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Any comments concerning the contents in The University of Akron Chronicle may be directed to the Secretary, Dr. Elizabeth Kennedy (x6932)
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MINUTES OF THE SPECIAL FACULTY SENATE MEETING ON JUNE 6, 2002

The special meeting of the Faculty Senate was called to order at 3:05 p.m. on Thursday, June 6, 2002, in Room 202 of the Buckingham Center for Continuing Education.

Thirty-four of the seventy Faculty Senators were in attendance. Senators Belisle, Broadway, Gerlach, Holz, M.Huff, Lavelli, Li, Marino, Norfolk, R.Pope, Schmith, and Wyszynski were absent with notice. Senators Anderson, Binienda, Brouthers, Carri, Chafin, S.Clark, First, Graham, Kahl, Kinion, Laipply, Louscher, Pinheiro, Purdy, Redle, Sakezles, Stinner, Trotter, Turning, Wallace, and Walter were absent without notice.

Chair Sheffer began by stating that the purpose of the meeting this afternoon was to finish the agenda from the May 2 meeting and to attend to one piece of unfinished business, which was the PBC bylaw change. At this point, he called Associate Provost Nancy Stokes to the floor to report for the Academic Policies and Calendar Committee.

Associate Provost Stokes began her report by stating that there were several motions before the Senate, seven to be exact, and each would be addressed in order of appearance. (See Appendix A).

The first motion dealt with rule 3359-60-036 Graduation, regarding changes in the rule for graduation with honors. The rationale for the change was that people who were graduating with a second baccalaureate degree who had attained honors wished to be allowed to graduate with honors for a second baccalaureate degree, one unrelated to their first baccalaureate degree. The committee was proposing to remove the words "an initial" baccalaureate degree and change the credits from sixty to "sixty-four." Sixty was originally put in the rule because it was half of the 120, which was normal for graduation. But normal for graduation now was 128, so the committee was asking to raise it to 64. The other language added was the number of credit hours used to determine graduation with honors and included total numbers completed at the University plus the number of credit hours in progress. That was to address the issue of transfer students who completed 64 hours at The University of Akron and still wished to graduate with honors. Numbers (3) and (4) were being eliminated to be consistent with the General Bulletin changes.

Chair Sheffer called for discussion of this motion. None forthcoming, a vote was taken, and the Senate voted its approval.

Associate Provost Stokes continued. The second motion was a course substitution policy. This was presented as a policy, not a rule, and would be included in the Undergraduate Bulletin. Senators were all aware that lots of times we substituted courses for students, and this policy was based on policies that were currently available in both the College of Arts & Sciences and the College of Fine & Applied Arts.

Chair Sheffer called for discussion of motion no. 2. None forthcoming, a vote was taken. The body voted its approval of motion no. 2.

Associate Provost Stokes continued with motion no. 3, which dealt with the presentation of honorary degrees. The University did not currently have a rule that addressed what process was put in place when someone requested an honorary degree. This would be a rule in the University Rules and Regulations. It currently had no number because there was no rule now. This was referred to APCC by Faculty Senate to write the rule, which is now presented as a motion from APCC.

Senator Qammar then stated she recalled that the Law School had had some question about the timing of this. Had that been worked out?

Senator Jordan replied that the Law School had been advised that it did not apply to them and thus had no objections to this motion.

Chair Sheffer called for further discussion. None forthcoming, a vote was taken, and the body approved the motion.

Associate Provost Stokes continued with the fourth motion. This dealt with a clarification of early tenure language as it appeared in the University RTP Rule 3359-20-037. "The Academic Unit Tenure Committee shall vote to determine if the candidate may apply for early tenure. The decision of the Tenure Committee is final and cannot be appealed." The rationale was presented as part of the handout given to Senators.

Chair Sheffer called for discussion. Senator Yoder stated that, in the interest of having an opportunity to discuss this with our constituents during the regular academic year, she would like to make a motion that we postpone a vote on this particular item until the October meeting. This was seconded by Senator Riley. The Chair called for a discussion of Senator Yoder's motion. None forthcoming, the Senate voted to postpone motion no. 4 until the October 2002 Senate meeting.

Associate Provost Stokes continued with motion no. 5, concerning policies regarding student success and retention. These were policies; they were not rules. They had been presented to the Council of Deans by Dean Mugler from University College as clarifications and statements to address student success and retention. There were three statements. The first was: "Each course syllabus should clearly articulate an attendance policy that allows for some flexibility, accommodates late enrolling students, and includes a statement addressing acceptance policy for late work." So all syllabi would have to include information about attendance, and a statement as to whether late work would be accepted or not. The second statement was: "Students must successfully complete with a grade of C or better any developmental courses that may be required within the first 32 credit hrs. attended." The third was: "The deadline to withdraw from a course shall be Friday, the 10th week of the semester. The deadline shall be prorated for courses less than 15 weeks. Freshman mid-term deficiency grades shall be submitted by Friday of the 6th week of the semester." Those were the three statements.

Senator Qammar then had a question about statement number 2. If a student does not get a C or better, what happens? Also, was this not better communicated to the student if put in as a requirement for each of the courses, via curriculum proposals? So that as a student signed up for a course, he/she would see the requirement of C or better right there?

Associate Provost Stokes replied that that was certainly an alternative way to address it. And the consequence was, if it was developmental math, a student could not take the regular math sequence until he/she had a C or better in developmental. Senator Erickson then asked whether students were allowed to redo a course. Associate Provost Stokes replied, yes, but students could only retake a developmental course once. There was a limit.

Senator Qammar then stated she wished to make a motion to remove no. 2 and refer it back to APCC. Senator Gunn seconded this motion. Associate Provost Stokes asked whether Senator Qammar was suggesting that APCC propose it be done as a curriculum change as opposed to a policy change. Senator Qammar indicated that she was. The Chair called for discussion of the motion. None forthcoming, the body voted its approval to refer statement no. 2 to APCC.

Senator Buckenmeyer then asked about statement no. 3. Was that date going to be published for prorated courses? Associate Provost Stokes replied that it could be published if we knew every single time frame of every single course. But for workshops, for example in the College of Education, unless we knew what those dates were, we could not prorate it.

Senator Buckenmeyer stated that we had a number of half credit hr. courses that went half a semester. So that date would not be published per se for those courses in the schedule of classes? Associate Provost Stokes replied that no, it would not. Senator Kennedy added that they were not currently published.

Senator Sterns added that another approach would be to ask that in each class it be specified as part of the course outline when that time period was reached. Have it as part of the course outline and the wording would be in terms of, "Following the sixth week deficiency grade in those classes which are of different time periods, a date would be set equivalent and formally part of the course outline."

This was offered as a friendly amendment and seconded. Chair Sheffer called for discussion of the amendment.

Provost Hickey then stated he was concerned about having 800 different people calculating what portion of the class it was. He liked the idea, but suggested that there be one calculation done for all of the regular courses and then that number be provided to people for their use. That would ensure consistency across the courses.

Senator Gunn added that we should have consistency; the University did need a policy. She was speaking for the amendment.

Associate Provost Stokes then asked Senator Sterns for clarification regarding the language of his friendly amendment. Could she suggest that in the second sentence where it said, "The deadline shall be prorated for courses less than 15 weeks," to put a semicolon and state, "This date for withdrawal shall be included in the syllabus?" Senator Sterns replied yes. Associate Provost Stokes then pointed out that that did not identify who was going to set the date.

Senator Erickson then raised a question. As the student representative was not present, she felt students would want to know what the APCC's rationale was for that change in no. 3.

Associate Provost Stokes replied that it had come from University College and dealt with student retention and success, particularly of undergraduate students. The idea of University College was that by the time the student got to the 12th week, it was too late for them to either redeem themselves or to get out with the ability to come back in and succeed in the future. She pointed out that she did not have all the information from University College with her to address this more fully.

Senator Sterns then stated that the point was that mid-semester, whenever that was, students were supposed to get a grade if they were not doing well. So it gave enough time for them to respond either by working out their deficiencies or dropping. That was the intention, to give enough time to take action.

Senator Erickson pointed out that the 12th week was the mid-term deficiency part of it. At the moment students were getting notice with very little time to drop. Associate Provost Stokes replied that that was correct. University College felt that that was too late. The deficiency came too late for students to get the grade in order to be able to drop. Senator Erickson then asked whether the deficiency grade would be submitted by the 6th week. Associate Provost Stokes replied that yes, based on the 10th week of withdrawal; deficiency now was the 8th week.

Senator Erickson then stated that we could have changed it to the 6th week and still had withdrawal at the 12th week. Therefore, she was wondering what the rationale was for changing it from the 12th to the 10th week? Even though the student representative was not here, the rationale should be provided.

Chair Sheffer stated that the body was addressing the amendment to no. 3 dealing with courses less than five weeks. Senator Buckenmeyer said he supported the amendment but wanted a point of clarification. Who would the instructors contact to find out what date that was? Associate Provost Stokes replied that for prorated classes, that had not been decided.

Provost Hickey asked whether they could not do the calculation and provide it to all of the deans so it could be distributed. Senator Gunn added that that was what was needed for faculty to include in their syllabi. Associate Provost Stokes replied that yes, they could do that.

Chair Sheffer called for further discussion of the amendment to no. 3. None forthcoming, a vote was taken and the body approved the amendment. He then directed discussion back to nos. 1 and 3.

Senator Lyons then spoke, asking for clarification. He had been here six years and he was not quite sure what deadline for withdrawal meant. It seemed like students could withdraw any time they wanted even after the deadline. Did this deadline mean when they could not withdraw without a financial penalty or without getting a W on their report?

Senator Erickson added that as far as she knew, students could withdraw up until that point, and after that they could not unless there was some special case. In that instance, special cases had to go through the dean's office.

Senator Lyons then asked whether this was the deadline where after this students would still get an F if they tried to withdraw. Associate Provost Stokes replied that students could not withdraw, so they got whatever they had earned. There were earlier deadlines for signatures - withdrawal with only the instructor's signature, etc.

Senator Lyons added that the 12th week felt to him like practically the end. Associate Provost Stokes concurred, pointing out that that was why the committee wanted to change it.

Senator Qammar then offered a friendly amendment. Could we take the freshman mid-term deficiency grades and make that sentence no. 4? No. 4 was really instructions for faculty. She would like to put a 4) in front of the word, "freshman," now creating four statements instead of three.

Senator Drew offered a friendly amendment to the friendly amendment. She wanted to strike "mid-term." We were at the 6-week mark of a 15-week semester, and that was misleading if we're doing deficiency at six weeks. That was not the middle of the term. Associate Provost Stokes agreed.

Senator Qammar then had another question. Now that grades were submitted on the web, how long did it actually take for students to review their grades immediately? Regardless of whether or not she agreed with moving the deadline for withdrawal back to the 10th week, by the 6th week in the semester she was not sure a student or a faculty member had a very good idea as to the true potential. She would rather go to the 8th week and leave withdraw till the 10th week for freshmen only. She proposed that as an amendment; Senator Spiker seconded it.

Senator Yoder added that one of the things she had discovered as she taught a 400-level course that included freshmen was that she did not have assessments that early in the semester. So unless we kept freshmen in freshmen-level classes, this got really restrictive on those of us who teach upper-level classes. She supported moving it to 8 weeks.

Senator Kennedy then pointed out that if faculty did not have deficiency grades for freshmen, then they had nothing to report. What we were talking about was identifying students who were failing; those were the ones who needed to be identified. As someone who had plenty of freshmen in her courses, she could state that the 6th week was just enough time to start getting their attention that they needed to do something.

Senator Erickson replied that she agreed entirely with Senator Kennedy. Grades were submitted only for failing students. You may not get them all, but you were going to get most of them and that was what was important. Senator Kennedy added that it was a good safety net.

Senator Spiker then stated that even in a freshman class, six weeks was still very early for some of the projects and so forth. You would not always catch them. She was speaking for eight weeks.

Senator Hajjafar then stated that it was his experience that when the students came from high school for math classes, a lot of them did a bad job for the first test because they wanted to study the same way they had studied for high school. Then if we made this six weeks, the first test was the terminator and a lot of them would withdraw from the course. That would be a disaster. We needed eight weeks to give them another chance to see whether they could bring their grades up and could make it up. Students could decide by the 10th week whether they wanted to stay or not. We would have a lot of students with the potential to raise their grades, but by six weeks they would withdraw.

Senator Harp offered a friendly amendment. How about the 7th week?

Senator Qammar stated she thought Senator Hajjafar had exactly the right idea, that someone who was truly, truly deficient needed to have two data points. A freshman student who had not gotten into very good study habits within the first four weeks of school was going to get this deficiency grade. They would already have gotten their test scores back; they were just not going to really believe they could not pull it off in the end. A little bit farther into the semester, when now you were halfway through with a deficiency grades, was a much bigger wake-up call that they had lost the time to make it up.

Senator Erickson then stated that Associate Provost Stokes had made the argument from University College that this whole thing started with precisely this deficiency timing. They really were strong about having that deficiency grade in earlier; is not that what she heard the Associate Provost say? It was not that students could not make the grade up; they

should be able to. If those grades were not recorded as final grades, they were just information to the students. It would seem that early information was better than late information because the later they got it the less they could do about it.

Senator Hajjafar stated that six weeks was somehow breaking down because they wanted to have enough time to report to get to the students. But right now the system was that faculty reported at the 8-weeks grade. The next day students had the grade and still had two weeks time to decide. He dealt with about a thousand freshmen each semester and nobody had that experience. He knew that six weeks would scare a lot of students and create a lot of unnecessary withdrawals.

Senator Barrett then asked how these grades were communicated to the deficient freshmen. In other words, did they have to look on the web in order to find them, or were they mailed to them?

Senator Hajjafar replied that they were mailed to them. Senator Barrett said that if they were mailed, that would take too much time. Senator Hajjafar replied it was email; when we gave the grades, the next day they had it.

Senator Barrett then stated that if students had to look on the web in order to see final grades, and they did not know they had to look on the web at eight weeks, this would not be a good method for them.

Senator Riley stated that she would like to see Senator Barrett's question addressed. Was this going to be an email thing that students logged on and found out, or were these going to be mailed home to them?

