

Minutes of the General Meeting of the Academic Senate November 6, 2003

1. Chairperson Penny Washbourn called the meeting to order at 3:00 p.m. on November 6, 2003. Roll was called and the following Senators were present: Chair Penny Washbourn, Vice Chair Jim Sauerberg, Past Chair Charles Hamaker, Theo Carlile, Richard Courtney, Robert Gorsch, Wayne Harter, James Hawley, Rye Huber, Yung Jae Lee, Sam Lind, Claude Rheal-Malary, Susan Marston, Keith Ogawa, James Temple, and Parliamentarian Michael Barram. Absent were Patrizia Longo and Mindy Thomas.

Also present were: Dave Bowen, Keith Campbell, Br. Kenneth Cardwell, Tom Carter, Amy DerBedrosian, Joseph Flessa, Br. Craig Franz, Dorothy Jones, Ann Kelly, Mary Parish, Lucretia Peebles, Jane Sangwine-Yager, Sally Stamp, Ted Tsukahara, and Joseph Wakelee-Lynch.

2. The minutes of the October 9, 2003 general meeting were approved as amended. The minutes of the October 23, 2003 executive meeting were approved with one abstention.

REPORTS

3. Chairperson's Report - Chair Washbourn announced that the shared governance study circles will begin next week. Meetings will be held in November, December, January and March, four meetings total. The groups consist of 11-13 people. The document on shared governance produced by the Center for Higher Education Policy Analysis will be discussed. Those wishing to participate should contact Frances Sweeney.

The Senate continues its work on the Provost job description. The Senate felt that more discussion is needed to understand the role of the Vice Provost in the new governance model in order to continue its consideration of the job description for the Vice Provost. A small group of Senators will meet with Provost Stamp and Dean Sweeney in December.

Chair Washbourn said that the Senate continues its discussion around the adequacy of the projections for the numbers of sabbaticals. Data is being collected for review and a presentation will be made to the Budget committee.

The Senate self-assessment committee continues its work. AVP/Provost Stamp has approved the hiring of a facilitator for focus group activities. There will be four focus group meetings, with a goal for developing questions for a faculty Senate and governance evaluation in the spring.

The Human Resources department will be unveiling a performance management system for staff in January. Faculty that supervise staff should attend meetings which will discuss the new procedure.

The WASC visit will be held the week of November 17th. The exit interview will be held on Friday, November 21st. It will be open to faculty and she encouraged Senators to attend.

Bishop Vigneron will visit SMC on November 17 to discuss his article. A reception will be held in Claeys Lounge.

4. Enrollment - Michael Beseda reported that there was a significant decline in female deposits as of May 1, 2003. At the time it was speculated that it was related to safety concerns and the media coverage. Upon review, it was determined that the yield was consistent with prior years, except for women in the Bay area. Based on a survey of students it was evident that the media coverage did affect the number of female applicants from the Bay area. There was also a low yield on offers to students on the waiting list.

Michael Beseda said that St. Mary's, like most Liberal Arts Colleges, is struggling to attract the same number of men that it has in the past. It has also been discovered that many outside of northern California think that SMC is a women's college. As a result of these concerns, the SMC recruiting publications strongly represent males.

SMC's ranking in U.S. News and World Report did increase this year. Michael Beseda explained the factors that contributed to the increase: a greater proportion of classes under 20 students (43% of classes offered under 20 students), slightly higher freshman retention (88%), and slightly higher SAT average. Aside from the U.S. News rankings, the NSSC ratings are also closely examined.

Dorothy Jones reported there are a few indicators that can give insight into next year's enrollment. Fall Preview day had an exceptional attendance, which is one of the early markers that things are looking up. The numbers of applications received by the early action deadline, November 30th, will help to determine a data point to compare with previous years. The admissions officers have been working to increase the prospect pool by expanding the geographic area for recruitment.

5. Technology Advisory Committee - Senator Ogawa reported that the charge of the committee is to formulate academic administrator technology policies and procedures and make recommendations to the Budget Committee, President, and Cabinet. There are several large issues confronting the committee: security, use of blackboard, faculty computer costs, and support for evening and Saturday classes. Technical support is now available until 7:30 p.m. week days and Saturdays from 7:45 a.m. to 3:45 p.m. A recent issue being explored is the technology use policy. Faculty, staff and students have a technology use policy (*Faculty Handbook* 3.4.7). The *Faculty Handbook* refers to an ITS Users Guide and a Code of Conduct Policy. The *Student Handbook* states that all

computers attached to the residential network are required to have approved virus protection. The committee is considering adding this language for faculty and staff. If so, does that need to come before the Senate? Chair Washbourn suggested that perhaps the Senate can take that question up at the next executive meeting.

