



## UNIVERSITY GOVERNANCE RECORD

### MINUTES

#### 1. Amendments to and approval of March 2007 minutes

No amendments were offered, so the March 2007 minutes were approved as published on E-Reserves.

#### 2. Announcements and remarks by the President

Environmental Center Grant: The President offered his congratulations to the Environmental Center on its \$450,000 grant and noted that getting Luce's stamp of approval will allow us to go to Heinz, Chesapeake Bay Foundation, and state and federal governments for additional funding

Presidential Briefings: President Mitchell is in the process of conducting Presidential briefings around the country; a total of 12 or 13 is anticipated. These briefings are targeted meetings with people who have the capacity to move the campaign forward.

Patriot League: Some time ago, Bucknell suggested that the Patriot League apply for grant funds to study the "academic index" for schools in the league: Are student athletes broadly representational of the larger student body? The idea is to establish a foundation for where the League wants to be. Further, the League is discussing whether it can become not only an athletic league but an academic league. And finally, the League is considering whether to expand carefully, paying careful attention to the academic quality of new institutions.

Speakers Series: Bucknell is going to sponsor a national speakers series on The Individual and Politics in America. This will begin in '07-'08. Speakers will not simply be political candidates; they will hail from a range of disciplines. We want to become a place that those speakers on the national circuit come to more regularly.

Board meeting: The Board will meet April 26-28. In addition to focusing on governance, they will approve the budget, discuss the campaign, and consider the campus master plan. The budgeted increase in the comprehensive fee is 6.5% this year, which will place us about seventh among our peer comparison schools.

David Meyers: President Mitchell introduced new Chief of Staff David Meyers and provided an overview of his biography.

#### Questions for the President and his staff:

- One question was offered ahead of time anonymously, and the President announced that, although there has been no policy of this sort in place in the past, he will not take anonymous questions in the future. That said, he indicated that he would address this question on this occasion since he had not previously announced this policy.

- Anonymous question from a faculty member: *I would like to better understand the role of the newly appointed Chief of Staff David Myers. What is his role in the administration relative to the role of the Provost? Has he been given tenure or a faculty appointment? Does he have any authority over members of the faculty? How was Bucknell able to fund this search and hire?*

President's response: Dave will be the Chief of Staff for the President and will likely be approved as Secretary of the Board at the April Board meeting. Dave's job description was posted online and in Notes and Notices, so the President suggested that everyone could find it there. Basically, Mr. Meyer's job is "to make the trains run on time," improving the efficiency of the President's Office, especially when President Mitchell is out of town. Mr. Meyers will be the voice of the President when President Mitchell is off-campus. President Mitchell explained that Charlie Pollock held a similar position when Bro Adams was President.

- Question from Mike Prince, directed to President Brian Mitchell and the Committee on Assessment: *At the open governance forum I suggested, and Brian [President Mitchell] supported, the idea of having a more formal procedure in place for faculty to provide broad feedback to the administration. I know that the Committee on Assessment has begun at least tentative discussions. Could we have an update on the status of this work and when the faculty might see a recommendation?*

President Mitchell discussed an array of efforts he has engaged in and several items had planned for the future regarding improving communication within the University. He anticipates making a formal report on the outcomes of some of these efforts in September. goal has been to make some administrative changes in the President's Office.

- Registration preferences: Associate Dean for Academic Affairs Robert Midkiff announced that no students had been permitted to register early during Spring 2007 registration for Fall 2007 classes. He indicated that he intends, over the next couple of weeks, to contact students, faculty, and staff to constitute the committee that COI recommended to discuss how to handle particular registration issues

### 3. **Announcements and remarks by the Chair of the Faculty**

Nominations: Faculty Chair Marty Ligare read the nominations for the various committees made by Faculty Council and opened the floor for further nominations; the slates are included in the appendix to these minutes. He also read the CAFT nominations made by the CAFT Nominating Committee. Because the CAFT nominations were not included in the Agenda, Faculty Council decided to accept additional CAFT nominations via email (to Faculty Secretary Jamie Hendry: [jhendry@bucknell.edu](mailto:jhendry@bucknell.edu)) until noon on Monday, April 16 in order to provide additional time for people to make other nominations to CAFT.

External review: Professor Ligare provided brief biographies of the three external reviewers who will be on campus later this month to look at faculty governance issues and at university governance issues that involved the faculty.

URC Review: A joint announcement by the Faculty Council, the University Review Committee, and the Committee on Academic Freedom and Tenure appears in the appendix to these minutes. Professor Ligare distributed copies and read the announcement aloud.