Senator Robert Huff asked how it was being done currently. Provost Hickey replied that his understanding was that University College used this as an early warning and that they notified the students and worked with the students, but he did not know how they notified them. However, given the number of questions Senators had, the body might want to defer this issue and invite Dean Mugler to attend a Senate meeting and explain this.

Senator Dechambeau made this motion; Senator Erickson seconded it.

Associate Provost Stokes then repeated statement no. 1, "Each course syllabus shall clearly articulate an attendance policy that allows for some flexibility, accommodates late-enrolling students, and includes a statement addressing acceptance policy for late work."

Senator Calvo asked whether this was only for freshmen courses. Associate Provost Stokes replied that, no, this would apply to all courses. Senator Calvo added that now we had an attendance policy that allows for some flexibility. What did that mean? Associate Provost Stokes replied that the flexibility was for extenuating circumstances.

Senator Rasor-Greenhalgh stated that she believed there was a policy already in the Bulletin regarding this. Senator Qammar added that the policy in the Bulletin said students were expected to attend all classes.

Senator Kennedy then pointed out to the body not to lose sight of the forest for the trees. This whole issue was a policy statement addressing students' success and attention. The idea was, what else could we do to keep students from leaving? It was not to dictate our syllabi, but it was how to make students stick around.

Senator Spiker stated that there was already a policy in the Bulletin. Would not that be a better place to allow for some flexibility in that statement as opposed to one after each and every syllabus? The policy in the Bulletin was very inflexible and students had to be in class, if that was what was said.

Associate Provost Stokes replied, no, students were expected to attend all classes. Senator Spiker then added that the Bulletin would be a good place to simply add a statement like this to allow for some flexibility. Associate Provost Stokes pointed out that all these statements would be put in the Bulletin anyway.

Chair Sheffer added that it also depended on the good judgment of faculty members. Some faculty members imposed their own rule system whether they were sufficiently recognized or not.

Senator Kennedy added that this also assumed that all the freshmen students were going to read the Bulletin cover to cover.

Chair Sheffer then called for further discussion on statement no. 1. None forthcoming, a division of the house vote was taken. Statement no. 1 failed by a vote of 20 to 10.

Associate Provost Stokes addressed the next motion, no. 6, part-time faculty rule changes, rule 3359-20-061. This was an executive summary because it was quite an extensive part-time faculty rule. The definition of part-time faculty (A) had sections added to clarify responsibilities. Sections (B), (C), and (D) were definitions of the teaching portfolio, relevant experience, and excellence in teaching. What started this discussion was that Faculty Senate asked for the definition of relevant experience. So we took it back to the part-time faculty and asked them to address the entire issue. Letter (E) had remained unchanged, assignments and teaching loads, but had been moved geographically in the document itself. Letter (F) recommended privileges, used to be (C). Letter (G) recognition, used to be (D), so these were just geographic moves not changing language at all. Letter (H) used to be (E) so it got moved; again, there were no changes in the salary and grade levels. However, under associate lecturer and senior lecturer, items (2) and (3) had been added and there had been clarification of when a juris doctorate counts as a doctoral-level degree. There were added details in (H) for initial and existing part-time faculty classification. Letter (I) was detailed criteria for

changing grades. It replaced the former letter (I). Letter (J) incorporated the former (F). Geography moves were listed there, and health insurance information obtained from HR that was not previously included. Letter (R) was responsibilities not required of part-time faculty, and (S) was geographically moved. Much of it was geographic changes. The substitute changes were the definition of relevant experience, which now appeared to be clearly defined, and the changes in the classification of associate lecturer items 2 and 3 and senior lecturers items 2 and 3 declaring juris doctorate. Those were the substantive changes.

Chair Sheffer called for discussion of the changes to rule 3359-20-061. Senator Kennedy then offered a friendly amendment regarding responsibilities of part-time faculty. This was under (A) under (1) on the first page. In terms of student grades and maintaining the confidentiality of records, there was probably a lot more that part-time faculty should also be responsible for, at least listed in terms of keeping attendance information, i.e., a veteran or a student athlete. If there were discrepancy reports that needed to be filed, anything specifying these would be helpful. This should either be included as part of (D) or made into a new letter, something about managing appropriate student records. It was more than just keeping grades and maintaining confidentiality.

Associate Provost Stokes stated she had spoken with Senator Kennedy before this meeting and would accept that friendly amendment. She would ask that it be included as a letter (i) or inserted somewhere in these responsibilities rather than trying to enumerate everything we could think of. Therefore, (A)(1)(i) would be, "manage appropriate student records."

Senator Drew offered a friendly amendment to this. She suggested that, after appropriate records, to add, "as determined by the department," so that appropriate was not left up to the part-time instructor.

Senator Yoder then added that in the interest of soliciting feedback from part-time faculty, she would like to make a motion that we postpone action on this item until the Oct. Senate meeting. Associate Provost Stokes then added that this was in fact coming from part-time faculty.

Senator Yoder stated she thought that the Senate still would like to be informed about some of these things, especially the new pieces. So she thought it was in the interest of the Senate to be informed by some part-time faculty that we would like to have some time when they were around to do that.

Senator Yoder made the motion; Senator Lyons seconded it. Chair Sheffer called for discussion on the motion to postpone.

Senator John asked whether all this was coming from the part-time faculty

information, and whether they had discussed it. Associate Provost Stokes stated that yes, they had discussed this in committee.

Senator Erickson stated she was glad that Senator Yoder had brought this up because she had been trying to talk to every Arts & Science member. Our dean's office had had a real problem with the 21 total credit hrs. Associate Provost Stokes replied that legally, we could not increase it over 21 according to the former University Council.

No further discussion of the motion to postpone forthcoming, the Chair then called for a vote. The body voted its approval to postpone motion no. 6.

Associate Provost Stokes continued with the final motion, salary rules changes. The task force concerning merit adjustments and criteria for merit met all fall semester and presented their findings. Senators saw a draft of those findings in Dec. to APCC, who said they were not ready to submit it to Senate at that time. APCC worked on that draft all during spring semester, and this was the result of that work during the spring semester. So it was the revision to the draft in Dec. that was being presented as a motion to Faculty Senate.

Senator Yoder stated that, again, given the seriousness of some of the issues raised in this motion and the fact that we got it at a time when the faculty were not on campus, she would like to move that we postpone action on this motion until the Oct. Senate meeting. Senator Qammar seconded her motion.

No discussion of the motion to postpone forthcoming, the Chair called for a vote. The body voted its approval of the motion to postpone motion no.6.

The chair of the Curriculum Review Committee then provided Senators a written report. (See Curriculum Proposals, Appendix B.)

Senator Franks, reporting for the Athletics Committee, stated his report was written as well. (See Appendix C.)

Senator Sterns then began his report from the Campus Facilities Planning Committee (Appendix D). The major focus of the committee's meeting on April 18 was having Dr. Angelo, the Associate Provost of Teaching & Learning, present the plans for Leigh Hall. He was asking for Senate approval of the plans for Leigh Hall renovations so that the chair of Campus Facilities Planning Committee could sign off on formal documents of receipt. He had not yet received formal space permission slips and/or accompanying detailed information which usually was required. However, that was coming and in spirit the committee had approved it. He was asking for authorization so he could sign off and it could move forward for action. What was important about this was whether the long distance learning classrooms would be available for general use. The answer was yes. A number of major renovations were taking place, and the space was going to be made so we could have a

number of different sized distance learning classrooms. We will have 14 nicely done classrooms. It did not solve all of our classroom needs but would certainly contribute. We do not have enough money to change Knight Auditorium. Some people wanted to keep that large lecture hall available. I know, however, that there were plans down the road to change it, and that certainly could happen. There were unassigned areas that need to be settled as well. But in general, the plan for the building looked very positive. He asked for comments and, if there were none, that the resolution be approved.

Chair Sheffer called for discussion. None forthcoming, a vote was taken. The body voted its approval of the resolution.

Senator Sterns continued. The next issue was a request from the Dean of Arts & Sciences that we officially use the name Arts & Sciences Building for the present time period until a more formal name was designated. He reminded Senators that Dr. Gerlach had mentioned names for the building; however, that often was not in the purview of our committee. This was the first time in many years that the committee had forayed into this area, so we were asking that the Senate recommend that the name College of Arts & Sciences be used for the new building for the present time period.

Chair Sheffer called for discussion. None forthcoming, a vote was taken. The body voted its approval of the resolution.

Senator Sterns stated that the last topic concerned money for the various moves and where that was coming from. The committee had taken the position for many years that that was part of the general operating costs of the University. Mr. Nettling was asked to get estimates. Senator Sterns stated that this was a very serious issue, because just billing back to the departments' budgets was not the answer. We had taken a position many years ago that when moves of this type were for the good of the University as a whole, that such costs should be part of the budget account. He wanted to inquire of Mr. Nettling or the Provost what was happening.

The body gave its permission for Mr. Nettling to speak.

Mr. Nettling replied that the funding for the external mover had been made available.

Senator Sterns continued by stating that the committee wanted to enter into the record the resolution that the Campus Facilities Planning Committee request that PBC be notified of any moving expenses associated with planned buildings, and in this case PBC should find what was needed for the present move.

Senator Erickson stated that the first part of the resolution was fine. Provost Hickey then said he did not know whether he could offer a friendly amendment, so he wanted to state it and then someone else could. A recommendation that costs associated with moves into new

buildings be considered at the time of the overall cost of the building and be included in those discussions and calculations would probably be a very helpful recommendation. Thus, we would really be budgeting for all costs associated with the building, including moving costs.

Senator Erickson stated that that was the intention of the resolution. However, the committee was not sure whether the borrowed funds could be used for the moving or not.

Provost Hickey replied that he was not sure that that was the important point. In some cases they might be able to, but in most cases he thought they could not. But the point was that other funds needed to be escrowed at that point in time in order to cover the moving costs. Senator Erickson concurred and stated that PBC needed to know that when it was part of the budget.

Chair Sheffer called for wording on the friendly amendment. Provost Hickey provided it, stating, "In making plans for new construction or renovations, costs associated with the move or moves should be determined and factored into the overall cost of the project." There was then some discussion about whom should be the recipient of that information - PBC, CFPC?

Senator Kennedy then provided the wording, "When planning for new construction or renovations, the costs associated with the move(s) should be predetermined and factored in and that this information be sent to PBC."

Senator Sterns then moved to offer this as a friendly amendment. Senator Riley asked for clarification. Did this imply the overall estimate or overall costs? Senator Qammar then added a sentence, "Such costs be included in the annual budget plan during the year of the move."

Provost Hickey replied that the reality was that you had to find the money sometime, and it made more sense to make a reasonable prediction of those costs up front, and then escrow money at that point in time since you could only spend money once. It did not mean there would be other things we could not do, but it also meant that we did not get to the point of people moving into the building and wondering whether we had enough money to buy the boxes and the tape. So it was just a more proactive way of dealing with all of the costs associated with new buildings.

Senator Sterns pointed out that that had been the principle of the committee for many years. It just had to be revisited again.

Senator Lee then asked for clarification. This was \$500,000 of expenses that was not budgeted that we were now being told the money was found to pay. Having worked with the budget all year, where did that money come from?

Mr. Nettling reiterated what he had said earlier, that we budgeted for the external movers. As he recalled, the \$500,000 also included things like repainting, carpet, and so forth. The cost of the external mover was coming from plant funds, and those who were on PBC know that there was a dollar amount available out of the general fund to plant funds.

Provost Hickey asked Mr. Nettling whether he remembered what the move itself was. Mr. Nettling replied he did not. Provost Hickey stated he thought it was in the 100-150 range. Those moving wanted the space they were moving out of refurbished and in some cases rebuilt for the next people moving in. Now most of those requests were not terribly unreasonable, but there were a few places that he thought might have been a little questionable. So he had talked with the people in Facilities Management, and the problem was not that they could not do it and cover the cost of it, but that the original request wanted everything finished before anybody else moved in. The only way that could be accomplished was to outsource all of the work, which would drive the cost up. So what all parties had agreed to was the reasonable work - repainting, cleaning, recarpeting or cleaning of existing carpet - would take place as a part of the normal scheduling of the Facilities & Management people at no cost to the department. They were willing to do that if it could be done over the next 6 to 12 months. The extreme costs were associated with hiring outside people to come in and do it all immediately, and that was what we were not able to do.

Senator Erickson asked whether the Provost was saying that that was not over \$500,000. The Provost replied that there was a normal routine maintenance that was covered in the budget of the Facilities & Management people. That budget would be tapped to do all of these subsequent changes. The total amount of money we were talking about for the move was well under \$200,000, and that was taken out of plant funds which just about totally exhausted all of the plant funds for the year.

Senator Sterns then pointed out that the critical issue here of course was planning and making sure we had a step-by-step process we went through to accomplish these goals.

Senator Harp then asked whether the 500,000 included the issue of bookshelves for a lot of departments in Arts & Sciences moving into the new building. One department had wall-mounted bookshelves on one wall where they were used to having two walls. Other departments had been reduced to about 20% of bookshelf space from their old space into their new space. He was wondering whether the 500,000 would help to offset that or whether we would be coming back asking for more money later?

Senator Sterns then stated that the issue of bookshelves was discussed and the question was whether people could take their bookshelves along. At one point the answer was yes. Why should not a faculty member be able to put their entire library in their new office? We have had situations in past years where because of construction techniques we had not been able to hang shelves where we used to. Most of those had not been major problems, but a lot of this should be settled at a much lower level than the Faculty Senate. The real issue was

getting everything in synchrony with the Facilities Planning office, but the one thing that was clear was that the planning process must be faculty sensitive so that moves took place when it was appropriate for faculty. We must get the facilities planning operation to be sensitive to meeting the academic calendar so it did not disrupt our main functions. Senator Sterns thought they had a very good working relationship, and if there were problems with bookshelves, Senator Harp should have his department formally contact the committee to take action.

Chair Sheffer then asked Senator Kennedy to read the motion. Senator Kennedy stated: "CFPC requests that when planning for new construction and/or renovations, costs associated with such moves should be predetermined and factored into overall costs. This information should then be sent to PBC. Such costs are to be included in the annual budget plans of that year."

The Chair called for more discussion of the motion. None forthcoming, a vote was taken. The body voted its approval of the motion.

Senator Franks then began his report from the Planning and Budgeting Committee (Appendix E). He pointed out to Senators that the written report he had provided at the last Senate meeting gave a good summary of the committee's activities for the year. He also stated that the addendum provided at this meeting concerned the PBC's meeting since the last Senate meeting.