6. Faculty Welfare Committee - Jane Sangwine-Yager reported on the faculty salary policy. The *Faculty Handbook* states that the procedures for implementation and administration are available from the offices of the Academic Vice President, Human Resources, Vice President of Finance, and the Academic Senate, however, no one has the documents. She said the faculty salary policy will only be implemented if the Senate follows through. The April issue of *Academe* needs to be consulted each year regarding the average salaries of Pacific States IIA. SMC salaries are now 5% below Pac IIA. The increase last year for Pac IIA was 5.8%, SMC scale was 5.9%, SMC only stayed even. The faculty salary policy states that the first goal is the Pac IIA minimum. The second goal is to aim for the median of the assistant professor salary scale at Saint Mary's to be at the median of assistant rank average salaries at the WCC schools and Manhattan College. The third goal is to aim for a salary structure equitable across ranks, consistent with the Pacific States IIA. SMC is currently 10% under the salary at Manhattan College.

7. Academic Administrators Evaluation Committee (AAEC) - Nancy Struthers reported that the AAEC completed the evaluation for Dean Roy Allen of SEBA and Dean Judd Case of Science. In the School of Science, 49 evaluations were sent out and 22 were returned (45%) and for the School of Economics and Business Administration, 35 evaluations were sent out and 15 were returned (43%). The results were compiled and Professor Struthers met with each Dean and the turned the results over to AVP/Provost Stamp. Earlier in the fall evaluations were conducted for the President. 216 evaluations were sent out and 86 were returned (40%). The results of the President's evaluation were discussed with him, and turned over to Mr. Nick Moore, Chairperson of the Board of Trustees.

OLD BUSINESS

8. Procedure for a Vote of No Confidence in Academic Administrators - Past-Chair Hamaker introduced the document. The document proposed the addition of section 7.0 to the *Faculty Handbook*, Votes of No Confidence Taken Against Academic Administrators, such as a Dean of a School, A Provost or Vice Provost of the College or, the President of the College. Past-Chair Hamaker said the procedures are to be a measure of last resort, after all other methods to resolve issues have been exhausted.

Senator Hawley asked for clarification of the 2/3 vote, 2/3 of all faculty or 2/3 of those faculty present? It was answered that the vote must be 2/3 of all faculty. Senator Carlile said the process should be very difficult, rather than allow a very small group of people to move something like this forward.

AVP/Provost Stampp asked that the wording in the title be very specific. The "such as" in the title could be interpreted to also include a department chair, or program director. She suggested that the wording be specific for the intent of the policy.

An amendment was accepted to change the title to "Votes...Administrators: **such as** a Dean of a School?"

An amendment was accepted to 7.4.1.b: to remove the sentence, "Under unusual circumstances and where feasible, a faculty member otherwise entitled to vote may participate and vote through electronic means."

The following was amended as shown : 7.4.1.c. for the purposes of this Section 7.4, a special faculty meeting shall be duly constituted where at least 20% of the ranked faculty of the school affected **and appearing on the Rank and Tenure Roster of the College** shall sign a written petition to hold such a meeting. Any one of the faculty signing such petition shall have authority to convene the meeting by arranging a time and place and providing sufficient notice to all faculty in the school.

key: **removed/struck text**, **replaced/added text**

A MOTION was made by Past-Chair Hamaker and SECONDED by Senator Gorsch to approve.

A vote was taken on the motion to create a new section of the *Faculty Handbook*, 7.0 Votes of No Confidence Taken Against Academic Administrators: a Dean of a School, A Provost or Vice Provost of the College, or the President of the College. The motion was approved by a hand vote of 13-1-1.

