Faculty Senate Minutes
Monday, October 10, 2005

In attendance: Betsy Morris, Beverly Howard, Bob Namvar, Carol Minton, Constance Milton, Jennifer Newton, James Heyman, John McCarthy, Mary Buck, Nathan Lewis, Nathan Lewis III, Rachel Timmons, Richard Mobley, Susan Studer,

I. Meeting was opened with prayer.

II. After discussion, the Senate decided by consensus that pending any prohibition of existing bylaws, the Senate minutes will be published to all faculty members when they are approved by the Senate.

III. Minutes for September 26, were approved.

IV. The proposal/recommendation from the committee on the parking issue was discussed. The following motion was made, seconded, and passed unanimously that based on the following potential safety issues:

- Late hours--many faculty members leave at night alone and after students have left the campus.
- Logistics--faculty members are physically vulnerable when they are carrying many items to the parking lots after finishing evening classes.
- Vulnerability --faculty members are generally older than students.
- Response capability of CBU Public Safety--as reported by the Director of Public Safety (faculty meeting, Oct. 3rd), there are limitations in the availability of Public Safety personnel and facilities.
- Proximity and availability--parking spaces close to buildings where faculty members work during evening hours are not always available.

The Faculty Senate requests that designated faculty parking spaces be made available close to buildings for faculty members who are working during evening hours.

V. In response to a polling of faculty, communicating through Senate representatives, the Senate produced a list of a couple dozen items of varying priority-which faculty members would like to see addressed by the Senate. The Senate determined that some issues can be addressed through clear and direct communication with College and School Deans via the Provost’s Council meeting. Richard Mobley addressed three specific issues in the last Provost’s Council meeting and reported the following responses:
• Need for grading assistants for large classes- in consultation with the Provost last year, it was concluded that:
  a) There is flexibility in the policy for deans and department chairs to consider special cases beyond the structures represented in the Handbook for teaching load
  b) There is no way to frame a policy which embraces every possible situation
Response: Dr. Parker reiterated that flexibility is provided within the budget of each school or department, but reminded deans that they need to be judicious within the constraints of their budgets. He also noted that, upon approval of the dean, assistant graders may be used for more than one course for a particular professor.

• Need for deans and department chairs to be consistent in adhering to Faculty Handbook policies. Beyond the general principle involved, three particular concerns were voiced:
  ❖ Approaching faculty about overload
  ❖ Allowing departmental, or school, involvement in selection of Faculty Senate representation (vs. personal appointment)
  ❖ Changing course assignments on short notice.
Response: In the Provost’s Council meeting, it was reinforced that deans and department chairs should closely observe the above mentioned concerns. Regarding changes in course assignments, Dr. Parker commented that some last-minute changes become necessary because of the “volatility” of enrolment close to the start of a new semester.

• Adjustment in required office hours for special circumstances-- some disciplines such as the Arts involve several hours of private instruction. The request was made that deans and department chairs take such responsibilities into consideration and be flexible in expectations for total number of office hours.
Response: Dr. Parker reiterated the need for all faculty to observe the minimum expectation of 8 office hours per week available to students, regardless of the discipline within which the faculty member teaches. (Other discussion followed, but the Faculty Senate president had to leave for another meeting.)

VI. With respect to a plan for major public emergencies, the Senate made, seconded, and passed unanimously the following motion: The Faculty Senate wishes to express appreciation to the Director of Public Safety for information shared in the
faculty meeting of October 3, 2005. As a continuation of issues addressed at that meeting, the Senate proposes and request the following:

- That a plan be expedited related to major public disaster
- That a timeline be specified for the completion and publication of that plan.
- That emergency procedures be published precisely and clearly, and be available to all faculty and staff members.
- That appropriate emergency telephone numbers, location of each classroom, and emergency procedures be conspicuously posted inside each room.

VII. Richard Mobley prompted members of the Senate to review the list of proposal collected from faculty members and make recommendations as to types and levels of action needed, including: formation of committees, communication of information, and inquiries of appropriate university personnel.

VIII. Senate Adjourned at 4:05 PM.

Respectfully submitted by Bob Namvar, Faculty Secretary/ Treasurer