Senator Franks stated that there were a few items of carryover from the final report he wanted to bring to the Senate's attention. The first was the question about differential tuition that was raised when we approved the final budget. This was sent back to PBC for further study because basically we ran out of time and had been referred until Fall as the first item of business for the new committee in the Fall. In the meantime PBC was going to collect more information on the differential tuition to try to have a better understanding of it. It just was not possible to throw that together at the last minute; it was too complex.

Another thing the committee had done was look at the ROI numbers. On May 30, PBC met and agreed that as a method of softening the blow this year, that we would not take money from the colleges that did not meet the 1.7 ROI. We would still try to reward the colleges that did meet or exceed the 1.7 ROI. The reason we wanted to move forward with this was largely due to the NCA. We had to show that we were doing something to address the issue of basing our budgeting on productivity. So a group agreed to do that, and that amount was somewhere around \$550,000. Once we figure out where that will be coming from we would have another report for the entire PBC and the Executive Committee. Right now the recommendation was that we had it in place this year to show some progress.

The other thing the committee had said it was going to do was to bring a resolution to the floor to approve a template for quality measures. However, time ran out on that as well.

The committee had had a pretty good template that we were going to ask Senate to recommend, but again, his feeling was that that was more of a last-minute type of thing and there were too many last-minute things going on. So his recommendation was that we did not try to do something with the quality side for July 1.

The productivity side of the ROI was a formula that came up with numbers that were valid numbers, so to apply that you really did not need the quality side. That would be the second item of business for the new committee next year, to further refine these quality measures and get that side of the equation in place.

The third thing he wanted to address was addendum item no. 2. One of the biggest frustrations PBC had had in three years was timing, the issues of timing and availability of information and the calendar. A couple of years ago we approved a calendar that was a 2-page calendar that basically went something like - week 5 we do this, week 7 we do this, week 10 we do this, and then at the end of those weeks we have a budget. We tried to stick to that and kept bringing it back to the table, but managing the shortfall and other things got in the way and it was really hard to keep the group focused on that. It was not a complete calendar in that it did not link all units on campus. It did not provide for a way to bring all of the input in at the time we needed it. What we were proposing to do, and, if successful it would solve all of the mechanistic-sort of problems that PBC faced, and would give us a template that included things such as when information needed to come from various vice presidents' divisions when we needed to submit things to the Senate. If we were successful, this would solve this.

A good example would be the 1.7 million that we saw from the VPCIO division for the first time about two weeks before we had intended. The committee looked at that and what it was. We got an explanation, but it took a week or two to get a full and comprehensive explanation. We had to hear from Dr. Gaylord, we had to hear from Mike Cheung, from CCTC. So if we could put this template together and have it in place, that would solve that problem. That was why we were going ahead with this; that part which would be more or less a highly collaborative process. So there would be plenty of opportunity to look at it.

Senator Yoder had a comment, and it was not to postpone anything. She did however, have a question about a postponed item regarding the item of the budget that was not acted on by the Board of Trustees regarding the shortfall and the possible give-backs. And as a part of that also, it was her understanding with more and more talk in the newspaper about the possibility of give-backs, (the most recent rumor heard was that we might be hit with another \$1 million give-back), could Senator Franks comment on the second part but also give us an update on what happened with the budget that was taken to the Board?

Senator Franks stated he did not know anything about a give-back. Once the budget

went to the President, PBC did not have anything else to do with it. He would ask Dr. Hickey to reply.

Chair Sheffer then asked Provost Hickey to speak to no. 7 and particularly no. 8. Provost Hickey replied that no. 7, the differential tuition, had already been dealt with. The issue of were we going to see any more budget cuts – there were as many responses or ideas to that as people would ask. Right now the only thing he could say with any confidence was we would not be cut any more this fiscal year. So rest easy for 24 more days. Beyond that he did not know. Most people felt there probably would not be any reductions until after elections, which occurred in November. But after that no one really knew what was going to happen. The reality was that the state budget was met this year, but piecing together a lot of one-time monies. As he understood it, all of the reserve fund was gone. They borrowed from the tobacco settlement money; they had taken every loose one-time dollar that was available to cover the \$1.9 billion deficit that they had had this year. They were anticipating comparable deficits in each of the next two years of the next biennium. And he was told when he was in Columbus a week ago that the University should not anticipate any new money until the 06-07 biennium, so that was obviously a long way off. There were certainly those out there who were fairly confident that higher education would be cut again sometime during the next fiscal year. How much the cut would be and whether or not it would occur, he did not know. There obviously were a lot of efforts going on to try to prevent that from happening. But state revenues were still falling short of projections, and every month that passed and that happened we went in deficit. So you could rest easy through the rest of June, but after that all bets were off.

Now Senator Yoder's last question, item 8 – he had talked to the President about that at length and his position was that he felt, as in the letter he wrote to Dr. Sheffer, that he had already addressed that. He had not seen any additional justification for why the Senate basically flip-flopped the percentages from the way the cuts were going to be made before, and he did not feel the urgency to deal with that right now because we did not even know whether we would have a budgetary problem. The budget was built around \$2.2 million shortfall, and it was covered was estimating enrollment increases of 4%. Four percent enrollment increases would neutralize the deficit. The budget was built assuming a 2% increase and with a 2.2 million deficit, an additional 2% increase in enrollment would cover that. So if we got a 4% increase in enrollment Fall semester, then there would not be a deficit based on the way the budget was built right now. If there was not a 4% increase, then there would be a deficit that would have to be made up. How that deficit was made up was the point of item no. 8. The recommendation was that the budget cuts be apportioned as they were before based on the percentages of the budgets, and each unit would have a portion of the cut proportional to its budget. The Senate recommendation was that a greater percentage be covered by the non-academic units than by the academic units. The President's position was that until we were faced with actually having to make that decision, until he understood the rationale for why the Senate proposed that, he was not prepared to accept or reject the recommendation that came forward.

Chair Sheffer then offered a comment. In the letter he had gotten from President Proenza which Senators had seen at the last Senate meeting, he was waiting to see the rationale. The report of the minutes of the March 21 meeting when that was changed provided the rationale. He had not heard from the President that he had seen or read the rationale. Chair Sheffer stated he would like to now know what the President thought about it, as he had read the rationale from the discussion that the Senate had at that time.

Provost Hickey then stated that the Executive Committee could certainly add that as a topic of discussion during its next meeting with the President.

Senator Franks then added that as it was usually several weeks into the fall semester that we got a final revenue figure for Fall, it might be something to be addressed again in October. Everybody would have more information then also.

Senator Yoder then asked whether we had any information about what other universities had done. She had heard informally that Ohio State, for example, took more of its cuts from the administrative side than the academic side. That had not been uncommon throughout the Ohio system and wondered whether Senator Franks was aware of that? Senator Franks replied that he was, but did not know the specifics. He did know that last year during the cuts, the academic side gave up 40% and the administrative side gave up 60% but he did not know the details. We spoke with three people from the state, Jack Hershey and a man named Cummins, in the Office of Budget and Management or OBM. But they and others at the state level had said that in 2006-07 would be the first time there could be any new money. Now that was assuming that this present administration stayed in office and that there were no plans for new income taxes. The proposed cigarette tax which started out somewhere around \$1 ended up being around 31 cents. So they did the minimum they could do in order to balance the budget with that and raiding the \$600 million rainy day fund and a few things that Dr. Hickey spoke of. He had not left the state government offices with a lot of confidence but with a lot of information.

Senator Franks ended his report by stating that as an outgoing who took a lot of incoming, he wanted to rise by saying that he had learned a great deal this year. Despite the fact that we had had some disagreements and the atmosphere on campus was tense, it was a very healthy experience for all of us on PBC, and the administration. Next year was going to be interesting too. He would not be on PBC anymore but he had a lot of information and a lot of notes to pass on to the next person, so whoever the committee chose would be well-equipped to start the year.

Chair Sheffer then directed the Senate to address its unfinished business. The Senate had before it one item, the PBC bylaw change from the month of May (Appendix F). No. 3359-10-02(4)(d) and (f), and (d) is proposed to be changed to read: "The Senior Vice President and Provost shall act as co-chair of the committee. A senatorial co-chair shall be elected for a 2-year term by the full Senate at its September meeting, and a slate of candidates

who are either Senators or Senate-eligible designates. The Senatorial co-chair is eligible for a course reduction or stipend similar to that of the Senate chair. A meeting of the committee shall be called at the request of either co-chair." Secondly, under part (f), "The Senatorial co-chair of the committee shall report to the Senate at regularly scheduled Senate meetings. The Senatorial co-chair shall present to the Senate the committee's recommendations regarding the planning and budgeting calendar, planning assumptions, the University plan, University budget consistent with the planning and budgeting calendar. The Senatorial co-chair will also regularly report to the full committee of the actions and comments of the Senate." Those were the major changes, to change the name from the vice chair making a Senator the co-chair of the PBC and some additional changes.

Senator Qammar stated that she wanted to strike, "or Senate-eligible designee." The amendment stated that the Senatorial co-chair should be elected for a 2-year term and then people who were either Senators or Senate-eligible designees. Now that we had said it was a 2-year term, did we have to also say Senate-eligible designees? If that person was elected for a 2-year term and went off Senate, they still would have been elected for a 2-year term. So they had to start at the election point being a Senator.

Senator Erickson seconded Senator Qammar's motion. Senator Yoder then pointed out that the reason it was there was because we discussed having a co-chair of PBC who might have experience we wanted to draw upon but who was not a Senator, at which point that person would be eligible to serve. So that was what it was intended to capture.

The Chair called for further discussion. None forthcoming, a vote was taken on the amendment to strike said phrase. The motion failed. Discussion continued on the bylaw change.

Senator Calvo then asked whether there was any discussion at any point of having a co-chair-elect being elected one year in, so that someone who might succeed the co-chair after two years would then have a year's experience before they actually stepped in as chair?

Chair Sheffer replied that that was not discussed, but the Executive Committee was examining the bylaws and particularly PBC this summer and certainly would take that into consideration.

Senator Franks then added that he saw a problem if this would create a 2 or 3-year term for the chair. There was no provision to guarantee that the chair-elect would be elected again for the Senate, so it got a little complicated.

Senator Calvo pointed out that it was a Senate-eligible designee, not a Senator. Senator Franks then stated that it was certainly something the Executive Committee could look at this summer when they looked at the PBC bylaws.

Senator Lyons then stated, if there were any support for it, that he would like to offer an amendment to have it read, "eligible for a course reduction and a stipend." Chair Sheffer then rephrased this for Senator Lyons, stating he would have to strike "similar to that of the Senate chair." The motion to change it from "for" to "and," from court reduction and stipend. Senator Hajjafar seconded the motion by Senator Lyons.

Senator Franks stated he would support that motion because the process was very complex. PBC had done 60-70% of what we should have done. In putting together the structure for the budget calendar, there were so many other facets and aspects to the planning and budgeting process that if there were not some incentive for someone from the Senate to do this it was going to be very hard to find well-qualified, strong individuals to do this. Also, in some cases individuals were actually punished in a way in that their productivity in their department fell and then their merit suffered. There was a trade-off. So he very much supported this.

Senator Kennedy made a point of clarification - the Senate chair did not get a stipend, but the Senate Secretary did; it was six load hrs. Chair Sheffer then asked whether Senator Lyons would change that similar to that of the Secretary of the Executive Committee of the Faculty Senate, and Senator Lyons asked whether he could simplify the amendment. He recommended that it be changed to a course reduction and a \$1,000 stipend, eliminating "similar to the Senate chair." Senator Hajjafar stated that although he thought \$1,000 was not enough, he would second the amendment.

Senator Erickson then spoke against the amendment. She thought if you put in a specific number in the bylaws, taking into account economy changes, inflation, etc., she did not think this wise. Not that there should be no compensation, but putting in actual numbers was not good.

Senator Lyons then stated he would defer to better language. Chair Sheffer stated to change it to "and stipend."

Senator Lee then asked, where it said eligible - who got to decide? Senator Erickson pointed out it should state, "shall receive." Senator Lyons accepted this friendly amendment.

The Chair called for further discussion of the amendment to the bylaw change. None forthcoming, a vote was taken. The amendment passed.

The Chair then called for further discussion of the bylaw change. None forthcoming, a vote was taken. The body approved the bylaw change unanimously.

Please see **Appendix G** for the Faculty Senate Budget Report, and Senate Attendance Record during 2001-02.

At this time Senator Harp rose and asked the Senate to thank Mr. Nettling for his dedication to the University. The Senate responded with a warm round of applause.

Chair Sheffer then called for a motion to adjourn. Senator Hajjafar so moved. The motion was seconded and the meeting adjourned at 4:45 p.m.

Transcript prepared by Marilyn Quillin

APPENDIX A

APCC motions to Faculty Senate - May 2002

1. Graduation with honors
2. Course Substitution Policy
3. Honorary Degree committee
4. Clarification to "early tenure" language in RTP rule (3359-20-03.7)
5. Policies regarding Student Success and Retention
6. Part-time faculty rule changes - 3359-20-06.1
7. Salaries rule changes - 3359-20-03.1

C. Probationary periods of regular faculty.

2.

(c) Tenure may be granted before the sixth year in a professorial rank contingent upon the candidate's successful completion of the following criteria.

(i) The candidate shall have completed at least two years of active service at the university of Akron before application for early tenure can be made.

(ii) At a minimum, the candidate must meet the academic unit criteria for tenure.

(iii) The academic unit tenure committee shall vote to determine if the candidate may apply for early tenure. THE DECISION OF THE TENURE COMMITTEE IS FINAL AND CANNOT BE APPEALED.

A candidate may apply for early tenure only once. Should tenure be denied, the candidate shall complete the six year probationary period before making reapplication for tenure.

RATIONALE: The reasoning is: the academic unit tenure committee shall vote to determine if the candidate may apply for early tenure so that the candidate is afforded the opportunity to find out if his/her case is strong enough to pass. The intent is to provide the candidate with feedback so that the application can be successful since they can only apply once. Should the feedback suggest an unsuccessful outcome, the candidate can wait another year or until suggestions for improvement are met.

Since it is the same committee which does this initial approval of application who will be doing the official review of the candidate materials, it would be inconsistent to have an appeal at any level.