#### 4. Committee Reports:

##### a. Committee on Planning and Budget

- Written report: The written report of the Committee on Planning and Budget appears in the Appendix to this agenda. Tom Solomon made this report.
- Five-course load hires: Provost Mary DeCredico announced that, in the coming year, we will be proceeding with the second round of hires to accommodate the five-course load, just as planned (hiring during 2007-2008 with those candidates taking their positions in 2008-2009). At this point, we intend to continue with the third round as planned (hiring during 2008-2009 and having those candidates take their positions in 2009-2010) as well. Some discussion about the phasing in of the five-course load ensued:
  - In Fall 2007, our first round of hires to accommodate the five-course load will arrive, and all untenured professors will be on the five-course load beginning that semester;
  - In Fall 2008, the second round of hires to accommodate the five-course load will arrive, and all tenured professors will be on the five course load beginning that semester;
  - In Fall 2009, the final round of hires to accommodate the five-course load will arrive, which will be our last round of hires for the five-course load.

##### b. Committee on Instruction

- The written report of the Committee on Instruction appears in the Appendix to these minutes. The report was presented by Committee Chair Steve Guattery.

##### Motion by the Committee on Instruction

*The Committee on Instruction moves that the deadline for late withdrawal from courses be extended from the end of the ninth week to the end of the tenth week of the semester. The other conditions for late withdrawal remain unchanged.*

Some discussion ensued. The motion carried.

##### c. Committee on Faculty and Academic Personnel

- Committee Chair Geoff Schneider presented a brief report on Faculty Merit Scores. His overhead is available on E-Reserves in the same folder as these minutes.

#### 7. Adjournment

The April 2007 Meeting of the Faculty of Bucknell University was adjourned at 12:49 p.m.

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## APPENDIX

### Nominations for Faculty Committees and Faculty Representatives to Board of Trustees Committees, April 2007

#### **Faculty Council**

- Natural Sciences and Mathematics
  - Ben Marsh
  - Chris Daniel
- Engineering
  - Jeff Evans
  - Mike Toole

#### **Committee on Planning and Budget**

- Natural Sciences and Mathematics
  - Karl Voss
  - Charlie Clapp
- Social Sciences
  - David Jensen
  - Nancy White

#### **Committee on Instruction**

- Humanities
  - Roger Rothman
  - Julian Bourg

#### **Committee on Complementary Activities**

- At-large
  - Bill Flack
  - Carmen Acuna

#### **Comm. on Faculty and Academic Personnel**

- Tenured at-large (2 positions)
  - Geoff Schneider
  - Sue Ellen Henry
  - Jack Gallimore

#### **Committee on Staff Planning**

- Humanities
  - Catherine Payn
  - Paula Buck
- At-large
  - Mary Beth Gray
  - Ben Vollmayr-Lee

#### **Committee on Faculty Development**

- Engineering
  - Steve Buonopane
  - Steve Shooter
- Natural Sciences and Mathematics (one-year replacement)
  - Pam Gorkin
  - Dave Rovnyak

#### **Committee on Honorary Degrees**

- Natural Sciences and Mathematics
  - Howard Smith
  - Ken Field
- At-large
  - Maria Antonaccio
  - Lois Svard

### **Faculty Hearing Committee**

- Humanities
  - Bill Kenny
  - Harold Schweizer
- Social Sciences
  - Paul Susman
  - Andrea Halpern
- Engineering (one-year replacement)
  - Bill King
- At-large (one-year replacement)
  - Mark Bettner
  - Glynis Carr

### **Faculty Reps to the Board**

- Board Committee on Complementary Activities
  - Beth Capaldi
  - Mike Coyne
- Board Committee on University Relations
  - Janice Mann
  - Jeff Csernica

### **Committee on Academic Freedom and Tenure**

- Tenured (two positions)
  - Meenaskshi Ponnuswami (English)
  - George Exner (Mathematics)
  - Abe Feuerstein (Education)
- Untenured (two positions)
  - Elizabeth Durden (Sociology)
  - Kevin Daly (Classics)
  - David Mitchell (Political Science / International Relations)
  - Karline McLain (Religion)
  - Steve Jordan (Biology)

### **Joint Announcement by the Faculty Council, the University Review Committee, and the Committee on Academic Freedom and Tenure, April 2007**

