

JOURNAL OF THE FACULTY SENATE
 The University of Oklahoma (Norman campus)
 Regular session - April 11, 1988 - 3:30 p.m.
 Conoco Auditorium, Neustadt Wing, Bizzell Memorial Library

The Faculty Senate was called to order by Professor Larry Canter, Chair.

PRESENT: Baker, Barker, Bell, Bergey, Bert, Brown, Canter, Cook, Curtis, Dietrich, Eisenhart, Fagan, Farmer, Herstand, Hill, Knehans, Knox, Kondonassis, Kutner, Lewis, Magid, McManus, Mennig, Nicewander, Ray, Rideout, Robertson, Ryan, Shambaugh, Smith, Taylor, Tepker, Turk, Vestal, Wallace, Weaver-Meyers, Wiggins, Williams, Zelby

Provost's office representative: Roger Frech and Ravi Ravindran

PSA representatives: Maria Protti and Bette Scott

UOSA Representative: Mike Gray

ABSENT: Brock, Carr, Cohen, Economou, Faibisoff, Harris, Johnson, Kenderdine, Livesey, Rogers, Snell, Spaeth, Zonana

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APPROVAL OF MINUTES

The minutes of the regular session of March 14, 1988, were approved.

ANNOUNCEMENTS

The Spring General Faculty meeting will be held Thursday, April 21, 1988, at 3:30 p.m. in Adams Hall 150. There will be remarks by President Frank Horton; Prof. Larry Canter, Chair; and Prof. Gary Cohen, Chair-elect, and a report and discussion of general education by Prof. Penny Hopkins.

Commencement will be held Saturday, May 7, 1988, at 2:30 p.m. in the Lloyd Noble Center.

ACTIONS TAKEN BY THE ADMINISTRATION ON SENATE RECOMMENDATIONS

The President approved the resolution on publishing academic misconduct statistics (see 11/87 Journal, pages 6-7). The statistics will be published each fall in the Campus Bulletin Board insert of the Oklahoma Daily.

The President selected the following faculty from the nominations approved by the Senate at its March 14 meeting (see 3/14 Journal, page 3).

Class Schedule Committee: Edward Sankowski (Philosophy)
to complete the 1987-88 term of Walter Wei (Mathematics)
Energy Conservation Committee: James Forgotson (Geol./Geophys.)
to complete the 1986-88 term of Mary Whitmore (Zoology)
Student Discrimination Grievance Committee: Jon Forman (Law)
to complete the 1986-88 term of Raynetta Kinne (Mil. Sci.)

REMARKS BY LT. COL. JOHN MENNIG, PROF. OF MILITARY SCIENCE

Prof. Mennig presented a status report on the Reserve Officer Training Corps (ROTC). The mission of ROTC is to provide the officer leadership for the military to defend this country. There are three separate and distinct ROTC's on this campus--Air Force, Army, and Naval (which includes the Marine Corp.). OU is the only university in the state to have all three branches of the military. Prof. Mennig commented on the reasons why the Air Force ROTC should not be closed (see 2/88 Journal, page 6). Prof. Mennig reported that in the last four years the number of ROTC students has increased from just over 300 to over 500, not including students who are just taking classes. The average ACT of students on ROTC scholarships is 24, for those on four-year scholarships it is 28, and ROTC provides \$489,000 in scholarships. The average ACT and G.P.A. of all ROTC students have been consistently above the average for the University. Prof. Mennig said ROTC makes a positive impact on the University, and the University makes a positive impact on the military.

FACULTY SENATE CHAIR'S REPORT, PROF. LARRY CANTER

Prof. Canter congratulated the members of the Faculty Senate who received faculty awards at the luncheon April 7:

Paul Bell - Amoco Foundation Good Teaching Award
John Farmer - Regents' Award for Superior Teaching
Ted Herstand - Summer Research Fellowship for Senior Faculty
Peter Kutner - UOSA Outstanding Faculty Award (College of Law)
Rick Tepker - Merrick Foundation Teaching Award
Joyce Zonana - Summer Research Fellowship for Junior Faculty

The list of all the award recipients was available at the meeting.

Prof. Canter said he had indicated at the last meeting that the Faculty Compensation Committee would present an interim report at this meeting. That report will be made at the May Senate meeting instead.

At a March 18 meeting with Provost Wadlow the items discussed included the definition of service, outside employment/extra compensation and admission requirements. One of the items discussed with President Horton on March 30 was the outlook for a salary increase program for next year. President Horton hopes to provide a salary increase for faculty and staff, with the majority to be given for merit.

Since the last Senate meeting two additional candidates have been interviewed for the Chief Legal Counsel position. It is expected that the OU Regents will make a decision at their May meeting. The OU Regents are still in the process of interviewing candidates for the budget analyst position. The Executive Committee plans to meet with Regent Kemp, the new Chairman of the OU Regents, in the near future.