**Course Substitution Policy - for inclusion in the General Bulletin
to be presented to Faculty Senate - May 2002**

The University of Akron recognizes that some students may be unable to satisfy specific course work requirements for degree completion. Therefore, the student may request a course substitution. A course substitution is not appropriate when the specific course(s) is essential to the degree being sought and a substitution would represent a fundamental alteration of the program.

The process for requesting a course substitution is as follows:

The student contacts his/her advisor and requests a course substitution.

If the request(s) is based on a disability, the office of accessibility shall be consulted and shall assist the advisor and student in the facilitation of a solution.

If the advisor approves, an appropriate substitution is agreed upon and the recommendation with rationale is forwarded to the department chair or school director for approval.

The student shall be advised of and sign an informed consent form which is forwarded with the recommendation and which states the following:

1. You have been advised that this substitution is only applicable in this college and is not binding on any other college within the university
2. You understand that a course substitution may ultimately affect further studies at this university or other colleges and universities including graduate studies

If the department chair or school director approves, the recommendation with rationale is forwarded to the Dean.

If the Dean approves, the office of the Dean shall notify all parties concerned.

If the Dean disapproves, the student may request a review by the Senior Vice President and Provost.

3359-60-036 Graduation.

(A) Graduation with honors.

- (1) For a student ~~who entered the university after December 1981~~ who is being awarded ~~an initial~~ A baccalaureate degree and who has completed ~~sixty~~ SIXTY-FOUR or more credits at the university of Akron, the degree

will be designated if the overall grade-point average is

cum laude	between 3.40 and 3.59
magna cum laude	between 3.60 and 3.79
summa cum laud	3.80 or higher

THE NUMBER OF CREDIT HOURS USED TO DETERMINE GRADUATION WITH HONORS INCLUDES THE TOTAL NUMBER OF CREDIT HOURS COMPLETED AT THE UNIVERSITY OF AKRON PLUS THE NUMBER OF CREDIT HOURS IN PROGRESS AT THE UNIVERISTY OF AKRON.

- (2) For a student ~~who entered the university after December 1981~~ who is being awarded an ~~initial~~ associate degree and who has completed ~~thirty~~ THIRTY-TWO or more credits at the university, the degree

will be designated if the overall grade-point average is

with distinction	between 3.40 and 3.59
with high distinction	between 3.60 and 3.79
with highest distinction	3.80 and higher

- (3) ~~For a student who entered the university prior to January 1982 and is being awarded an initial baccalaureate degree and who has completed sixty or more credits at the university, the degree~~

~~will be designated if the overall grade point average is~~

cum laude	between 3.25 and 3.49
magna cum laude	between 3.50 and 3.74
summa cum laude	3.75 or higher

- (4) ~~For the student who entered the university prior to January 1982 and is being awarded an initial associate degree and who has completed thirty or more credits at the university, the degree~~

~~will be designated if the overall grade point average is~~
~~with distinction 3.25 or higher~~

3359-xx-xx Awarding of Honorary Degrees
to be presented to Faculty Senate - May 2002

- (A) Honorary degrees shall be awarded at the discretion of the board of trustees.
 - (1) Nominations made by a member of the board of trustees shall be submitted directly to the board of trustees for approval.
- (B) Nominations for the awarding of an honorary degree may be made either by a majority vote of an academic unit, or by the dean of a college. Nominations made by an academic unit shall be approved by the dean. Upon receiving or making a nomination, the dean shall convene the honorary degree college review committee.
 - (1) Each college faculty shall elect its review committee to consider such nominations. The committee shall choose its own chair. If a majority of the review committee approves of the nomination, the dean shall forward the review committee's recommendations, with his/her comments, to the university honorary degree recommendation committee convened by the senior vice president and provost.
 - (2) The university honorary degree recommendation committee shall consist of one member of the regular faculty elected from each of the degree granting colleges and university libraries. Those elected shall serve two-year terms. In even-numbered academic years, representatives shall be elected from the community and technical college, the college of engineering, the college of business administration, the college of nursing, Wayne college, and university libraries. In odd-numbered academic years, representatives shall be elected from the Buchtel college of arts and sciences, the college of education, the college of fine and applied arts, the college of polymer science and polymer engineering, and the school of law. The committee shall choose its own chair.
 - (a) If a two-thirds majority of the review committee votes favorably, it shall forward the recommendation to the senior vice president and provost.
 - (b) The senior vice president and provost shall transmit his/her recommendation, with comments, to the president. If the president approves, the recommendation is forwarded to the board of trustees for consideration.

IMPLEMENTATION NOTE: All members of the university committee shall be elected Fall semester 2002 . To begin the process of rotation, representatives from colleges elected in even numbered years shall serve for a one year term (2002-2003) during the first rotation; representatives from colleges to be elected in odd number years shall serve for a two year term (2002-2004).

Final Draft

To be presented to Faculty Senate - May 2002

3359-20-031 Salaries (full-time faculty).

- (A) Although the university has no definite salary schedule, the president announces at the November meeting of the faculty senate the maximum, minimum, median, and average salaries paid to regular teaching professors, associate professors, assistant professors, and instructors, all figures being based on ~~a nine-months'~~ AN ACADEMIC YEAR pay schedule. Generally, faculty members are on the ~~nine-months'~~ ACADEMIC YEAR schedule, and administrative officers are on the twelve-months' schedule.
- (B) Although salary adjustments may be considered at any necessary time, the deans, after conferences with their department chairs, normally review and recommend changes in salaries in the spring so that the president's recommendations may be presented to the board during the spring semester and salary changes can go into effect at the beginning of the academic year.
- (C) DEPARTMENT CHAIRS, SCHOOL DIRECTORS, OR DEANS IN COLLEGES WITHOUT DEPARTMENTS, SHALL CONDUCT AN ANNUAL EVALUATION OF EACH FACULTY MEMBER AS REQUIRED BY 3359-20-02-B.
- (D) SALARY ADJUSTMENTS SHALL BE BASED ON MERIT.
 - 1. ANNUAL EVALUATIONS SHALL SERVE AS THE BASIS FOR DETERMINING MERIT.
 - 2. ACADEMIC UNITS MAY USE INFORMATION FROM MORE THAN ONE YEAR OF ANNUAL EVALUATIONS IN DETERMINING SALARY ADJUSTMENTS.
- (E) DEPARTMENT CHAIRS OR SCHOOL DIRECTORS AND DEANS SHALL RECOMMEND FACULTY SALARY ADJUSTMENTS BASED UPON MERIT PROCEDURES AND CRITERIA AS REQUIRED BY SECTION (I) OF THIS RULE.
- (F) FOR THE PURPOSES OF ESTABLISHING PROCEDURES AND CRITERIA FOR ANNUAL EVALUATION AND MERIT, AN ACADEMIC UNIT IS DEFINED AS FOLLOWS:
 - 1. A DEPARTMENT OR SCHOOL WHERE FACULTY HOLD A PRIMARY APPOINTMENT.

2. A COLLEGE WHERE FACULTY HOLD A PRIMARY APPOINTMENT.
 3. FACULTY IN COLLEGES WITH DEPARTMENTS OR SCHOOLS MAY CHOOSE TO ACT AS A FACULTY OF THE WHOLE AND ESTABLISH PROCEDURES AND CRITERIA THAT GOVERN THE COLLEGE AS A WHOLE.
- (G) "ROBERT'S RULES OF ORDER," IN THE MOST RECENT EDITION, SHALL BE ACCEPTED AS THE AUTHORITY ON ALL QUESTIONS OF PARLIAMENTARY PROCEDURE NOT DETERMINED BY THE UNIVERSITY RULES AS DEFINED IN THE OHIO ADMINISTRATIVE CODE. IN ANY CONFLICT BETWEEN THE OHIO ADMINISTRATIVE CODE AND "ROBERT'S RULES OF ORDER," THE OHIO ADMINISTRATIVE CODE TAKES PRECEDENCE.
- (H) EACH ACADEMIC UNIT SHALL ESTABLISH PROCEDURES AND CRITERIA FOR ANNUAL EVALUATIONS.
1. ANNUAL EVALUATION PROCEDURES AND CRITERIA SHALL BE ESTABLISHED IN WRITING BY THE ACADEMIC UNIT FACULTY IN CONSULTATION WITH THE DEAN.
 - a. THESE PROCEDURES AND CRITERIA SHALL BE APPROVED BY AT LEAST A SIMPLE MAJORITY OF THE ELIGIBLE FACULTY. AN ABSTENTION, WHILE ALLOWED, SHALL BE CONSIDERED AS A NEGATIVE VOTE.
 - i. THE DEAN SHALL NOT VOTE AS A MEMBER OF THE REGULAR FACULTY.
 - ii. ANY OTHER INDIVIDUALS, BEYOND THE LEVEL OF THE ACADEMIC UNIT, DIRECTLY INVOLVED WITH THE APPROVAL PROCESS FOR THESE PROCEDURES AND CRITERIA ARE INELIGIBLE AND SHALL NOT VOTE.
 - iii. IN EXTENUATING CIRCUMSTANCES, INDIVIDUAL UNIT'S GUIDELINES MAY ALLOW FOR ABSENTEE BALLOTS FOR FACULTY WHO HAVE BEEN PARTICIPANTS IN THE DELIBERATIONS.
 - b. THESE PROCEDURES AND CRITERIA SHALL BE APPROVED BY THE DEAN.

- c. THESE PROCEDURES AND CRITERIA SHALL BE APPROVED BY THE SENIOR VICE PRESIDENT AND PROVOST.
- 2. ANNUAL EVALUATION PROCEDURES AND CRITERIA SHALL INCLUDE A PROCESS FOR AMENDMENT
- 3. ANNUAL EVALUATION PROCEDURES AND CRITERIA SHALL BE ACCESSIBLE TO ALL FACULTY MEMBERS. A COPY OF THE PROCEDURES SHALL BE AVAILABLE IN THE DEPARTMENT, THE SCHOOL, THE COLLEGE, AND THE OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST.
- 4. A WRITTEN COPY OF THE COMPLETED ANNUAL EVALUATION SHALL BE PROVIDED TO THE FACULTY MEMBER IN A TIMELY MANNER.
- 5. ANNUAL EVALUATION PROCEDURES SHALL INCLUDE AN OPPORTUNITY FOR THE FACULTY MEMBER TO MEET WITH THE INITIAL EVALUATOR(S) PRIOR TO THE FORWARDING OF THE EVALUATION BEYOND THE ACADEMIC UNIT.
- 6. ANNUAL EVALUATION PROCEDURES SHALL INCLUDE AN APPEALS PROCESS.
- 7. THE ANNUAL EVALUATION SHALL COVER THE TIME PERIOD DEFINED BY THE CALENDAR YEAR.
- 8. ANNUAL EVALUATION CRITERIA SHALL ADDRESS ALL COMPONENTS OF THE FACULTY MEMBER'S RESPONSIBILITY AND SHALL BE SUITED TO THE DISTINCTIVE MISSION AND ROLE OF THE ACADEMIC UNIT.
- 9. IN THE CASE OF CONFLICT, THE UNIVERSITY RULES AND REGULATIONS AS CONTAINED IN THE OHIO ADMINISTRATIVE CODE SUPERCEDE ALL OTHER GUIDELINES.
- (I) EACH ACADEMIC UNIT SHALL ESTABLISH PROCEDURES AND CRITERIA FOR THE PURPOSES OF RECOMMENDING SALARY ADJUSTMENTS BASED ON MERIT.
 - 1. MERIT PROCEDURES AND CRITERIA SHALL BE ESTABLISHED IN WRITING BY THE ACADEMIC UNIT FACULTY IN CONSULTATION WITH THE DEAN.
 - a. MERIT PROCEDURES AND CRITERIA SHALL BE

APPROVED BY AT LEAST A SIMPLE MAJORITY VOTE OF THE ELIGIBLE FACULTY. AN ABSTENTION, WHILE ALLOWED, SHALL BE CONSIDERED AS A NEGATIVE VOTE.

- i. THE DEAN SHALL NOT VOTE AS A MEMBER OF THE REGULAR FACULTY.
 - ii. ANY OTHER INDIVIDUALS, BEYOND THE LEVEL OF THE ACADEMIC UNIT, DIRECTLY INVOLVED WITH THE APPROVAL PROCESS FOR THESE PROCEDURES AND CRITERIA ARE INELIGIBLE AND SHALL NOT VOTE.
 - iii. IN EXTENUATING CIRCUMSTANCES, INDIVIDUAL UNIT'S GUIDELINES MAY ALLOW FOR ABSENTEE BALLOTS FOR FACULTY WHO HAVE BEEN PARTICIPANTS IN THE DELIBERATIONS.
 - b. THESE PROCEDURES AND CRITERIA SHALL BE APPROVED BY THE DEAN.
 - c. THESE PROCEDURES AND CRITERIA SHALL BE APPROVED BY THE SENIOR VICE PRESIDENT AND PROVOST.
2. MERIT PROCEDURES AND CRITERIA SHALL INCLUDE A PROCESS FOR AMENDMENT.
 3. MERIT PROCEDURES AND CRITERIA SHALL BE ACCESSIBLE TO ALL FACULTY MEMBERS. A COPY OF THE PROCEDURES SHALL BE AVAILABLE IN THE DEPARTMENT, THE SCHOOL, THE COLLEGE, AND THE OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST.
 4. MERIT PROCEDURES SHALL REQUIRE THAT EACH RECOMMENDING PERSON OR BODY PROVIDE TO THE FACULTY MEMBER A WRITTEN EXPLANATION OF THE MERIT AWARD RECOMMENDATION.
 5. MERIT PROCEDURES SHALL INCLUDE AN APPEALS PROCESS.
 6. IN THE CASE OF CONFLICT, THE UNIVERSITY RULES AND REGULATIONS AS CONTAINED IN THE OHIO ADMINISTRATIVE CODE SUPERCEDE ALL OTHER GUIDELINES.

Policy statements addressing Student Success and Retention. Made as a motion from APCC:

1. Each course syllabus shall clearly articulate an attendance policy that allows for some flexibility, accommodates late-enrolling students, and includes a statement addressing the acceptance policy for late work.
2. Students must successfully complete with a grade of C or better any developmental courses they may be required to take within the first thirty-two credit hours attempted.
3. The deadline to withdraw from a course shall be Friday of the tenth week of the semester. This deadline shall be prorated for courses less than fifteen weeks. Freshmen midterm deficiency grades shall be submitted by Friday of the sixth week of the semester.

