objectives of prevention and rehabilitation.

Several distinctively different models presently used in other universities were reviewed in detail. This recommendation outlines a unique program that blends workable elements from several models into a program for the University of Oklahoma.

Rather than a full commitment to a complex, costly program, the Task Force recommends an initial one-year pilot program to be thoroughly reviewed for modification and/or continuation. The program must serve three campuses; hence, flexibility and decentralization are necessary. The program depends heavily on the significant body of local, professional expertise available among the faculty and staff of the three campuses. A significant number of university employees, particularly on the Health Sciences campuses, have been trained or sensitized to address problems of drug abuse and are available to support the program. Other institutions have found that there is no substitute for the role of sensitive, knowledgeable co-workers in correcting problems of chemical dependency.

For this reason, the Task Force recommends:

1. The creation of a comprehensive University Employee Assistance Advisory Committee representing the faculty and staff of all campuses.
2. The employment of a trained, professional Employee Assistance Coordinator to provide the services essential to the success of the program.

### Employee Assistance Advisory Committee

The purpose of this committee is to provide guidance for the President of the University in matters relating to institutional policies regarding the treatment and rehabilitation of individual faculty and staff members whose job performance suffers from emotional disorders or chemical dependency and to recommend appropriate policies to the professional staff responsible for the Employee Assistance Program. This committee should include both faculty and staff representation. Seven members from the Norman campus and seven from the HSC and Tulsa campuses should have the following terms:

Three members to serve three-year terms

Four members to serve four-year terms

Sub-committees will operate independently to serve the needs of the various campuses. The Norman EAP Committee, with its own Chair, will address problems of beginning a program for its own campus. Similarly, the Oklahoma City and Tulsa Committee will assume responsibilities for their campuses. This provides the flexibility necessary to develop approaches in all three locations and allows each campus to utilize its own unique resources to address local problems. It may be advantageous, for example, for the Employee Assistance Coordinator to utilize EAP Committee members in such tasks as intervention, diagnosis, referral, and aftercare. The entire fourteen-member Advisory Committee will meet as a committee of the whole with the EAP coordinator to address common problems, share experiences, and seek continuity.

## Employee Assistance Coordinator

The professional Employee Assistance Coordinator will be a certified counselor trained in drug rehabilitation and in the administration of an institutional employee assistance program. This person will provide the following for all campuses:

- a) diagnosis of chemical dependency.
- b) referral services for staff, faculty, and dependents.
- c) recommendations to institutional management concerning disposition of individual cases who refuse to contact the EAP and whose work performance continues to be unsatisfactory.
- d) a program of education concerning the hazards of drug and alcohol abuse and university policies in this area of concern.

The Coordinator will serve in a liaison role between the university and existing private and public treatment programs in the Oklahoma City and Tulsa metropolitan areas. The Coordinator will not perform professional counseling, treatment, or aftercare functions but will be responsible for directing employees toward the most appropriate treatment programs and for following their recovery.

The EAP Coordinator will be associated with the University Counseling Center on the Norman campus but will have facilities available to perform work at the Oklahoma City and Tulsa campuses. In Norman, the Employee Assistance office should be separate and quite autonomous from the existing Counseling Center. The experience of other universities suggests that many faculty, staff, and administrators would be reluctant to visit a comprehensive counseling center to discuss drug abuse problems. This is particularly true in the case of a counseling center functioning primarily to assist students with emotional difficulties.

### Costs and Benefits

The Task Force estimates the annual costs of employing an EAP Coordinator, providing clerical and office support and travel, to be about \$40,000 per year.

One clear, direct benefit of an effective Employee Assistance Program is the reduction of medical costs paid through the health insurance program. Cost reduction is an immediate priority for this insurance program, and the Task Force believes that relief from high drug-related illnesses will provide substantial direct savings.

The benefits from increased productivity due to rehabilitation should be very substantial but more difficult to measure. Employees presently affected can be expected to perform more efficiently and to work constructively rather than disruptively. Cost benefit studies in private industry have shown very positive results from such assistance programs.