On March 31 the Executive Committee met with the Executive Committee of the OSU Faculty Council in Stillwater. Larry Canter, Sonya Fallgatter, Tom James, and Ron Kantowski attended from OU, and 10 faculty from OSU were present. Among the items discussed were the proposed changes in OSU's retirement program, sabbatical leaves, and faculty awards.

At the May Senate meeting the Executive Committee will present a slate of nominations for the following vacancies on the Senate standing committees. Other nominations may be made from the floor if the consent of the nominee is obtained.

Executive Committee:

chair-elect, secretary, and 3 elected members (1988-89 terms)

Committee on Committees:

2 to replace Sub Gollahalli and George Letchworth (1988-91 terms)

Committee on Faculty Compensation:

2 to replace George Emanuel and Tom James (1988-91 terms)

Committee on Faculty Welfare:

2 to replace Peter Kutner and Susan Vehik (1988-91 terms) and
1 to complete the 1988-89 term of John Fagan.

The Oklahoma Conference of Faculty Organizations (OCFO) is in the process of developing a more formal organization called HEFA (Higher Education Faculty Association) with officers, a charter and by-laws. The Senate will be kept informed of the progress.

According to the information the Senate Executive Committee has received, there will be a parking fee increase for faculty and staff for next year. The Executive Committee plans to discuss this and other items with Vice President Elbert at a meeting April 22. Several senators suggested points to raise with Dr. Elbert, such as keeping the parking lots clean and repairing broken gates sooner.

"FOCUS ON EXCELLENCE"

Prof. Herstand focused on Prof. Michael Hennagin, Professor of Music. Prof. Hennagin's more than 100 compositions include works for solo voice, full chorus, orchestra and band, woodwinds, bass, strings, percussion, guitar, piano, and organ and include works for television, motion pictures, theatre, ballet, and concert hall. At the faculty awards luncheon April 7 he received the Regents' Award for Superior Creative Activity.

ISSUE FOR DISCUSSION - SABBATICAL LEAVES

Prof. Canter introduced the discussion with the following statement: Sabbatical leaves represent an important and integral part of a comprehensive university. Due to decreases in faculty size during recent years, the opportunities for planning and taking appropriate sabbatical leaves have been reduced. At the current time there is discussion as to appropriate criteria to use in reviewing proposals for sabbatical leaves. This discussion will center around the importance of sabbatical leaves, appropriate activities to plan for sabbaticals, and the development of pertinent criteria for proposal review.

Prof. Canter said the decrease in faculty size in recent years has made many faculty reluctant to apply for sabbaticals because of the effect that will have on the departments. Further, it is not clear whether sabbaticals are automatic and whether there are criteria for reviewing sabbatical applications. Prof. Nicewander said he had heard that it would be a lot tougher to get a sabbatical approved, especially if the faculty member stayed in Norman. Responding to a question about how many sabbatical applications are approved, Prof. Canter said he did not have any statistics, but assumed that the majority were approved. There was some discussion on whether sabbaticals should be taken at OU or away from campus. Prof. Canter noted that the Provost had sent out a memo to the Deans pointing out the following statement in the Faculty Handbook: "Each sabbatical leave application shall be judged on the merits of the individual case." Currently, there are no criteria listed for what will be approved, so the Provost has asked the Deans to give some thought about criteria for evaluation. Discussion ensued as to whether specific criteria should be spelled out ahead of time and whether the university should set up a pool of money to pay to replace the faculty members who are on sabbatical leave. Prof. Canter explained that the points raised in discussions such as these are communicated to the appropriate administrators, in this case the Provost.

COMMITTEE ON COMMITTEES REPORT, PROF. STEVE BALLARD

Prof. Ballard, a member of the Committee on Committees, presented a slate of nominees for the end-of-the-year vacancies on University and Campus Councils, Committees, and Boards. The Senate will vote on the nominations at the May meeting. Prof. Ballard noted that the committee had to fill 127 slots and used many of the nominations submitted by departments and senators. He pointed out that many of the committees have special requirements, and that some faculty were being nominated for re-appointment because their previous term had been for one year or less and continuity could be assured thereby.

Prof. Ryan suggested that it would be helpful to coordinate service on the University committees with the service on college and department committees, to avoid overburdening the faculty. Prof. Ballard explained that the Committee on Committees contacts each faculty member to make sure he/she is willing to serve. Prof. Ryan pointed out that the charge of the Council on Faculty Awards and Honors Council stipulates that the members must be recipients of a distinguished professorship or Regents' Award. He suggested that the Committee on Committees ask the President to consider broadening the list of eligible faculty to include recipients of other faculty awards. Prof. Canter expressed his thanks to the committee for their hard work and stressed the importance of participating in faculty governance.