3359-20-061 Part-time faculty appointments.**(A) Definition of part-time faculty**

- (1) The designation of lecturer is used for part-time faculty members. Part-time faculty are appointed by the board of trustees, for a particular term, upon recommendation of the department chair and approval of the dean of the college. Part-time faculty service requirement is limited to teaching responsibilities; all other activities are voluntary and shall not be considered to constitute full time responsibilities. (See faculty manual rule 3359-20-03 of the Administrative Code). The responsibilities of part-time faculty are:
 - (a) Develop the course syllabus for each section taught (unless the syllabus is standardized by the department)
 - (b) Hold classes on a regular basis according to the university schedule
 - (c) Keep required student grades
 - (d) Maintain the confidentiality of student records
 - (e) Be available for students a minimum of one hour per week per course taught
 - (f) Prepare and grade tests, quizzes, and other student assignments
 - (g) Attend scheduled departmental meetings when possible
 - (h) Provide current vitae and teaching portfolio to the department.

(B) Definition of Teaching Portfolio

- (1) The teaching portfolio is a file that is held by the department for each individual part-time faculty member. Items to be contained in the teaching portfolio for part-time faculty members are:
 - (a) Current vitae

- (b) Chair, mentor, or peer evaluations using documented expectations and evaluation methods standardized in the department or college
 - (c) Student evaluations using a standardized departmental form
 - (d) Course syllabus
 - (e) Other course information such as classroom assignments and tests
 - (f) Integration of innovative approaches to teaching such as:
 - (i) computerized models
 - (ii) lectures using integrated technology
 - (iii) amount and quality of course material using the World Wide Web
 - (iv) student projects using technology
 - (g) Participation in departmental workshops
 - (2) The responsibility for keeping the teaching portfolio up to date lies with the part-time faculty member.
- (C) Definition of Relevant Experience
- (1) Relevant experience is work experience that is directly related to the teaching responsibility the part-time faculty member will have at the university of Akron. Examples of relevant experience include but are not limited to:
 - (a) Relevant work experience includes, but is not limited to:
 - (i) Teaching experience
 - (ii) Professional experience

- (a) Clinical experience
- (b) Similar teaching experience at a university
- (c) Relevant special licensures or certificates through a recognized organizational body (local, state, or federal government or professional organization)

- (b) Record of activity in a relevant professional organization

(D) Excellence in Teaching

- (1) Excellence in teaching is documented by the part-time faculty member's teaching portfolio. Any item in the teaching portfolio may indicate excellence in teaching; however, when documenting classroom performance, excellence is demonstrated by scores that are consistently above the department mean in the following areas:

- (a) Student evaluations
- (b) Peer evaluations
- (c) Supervisor evaluations

- (2) Additional items include, but are not limited to:

- (a) Relevant awards
- (b) Relevant commendations
- (c) Faculty development
 - (i) attendance at relevant workshops
 - (ii) relevant presentations

(E) Assignments and load ceilings for part-time faculty

- (1) Part-time faculty members may be assigned to more than one department.
 - (a) Salary grade structure shall be consistent throughout colleges. Appointments shall be made using the salary grade chart.
 - (b) The level of salary grade of the appointment may be determined independently by each department and college based upon approved guidelines as outlined in paragraph (I) of this rule.
- (2) Part-time faculty members perform teaching responsibilities necessitated by enrollment demand; all assignments are dependent on expertise, enrollment and need. The needs of the individual college/department are determined by the dean in conjunction with the senior vice president and provost.
- (3) In order to provide maximum flexibility for academic units, part-time faculty may teach up to twelve credit hours in any given semester (fall or spring).
 - (a) Compensation for the teaching of twelve credit hours in any given semester shall not constitute de facto full time employment.
 - (b) While many part-time faculty may be reappointed from successive academic terms, the appointment and any reappointments confer no expectancy whatsoever of continued employment.
 - (c) No more than twenty-one total credit hours shall be assigned to any part-time faculty member for any academic year. The academic year is defined as fall and spring semester.
- (F) Recommended privileges that shall be made available to part-time faculty within the constraints of departmental space and budgets.
 - (1) Faculty/peer mentor
 - (2) E-mail account

- (3) Access to computer and internet connection with e-mail capabilities
 - (4) Access to telephone, voice mail and campus mailboxes
 - (5) Access to work space/office.
 - (6) Access to secretarial support
 - (7) Access to duplication services for coursework and examinations
 - (8) Full access to university libraries
 - (9) Opportunities for interaction with full-time faculty and information about departmental activities.
 - (10) Opportunities for and ability to contribute to discussions of curriculum issues.
- (G) Recognition of part-time faculty commitment to programs across the institution is important. Demonstration of this recognition, within the constraints of departmental space and budgets, may include but is not limited to:
- (1) Support for professional development
 - (2) Opportunity to request sections and teaching times
 - (3) Awards
 - (4) Including part-time faculty in professional opportunities
 - (5) The department may seek input from part-time faculty regarding curricular issues
 - (6) Re-classification to higher salary grade if the specified criteria are met
- (H) Appointment contract periods, salary and grade levels
- (1) Contract periods

- (a) up to 21 credit hours per academic year
 - (b) nine credit hours during the 15 week summer session
 - (c) semester-to-semester contracts dependent on enrollment and need
- (2) Appointment and salary grades (salaries of current part-time faculty will not be reduced as a result of this policy.)
- (a) Assistant lecturer
 - (i) Salary range: \$600-\$800 per credit hour
 - (ii) Master's degree with relevant experience; or
 - (iii) Bachelor's degree with 20 discipline related graduate credit hours
 - (b) Associate lecturer
 - (i) Salary range: \$700-\$900 per credit hour
 - (ii) Master's degree with 60 semester hours of university level teaching experience, documented excellence in teaching, and relevant experience; or
 - (iii) Master's degree with 15 credit hours of discipline related post master's level coursework, and relevant experience
 - (c) Senior lecturer
 - (i) Salary range: \$800-\$1,000 per credit hour
 - (ii) Relevant doctoral degree; or
 - (iii) Master's degree with 100 semester hours of university level teaching experience, documented excellence in

teaching, and relevant experience

- (a) The Jurist Doctorate (J.D.) degree is accepted as a doctoral degree only when teaching law related courses in any department
 - (b) The J.D. degree is considered as a master's degree when teaching non-law related courses
 - (d) Special lecturer
 - (i) Minimum of a bachelor's degree and/or related experience
 - (ii) Written justification and proof of a search for a qualified instructor with relevant credentials are required for the Office of the Senior Vice-president and Provost to approve the position
- (3) Salary ranges in all part time categories shall be reviewed annually by the planning and budget committee of the faculty senate.
- (4) Initial Appointment shall be based upon credentials of the individual as they apply to the specific responsibilities and assignment at the university of Akron.
- (a) The highest degree attained is that degree directly related to the teaching responsibility the part-time faculty member will have at the university of Akron.
 - (b) Relevant experience as defined in section (C)(1) above
 - (c) The exact salary within the specified category is dependent on the credentials as determined by the department that the individual is assigned subject to the approval of the appropriate department chair, dean, and the Office of the Senior Vice President and Provost.
 - (d) For both consistency across the institution and given the definition of part-time faculty in section (A)(1) above, the

following shall not be considered for initial appointment:

- (i) Publishing record of the individual
 - (ii) Service to the institution beyond what is stated in (I)(4), paragraphs 4 a and b above
- (5) Existing part-time faculty shall first be classified subject to the specific criteria for part-time faculty. Further considerations may be given for their efforts and service at the university of Akron. These considerations shall be based upon relevant work experience and teaching experience as follows:
 - (a) professional work experience as it relates to teaching assignment
 - (b) expertise in one's field
 - (c) professional development
 - (d) additional degree or certificate completion
 - (e) documented excellence in teaching
- (I) A change in grade for a part-time faculty member may be recommended by the department chair and considered by the appropriate dean and the provost once the part-time faculty member has obtained the minimum credentials necessary for the next grade level. Changes in grade and salary can be effective in either the fall or spring semester. These changes shall be based upon:
 - (1) Excellence in teaching is documented in the individual's teaching portfolio. The following shall be used to evaluate classroom performance (See section (B) for further information on teaching portfolios and section (D) for further information on excellence in teaching):
 - (a) student evaluations
 - (b) peer evaluations

- (c) supervisor evaluations
 - (d) innovation in teaching techniques and through the use of technology
 - (2) Completion of the next relevant degree
 - (3) A minimum of 100 semester hours of university level teaching experience is needed for persons without the relevant doctoral degree to obtain a Senior Lecturer status. However, 100 semester teaching hours does not guarantee the part-time faculty member the rank of senior lecturer in a de facto manner.
 - (4) Part-time faculty have the right to appeal the classification level to the appropriate department chair. In the event the issue is not resolved, then the part-time faculty member may appeal the decision to the appropriate dean, and then to the Office of the Provost
- (J) Items to be considered when determining merit recognition for part-time faculty. Each item in this section is to be taken as it applies to the teaching responsibilities of the individual at the university of Akron.
 - (1) Items to be considered for merit increases:
 - (a) The individual's teaching portfolio as defined in section (B)
 - (b) Professional development specific to the course being taught
 - (i) Continuing course work toward a relevant degree
 - (a) transcript required showing yearly progress
 - (b) Evidence of a plan of study provided
 - (c) Course work within the last eighteen months
 - (ii) Work toward an additional relevant certificate or licensure

- (a) Evidence of course work is needed within the last 18 months
 - (b) Evidence of clinical work
 - (c) Evidence of a professional plan of study
 - (d) Evidence of relevant continuing work experience with increased responsibilities in area of expertise
 - (iii) Continuing education units in relevant areas of instruction as required by professional field (verification of attendance required)
 - (iv) Evidence of membership and active participation in professional organizations
 - (v) Conference attendance related to the field of instruction such as the opportunity to meet a specific departmental need through conference attendance and/or attendance at professional meetings that are agreed upon in advance by the part-time faculty member and the department. The department may provide funds for travel and attendance when possible.
- (2) Items that are not to be considered for merit increases:
 - (a) Publishing record
 - (b) Service or committee work
- (3) Merit may include one or more of the following:
 - (a) Reappointment
 - (b) Increase in compensation
 - (c) Support for professional development

- (K) Part-time faculty do not hold academic rank, and their grade designation is in no way related to the rank designations of full-time faculty.
- (L) The initial grade of a part-time faculty member is recommended by the department chair and approved by the dean of the college and the provost
- (M) If a part-time faculty member subsequently becomes a member of the full-time faculty, years of service as a part-time faculty member cannot be counted toward tenure or promotion.
- (N) Assignments for part-time teaching, day and evening, are made on the recommendation of the department chair with the approval of the dean of the college responsible for the course.
- (O) A completed application and acceptance agreement for part-time teaching at the university of Akron must be on file in the dean's office and the office of human resources for each part-time faculty member. An application and acceptance agreement must also be completed with each change in grade designation.
- (P) Each semester the appropriate dean will notify each part-time faculty member in writing of specific class assignments
- (Q) Part-time group health insurance coverage benefit plan levels are the same as offered to full-time faculty and staff members. Premium costs for the coverage are paid entirely by the part-time faculty and staff members and will be the same as those charged to the university for full-time faculty and staff members.
 - (1) Eligibility criteria require that part-time employees be currently teaching/working at least one-half of a full-time equivalency during the semester for which coverage is requested, and the part-time faculty members must also have established a prior employment service relationship with the university for at least one of the three immediately preceding semesters or summer sessions. The prior employment service relationship requirement need not be at a level of at least one-half of a full-time equivalency.
 - (2) The office of benefits administration manages the program and

premium collection.

(R) Additional considerations

(1) Responsibilities which shall not be required of part-time faculty:

(a) Conference attendance or presentations

(b) attendance at social functions whether on or off campus

(S) Part-time faculty grievance procedures are set forth in rule 3359-23-02 of the Administrative Code and faculty manual.

Replaces: 3359-20-06.1

Effective:

Certification:

Ted A. Mallo
Secretary
Board of Trustees

Prom. Under: 111.15

Rule Amp: Ch. 3359

Statutory Auth: Ohio Revised Code Ch. 3359

Prior Effective Dates: 9/16/96, 1/13/97, 9/18/97, 11/12/97, AND 8/6/01.