## APPENDIX

Resource Personnel Consulted by the  
University of Oklahoma Employee Assistance Task Force, 1981

- 1) Anonymous recovering addicts, alcoholics, and Al Anon (affected family members) among OU faculty.
- 2) Dorothy Foster, Ph.D., Director, OU Counseling Center, Norman campus.
- 3) Ronald Krug, Ph.D., Department of Psychiatry and Behavioral Sciences, former career teacher for The National Institute of Drug Abuse and Alcohol Abuse and Alcholism.
- 4) L. McEwen, M.D., faculty member, OU College of Medicine (OTR) who assisted in organizing the Employee Assistance Program at the University of New Mexico.
- 5) Norman Mintor, University of Texas Employment Assistance Coordinator.
- 6) Oscar Parsons, Ph.D., Task Force member, Department of Psychiatry and Behavioral Sciences, George Lynn Cross Research Professor, OU College of Medicine.
- 7) Thomas Pento, Ph.D., College of Pharmacy, HSC.
- 8) Robin Powers, Ph.D., Staff Psychologist, OU Norman campus with special training in drug abuse.
- 9) Maurice Schade, staff employee of OU Department of Industrial Engineering, providing expertise in organizing Employee Assistance Programs for the petroleum industry.
- 10) J. V. Simmering, M.D., Norman family physician and drug treatment specialist.
- 11) Richard Virtue, Director, Norman Alcohol Information Services Center.

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FINAL REPORT: University ad hoc Committee preparing procedural handbook, Faculty Appeals Board.

Last year, the University Board of Regents approved the Senate recommendation that a procedural guidelines handbook be prepared for the use of faculty selected to serve on hearing panels of the Faculty Appeals Board. A University ad hoc committee, appointed by Interim President J. R. Morris, has been working on this task since last fall. (Please see page 3 of the Senate Journal for October 18, 1982, and pages 6 and 7 of the Senate Journal for September 13, 1982.)

Professor Foster, Senate Chair and a member of that University ad hoc Committee, reported that the group has just completed its project and added, "We are proud of the results!" She noted that the Senate recommendation to the Regents was in response to concerns expressed by many faculty members who went into the appeals process without any idea of the nature and the scope of their roles. The handbook is not legalistic in either tone or structure and, in its straight-forward language, is intended for the use of members of faculty hearing panels.

She indicated that, after the final version is submitted to the administration, copies will be distributed to Senate members and that additional copies would be available in the Senate office for any interested faculty members.



FINAL REPORT: Senate/UOSA Committee on Exam Makeup Policy.

Background information: On December 13, 1982, the Senate tabled the proposed exam makeup policy submitted by the Chair of the joint Faculty Senate/University of Oklahoma Student Association ad hoc Committee. (Please see page 8 of the Senate Journal for December 13, 1982.)

Senate action: At this meeting, the Chair of the ad hoc Committee distributed copies of his Committee's revised proposal:

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PREAMBLE: The following guidelines have been approved by the UOSA and the Faculty Senate to aid the faculty in determining a policy for making up exams.

- (1) University-sponsored activities only are covered by these guidelines.
- (2) Faculty, if given notice two class periods before an exam or quiz (excluding pop quizzes), should make every effort to find an accommodation by either (a) giving a makeup, an early exam, or a quiz, (b) changing the exam schedule, or (c) dropping the exam or quiz and increasing the weight of the other exam or quiz or other agreed upon approaches acceptable to the instructor and the student.

Notice: If the student and the faculty member cannot agree, normal appeal procedures are available to the student and can be followed.

These guidelines will be published in both the Student Handbook and the Faculty Handbook.

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Mr. Mark Albert, Committee Chair, formally presented the revised proposal for Senate consideration. He called attention to the Preamble and noted that the proposal had the unanimous approval of the Committee. In contrast to the original proposal, the revision does not make the proposed policy mandatory.