REVISIONS IN PROGRAM DISCONTINUANCE POLICY

(See 3/88 Senate Journal, pp. 3-4, for background information.) Prof. Frech presented a "second draft" of the proposed revisions in the program discontinuance policy, which addressed some points raised during the March Faculty Senate meeting. Section IV, Personnel Alternative, was re-written to incorporate the language of the financial exigency policy.

Prof. Zelby said he believed the proposed procedures were too cumbersome. Other senators argued that these procedures provide for due process and prevent the discontinuance of a program based on one individual's recommendation.

There was some discussion about whether any change should be made in the section on notification of the OU Regents, in view of criticisms made by some of the Regents at their last meeting that they should be informed sooner when a program was under consideration for discontinuance. Some of the senators said they hesitated to change the time frame pertaining to the Regents, which was approved by the Board of Regents in 1977. Prof. Canter noted that the Regents could be notified informally at an earlier stage and that the Regents are not bound to any particular deadline for final action.

Prof. Turk made a motion to change the constitution of the ad hoc committee (III.B.) from "Four of the faculty members will be appointed by the Provost from a list of eight nominated by the Faculty Senate and two of the faculty members will be direct administrative appointees by the Provost" to:

"The six faculty members will be appointed by the Provost from a list of twelve nominated by the Faculty Senate."

The motion carried, with one abstention.

Prof. Knehans suggested some alternative language in the "Personnel Alternative" section to offer more protection to tenured faculty who are terminated because of the discontinuance of an academic program. There was a lengthy discussion as to whether untenured faculty should be given the same degree of protection as the tenured faculty and whether the language should read "best qualified" or "properly qualified." Prof. Knehans moved that section IV.b., which read "Employment in some other part of the University should be offered where possible, if the individual is the best qualified candidate" be replaced with the following excerpt from the tenure abrogation section of the Faculty Handbook (p. 29 of the 1981 Handbook):

"The University will make every reasonable effort to reassign affected faculty members to positions for which they are properly qualified before dismissal results from such elimination."

Prof. Tepker offered a friendly amendment to add the word "tenured," since taken out of context, the definition of affected faculty was eliminated. Prof. Knehans agreed to that. The motion to replace IV.b. with the following language carried, with several opposed and 1 abstention.

"The University will make every reasonable effort to reassign tenured faculty members to positions for which they are properly qualified before dismissal results from the discontinuance of a program."

Prof. Kutner said that parallel language should be used for IV.c. He moved to replace "...for related positions for which they are the best qualified candidate" with "for positions for which they are properly qualified." The motion carried, with one opposed.

Prof. Taylor moved to adopt the entire document, as amended. The motion carried, with one opposed. (The approved document is attached as Appendix I.) The document will be presented to the President for consideration and, if approved, will be proposed to the Regents. Prof. Canter thanked the members of the committee, Professors Frech, Taylor and Curtis, for their work.

REPORT BY PROFESSOR KARL BERGEY - FACULTY SALARIES

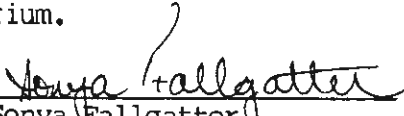
Prof. Bergey followed up on his report at the last meeting by comparing faculty to classified (hourly) staff and unclassified (monthly) staff from 1978/79 to present. According to Prof. Bergey, if the figures are normalized to 1978/79, then the ratio of classified staff to faculty remained about the same (approximately 2.3:1), whereas the ratio of monthly staff to faculty rose from about .75 to .95:1, an increase of about 25%. That means there is almost one administrator per faculty member. Prof. Bergey said that could account for where the percentage drop in teaching salaries is being spent. Prof. Zelby recalled that a survey in the early 1970's showed that OU faculty salaries were below the average of other Big 8 universities, but administrative salaries were above the average. Prof. Nicewander commented that a report which came out last summer indicated that middle administrators at OU were paid far more than the average salaries at other institutions. There were other comments about the proliferation of administrators and paperwork. Prof. Bergey said he would pursue this further with the Senate's Committee on Faculty Compensation.


OTHER BUSINESS

Prof. Baker said he would like to mention as a point of information that a recent article in the Oklahoma Observer reported that the Faculty Appeals Board and District Court had found that OU had violated Prof. Darrel Harden's (AMNE) academic freedom in changing grades given in his class. Prof. Baker said he was distressed that the faculty had to learn about this through the newspapers instead of through administrative channels and further, that the University was continuing to pursue a matter such as this, which is a weakening of faculty prerogatives, by appealing to the State Supreme Court. [Note: The District Court's judgement concerned Prof. Harden's legal fees, and that is what the University is appealing to the State Supreme Court.]