APPENDIX B**Proposals Approved By Provost
To Faculty Senate May 2002****Butchel College of Arts and Sciences**

Proposal No.	Department	Title
AS-02-16	Political Science	new course: 3700:350 Women in Politics
AS-02-40	Sociology	adjustment of required credits for all sociology degrees
AS-02-48	History	raise required GPA for PhD admission from 3.2 to 3.5
AS-02-53	Biology	revise requirements for BS Biology: Animal Physiology
AS-02-64	Philosophy	new course: 3600:414/514 Aquinas
AS-02-65	Philosophy	new course: 3600:415/515 Augustine
AS-02-74	CSAA	addition of 10 electives including 5 new courses in Archeology
AS-02-85	Math	change admission and degree requirements for MS Computer Science
AS-02-97	Geography	addition of lab to 3350:449
AS-02-102	Geology (awaiting GEAC approval)	Mode of delivery change - GEAC
AS-02-103	Statistics	revise 3470:480/580 Statistical Computer Applications
AS-02-105	Sociology	new course: 3850:350 Drugs In Society
AS-02-117	Economics	mode of delivery change - GEAC
AS-02-120	Political Science	new course: 3700:490/590 Political Science Workshop
AS-02-122	Political Science	change number of credits for 3700:310 International Politics and Institutions
AS-02-125	Political Science	discontinue BS Political Science: Public Policy Management

College of Business Administration

Proposal No.	Department	Title
BA-02-00	Finance	revision requirements MBA: Finance
BA-02-01	Finance	revision requirements MBA: International Finance
BA-02-02	Finance	course deletions
BA-02-03	Marketing	revision requirements Retail Marketing Certificate
BA-02-04	Marketing	revision requirements Consumer Marketing Minor
BA-02-12	Management	course number change
BA-02-13	Finance	revision requirements Corporate Financial Management program
BA-02-14	Finance	revision requirements Financial Services program
BA-02-15	Finance	course deletions
BA-02-16	Marketing	name change from MBA: Marketing to MBA: Strategic Marketing; 2 new courses 6600:645 Innovative Marketing Strategies and 6600:665 Business Relationship Management
BA-02-17	Marketing	revision requirements MBA: Global Sales Management
BA-02-18	Management	change in prereqs 6600:490 Business Policy
BA-02-19	Management	change in prereqs 6500:301 management Principles and Concepts
BA-02-20	Management	change in prereqs 6500:601 Quantitative Decision Making
BA-02-21	Accounting	change in prereqs 6200:321 Intermediate Accounting I
BA-02-22	Accounting	change in prereqs 6500:322 Intermediate Accounting II
BA-02-23	Accounting	change in prereqs 6200:454 Information Systems Security
BA-20-24	Accounting	change in prereqs 6200:430 Taxation I
BA-02-25	Accounting	name change 6200:301 from Course Management and ERP to Cost Management and ERP
BA-02-26	Management	bulletin description revision 6300:201 Introduction to Entrepreneurship

BA-02-27	Management	change in prereqs 6300:301 New Venture Creation
BA-02-28	Management	change in prereqs 6300:360 Entrepreneurial Field Project
BA-02-31	Management	revision requirements for Minor in Entrepreneurship
BA-02-32	Management	revision requirements for Certificate in Entrepreneurship
BA-02-33	Management	revision requirements MBA: Entrepreneurship
BA-02-34	Management	course deletion 6500:408
BA-02-35	Finance	name change from Financial Services Program-Certified Financial Planner to Financial Services Program-Financial Planning Concentration
BA-02-36	Finance	course deletions
BA-02-37	Finance	course deletion
BA-02-40	Finance	name change 6400:650 from Techniques of Financial Analysis to Techniques of Financial Modeling

Community and Technical College

Proposal No.	Department	Title
CT-02-11	Engineering & Science Tech	revision requirements BS Mechanical Engineering Technology
CT-02-12	Engineering & Science Tech	revise course requirements 2820:105; 2820:131; 2820:310
CT-02-14	Engineering & Science Tech	revise requirements AAS: Mechanical Engineering Tech
CT-02-17	Engineering & Science Tech	2 new courses: 2990:320 Advanced Materials Testing; 2990:420 Hydrology and Groundwater
CT-02-46	Public Service Technology	new course 2200:110 Foundations in Early Childhood Education
CT-02-64	Allied Health	course deletions

College of Education

Proposal No.	Department	Title

College of Engineering

Proposal No.	Department	Title

College of Fine and Applied Arts

Proposal No.	Department	Title
FAA-01-02	Family and Consumer Science	delete minor in Apparel Design and Construction
FAA-01-03	Family and Consumer Science	change requirements and electives for minor in Fashion
FAA-01-04	Communications	delete 7600:200 Careers in Communication
FAA-01-05	Communications	change in required courses - Public Relations option
FAA-01-06	Communications	change in required courses - Organizational option
FAA-01-07	Communications	change in required courses - Interpersonal and Public option
FAA-01-08	Communications	change in required courses - Mass Media radio/TV option
FAA-01-09	Communications	change in required courses - Mass Media Production option
FAA-01-10	Communications	change in required courses - Mass Media News option
FAA-01-11	Family and Consumer Science	change course number 7400:221 to 7400:226
FAA-01-15	Communications	change prereqs for 7600:417
FAA-01=01A	Family and Consumer Science	delete certificate program in Interior Design
FAA-01-32	Music	new course 7500:268
FAA-02-01	Family and Consumer Science	combine MA Family Consumer Science options in Child Development and Family Development
FAA-02-44	Family and Consumer Science	mode of delivery change 7400:605

University Libraries

Proposal No.	Department	Title

School of Law

Proposal No.	Department	Title

College of Nursing

Proposal No.	Department	Title

College of Polymer Science and Polymer Engineering

Proposal No.	Department	Title
PS-02-03	Polymer Engineering	course revision and name change 9841:499 from Polymer Engineering Project to Polymer Engineering Design Project
PS-02-04	Polymer Engineering	name change 9841:497 from Special Topics in Polymer Engineering to Honors Project

University College

Proposal No.	Department	Title
UC-02-01	Developmental Programs	course deletion 1020:040 basic Writing I
UC-02-02	Developmental Programs	course deletion 1020:066 Critical Reading and Reason
UC-02-03	Developmental Programs	name change 1020:042 from Basic Writing II to Basic Writing

Wayne College

Proposal No.	Department	Title
WC-02-13	Wayne	change in number of electives Business Management Tech - General Option
WC-02-14	Wayne	change in number of electives Business Management Tech - Accounting Option

APPENDIX C**Athletics Committee****Summary of Meeting of April 17, 2002 and Final Report 2001-2002**

- 1) Mike Duve will be the Committee Chair for the 2002-03 year; Jeff Franks will work with Mr. Duve for the remainder of the year and throughout the summer in ensuring that the Committee is prepared to address key issues next year.
- 2) Jeff Franks provided a brief update on athletics related budget issues addressed by the Planning and Budget Committee in its recent proposal to the Faculty Senate. Items passed by the Senate include:

- The General Fee to Athletics is increased by \$712,569 to cover anticipated scholarship obligations
- The General Fee to Athletics is also increased for the following:
 - Increased air travel (\$100k) required to generate \$900k in guarantees
 - Equipment and uniform replacements (\$58k)
 - Increased MAC dues (\$19k)
 - Support of a 4% raise pool (\$96k)
 - Address gender equity issues (\$35k)

Franks provided background on the decision to transfer a planned \$1.2 million increase to the Athletics budget to a line item for addressing faculty compression/equity. Mary Lu Gribshaw provided background on the plan to elevate funding for the Athletics program over a period of years in order to bring it to a more competitive level in the MAC. She also reported on some key private donations successfully obtained for the program during the past year, including a \$500,000 gift spread over four years with an initial payment of \$250,000 earmarked for a new basketball floor. The balance of \$250,000 will be received in equal installments over the next three years. The new floor will be installed this summer at a cost of \$201,000. The Athletics Office is vigorously pursuing private monies and has had some significant successes as evidenced by a 50% increase over the previous year.

- 3) The Committee discussed priorities for next year as:

- *Continue pursuit of new revenues through private sources
- *Continue efforts to increase attendance at sporting events
- *Continue efforts to obtain increased and more positive media coverage for UA Athletics
- *Increase dissemination of positive aspects of the program, particularly with regards to the academic success of UA athletes relative to the overall student body (GPA and graduation rates exceed overall student body)

Respectfully submitted,

Jeffrey Franks (jfranks@uakron.edu)

Faculty Senate Athletics Committee 2001-2002

Kevin Butler, 02 (+3501)

Dave Louscher, 02* (+1904)

John Sahl, 02, (+2901)

Dan Chafin, 02*

Mike Duve, 03, (+5103)

Bonnie Filer-Tubaugh, 03 (+5004)

John Hebert, 03* (+4801)

Devinder Malhotra, 03 (+1901)

Vicki Rostedt, 03 (+6105)

Linda Saliga, 03 (+4002)

Kristina Belisle, 04* (+1002)

William Jordan III, 04* (+2901)

Jeffrey Franks, 04* (+1709) Interim Chair

Ex officio members: Mr. David Jamison, NCAA Faculty Representative
Mr. Michael Thomas, Athletic Director, or designee

Department of Athletics Overview 2001-2002

Academics

Fall 2001

- *14 students with a 4.00 grade point average
- *110 students on the Dean's list
- *Overall grade point average 2.73
- *Female students 3.10
- *Male students 2.50
- *Two Academic All-Americans Men's Soccer
- *New Women's Soccer program 3.08gpa for the first semester

Budget Issues

- *See attached Excel spreadsheets for MAC budget comparisons

- *The Athletic Department does not receive 100% of its funding from the University. The department must generate revenue to support the department budget. These revenues come from tickets sales, corporate sponsorships, team guarantees, etc.

- *Many of the individual sports programs must support their team budgets by generating their own revenue. This is done in a variety of ways. Many teams provide summer camps and clinics to area youth. Participate in department fundraisers, sponsor tournaments or team invitationals and assist with fundraising initiative through the development office.

Corporate Sponsorships

Began an innovative marketing initiative called TEAM AKRON. The goal is to provide unprecedented exposure for Zips Athletics, the University, the City of Akron and the Akron Corporate Community. This year the following corporations have committed to be part of this unique opportunity.

First Energy
SummaCare Health Plan
Alltel Communications
Summa Health Systems
Giant Eagle Supermarkets

These corporations have signed long-term agreements through 2004-2005. All these agreements incorporate cash distributions. These agreements will provide the Athletic Department \$300,000 - \$500,000 in revenue from 2002-2005.

The Athletic Department will also introduce a new department logo on July 1, 2002. This logo will bring a unity to the all the athletic teams and allow the department another revenue option through merchandising opportunities in the Akron community.

Revenue generated in 2001-2002 through signed corporate agreements.
\$224, 650

Ticket Revenue

With the rental events at the Rubber Bowl and the JAR Arena and the addition of Women's Soccer the ticket revenue has increased 250% for all events. During the 2000-2001 school year, the ticket office brought in approximately \$430,000 in revenue and currently revenue intake for 2001-2002 is \$1,338,000.

Community Service Activities

The student-athletes participate in a variety of activities throughout the year. Listed below are the projects and organizations they worked with this year.

Access Shelter

Children's Hospital

Copley Youth Program

Breast Cancer

Forest Hill Elementary

David Hill Elementary

St. Sebastian Elementary

Arrowhead Elementary

Essex Elementary

Children's Services

Project Learn

American Heart Assoc

College Scholars

RHA

St. Augustine Elementary

Haven of Rest

Kauai Collegiate Cup

West Akron Softball League

Adopt a family for Thanksgiving and Christmas

Kids Newsday

Youth Clinic

Race for the Cure

Zippy's Readers program

Mentoring Day

Kids Fair

Heart Walk

Youth Clinic

Adopt-a-school

Shoe Drive

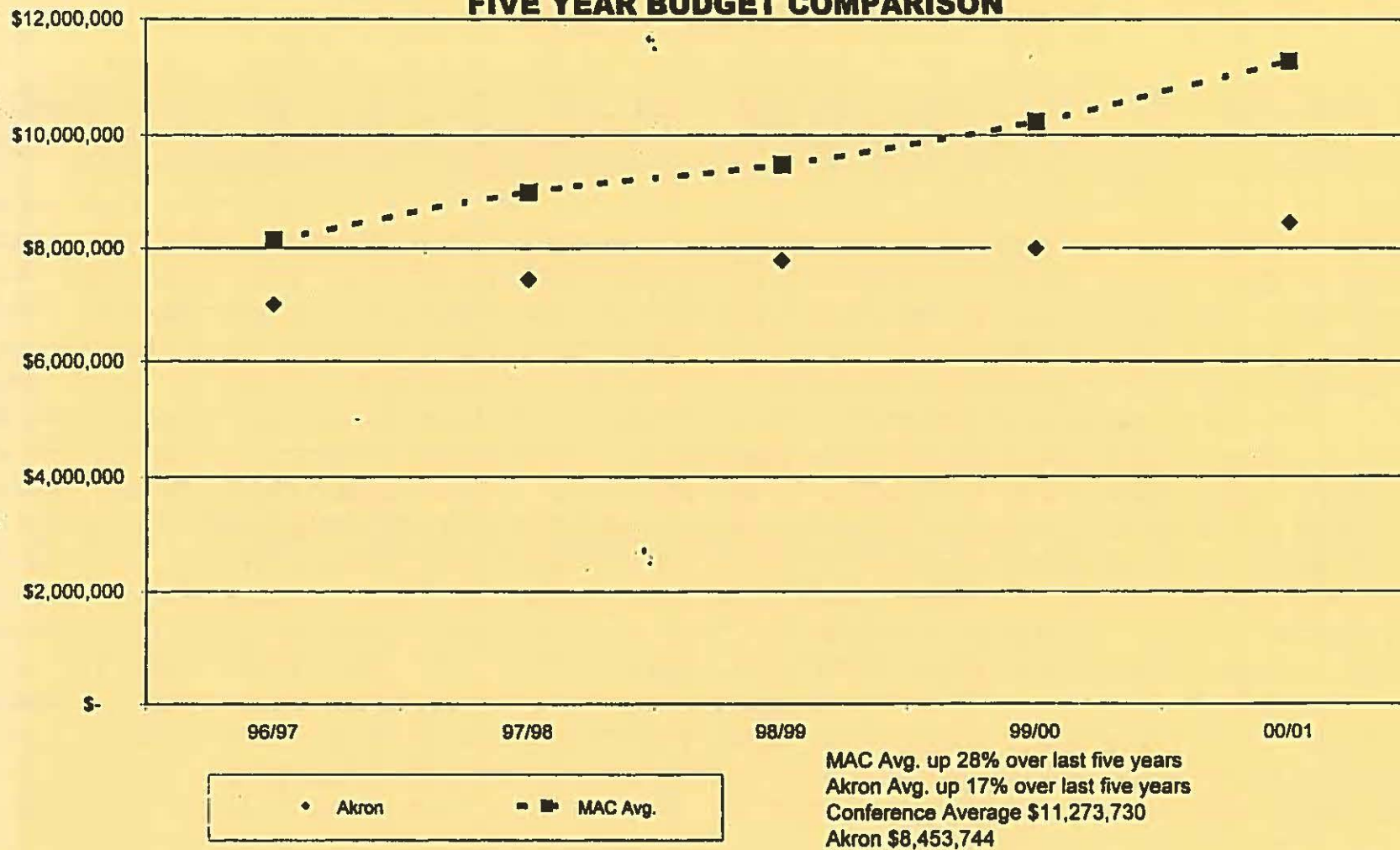
Skills session for at-risk children

Instructional clinic

FIVE YEAR BUDGET COMPARISON

	Akron	MAC Avg.
96/97	\$ 7,001,196	\$ 8,152,025
97/98	\$ 7,445,444	\$ 8,997,625
98/99	\$ 7,780,662	\$ 9,489,622
99/00	\$ 7,991,849	\$ 10,231,950
00/01	\$ 8,453,744	\$ 11,273,722