Professor Cohen offered the friendly amendment that the following words be added to the Preamble: "in cases of absences due to participation in educational, extracurricular activities." Mr. Albert had no objections to the addition.

Professor Christian expressed the view that the mention of the appeal alternative implies that the policy is mandatory. Mr. Albert, in response, stated, "We don't have anything that forces a faculty member to do anything." Professor Stock felt that the notice merely informs the student that "normal appeal procedures" (through the department and the college) are still available. In his view, the notice does not refer to any particular item and added, "Perhaps it doesn't do any harm but it doesn't do any good either."

Professors Black and Patten expressed concern over the possibility that these students would interpret the policy very liberally. Mr. Albert reported that the Provost's office could not help him with a list of "approved activities." Professor Grant felt that the onus right now is on the instructor and agreed that students have a broad interpretation. Professor Gross stated that the amendment that had been accepted would allow the instructor to decide whether the activity meets the definition.

In his view, there are still areas of debate but beauty pageants are excluded, He added, "On the other hand, it does leave it to the instructor to make the determination."

At this point, Professor Cohen commented, "It must be understood that the individual faculty member must agree that it is an educational activity and that it is possible to make up the examination without a significant loss of work in the course. Let me remind you how difficult it is in many cases to prepare an examination that is fair to all students enrolled. A makeup examination puts us in some cases in particular difficulty. Students with difficulties in a course should be encouraged, in some cases, to forego extracurricular activities." Mr. Albert reported that during the Committee deliberations Professor Karriker had mentioned some of the points that were being raised at this meeting.

Professor Hebert moved approval of Professor Cohen's amendment.

Professor Whitmore expressed his "unhappiness" with the language, "should make every effort to find an accommodation." He does not relish the thought of making another examination for only one student. He added, "It bothers me that the determination is left to an appeals committee." In his view, the decision must be left up to the faculty member in question. "I am very reluctant to having decisions made by faculty committees. Such committees do not always see all sides of the issue."

Professor Gross expressed the view that the revised Preamble would not put any more onus or burden on anyone. The appeals process would be resorted to only in extreme, unusual circumstances. Appeals to the department chair would not be changed in any way. He does not see the force of law in this situation.

At this point, Professor Foster, Senate Chair, commented that Professor Gross' point was well taken -- that the proposal merely puts in writing what now exists in unwritten form. A student does have certain procedures that the student can resort to. The proposal does not do anything more.

Professor Whitmore continued to express his concern that an appeals committee would determine whether he had made every effort in the case.

Professor Fishbeck saw no problem. "You are not forced to prepare another examination if you don't want to."

Professor Christian commented that the notice seems to promise a remedy that actually does not exist. He suggested deleting the "Notice" item.

Professor Whitmore added, "Once committed to a course, the student should abide by the requirements of the course as determined by the faculty member."

Professor Grant stated that he favored the proposed policy. Referring to off-campus classes, he indicated that some students cannot get excuses for absences and, therefore, feel that they are treated unfairly. In his view, the policy would bring balance where there is an imbalance. "Many will hold to the policy; others will continue to be generous."

At this point, Professor Gross moved that item (2) be changed as follows:

from: "Faculty . . . . should make every effort to find . . . ."

to: "Faculty . . . . are encouraged to make every effort to find . . . ."

With one dissenting vote, the Senate approved the change.

The Senate next approved, with three dissenting votes, the proposal with the earlier friendly amendment and the amendment immediately preceding.

The approved, revised policy reads as follows:

FACULTY SENATE/UOSA PROPOSAL: Policy on makeup exams.

(approved by Faculty Senate on March 7, 1983)

Preamble: The following guidelines have been approved by the Faculty Senate and the UOSA to aid the faculty in determining a policy for making up exams in cases of absences due to participation in educational, extracurricular activities.

