



## UNIVERSITY GOVERNANCE RECORD

The December meeting of the University Faculty will be held on Tuesday, December 6, 2005, beginning at 12:00 PM in the Langone Center Forum. Professor Martin Ligare will preside. If there are any amendments to the November 2005 minutes, please send them to Philippe Dubois, Secretary of the Faculty, in advance of the meeting.

### AGENDA

#### 1. Amendments to November 2005 minutes

#### 2. Announcements by the Chair of the Faculty

Nominations for special election. Additional nominations from the floor are welcomed.

Secretary of the Faculty: Erik Lofgren (for Spring 2006)

#### 3. New Business

- a. Report from the Faculty Development Committee: Karen Morin
- b. Report from the Faculty and Academic Personnel Committee: Amy McCready
- c. Report from the Committee on Complementary Activities: Gary Grant
- d. Report from the Committee on Planning and Budget: Ben Marsh

The Committee on Planning and Budget forwarded a proposal to the Trustees, at their recent meeting, for a comprehensive fee increase in the 5.8% range and a faculty compensation increase at 5%+. Trustees in the Compensation Committee were supportive of an additional effort for Bucknell faculty compensation to catch up relative to our peer schools, which could entail increases above our suggested level for a year or two. Details are yet to be worked out — including finding the resources — but relatively low faculty compensation was seen as an important concern.

Trustee compensation committee expressed gratitude that the campus benefits and budget process had been able to adopt a cap on retiree health benefits; they accepted that change, which frees about \$1,500,000 per year for future initiatives. Trustees also seemed predisposed to a slightly larger comprehensive fee increase than the campus was suggesting. P&B is now considering the size of that increase, and ways to make it most palatable to our various constituencies.

A year-end report on the 2004 – 05 budget year is appended to this agenda.

- e. Motion from the Committee on Instruction: Kevin Myers

The Committee on Instruction moves that the Faculty approve the plan described in the attached report for annual dissemination of grading statistics to faculty members. (see report attached to this agenda)

**4. Announcements and remarks by members of the President's staff**

**5. Questions for the President**

### **Motion from Committee on Instruction:**

Committee on Instruction moves that the Faculty approve the plan described in the attached report for annual dissemination of grading statistics to faculty members.

- Statistics will be tabulated at the end of each academic year after Spring semester grades are submitted. The annual reports will be accessible to faculty through Banner web.
- Students will not have direct access to these reports. However, faculty who find the data useful for advising (such as for interpreting an advisee's performance and aptitude in other disciplines) may discuss relevant portions of the data with individual advisees when such knowledge would be helpful for students' understanding of their own achievements and aptitudes. Students sitting on University/Faculty governance committees will also have access if the data are being used in the course of that committee's business.
- Because the policy discussions for which these data may be useful are also of interest to student government, a member of the BSG Executive Board or the chair of the BSG Academic Committee may submit requests to COI for information contained in the annual tabulations, specifying the data requested and the purpose for which it is to be used. COI is authorized to determine whether a request is to be granted, and to set conditions for release of data and its distribution.

### **Report from the Committee on Instruction December 2, 2005**

#### **Background:**

- Prior to the introduction of Banner in 1997, the Registrar's office annually distributed a report to faculty that listed (anonymously by code number) the grade distributions of individual faculty members, with summary statistics by department and college. When Banner was introduced it was not simple to produce these reports, and they were discontinued at that time.
- Several faculty members have recently suggested that these statistics should be available again, for a variety of reasons. The data would be useful for informing faculty-wide discussions of policy issues (for example, grade inflation, academic performance of student groups, and equity concerns about Dean's List and Honors criteria, etc.). These data may be useful to junior faculty in developing expectations and standards for themselves and their students.
- In April, 2005, the faculty approved a report from COI indicating that COI would begin technical consultation with the Registrar's office to develop a prototype for annual grade statistics reports through Banner, for subsequent faculty approval.

#### **Caveats:**

- In proposing dissemination of these statistics, COI does not endorse any *a priori* assumptions about what grade distributions "should" look like. We do not intend for these reports to influence the grading practices of individual faculty nor create a

climate of conformity to arbitrary grading norms. Differences in grading practices within departments and between departments are educationally appropriate. COI does not propose that dissemination of these statistics represents a strategy to address grade inflation.

- It is also reasonable to expect that there will be fluctuation from year to year as academic personnel, students, and curricular offerings change.

### **The data to be reported annually:**

At the end of each academic year, the Registrar's office will tabulate distributions of the grades given in each department/program according to the specifications below. There will also be tables with grand totals for the three Arts & Sciences divisions, for the College of Arts & Sciences, and for the College of Engineering.

The design of the tables (see examples below) is intended to provide information about trends at different levels of the curriculum, both within and across departments, while protecting the anonymity of individual faculty members.

- For each department, grades will be tabulated by 100, 200, 300 and 400 levels.
- The number and percentage of A, B, C, D, and F grades within each level will be listed. Plus and minus grades will be collapsed with the corresponding letter grade.
- Each row will also indicate the number of course sections and number of faculty members represented in that row. For those data, multiple sections of the same course taught by the same faculty member are counted as one section, but sections of the same course taught by different faculty members are counted as different sections.
- A row within a department's table will be blanked if data in that row represent the grades of only one or two faculty members.