FIVE YEAR BUDGET COMPARISON



2000-01 MID-AMERICAN CONFERENCE SUMMARY OF EXPENDITURES BY SPORT															
EXPENSES	Akron	Ball State	Bowling Green	Buffalo	C. Michigan	E. Michigan	Kent	Marshall	Miami	N. Illinois	Ohio U	Toledo	W. Michigan	MAC Avg.	Akron Rank
Football	\$ 2,807,844	\$ 2,445,411	\$ 2,529,722	\$ 2,612,327	\$ 2,640,062	\$ 2,568,701	\$ 2,204,076	\$ 3,787,576	\$ 2,821,120	\$ 2,405,510	\$ 2,566,499	\$ 2,584,265	\$ 2,613,819	\$ 2,660,533	3/13
Baseball	\$ 272,030	\$ 390,333	\$ 325,270	\$ 311,949	\$ 409,554	\$ 378,512	\$ 318,487	\$ 296,829	\$ 460,594	\$ 303,525	\$ 405,667	\$ 317,944	\$ 366,507	\$ 350,554	13/13
Basketball (M)	\$ 799,200	\$ 782,898	\$ 631,074	\$ 726,332	\$ 880,878	\$ 847,850	\$ 870,402	\$ 964,376	\$ 850,410	\$ 819,006	\$ 721,944	\$ 688,575	\$ 839,776	\$ 807,902	8/13
Golf (M)	\$ 135,968	\$ 124,674	\$ 70,214			\$ 132,808	\$ 230,962	\$ 139,585	\$ 212,309	\$ 141,092	\$ 99,810	\$ 148,302		\$ 143,572	6/10
Soccer (M)	\$ 307,510		\$ 197,220	\$ 245,484				\$ 281,834		\$ 355,511			\$ 184,649	\$ 258,703	2/6
Track/CC (M)	\$ 195,461	\$ 273,608	\$ 191,857	\$ 204,743	\$ 327,349	\$ 330,870	\$ 312,740	\$ 238,984	\$ 348,750		\$ 240,348	\$ 244,245	\$ 337,196	\$ 270,496	11/12
Other (M)		\$ 604,949	\$ 845,323	\$ 610,636	\$ 461,855	\$ 508,324	\$ 253,275		\$ 1,053,249	\$ 631,123	\$ 356,877	\$ 374,290	\$ 955,300	\$ 614,091	
SUBTOTAL (M)	\$ 4,518,023	\$ 4,621,873	\$ 4,890,480	\$ 4,711,481	\$ 4,719,498	\$ 4,787,088	\$ 4,189,842	\$ 5,988,184	\$ 5,746,432	\$ 4,786,787	\$ 4,391,148	\$ 4,337,621	\$ 5,287,247	\$ 4,818,136	10/13
Basketball (W)	\$ 612,203	\$ 604,748	\$ 486,675	\$ 762,289	\$ 673,314	\$ 712,812	\$ 642,401	\$ 648,266	\$ 554,018	\$ 703,289	\$ 568,852	\$ 585,603	\$ 743,700	\$ 638,328	8/13
Softball	\$ 318,800	\$ 304,310	\$ 275,324	\$ 339,513	\$ 353,451	\$ 274,312	\$ 281,299	\$ 309,868	\$ 446,437	\$ 334,780	\$ 347,952	\$ 308,200	\$ 304,985	\$ 323,787	6/13
Swimming (W)	\$ 197,647	\$ 224,793	\$ 222,269	\$ 410,620		\$ 308,347			\$ 443,866	\$ 237,677	\$ 296,121	\$ 335,623		\$ 297,440	9/9
Tennis (W)	\$ 142,736	\$ 192,838	\$ 152,563	\$ 99,296		\$ 186,946		\$ 246,049	\$ 237,424	\$ 156,859		\$ 174,550	\$ 236,994	\$ 182,636	9/10
Track/CC (W)	\$ 326,227	\$ 363,177	\$ 326,965	\$ 321,592	\$ 395,548	\$ 414,826	\$ 355,207	\$ 274,233	\$ 545,497	\$ 268,378	\$ 353,000	\$ 394,583	\$ 312,638	\$ 357,821	9/13
Volleyball (W)	\$ 294,166	\$ 381,073	\$ 334,815	\$ 358,346	\$ 352,387	\$ 347,031	\$ 342,958	\$ 318,349	\$ 462,594	\$ 396,533	\$ 353,198	\$ 343,819	\$ 496,121	\$ 368,261	13/13
Other (W)	\$ 78,238	\$ 873,965	\$ 572,815	\$ 657,414	\$ 1,028,782	\$ 836,578	\$ 1,118,843	\$ 288,940	\$ 711,422	\$ 784,149	\$ 1,002,915	\$ 473,638	\$ 815,231	\$ 711,749	13/13
SUBTOTAL (W)	\$ 1,970,017	\$ 2,964,904	\$ 2,371,226	\$ 2,947,070	\$ 2,804,482	\$ 3,048,762	\$ 3,781,708	\$ 2,091,706	\$ 3,461,268	\$ 2,881,765	\$ 2,922,038	\$ 2,618,016	\$ 2,909,669	\$ 2,746,355	13/13
Ritery (Coed)	\$ 20,781													\$ 20,781	1/1
Other	\$ 1,944,933	\$ 2,655,509	\$ 3,132,888	\$ 5,402,903	\$ 3,509,868	\$ 2,737,826	\$ 3,718,503	\$ 3,800,674	\$ 3,932,987	\$ 4,485,515	\$ 3,374,498	\$ 3,780,705	\$ 5,712,526	\$ 3,707,841	13/13
Total Athletic Budget	\$ 8,453,744	\$ 10,232,286	\$ 10,394,594	\$ 13,961,454	\$ 10,933,868	\$ 10,969,673	\$ 10,650,151	\$ 11,820,563	\$ 13,080,677	\$ 12,123,047	\$ 10,687,683	\$ 10,744,342	\$ 13,919,442	\$ 11,273,730	13/13
% of total budget(m)	53.4%	45.2%	47.0%	38.1%	42.8%	45.0%	39.3%	48.1%	43.9%	39.2%	41.1%	40.4%	38.1%	42.7%	
% of total budget(w)	23.3%	28.9%	22.8%	22.6%	25.4%	28.1%	25.8%	18.1%	26.0%	23.8%	27.3%	24.3%	20.9%	24.4%	

REPORT OF THE CAMPUS FACILITIES PLANNING COMMITTEE

May 2, 2002

The Campus Facilities Planning Committee met on April 18, 2002.

The first business of the committee was a review of Leigh Hall renovations.

The Chair welcomed Dr. Angelo, Associate Provost for Teaching & Learning who had come to introduce the program for Leigh Hall renovation. Dr. Angelo reported that as state money had been set aside some time ago for this project, less could be done now than was originally planned. The interior of Knight Auditorium would not be changed and the top floor of Leigh Hall would remain a shell at this time.

Floors had been renumbered so that the bottom floor was now 1st and the next 2nd etc. The second floor would have 5 multi-use classrooms set up for distance learning (and available first for that use). Most would hold 30-32 students. Lecture Hall 116, which is not tiered would be a larger classroom. All classrooms would be ADA compliant.

Floor 3 would have 5 technically enhanced classrooms. They would be able to be divided to allow for 6-8 classrooms, Floor 4 would be the Institute of Teaching & Learning suite. It includes a conference room, library and space for 6 faculty fellows.

Discussion followed on the number of classrooms available for general purpose classes. Dr. Angelo stated that the DL classrooms would be available for other uses if not used for DL. Leigh Hall had 21 classrooms, 14 would be gained back in the new A&S building. Leigh Hall had 5 general purpose classrooms, plus the partial use of 5 DL classrooms. New classrooms could also be added later on the top unfinished floor. The new design included less offices than at present. Committee members also asked about the need for 5 DL classrooms. Dr. Angelo said they were planning for the future 10 years.

There were also questions about the empty basement space. DL had wanted the space for support, but the VP for CIO had vetoed it at the Board meeting.

Others pointed out that the campus lacked classrooms for 40 to 150 students. Dr. Angelo said that larger classes could be effective for some situations. Others needed to be smaller.

That CFPC committee unanimously approved the program for Leigh Hall renovation as presented

Resolution: That the Faculty Senate recommends approval of the plan for Leigh Hall renovations and that the Chair of CPFC may sign off when the formal documents are received.

The next item of business was the approval of name of Arts & Sciences Building. A building Name Routing Slip 12000-142 had been received by the Chair. Charles Monroe, Associate Dean of A&S stated that the new A&S building needed a tentative name. Later the Development Office might wish it to be changed to reflect the assistance of a donor. In the meantime Dean Creel wished it to be called the College of Arts and Science Building.

The CPFC committee unanimously approved the name "College of Arts and Sciences Building" to the new building for Arts and Sciences.

Resolution: That the Faculty Senate recommends the name College of Arts and Sciences for the new building.

The next order of business was preliminary approval of moves related to the new Arts and Sciences building

Jim Haskell provided a list of all the rooms that would be affected by the moves. In general terms, starting with the new building, Geography would move in from Carroll Hall, Economics and the Dean's office would move in from Olin.

Psychology would move from Polsky's to the 3rd floor in the new building. Math and Computer Science moves from Ayer to the 2nd floor of the new building and History moves to the 2nd floor from Olin. Statistics moves from Leigh Hall to the 1st floor of the new building.

Philosophy moves to Economic's space in Olin, Political Science goes to History space and CSAA moves to Political Science. ELI moves from Leigh to Philosophy space. Freed space in Ayer Hall goes in part to Physics (agreed by CFPC earlier) and part for Student Center swing space for meeting rooms. Carroll Hall space would go to Computer based testing and swing space for the student center. Jim Haskell said that there were 6 rooms that it was not clear who would use them.

Discussion shifted to the cost of these major moves. Chuck Monroe reported that no funds had as yet been allocated, despite the CFPC motion sent to Senate. The Committee was concerned that the moves were imminent and too expensive for A&S. Without including carpets and painting the estimate was for \$500,000. They also saw an issue for the future as other new buildings came on line. PBC needed to plan for moving expenses if they were not included in the funds for the new building itself. It was moved

That CFPC requests that PBC be notified of any moving expenses associated with planned buildings. PBC should find the \$500,000 needed for the present move.

The committee passed this motion unanimously.

Respectfully submitted,

Harvey L. Sterns, Chair

APPENDIX E**Planning & Budget Committee****Final Report to Faculty Senate 2001-2002
May 2, 2002**

This challenging year required a tremendous amount of time from committee members. The Committee convened for twenty-four, two-hour meetings and most members attended all of the meetings. The majority of the Committee's effort was directed toward managing the budget shortfall and developing a new budget in a deficit situation. The following is a summary of the year's highlights.

The Year in Review

This year's PBC goals evolved throughout the planning period in response to fiscal crisis. The Committee began the year facing a projected allocation from the State that reflected the 1% budget reduction that occurred late last year and a deficit of approximately 7 million dollars. For a brief time it appeared as though increased tuition revenues would offset the deficit. Against that background the Committee came to general agreement on the following goals:

- 1) At its September meeting the Committee unanimously passed a motion reaffirming support for a 3% full year merit pool for faculty, staff, and contract professionals, also recommending at the time to make further budget reductions to cover any shortfall and recognizing that meeting the 3% merit pool priority would likely require new employee contributions to health care costs.
- 2) The Committee reaffirmed the need to link budget development to university-wide planning.
- 3) At the October 11 meeting PBC agreed to finalize an ROI (Return on Investment) budget model as soon as possible and assist in applying the model to future budget decisions.
- 4) Another goal stated at the October 11 meeting was to contribute however appropriately to a faculty salary study and assist in meeting the Board of Trustees' goal to make UA faculty salaries competitive within the State.
- 5) Provide structured sessions to educate committee members about higher education budgeting and finance.
- 6) Hold a series of "Town Meetings" in order to clarify budget issues and respond to concerns about the budget.
- 7) Seek innovative paths to increased revenues.

- 8) Preserve our competitiveness and maintain the recent upswing in enrollment.

On October 17th the University received official notice from the State of Ohio of a 6% budget reduction retroactive to July 1. This presented the Committee with a tremendous challenge in that the additional reduction effectively eliminated the possibility of balancing the budget with new tuition revenues. Assisting the Provost in effectively dealing with this reduction became the committee's most important immediate task, thus necessitating a postponement of some of our original goals. After a series of focused discussions that consumed several meetings, PBC came to a consensus that resulted in the passing of two motions at its November 8th meeting:

Motion:

"The PBC recommends:

- 1 A mid-year tuition increase of at least 5%
- 2 Development of a long-term tuition and fee increase plan designed to bring the University to market value
- 3 Consideration of differential tuition rates based on market value of program
- 4 Exploration of other opportunities for revenue enhancements as may come available in the future"

11 in favor; 1 opposed.

Motion:

"The PBC recommends that immediate budget cuts be made taking into account productivity factors."

Other recommendations from the November 8th meeting included:

- 1 In view of the fact that any increase in tuition will result in an increase in the general service fee, and that athletics receives a fixed percentage of the general service fee, PBC recommends that the institution review the portion of the general service fee that is allocated to athletics. Further, PBC recommends that a portion of the monies generated by the general service fee be earmarked for academic related activities.
- 2 That the institution take a close look at building usage and scheduling, in order to determine how buildings could be more effectively used, with a resultant savings in the costs related to building maintenance, utilities, and safety.
- 3 Concerning distance learning offerings—these offerings should be governed by the same guidelines as face-to-face course offerings, i.e. if fewer than 8 students, the class cannot be offered unless rationale is submitted and accepted. This is a management issue within the unit.

10 in favor; 1 opposed.

Other items of general agreement on November 8th were:

- 1 Retain FIPL for 2002-2003. The Provost will very carefully scrutinize all applications; the Provost will consult with the Dean concerning direct and indirect costs associated with the application.
- 2 Faculty research leave should be maintained; this is best addressed as a management issue within the unit.
- 3 Reject a blanket suggestion to increase the amount of teaching done by administrators; this is best addressed as a management issue within the unit.
- 4 Reject a blanket suggestion to cut travel, support for journals, etc; this is best addressed as a management issue within the unit.
- 5 Reject a suggestion that building maintenance funds be used to fund the budget cuts.
- 6 Reject a suggestion that spring part-time faculty budgets be cut.

