November 12, 1996

MINUTES OF THE FACULTY SENATE

The third regular meeting of the Faculty Senate of the College of Charleston convened at 5:00 p.m. on Tuesday, November 12 in Room 100 of Maybank Hall, Speaker of the Faculty Robert Mignone presiding. Forty-eight senators attended. Minutes of the October 1 meeting were approved as circulated.

Reports

The Speaker’s Report included three handouts. The first, a Report on the College of Charleston Mail Service, noted that reducing the number of student workers from eight to two resulted in vacancies that are just now being filled. Within the next few weeks the entire campus will be back to twice-a-day mail deliveries. Further information in the report addressed bulk mail and commercial mail deliveries. Because bulk mail coming into or leaving the College is given a low priority, an additional several days or a week can be added to the ten days the US Postal Service allows for bulk mail. Items from commercial delivery services like Federal Express are accepted by the Mail Service and are delivered during the next regularly scheduled mail drop. Since this can add a day for the item to reach its destination (longer before weekends and holidays), the quickest way to receive items from commercial services is to provide a precise address including street, building, and office number where the item is to be delivered.

Mr. Mignone also included in his report a Summary of Senate Votes 1995-96 and the following Status Report on Motions Passed by the Faculty Senate 1995-96.

**Status Report On Motions Passed by the Faculty Senate 1995-96**

(Most curriculum and program changes are not included.)

October 3, 1995

By-Laws change regulating the composition and election of senators
Passed/ APPROVED

A recommendation was made by the Senate Committee on the By-Laws and Faculty/Administration Manual to approve a change in the by-Laws regulating the "Composition and Election of Senators" Article IV, Section 2A: *Faculty members on leave are not eligible to serve as Faculty Senators."*
November 7, 1995

1) By-Laws change adding language to Article IV, Section 2C Passed/ APPROVED

2C6: A candidate for the position of Speaker cannot be a candidate for an at-large senate seat in the same election. In the event that a candidate for Speaker in the middle of a term as an at-large senator and wins the election for Speaker, of those unsuccessful in the election for at-large senate seats, the person obtaining the most votes will complete the second year of the Speaker-elect’s term.

2) In the Manual, under Senior Instructor on page 18, delete the following: Passed/APPROVED

Promotion to senior instructor will occur only upon the positive recommendations of the department tenure and promotion panel.

3) In the Manual, under Instructor on page 17, add (as amended) the following: Passed/APPROVED

Instructors and senior instructors will be granted full privileges in all matters of faculty governance, except that departments may restrict voting privileges in personnel matters.

January 16, 1996

Minimum number credit hours taken at the College for a minor: Passed/APPROVED

A motion from the Academic Standards Committee was proposed, changing the requirements in the Undergraduate Bulletin for earning a minor at the College by requiring that “At least 9 hours in the minor at the 200 level or above must be earned at the College of Charleston.”

March 12, 1996

1) By-Laws change appending Article IV, Section 2F regulating the replacement of at-large senators Passed/ APPROVED

If an at-large Senator needs to be replaced in the second year of a term, the Senate will elect the replacement by written ballot. The Committee on Nominations will provide a slate of at least two candidates circulated to the faculty at least two weeks before the Senate meeting. Additional nominations from the faculty may be
sent to the Chair of the Committee on Nominations and Elections at least ten days before the Senate meeting.

2) Creation of an Ad Hoc Committee on General Education: Passed/APPROVED

A motion was made Dr. Lynn Ford, Assistant Professor of Political Science, to create an “Ad Hoc Committee to Review the Current State of General Education at the College of Charleston”

April 2, 1996

1) Credit for course work taken as part of an external pre-approved program: Passed/ APPROVED

The Academic Standards Committee made a motion to have included in the Policy and Procedures Manual of Student Records the following policy: “All course work taken as part of an external pre-approved program (specifically the International Student Exchange Program, the National Student Exchange Program, and the Bilateral Exchange Program) be considered for credit and academic enrollment status the same as if it were completed at the College of Charleston. The Senior Year Residency requirement is not altered in any way by this policy.”

2) Bicycle and vehicular safety around campus: Passed/LIMBO

The Welfare Committee made a motion involving two proposals for bicycle and vehicular safety around campus.