### **Special considerations:**

- If all the courses for a particular department or program are taught by five or fewer faculty, courses in that department will be aggregated, instead of tabulating by 100/200/300/400 level (see example). Data will be blanked out for a department or program wherein all courses are taught by only one or two faculty.
- Foundation Seminars and Capstones each will be treated as "departments" and tabulated separately. Department-specific Capstones and Foundation Seminars will be included in the Capstone or Foundation Seminar tabulation, and also within the department's tabulation.
- For courses that are crosslisted in two or more departments, grades will be entered into department tabulations according to the CRN under which each student is registered.

These example tables (using fabricated data for hypothetical departments) illustrate the information that will be reported.

**Department: Astrology**

Level	Sections	Faculty	# Grades	A	B	C	D	F
100	2	2	80	--	--	--	--	--
200	12	6	360	137 38%	144 40%	69 19%	8 2%	2 1%
300	9	6	261	157 60%	91 35%	12 5%	1 0%	0 0%
400	1	1	12	--	--	--	--	--

**Department: Oenology**

Level	Sections	Faculty	# Grades	A	B	C	D	F
All	4	3	51	40 78%	10 20%	1 2%	0 0%	0 0%

**Department: Foundation Seminars**

Level	Sections	Faculty	# Grades	A	B	C	D	F
FOUN	57	57	798	362 45%	370 46%	54 7%	10 1%	1 0%

**Department: Social Engineering**

Level	Sections	Faculty	# Grades	A	B	C	D	F
100	4	4	240	64 27%	89 37%	50 21%	30 13%	7 3%
200	20	9	390	124 32%	155 40%	73 19%	31 8%	7 2%
300	9	6	108	44 41%	50 46%	12 11%	2 2%	0 0%
400	4	4	40	30 75%	8 20%	2 5%	0 0%	0 0%

Appendix: Committee on Planning & Budget report on 2004 - 05 fiscal year

The Committee is providing this standard report, compiled by Dennis Swank, on the University Operating Budget results for the fiscal year ending June 30, 2005 (FY2004-05). As shown below, Bucknell ended FY2004-05 with an unrestricted surplus of \$616,000. The variance in Tuition & Fees was the result of on-campus undergraduate enrollment being 22 less than budgeted and enrollment in Bucknell off-campus programs being 9 less than budgeted. The variance in Financial Aid is mostly related to the lower than anticipated enrollment. The variance in Endowment Spending was caused by the movement of \$30.2m of short-term investments into the endowment after the FY2004-05 Operating Budget was approved. This overage is directly offset by the negative variance in Investment Income. All areas generating Auxiliary Revenues (Dining, Bookstore, Residence Hall, Camps & Conference, and BUTV) exceeded their revenue projections, but this overage is partially offset by an increased cost of goods sold. The variance in Other Expenses (which includes the day-to-day operating budgets for most departments and programs) is attributable primarily to: 1) the increased cost of goods sold by the Auxiliaries, 2) contingent expenses (legal, employment, benefits, and Admission & Financial Aid consulting; Dining Review and Sodexo contract termination; Events; Provost Search).

	2004-05 Budget	2004-05 Actual	2004-05 Variance
	(\$000)	(\$000)	(\$000)
<b>REVENUES:</b>			
TUITION & FEES	\$ 106,763	\$ 105,925	\$ (838)
LESS FINANCIAL AID	(34,702)	(34,318)	384
NET TUITION & FEES	72,061	71,607	(454)
SPONSORED RESEARCH & PROGRAMS	2,291	2,417	126
GIFTS AND GRANTS	10,928	11,266	338
ENDOWMENT SPENDING	20,799	21,942	1,143
OTHER REVENUES			
INVESTMENT INCOME	2,923	2,014	(909)
OTHER REVENUES	3,385	4,089	704
TOTAL OTHER REVENUE	6,308	6,103	(205)
AUXILIARY ENTERPRISES	23,401	25,104	1,703
<b>TOTAL REVENUES</b>	<b>\$ 135,788</b>	<b>\$ 138,439</b>	<b>\$ 2,651</b>
<b>EXPENDITURES AND ALLOCATIONS:</b>			
COMPENSATION	\$ 79,243	\$ 79,758	\$ 515
SPONSORED RESEARCH & PROGRAMS	2,036	1,995	(41)
INFORM. TECH. & INFORM. RESRS.	4,957	5,091	134
UTILITIES AND FUELS	3,650	3,523	(127)
OTHER OPERATING EXPENSES	28,792	32,094	3,302
BUDGETED ALLOCATIONS	14,308	14,308	-
UNSPENT RESTRICTED FUNDS	917	-	(917)
BUDGETED CONTINGENCY	1,885	-	(1,885)
<b>TOTAL EXPENDITURES AND ALLOCATIONS</b>	<b>\$ 135,788</b>	<b>\$ 136,769</b>	<b>\$ 981</b>
<b>UNSPENT REVENUES (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 1,670</b>	<b>\$ 1,670</b>

	<b>2003-04</b>	<b>2004-05</b>
	<b>(\$000)</b>	<b>(\$000)</b>
Total Revenues	\$131,013	\$138,439
Total Expenses	\$127,941	\$136,769
Total Unspent Revenue	\$3,072	\$1,670
Unspent Restricted Revenue	\$1,533	\$1,054
Unspent Unrestricted Revenue	\$1,539	\$616

Unspent Restricted Revenue must remain available to the program for which the funds were received, and must be expended within the guidelines set forth by the donor/grantor during future fiscal years. Historically, any Unspent Unrestricted Revenue is moved to the University's quasi-endowment. On November 19, 2005, the Board voted to move the \$616,000 of Unspent Unrestricted Revenue from FY2004-05 to quasi-endowment.