

**Approved* Minutes of the
SU Faculty Senate Meeting**

28 September 2004

HH 119

Senators present: Groth, Hopson, Howard, Matthews, McDermott, McKenzie, Morrison, Muller, Mullins, O'Loughlin, Parker, Pereboom, Rieck, Shannon, Venso

Senator absent: Diriker
(Two Senate Positions Vacant)

0. Mike O'Loughlin called the Senate to order at 3:31 pm. A quorum was present.
1. Mike had two brief announcements:
 - A. The Faculty Welfare Committee is continuing its work on its proposed change to the description of their committee in the bylaws. In particular they are considering the suggestion, made by Kashi Khazeh at the last meeting, to propose restructuring the membership so that every school was represented on the committee.
 - B. Election for faculty committees, including the Senate, are taking place, and everyone is encouraged to vote
2. Dave Buchanan had several announcements:
 - A. Next year's SU proposed budget has not yet been submitted to the System. The Chancellor, acting upon a request from the Governor, asked for another delay in the submissions of institutional budgets from the institutional presidents and provosts. The budget proposal will probably be submitted late in November. The situation has changed at least four times since July. As it appears now, SU will request the highest percentage tuition increase in the system, although given our relatively low tuition, this will not represent the highest dollar increase in tuition. We will also probably have a small increase in mandatory fees. One principal: We will always put money into financial aid whenever we increase tuition.

The Regents may require institutions to provide benefits for some full-time contractual staff (but not faculty). They may require these benefits - and they are unfunded expenses - for staff with six or more years of service, and they could require us to implement these benefits from our present budget.

Because of the steadily declining amount of tuition revenue that SU may request, it has become impossible to fund benefits for the full-time contractual faculty.

The budget situation could - and probably will - change at any time. He will report more to the Senate officers and to the Senate as information becomes available.
 - B. The Human Resources Office will be meeting with the administrators in each of the four schools to discuss a variety of issues regarding collective bargaining (e.g. what supervisors can and cannot say, etc.) SU has a signed Memorandum of Understand with the campus police.

- C. The President will present a “State of the University” address on Tuesday, 5 October, in Holloway Auditorium, and he encouraged everyone to attend.
 - D. There will be a Middle States Overview and discussion on Thursday 14 October. The Middle States visit will come during the Spring of 2006, but most of the work on our Report will be done this year.
 - E. There will be four open sessions to discuss Diversity: Wednesday 6 October (3:00 pm in the Social Room), Tuesday 12 October (3:00 pm in the Social Room), Tuesday 26 October (6:00 pm in Nanticoke Room 236C, GUC), and Thursday 4 November (7:00 pm, Frederick Room 213, Commons).
 - F. In response to a question, he indicated that some fees may be applied to part-time students. The appropriateness of such fees is being examined at this time.
 - G. In response to another question, he indicated that the Regents are considered imposing a surcharge on students who take more than 10% (as their proposals now read) of the hours required for a degree. This is not a surcharge for taking more than a fixed number of hours in a given semester.
 - H. There was discussion about finding vacant seats at the end of Drop/Add, and one suggestion was to end Dropping a day prior to the end of the Add period. He will look into this idea as well as other suggestions.
3. The draft minutes of the 14 September meeting were approved with a minor correction, and with the addition of an issue raised by Kashi Khazah under the first paragraph in item 6. The minutes were approved with this addition, as corrected.
4. Dave Rieck presented a brief report from the Ad Hoc Committee on Annual Pay Policy. What is desired is a policy which can be used year-after-year. The two-tiered (merit or no merit, with everyone who receives merit receiving the same amount) policy, approved by the faculty in 1989, is currently in effect. During the mid-1990's, merit pay was distributed differently, allegedly because the USM required a multi-tiered system. Last spring, while he was on the SU campus, Chancellor Kirwan stated that the USM would have only two requirements for the distribution of merit money: 1) all money allocated for faculty merit must be used for faculty merit, and 2) whatever method was used to distribute the money must respect the faculty governance portion of campus shared governance.
- Last spring, faculty merit again became an issue, and the ad-hoc committee was formed in order to meet with the deans and make a proposal to the Faculty Senate. The committee has asked the deans for a report, citing evidence that something other than a two-tiered system would work better at SU. That's where we are.
5. Mike Garner presented a detailed report from the Council of University Faculty (CUSF). He noted several System- and State-wide proposals which were in the wind:
- A. A USM proposal for a tuition surcharge for undergraduates who exceed 10% of the minimum number of hours for a degree.
 - B. A USM proposal that the 120-hour requirement include, on average, 12 hours of non-classroom courses.

- C. The MHEC Student Learning Outcomes Assessment Report (SLOAR) contains several items which could affect us.
- D. A CUSF proposal to amend the Appointment, Tenure, and Retention (ART) portion of the Regents' regulations regarding faculty, has almost been approved. Dave Parker, who wrote and rewrote most of the proposal, announced that the Ed. Policies Committee of the Regents had just approved the proposal, and it was scheduled to appear on the agenda of the Regents' next meeting, Friday 22 October at SU.
- E. CUSF has a number of function committees, and more will be forthcoming from them.
- F. The 2nd Student Research Day will be held in Annapolis in the January/February time frame. Faculty need to begin working with their students in order to have posters ready. The exact date will be announced soon.
- G. CUSF is continuing to review the differences between faculty health and retirement benefits which are available under the various plans (state pension, TIAA-CREF, etc.).
- H. CUSF is working to get CUSF input into MHEC committees.
- I. Faculty workload remains an active issue at the USM, MHEC, legislature, and CUSF.
- J. The USM has some new campus budget models, and CUSF is looking at them very carefully.
- K. The first draft of the Governor's Committee on Higher Education Improvement is available on the Web.
Summary: there's a lot of important stuff happening on at the state level, and our CUSF representatives (Mike, Dave Parker, Anjali Pandey, and alternate Harry Womack) will keep the Senate informed.

6. There was no old business.

7. Sandra Cohea-Weible explained how the new faculty handbook came into being, why the format was changed from previous years, and plans to keep the handbook current. There was considerable discussion about the difficulty of making changes to the handbook. We can expect a new edition annually, although several senators indicated that a printed copy was likely only necessary in a few places - department offices, dean's offices, etc. (New faculty also receive a copy of the faculty handbook since it is referenced in their letters of appointment.)

8. Mike O'Loughlin adjourned the meeting at 4:41 pm.

Respectfully submitted,

Dave Parker, Secretary

*Minutes approved at the 12 October 2004 Meeting of the Faculty Senate