Proposal #1
a) bicycle rules are given to students and staff upon the registration of bicycles,
b) rules are printed in the student newspaper and posted in prominent locations around campus,
c) bicycle racks are repositioned to perimeter entrances of pedestrian area and additional bicycle parking space provided,
d) bicycle rules are enforced.

Proposal #2: Representatives of The College of Charleston who have necessary authority should meet with City of Charleston officials to develop strategies to improve bicycle, pedestrian,
and vehicular safety in and around campus. These should include but are not limited to:

a) establishing designated bicycle lanes on streets bounding and intersecting the campus,

b) adding a crosswalk on St. Phillip Street at Liberty Street,

c) slowing traffic during peak school hours on Calhoun, Coming, St. Phillip, and Wentworth;

d) closing George Street (between St. Phillip and Coming) between 7:30 and 4:30.

April 16, 1996 (The Second Session of the April meeting of the Faculty Senate)

Allowing students to “walk” at Graduation Passed/ APPROVED

The Academic Standards Committee introduced the following motion: A student may participate in the commencement ceremony at the end of any given semester if he or she either has completed all graduation requirements or satisfies all of the following three criteria:

1) At the beginning of the semester immediately preceding the commencement ceremony, the student has a cumulative GPA of 2.0 or better, as well as a GPA in the student’s major of 2.0 or better.

2) After the final withdrawal date in the semester immediately preceding the commencement ceremony, the student is registered in all courses required for the completion of his or her degree, but is not registered in more than 18 hours of courses.

3) The student has received a failing or incomplete grade in no more than 4 hours of course work taken during the semester immediately preceding the commencement ceremony.

*Senate Action/Administrative Action

[The Speaker’s Report is attached to the Secretary’s copy of the minutes.]
New Business

• Lee Lindner introduced twelve motions from the Curriculum Committee and an additional item for information. Some questions were raised about PHYS 456 carrying four credits without a lab. All of the proposals passed as circulated. [Original documents pertaining to curriculum proposals are attached to the Secretary’s copy of the minutes.]

CHEMISTRY AND BIOCHEMISTRY

* A change in the requirements for a BS in Biochemistry will mandate BIOL 312 and 312L (Molecular Biology and Molecular Biology Lab) as required courses for the major.

PHYSICAL EDUCATION AND HEALTH

* New Course: PEHD 103 Martial Arts (2)
* New Course: PEHD 139 African Dance (3)
* New Course: PEHD 245L Basic Athletic Training Lab (1)
* Course Change (title): PEHD 250 from Rhythms and Gymnastics to Dance and Rhythms
* New Course: PEHD 323 Women’s Health Issues (3)
* New Course: PEHD 345L Advanced Athletic Training Lab (1)
* Course Change (title): PEHD 430 from Sport Science and Rehabilitation to Therapeutic Exercise
* New Course: PEHD 437 Therapeutic Modalities (3)
* New Course: PEHD 440 Biomechanics (3)

PHYSICS AND ASTRONOMY

* New Course: PHYS 456 Air Pollution Meteorology (4)

PSYCHOLOGY

* Course Change (title and catalogue description): PSYC 394 from Systems of Psychology to History and Systems of Psychology

PHILOSOPHY AND RELIGIOUS STUDIES

* For information: Special Topics courses

• Fran Courson then made the following motion for a Senate Resolution from the Academic Planning Committee:

*Be it resolved that the Faculty Senate expresses its displeasure and concern that the advising process is no longer required for preregistration.*
Ms. Courson called on Vice President for Enrollment Management Sue Sommer-Kresse, who agreed with the resolution and rationale presented by the Academic Planning Committee and asked the Senate to consider the larger question of how to advise. In the past, she said, sometimes faculty were not available to sign course request sheets. She is especially concerned about the advising of undeclared majors. Registrar Bill Anderson said that he wants advising to have a prominent place in the registration process. To his comment that word about the new system didn’t get from the Registration Task Force to the faculty, Hugh Wilder and Susan Morrison, both members of the Task Force, stated that they were unaware that advisors’ signatures would not be required with the new system.