One of the principal responsibilities of the faculty is the determination of the qualifications for membership in the faculty, and the evaluation of colleagues for purposes of recommendations regarding retention, tenure, and promotion. It has been over twenty years since our current system for tenure and promotion was put into place by joint action of the faculty and the university administration and while most of us would agree that the our system has served the university extremely well, it is important to maintain the shared sense of legitimacy in the process by which we maintain the quality of our faculty. In the last 20 years the size of the faculty has increased, the number of programs and departments has grown, there have been significant developments in pedagogy, and scholarly standards have evolved, and the faculty should consider the effects of these changes on its review processes. To that end, the Faculty Council, the University Review Committee co-chairs, and the Committee on Academic Freedom and Tenure will be convening an ad hoc committee to begin work in the fall that will critically examine our system of evaluation for tenure and promotion, and make recommendations to the faculty regarding any changes that might be deemed appropriate. (Any changes that might eventually result will not affect any untenured faculty who have already begun careers at

Bucknell at the time the changes are made.)

Although the charge to the committee has not been formalized, the committee will be encouraged to examine such issues as

- the fundamental charge of the URC and its relationship to DRCs;
- the procedures that the URC uses in evaluation of materials;
- the appropriate process by which evolving standards for tenure and promotion should be determined;
- a consideration of which elements of DRC statements can be made more uniform;
- the communication of standards to departments and to individual candidates;
- the workload of the URC;
- the annual schedule for reviews;
- the presidential role in tenure and promotion;
- a review of Bucknell's history of hiring, retention, tenure, and promotion; and
- a comparison of Bucknell's tenure and promotion system to those in place at peer institutions.

NOTES to the Joint Announcement

From the Bucknell Faculty Handbook (I.E): “ The Faculty ... determines the qualifications for membership in the Faculty, makes recommendations regarding the recruitment and retention of members of the Faculty of the highest professional competence, and evaluates colleagues for purposes of recommendations regarding retention, tenure, and promotion.”

From the AAUP Statement on Government of Colleges and Universities: “ Determinations of faculty status, normally based on the recommendations of the faculty groups involved, are discussed in Part 5 of this statement; but it should here be noted that the building of a strong faculty requires careful joint effort in such actions as staff selection and promotion and the granting of tenure.”

“The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. On these matters the power of review or final decision lodged in the governing board or delegated by it to the president should be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty.”

### **Report from the Committee on Planning and Budget (CPB), April 2007**

CPB has been reviewing the university budget for Fiscal Year 2007/2008 (FY '08). The Finance Office has consulted extensively with the different constituencies in the university, and has managed to identify sufficient savings and enhanced revenue projections from several sources to eliminate what had been previously predicted to be a \$1.7 million deficit for FY '08. This can be done without any reductions in allocations to technology and infrastructure reserves. Despite the *significant* increase in utility costs next year and despite the additional costs of the first round of hires for the course-load reduction, a balanced budget for FY '08 will be presented to President Mitchell and to the Board of Trustees for final approval in April.

The savings realized for FY '08 also have the effect of cutting in half currently projected deficits for the FY '09 budget. Even accounting for the *second* round of new faculty hires – which, along with a third round for FY '10, has already been included in the budget – current projections show a deficit of less than 1% of the budget for FY '09.

At this point, budgets for FY '08 and beyond do not include either costs of funding for major strategic initiatives (other than the course-load reduction) or additional revenue from the upcoming comprehensive campaign. As the campaign gets underway, the plan is to add a line to the budget for funding of strategic initiatives.

### **Report from the Committee on Instruction, April 2007**

The Committee on Instruction (CoI) discussed a proposal by Marj Kastner that the current deadline for late withdrawal from courses be extended from the end of the ninth week to the end of the tenth week. Many faculty members give two exams during the semester and a final exam. The second exam often is given during the ninth week of classes. As a result, students often need to make late drop decisions based only on poor performance on the first exam; they do not have an opportunity to see if they've made sufficient improvement to pass the course. In some cases this leads students to delay the drop decision, only to request permission to drop after the deadline. Further, the ninth week deadline falls at the start of the advising period. As a result, some students make decisions about late course drops before they've discussed it with their advisors.

CoI recommends moving the late drop deadline to the end of the tenth week. We see no obvious problems with such a move. It has the benefit of allowing students in courses with exams in the ninth week to get better information before making the decision to drop a course. In addition, it moves the deadline later in the advising period, thus making it more likely that students will have met with their advisors before making such a decision.

#### Motion by the Committee on Instruction

*The Committee on Instruction moves that the deadline for late withdrawal from courses be extended from the end of the ninth week to the end of the tenth week of the semester. The other conditions for late withdrawal remain unchanged.*