Faculty Senate Minutes

The Faculty Senate met on Monday, February 16

Senators present for the meeting: Bruce Kelley, Liam Kennedy, Bob Warburton, Sylvia Bailey Shurbutt, David Wing, Jason Best, Denis Woods, Larry Daily, Richard Gibson, Robert Willgoos, Kathleen Reid, Meg Galligan, Doug Horner, Sonya Evanisko

Senators not present: Joyce Webb, J.W. Thatcher, Tom Patterson, Kit Romano, Aleksandrs Mihailovs, Robin Good, Karen Pugsley

Guests: Mark Stern, VPAA

AGENDA

Approval of Minutes: Under the first item of business for the VPAA of the Feb 2 minutes, regarding faculty who must miss class because of weather when the college is open: The current minutes state that the VPAA urges faculty to include on their syllabus how they will contact students in such a situation. This is in error. The minutes should indicate that the VPAA has encouraged our Senate Faculty Professional Development and Welfare committee to make such a recommendation.

Motion: Approve minutes as amended (mDaily, sWing) motion approved.

Motion: Suspend agenda to allow Mark Stern to discuss awarding the title of Distinguished Professor with the senate (mDaily, sBest) motion approved.

Distinguished Professor

Mark Stern presented guidelines for establishing the title of Distinguished professor during the February 1 meeting, and wanted senate input. The senate strongly supported the idea that the title should only be given to those persons who had achieved the rank of Full Professor and had been tenured. Concern was raised that there was no input from the faculty, and the senate expressed the desire that the guidelines should specifically allow faculty input during the process. The VPAA agreed. The final version of the guidelines is as follows:

Distinguished Professor

Shepherd College may award the title of Distinguished Professor to honor a faculty member who has achieved a record of publication, or performance, or creative activity at the highest levels of professional accomplishment and peer recognition of that accomplishment.
Candidates must meet all (a through e) of the criteria below to be considered for the title of Distinguished Professor.

I. Criteria.
   a. excellence in teaching and service to academia.
   b. Evidence of current professional activity in the area of expertise through peer reviewed publications or juried performances at the regional and national or international level.
   c. A record of current activities with professionally related groups in the area of expertise.
   d. Receipt of awards or recognition in the area of expertise from national or international professional organizations.
   e. Hold the rank of Professor with tenure.

I. Nominations.
   a. All nominations will be made to the VPAA and the Deans/VPAA Council.
   b. Nominations for faculty may be made by the faculty member’s department chair or school dean.
   c. Nominations for faculty may be made by another faculty member to the nominee’s department chair or school dean.
   d. Faculty members may make a self-nomination to their department chair or school dean.
   e. Nominations of a dean will be made by the VPAA.
   f. After consultation with the academic deans the VPAA will make a recommendation to the college president.
   g. The College president will inform the faculty member and the VAA of the decision made in each case.

I. Recommendations.
   a. Faculty applications for Distinguished Professor require letters of recommendation from the department chair in which the faculty member is housed, and the school dean. Faculty within the home department of an applicant may submit letters of recommendation for the applicant. These letters must include approval or disapproval of the nomination.
   b. Application for Distinguished Professor by a department chair will require a letter from the department faculty and the dean of the school. These letters must indicate approval or disapproval of the nomination.

IV. a. Recognition of individuals awarded the title of Distinguished Professor will be made at the fall semester tenured faculty reception at Popodicon and at the spring College Assembly meeting.

Note the addition of the recognition in the last item. The latter came out of Executive Staff. The document is now complete. The Executive Staff has provided for recognition of each individual who his awarded the title of Distinguished Professor.

Motion: Accept proposal as amended by the senate (mGibson, sShurbutt) motion approved.

COMMITTEE REPORTS
a) Admissions & Credits (Wing) Submitted a proposal to change the catalog language regarding which catalog readmitted students must use.

**Proposal for Catalog Language Regarding Catalog Year**

Re: Pg 58 in current catalog, “Additional Requirements for Graduation”

Students maintaining continuous enrollment at the college will have a seven-year period to complete requirements under the catalog in effect at the time of entrance. Students should be aware that external accrediting agencies, as well as other factors, may at times require changes to specific degree programs. Students who are readmitted to the college after an absence of two or more consecutive regular semesters (excluding summers) must follow the catalog in effect at the time of readmission. Students may elect to graduate under a later catalog than the one under which they entered or were readmitted. However, students are not permitted to apply requirements from two different catalogs, nor may they elect to graduate under a catalog in effect prior to their entrance or readmission.