ADJOURNMENT

The Faculty Senate adjourned at 5:25 p.m. The next regular session of the Senate will be held at 3:30 p.m. on Monday, May 2, 1988 in the Conoco Auditorium.


Sonya Fallgatter
Administrative Coordinator


Alex J. Kondonassis
Secretary

Policy Statement on Program Discontinuance
Norman Campus

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

Viewed in this light, the formal and systematic evaluation of programs is a positive approach to help ensure that the programs maintain high levels of quality and are responsive to the needs of society, the long-term goals of the university, and the students.

The program reviews on the Norman Campus generally occur every five years and are based on a document entitled "Program Review," which details the criteria and procedures of the review process.* Since it is possible a program review might produce an evaluation which suggests considering the discontinuance of a program, it is important to establish the policy by which discontinuance be considered and implemented. This document is intended to supersede the policy on program discontinuance which was approved by the University of Oklahoma Board of Regents on November 10, 1977, since that policy had been written before formal program review procedures had been established.

I. Definition of "Program."

Since the unit of evaluation for the purpose of program review can include, but is not limited to, an academic department, school, division, or organized research unit, the same definition will be applied here.

II. Criteria for Evaluating a Program.

Criteria for determining whether a program should be discontinued ought to place the greatest emphasis on factors of quality, centrality, and demand, consistent with the mission of the University.

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

- (1) How good is the program?
- (2) How central to the mission of the University is the program?
- (3) What is the demand for the program?

*Approved by the Faculty Senate January 12, 1987; revised by the Faculty Senate September 14, 1987.

- (4) What would the savings be if the program were discontinued? Would the reallocation of these resources outweigh their current utility?
- (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 document entitled "Program Review."

III. Procedures.

A. Initial Steps

Consideration of program discontinuance can occur as a result of a number of events. Most commonly, it may be suggested during the academic program review process. However, the Provost may call for consideration of program discontinuance because of other events such as a massive loss of faculty or the obsolescence of a field. In any case, when the question of possible program discontinuance is raised, the Provost will make a determination regarding the appropriateness and feasibility of the suggested discontinuance. The Provost will then either terminate the consideration at this point or proceed in accordance with the following guidelines.

B. Ad Hoc Committee Membership.

If the Provost decides that discontinuance shall be considered, 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, at least two of whom must be from outside the affected college(s); one or two students, depending on whether or not both undergraduate and graduate programs are involved; and one non-voting representative from the Provost's Office. The six faculty members will be appointed by the Provost from a list of twelve nominated by the Faculty Senate. No member of the Ad Hoc Committee shall be a member of the Program Review Committee whose report initiated consideration of program discontinuance. The student(s) will be appointed by the Provost in consultation with the appropriate student organizations. The members of the committee will elect the chair.

C. Evaluation Process.

It is crucial that all persons connected with or affected by the program(s) being considered for discontinuance be kept fully informed [normally through the offices of the deans(s) and chair(s)/director(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.

There are a number of sources of information which should be considered by the Ad Hoc Committee in its deliberations. Among these are:

- (1) Recommendations from deans and chairs/directors.
- (2) The departmental self-study report(s), including both external and internal survey data, accreditation reports, the departmental statistical profile, and the department's personnel policy. (Reference "Program Review," September 14, 1987).
- (3) The formal program review document by the Program Review Committee from which consideration of program discontinuance was initiated.
- (4) The Internal Review Committee report or the External Review Committee report.

In addition, the Ad Hoc Committee 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.

After reviewing and weighing the considerations and recommendations presented in the public hearing and in the various written commentaries and reports, the Ad Hoc Committee will make a recommendation to the Provost no later than three months after the appointment of the committee. A copy of this recommendation will also be sent to the program, unit, or department being considered for discontinuance. The program, unit, or department has the right to respond formally to the recommendation, and may do so by attaching an addendum to the Ad Hoc Committee's report no later than one week after receipt of the report.

The Provost will then send his/her recommendation to the President along with copies of all reports/commentaries/data received and a summary of recommendations that were made in the open hearing.

The President will then submit his/her recommendation to the University of Oklahoma Board of Regents for final action.

IV. Personnel Alternatives.

If a decision is made to discontinue a program(s), the dean(s), chair(s), and every faculty member in the program 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:

- 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 program discontinuance must be so notified no later than July 1 of the year preceding the final year of appointment.
- b. The University will make every reasonable effort to reassign tenured faculty members to positions for which they are properly qualified before dismissal results from the discontinuance of a program.
- c. If the University adds positions during a three-year period following transfer or termination, such faculty members should be given priority for positions for which they are properly qualified.
- d. In all cases of termination of tenured faculty because of the discontinuance of an academic program, 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.

- e. 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 program discontinuance shall not be reviewed.

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 the University of Oklahoma and other schools.