- (1) University-sponsored activities only are covered by these guidelines.
- (2) Faculty, if given notice two class periods before an exam or quiz (excluding pop quizzes), are encouraged to make every effort to find an accommodation by either (a) giving a makeup exam, an early exam, or a quiz, (b) changing the exam schedule, or (c) dropping the exam or quiz and increasing the weight of the other exam or quiz or other agreed upon approaches acceptable to the instructor and the student.

Notice: If the student and the faculty member cannot agree, normal appeal procedures are available to the student and can be followed.

These guidelines will be published in both the Student Handbook and the Faculty Handbook.

PROGRESS REPORT: Senate Committee on Short- and Long-Range University Goals.

Professor Ted Hebert, Chair, Senate ad hoc Committee preparing the 1983 Faculty Position Paper on Short- and Long-Range University Goals, presented a progress report on the activities of that Committee. (Please see page 4 of the Senate Journal for October 18, 1982.)

The Committee charge was to consider and recommend short- and long-range goals for the University. The Committee has taken the liberty to modify its charge slightly and has chosen to focus its attention on comparing the University of Oklahoma with public AAU universities--the schools that, according to reports, are included in the model that the Provost's office has used for funding comparisons.

The Committee feels that using AAU public institutions rather than the major alternatives--either the Big Eight or regional schools--is very important.

The following aspects are being studied by the Committee:

- (1) composition of the student body
- (2) composition of the faculty
- (3) quality of the library
- (4) research support (primarily financial and equipment)
- (5) quality and extent of the physical plant
- (6) opportunities for experiences in culture and the arts
- (7) program offerings and curricula

In each case, the Committee hopes to present comparative data and recommend directions for the future. The final report should be ready for Senate consideration at the May meeting.

SENATE RESOLUTION: KGOU programming.

Background information: In February, 1982, the University administration decided to affiliate radio station KGOU with the National Public Radio. This action was in consonance with Senate recommendation made in October, 1981. (Please see page 21 of the Senate Journal for February 8, 1982.)

Senate action: Noting the unfavorable and critical "letters to the Editor" published recently in the campus newspaper, Professor Gary Cohen moved approval of the following self-explanatory Senate resolution to indicate continuing faculty support of the change made on January 1, 1983:

"WHEREAS a radio station committed primarily to public affairs and the arts contributes significantly to the basic educational and cultural functions of a university, the Faculty Senate of the University of Oklahoma (Norman campus) reaffirms its support for the public broadcasting format and the affiliation with National Public Radio of KGOU. The Faculty Senate believes that the excellence of the educational and artistic content should be the basic test of quality of KGOU's programming, and the Senate supports the further development of news, public affairs, and arts programs on KGOU.

"The Faculty Senate further endorses the efforts of the station's management to make its musical programming satisfy fairly the diverse tastes of the whole university audience."

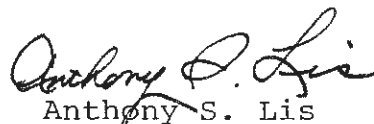
Professor Cohen also moved that copies of the resolution, if approved, be sent to President William S. Banowsky; Provost J. R. Morris; Dr. Elizabeth Yamashita, Director, School of Journalism; and Professor Bruce Hinson, Director, KGOU. Professor Foster viewed the proposed resolution as a reaffirmation of the 1981 Senate recommendation.

Without discussion and with one dissenting vote, the Senate approved the resolution.

## ADJOURNMENT

The Senate adjourned at 5:01 p.m. The next regular session of the Senate will be held at 3:30 p.m., on Monday, April 11, 1983, in the CONOCO Auditorium, Doris W. Neustadt Wing, Bizzell Memorial Library. The Senate will, however, meet in special session at 3:30 p.m., on Monday, March 28, 1983, in the CONOCO Auditorium, Doris W. Neustadt Wing, Bizzell Memorial Library.

Respectfully submitted,



Anthony S. Lis  
Professor of Business Administration  
Secretary, Faculty Senate