Approved by Admissions and Credits Committee on 2/11/04.

**Motion:** Approve the catalog change as approved by A&C (mShurbutt, sWilggos) motion approved.

b) Curriculum & Instruction (Shurbutt) An number of issues have been approved, as indicated in the minutes of the C&I committee generally distributed.

c) Affirmative Action (Galligan) The committee will officially change its name to the Diversity/Equity Committee at the next committee meeting, but it has to be approved through the Board of Governors.

d) By-laws (Shurbutt) Senator Shurbutt presented the latest version of the bylaws, and went through the changes.

**Motion:** Keep the Ethics committee as a permanent committee with a pool of members who will meet any problems as they occur. (mWilgoos, sShurbutt) Discussion: Some senator felt that this committee would duplicate the role of the ombudsperson (Patricia Dwyer). Other senators, however, felt that the process of creating the committee could be slowed or compromised by politics if it had to be specially constituted. motion denied.

It was finally agreed that the Ethics committee was not to be a standing senate committee.

**Motion:** Approve the bylaws with the corrections noted by the senate. (mGibson, sDaily) motion approved.
e) Honors Board (Daily) Will meet February 27. The already have admitted 9 students, and received 21 applications. The average SAT of those accepted is currently 1250, with a 3.8 GPA.

f) Ethics (Willgoos) Reported that the ethics committee was meant to be permanent, to be called on when needed. The committee was supposed to have jurisdiction to field complaints by the faculty when they felt that they had been treated unfairly by administration.

g) Library (Evanisko) Currently working on Polycom conference equipment, hopefully to be completed by April. A reminder that there are lots of conference rooms available. The Scarborough Society has sponsored a $2500 scholarship to work in the library. They are looking for a 2 year student or above who is reliable and tech-capable. The application forms are at the Library. Requests for books for the library to purchase are due March 1. The department of Art currently has an exhibition in the library reading room.

i) Professional Development, Faculty Salary and Welfare (Horner) No report.

j) Research Ethics (Best) The committee is handling requests as they come in. Reminders have been sent to department chairs regarding appropriate applications—for some research the department, rather than this committee, is in charge. Guidelines are also on the website.

k) Scholarship & Awards (Gibson) One week ago eligible student names were sent to departments. They have received CV’s from to prospective speakers, one from on campus, the other from off-campus.

l) Washington Gateway.(Pugsley) February Gateway Meeting:

1. Gateway is meeting quarterly and the next meeting is April 14th. Proposals must be submitted by March 10, 2004

2. The charter bus budget for 2003/2004 has been spent.

3. Two course proposals for Fall 2004 were approved. Intro to Visual Arts (Rhonda Smith) and Shakespeare (Betty Ellzey).

4. Nursing students and faculty were partially funded to attend a research conference sponsored by Howard University.

5. There are currently 3 Gateway interns placed in DC - 1 English major and
2 student teachers.

6. The Junior High WA Gateway Academy will be held June 20-26, 2004.

**Senate reports from representatives to**

TOC (Pugsley) (report by Best) They have set up a proposal request schedule, and with the remaining funds in this committee would like to update the oldest computers of eligible faculty.

Assessment (Kelley) The committee is meeting today.

**Unfinished business**

4. Faculty Scholarship Fund (Kennedy) The committee is making slow process, will meet Wednesday February 18.

5. Inclement Weather Policy. No action. The senate president wants to get this document finished by the end of fall semester.

6. Awarding Title of Distinguished Professor (discussed above)

**New Business:**

7. Report on President’s Task Force on Fundraising (Best) This task force is examining fund raising at shepherd college. It meets 1st and 3rd Tuesdays. The task force is attempting to set priorities for a capital campaign.

8. Other Business

Congratulations to Senator Horner and the Department of Social Work for a successful accreditation process.

Reminder that midterm exams have been reset because of the snow days.

**Motion:** adjourn. (mWoods, sReid) *motion approved.*

Meeting adjourned at 4:55.

BCK, secretary.