These motions and recommendations pertaining to the management of the budget shortfall were taken to the Board of Trustees at its November meeting, where the Board passed the mid-year tuition increase.

Return on Investment (ROI) Budget Model

In response to NCA concerns regarding the need to incorporate productivity factors into university budgeting, PBC spent a considerable amount of time last year investigating productivity based budgeting. At its November 1st meeting, following approximately eighteen months of discussion and planning, the ROI working group, a subcommittee of last year's PBC, presented the ROI budget model to the Committee. PBC passed a motion to recommend the model to the Faculty Senate and the Resolution was presented to the Senate at its November 1st meeting.

At a special meeting of the Faculty Senate on November 15th the Senate passed the PBC resolution recommending the ROI process to be the new budget development tool for the University of Akron. The Board of Trustees approved the ROI budget process on December 5th.

The Resolution was as follows:

Resolution: "The Planning & Budget Committee recommends Faculty Senate approval of the Return on Investment model (as approved by PBC on 11/1/01) as the new University budget development tool based on revenue generation and other measures of quality and productivity. It is recommended that the model be phased in over a five-year period, beginning in 2001-02, and that results be presented and reviewed annually by the PBC."

Immediately following the passing of the ROI resolution PBC began to work on developing the "quality" side of the model, with the goal of having quality measures in place by July 1, 2002. Letters soliciting input variables, productivity variables, and output variables, from the colleges went out to the Deans on January 18th. Text of this memo was attached to the February 7th PBC Report. The Committee has since collected quality measure input from all colleges and will provide further input on those measures to the Provost.

At its May 2nd meeting the Committee reviewed a simple template of quality measures and endorsed the use of these measures with further input from PBC and the Executive Committee for the fiscal year beginning July 1, 2002. The Committee passed a motion to recommend the acceptance of these measures in order to provide both portions of the ROI model for implementation on July 1, 2002.

Resolution:

"The PBC recommends that the Faculty Senate accept for the fiscal year beginning July 1, 2002 the ROI quality measures template presented by the Provost and with input from PBC and the Executive Committee of the Faculty Senate the Provost will further refine the ROI quality measures template."

In addition, a subset of PBC consisting of Jeffrey Franks, Tim Norfolk, Helen Qammar, and Charlene Reed will work throughout the month of May on the application of the productivity portion of ROI model to the budget. PBC will convene to examine the work of this small group with the final product being referred to the Executive Committee.

2002-2003 Budget Development

The Committee began serious deliberation on the next fiscal year's budget in January. Beginning with a preliminary 2002-2003 budget model that showed a deficit of approximately \$5.2 million, the Committee also had to consider several unknowns that will figure prominently in the new fiscal year. These are summer 2002 tuition revenues, fall 2002 tuition revenues (2% increase in enrollment is assumed), and whether or not the State of Ohio will enact any further budget cuts.

During planning efforts several issues emerged as key:

- 1) Manage the shortfall without harming the University's forward progress in key areas, such as enrollment, technology, and research
- 2) Increase tuition revenues in a manner appropriate to our position within the State
- 3) Preserve compensation items such as a 4% salary increase pool, a first compression and equity installment of \$1.2 million, and health care cost increases through December 2003
- 4) Need to evaluate the complete budget picture by reviewing as much budget data as possible

5) Create a line item in the budget for research grants

Treating compensation issues as a fixed item is a major shift from past practice for the PBC and a key accomplishment for the year. The PBC Motion regarding the budget reflects an attempt to address the key issues above. The Committee passed this motion by a vote of 13 in favor and 1 abstention; it was presented to the Senate on April 4th and again on April 11th, at which time it was amended on the Senate floor. The motion as passed by the PBC was as follows:

PBC RECOMMENDATIONS FOR 2002-03 BUDGET

Proposed to Faculty Senate, April 4, 2002

Motion: The Planning and Budgeting Committee hereby submits to Faculty Senate its recommendations for the University's 2002-2003 budget (see attached detail for further information) which includes the following key components:

1. The PBC strongly supports the addressing of faculty and staff compensation issues including the creation of a 4-percent salary pool for faculty, staff, and contract professionals; the set aside of \$1.2 million to begin to address faculty salary equity/compression starting with the ranks of Professor and Associate Professor in 2002-03; and elimination of the proposed \$750,000 employee cost sharing for health care during this fiscal year, subject to the recommendations of the Faculty Senate Well-Being Committee.
2. The proposed budget continues \$1.5 million in funding for the Research Initiative, plus a \$1 million reallocation to make graduate stipends more competitive and new base funding of \$220,000 for faculty research grants as proposed by the Faculty Research Committee. It is understood that over the next two to three years, the Research Initiative will become self-supporting through indirect cost recovery and other revenues associated with planned growth in this arena.
3. In support of the Landscape for Learning plan, \$563,000 is budgeted for new building operations and maintenance (primarily the Arts and Sciences building). A temporary subsidy to the student union also is funded to offset a decline in revenues during the transition from one building to another.
4. Fixed cost increases are provided for, including projected increases in utilities, a planned server upgrade, and increases in software licensing fees.
5. The Return-on-Investment model including both enrollment productivity and quality dimensions will be implemented by the Provost.
6. Based upon the best estimates currently available, a 2-percent increase in enrollment is assumed.

7. To support continuing plans for enhancing the University's quality and stature in strategic areas, a 9.9-percent increase is proposed for tuition and fees plus a \$300 surcharge for all first-time enrolled undergraduates. Differential rates of increase are proposed for law tuition and for graduate tuition for students in the College of Business Administration. To minimize the impact on students with particularly difficult financial challenges, the financial aid budget will be increased a proportional amount.
8. It is proposed that an estimated \$2.3 million shortfall between planned expenditures and current revenue estimates be covered by proportional reductions from the general fund operating budget (academic and administrative units) and auxiliary subsidies. Such reductions will be restored proportionally with enrollment increases beyond the 2 percent budgeted. Conversely, should state support be reduced beyond current expectations such cuts will be made proportionately.

Other Activities

The Balanced Scorecard Core Team interviewed the Committee in November. The Committee met with two candidates for the position of Vice President for Business & Finance—Mr. Kevin Appleton in January and Mr. William Decatur in April. Dr. Chand Midha, acting as liaison from the President's Commission on Equity to the Faculty Senate, the Planning and Budget Committee, and the University Well-Being Committee, presented an overview of the faculty salary study to the PBC in March.

Ongoing Issues

Differential Tuition Rates: The examination of data collected this summer, including models of differential tuition at other institutions, will be a first priority of the Committee at the start of the next academic year.

Participants

Senators Francis Broadway, Education; Gustavo Carri, Polymer Science; Jeffrey Franks, Vice Chair, University Libraries; Elizabeth Kinion, Nursing; Richelle Laipply, C&T; Brant Lee, Law School; Tim Norfolk, Arts & Sciences; Helen Qammar, Engineering; Sue Rasor-Greenhalgh, Fine & Applies Arts; David Redle, Business; Charlene Reed, Contract Professionals; Dottie Schmith, SEAC; Joe Walter, Part-time Faculty.

Deans Roger Creel, Arts & Sciences; Steve Hallam, Business; Beth Stroble, Education.

Terry Hickey, Chair and Provost; Hank Nettling, Vice President of Business & Finance.

Resources Brian Davis; Amy Gilliland; Thomas Gaylord, VPCIO; Ted Mallo, VP and General Counsel; Marlesa Roney, VP for Student Affairs; Daniel Sheffer, Faculty Senate Chair.

Respectfully submitted,



Jeffrey A. Franks, Vice Chair

Planning & Budget Committee

Addendum to Final Report to Faculty Senate 2001-2002

June 6, 2002

Addendum Item 1) With regards to the ROI budget process, the Final Report contained the following information and proposal:

At its May 2nd meeting the Committee reviewed a simple template of quality measures and endorsed the use of these measures with further input from PBC and the Executive Committee for the fiscal year beginning July 1, 2002. The Committee passed a motion to recommend the acceptance of these measures in order to provide both portions of the ROI model for implementation on July 1, 2002.

Resolution:

"The PBC recommends that the Faculty Senate accept for the fiscal year beginning July 1, 2002 the ROI quality measures template presented by the Provost and with input from PBC and the Executive Committee of the Faculty Senate the Provost will further refine the ROI quality measures template."

At a PBC meeting of May 30th it was agreed that PBC would not bring this resolution to the floor at this time. Instead, PBC will work further on the quality measures beginning fall semester 2002 in order to apply them for the 2003-04 fiscal year. However, in order to ensure that the University demonstrates progress toward responding to the concerns of the NCA and in order to fulfill our obligation to implement the ROI on July 1, the portion of the ROI driven by student credit hour production will be applied to the budget for the upcoming fiscal year.

The Final Report also contained the following statement:

In addition, a subset of PBC consisting of Jeffrey Franks, Tim Norfolk, Helen Qammar, and Charlene Reed will work throughout the month of May on the application of the productivity portion of ROI model to the budget. PBC will convene to examine the work of this small group with the final product being referred to the Executive Committee.

The subset group met and viewed the ROI numbers on May 17th. The ROI figures were then revised and presented to the PBC on May 30th. PBC agreed that as a temporary measure to soften the effects of the ROI process during a difficult fiscal environment, the Provost will hold budgets level for colleges that do not meet an ROI of 1.7, and fund those that meet or exceed 1.7 from another source yet to be determined (approximately \$500,000).

Addendum Item 2) Also reported on at the May 30th meeting was the work of a budget calendar project group appointed by President Proenza. This group, consisting of Jeff Franks, Dr. Chand Midha, Amy Gilliland, Becky Herrnstein, Dr. Tom Gaylord, and Hank Nettling was assembled primarily to address the issues of timing, availability of data, and communications relative to the budget planning process. The group reported on a recent visit to the State of Ohio Office of Budget and Management and the Board of Regents, as well as with key budget people on the campus of Ohio State University. The group requested feedback from the PBC on the merits of such a project; there was general agreement that the project should move forward keeping the PBC and the Senate in the feedback loop. The group plans to have a draft calendar ready for review by PBC and the Executive Committee in early August.

APPENDIX F

Proposed bylaws change regarding the chair of the PBC
Proposed by the Senate Executive Committee

3359-10-02 The university of Akron bylaws of the faculty senate.

- (4) Planning and budgeting committee ("PBC").
- (d) The senior vice president and provost shall serve as co-chair of the committee, ~~and the committee from among its senatorial members will elect the vice-chair. A senatorial co-chair shall be elected for a two-year term by the full senate at its September meeting from a slate of candidates who are either senators or senate-eligible designees. The senatorial co-chair is eligible for a course reduction or stipend similar to that of the senate chair. A meeting of the committee shall be called at the request of a majority of the committee either co-chair.~~
- (f) The ~~vi~~es~~en~~atorial ~~co--~~chair of the committee shall report to the senate at regularly scheduled senate meetings. The ~~vi~~es~~en~~atorial ~~co--~~chair shall present to the senate the committee's recommendations regarding the planning and budgeting calendar, planning assumptions, the university plan, and the university budget, consistent with the planning and budgeting calendar. The ~~vi~~es~~en~~atorial ~~co--~~chair will also regularly report to the full committee on the actions and comments of the senate.

Rationale: To more truly represent equal and shared leadership, the position of vice-chair of the PBC should be upgraded to a co-chair designation. The term of the senatorial co-chair should be expanded to two years to allow for extended learning. Eligible candidates to serve as senatorial co-chair should be senators as well as non-senators who meet the criteria for eligibility for senate as defined in the bylaws. This allows the senate to seek out potential co-chairs with necessary budgetary knowledge and for the term of a co-chair to extend beyond his or her senatorial term. Voting for the co-chair by the full senate in September coincides with voting for the senatorial membership of the PBC from its constituencies. Given that the workload associated with these responsibilities might limit eligible candidates' willingness to serve, extending the workload options already established for the chair of the senate to this PBC co-chair seems equitable and necessary. (These funds would come from the Senate budget as provided by the Provost.) To insure equal footing for both co-chairs, either is empowered to call meetings.

NOTE: THIS PROPOSAL IS THE ONE THAT WAS POSTED ON THE SENATE
LISTSERV.

APPENDIX G**Report of Executive Committee****FACULTY SENATE BUDGET STATEMENT****Period ending 4/30/02****Approved Budget****\$51,065.56****YTD Actual Activities****\$47,602.15****Carryover Surplus: \$3,463.41****FACULTY SENATE ATTENDANCE RECORD****2001-02**

NAME	EXCUSED ABSENCES	NON-EXCUSED ABSENCES
Anderson	1	9
Barrett	1	0
Belisle	2	0
Binienda	0	5
Broadway	0	5
Brouthers	1	7
Buckenmeyer	1	1
Calvo	1	1
Carri	0	4
Chafin	1	10
K.Clark	3	0
S.Clark	3	3
Conrad	1	3
Dechambeau	2	2
Drew	2	0
Erickson	0	0
Fenwick	3	0
First	0	9
Franks	0	0
Garcia	0	0
Garn-Nunn	1	0
Gerlach	1	0
Graham	1	1
Gunn	0	1
Hajjafar	2	1

NAME	EXCUSED ABSENCES	NON-EXCUSED ABSENCES
Harp	3	0
Hebert	1	3
Holz	3	2
Hoo Fatt	1	1
M.Huff	2	0
R.Huff	0	1
Isayev	1	0
John	2	0
Jordan	2	0
Kahl	1	1
Kendra	0	0
Kennedy	0	0
Kinion	0	1
Laipply	3	2
Lavelli	4	0
Lee	1	0
Li	4	0
Louscher	0	7
Lyons	0	0
Marino	8	0
Mothes	0	3
Norfolk	1	0
Pinheiro	0	4
R.Pope	8	1
S.Pope	1	5
Purdy	0	11
Qammar	0	2
Rasor-Greenhalgh	0	2
Redle	0	5
Reed	3	0
Riley	3	0
Sakezles	0	4
Schmith	3	1
Sheffer	0	0
Spiker	2	0
Steiner	1	0
Sterns	1	1
Stinner	1 + 4 E	1
Sugarman	0	0
Trotter	0	6
Turning	0	11
Wallace	0	8
Walter	0	4
Wyszynski	7	0
Yoder	1	0