NEW BUSINESS

9. Role of Provost on Rank and Tenure Committee - Senator Carlile explained that the Rank and Tenure subcommittee was formed to address the role of the Provost on the Rank and Tenure Committee. The AVP's role on the R&T committee has been consistent and had support among the faculty. The involvement of one or more Vice Provosts raised questions of consistency of the process across the various schools and the burden of an additional administrative layer between the faculty and the President. The following was proposed:

Moved that, as of August 2004, the Provost assume all duties, responsibilities, and functions relative to the Rank and Tenure committee and the Rank and Tenure process now held or performed by the Academic Vice President. And specifically that in the *Faculty Handbook*, in the following instances, the title "Academic Vice President" be replaced by the title "Provost":

1.4.1 ("informed by the recommendation of the Academic Vice President" substitute "Provost"),

1.4.2 ("The Vice President recommends to the President" substitute "Provost"),
1.4.2.2.1 ("reports to the Academic Vice President" substitute "Provost"),
1.5.2 (on flow chart "Academic Vice President" substitute "Provost"),
1.7.3.5 p.51 ("Academic Vice President (ex-officio, non-voting" substitute "Provost"),
1.7.3.5 p.54 ("Role of the Academic Vice President" substitute "Provost"),
2.6.2.1, 2.6.2.1.1, 2.6.2.1.3, 2.6.2.2, 2.6.2.2.1, 2.6.2.2.2, 2.6.2.2.3, 2.6.2.2.4, 2.6.2.3,
2.6.2.5, 2.6.3 (several uses of "the Academic Vice President" substitute "Provost").

Senator Carlile explained that the R&T subcommittee devised a survey which they distributed to faculty which included current and former members of the R&T Committee, chairs of departments, etc. The subcommittee also interviewed AVP/Provost Stamp and Dave Bowen, Chair of the R&T Committee.

A MOTION was made by Senator Carlile and SECONDED by Past-Chair Hamaker to approve. The motion was approved by a hand vote of 14-0-1.

10. Revision of Election and Balloting Procedures - Vice-Chair Sauerberg introduced the proposed revision to the *Faculty Handbook* section 1.6.1.1. The election process is now conducted on-line, and the revised language is necessary to update the *Handbook*. A MOTION was made by Vice-Chair Sauerberg and SECONDED by Senator Lind to approve. The motion was approved by a hand vote of 14-0-1.

11. Procedures for Replacement of Elected Representatives - Vice-Chair Sauerberg introduced the proposed revision to *Faculty Handbook* section 1.6.1.1.6 Resignations and Appointments. The *Faculty Handbook* currently states that a faculty member may not decline election. The Committee on Committees (CoC) is proposing a procedure to allow a resignation and also a procedure for replacement.

Senator Malary did not agree with the stipulation that a faculty member must request permission to resign from a faculty committee. A faculty member should not be forced to participate.

Chair Washbourn said that there is no process currently in the *Handbook* for replacement. It is necessary to adopt a proper procedure as outlined in Section. 1.6.1.1.6.2. A person cannot be compelled to serve on a committee should they choose not to participate, and 1.6.1.1.6.1 would allow a process for a faculty member to decline to serve.

Senator Carlile said it may be inappropriate for the chair of the CoC to "permit" a resignation, but rather to respond to the faculty member's request.

Chair Washbourn explained that the CoC is in charge of faculty elections. It seems appropriate that since the role of the CoC is to replacement committee memberships and encourage faculty members to run, that is the proper place where notification is made if someone cannot or will not serve.

Based on the stated concerns, the proposal was amended as follows:

1.6.1.1.3 Election

From the list of nominees each voter must designate the same number of persons as specified for an office or membership. The specified number of nominees receiving the most votes are elected as members. **A faulty member may not decline election.**

1.6.1.1.6 Resignations and Appointments

1. A faculty member wishing to resign from an elected committee **must inform in writing apply to do so with** the Chair of the Committee on Committees. **The Committee on Committees will consider the details of the application and may permit resignation.**
2. Should a position in an elected committee, other than the Rank and Tenure Committee and Grievance Committee, become vacant at any time, the Chair of the Committee on Committees shall appoint the runner-up in the election of the vacating member to complete the term. If that runner-up is unable to accept the position, the 2nd runner-up, if there is such a person, will be appointed to complete the term. If no runner-up is available, the Chair of the Academic Senate will appoint a replacement for the remainder of the academic year and the position will be placed on the ballot for the next regular spring election.

1.6.1.2.8 Terms of Office (Academic Senate)

Remove the last paragraph, "Should a senator be unable to complete his/her term, the runner-up in the most recent Senate election from the senator's school shall complete the term. If the runner-up is not able to serve, the chair of the Senate will appoint a replacement."

key: **removed/struck text**, **replaced/added text**

A hand vote was taken on the amended document. The motion passed by a vote of 15-0-0.

12. The meeting was adjourned at 5:10 p.m.

Respectfully submitted,
Cathe Michalosky
Academic Senate Secretary