Although Jayne Rugg, Director of Advising, said that the Advising Center had an increase in the number of undeclared majors coming for advise during the recent registration period, both Virginia Benmaman (Spanish) and Charles Kaiser (Psychology) reported that their departments had a notable drop in the number of majors seeking advice. Dean Bill Lindstrom mentioned the new On-Course system that enables students to monitor their own program and call up a degree audit at any time.

Two approaches to incorporate advising with the new technology were suggested: faculty-issued PIN’s and registration holds. Much discussion followed about the benefits of advising and about how to implement a system of advising that would ensure departmental cooperation in the advising of undeclared majors.

After a call for the question, the resolution passed. Later in the meeting, the Speaker asked the Academic Planning Committee to consider methods of including advising in the registration process and report back to the Senate.

Next, Walter Pharr brought three motions to the Senate from the Committee on Academic Standards, Admissions, and Financial Aid:

1. That the last sentence in the paragraph about attendance on p. 43 of the Undergraduate Catalog be replaced with the following:

   As a student approaches the maximum allowable absences, the professor will notify the student that exceeding the limit will result in a grade of WA. If the student then misses more than the permissible number, the professor may instruct the Registrar to record a grade of WA.

When Jim Carew said that he thinks no warning is necessary and wants a college-wide attendance policy, Caroline Hunt asked how such a policy could be enforced. Hugh Wilder then offered a friendly amendment to drop the first sentence of the motion. The following amended motion passed:

   "If the student misses more than the permissible number [of absences], the professor may instruct the Registrar to record a grade of WA for the student."
2. Be it resolved that the faculty Senate of the College of Charleston recognizes the first day of class to be a full and important teaching day; the first day of class sets the tone for the remainder of the semester. To that end, all faculty will make certain that the first day of class is a meaningful teaching day. If the faculty member has an attendance policy, then the student will be counted absent if s/he misses the first day unless prior arrangements have been made with the professor. Students will be held accountable for all material covered on the first day of class. The faculty encourages all administrative departments and offices to support these efforts by minimizing conflicting activities and providing adequate space where learning is to take place.

After some discussion about the difficulty of enforcing such a resolution, the motion failed.

3. That Russia, France, and Germany be considered a single region, Europe, for the purpose of fulfilling the “Alternative Courses to the Foreign Language Requirement.”

Doug Friedman commented that the entire Language Alternative program was remanded to the Academic Standards Committee for review last year and suggested that much more information is necessary before any vote. John Creed remarked that the proposed change would eliminate the little coherence currently in the Language Alternative program. The motion failed.

Constituents’ Concerns

Mary Beth Heston, Dana Cope, and Virginia Benmaman all voiced concerns about a College of Charleston program being offered in conjunction with Coker College for a 1997 spring semester in Trujillo, Spain, particularly about the Art History and Sociology courses included in the program. The Speaker charged the Academic Standards Committee with examining this program as well as other travel courses.

Finally, other concerns were addressed to the Registrar about transfer credits.

Adjournment

With the hour getting late and with no further business, the meeting adjourned at 6:25 p.m.

Respectfully submitted,

Kathy Haney
Faculty Secretary
SPEAKER'S REPORT
NOVEMBER 12, 1996
Report on the College of Charleston Mail Service

In response to several inquiries from faculty regarding the College of Charleston Mail Service, interviews were conducted with Fred Daniels, Senior Vice President for Executive Administration, Andy Abrams, Senior Vice President for Institutional Research and Lamont Meyers, Director of the Mail Service. The focus of the interviews was to address concerns expressed by some of the faculty, determine the causes of recent reductions in mail service and understand what is currently underway to improve the service.

Last spring there were reports of thefts from items handled by the Mail Service and an investigation was conducted by Public Safety. The investigation resulted in an indictment. The charges were eventually dropped, however the incident brought to the surface concerns regarding the use of part-time workers by the Mail Service. In particular, there was some dissatisfaction and awkwardness surrounding the Mail Service's heavy reliance on student workers. At that time, there were eight student workers posting mail. It was decided that the use of student workers should be limited in both number and duties and that the policies and procedures of the Mail Service should be reviewed.

This fall only two student workers were hired. This left a deficit of workers, which is the primary reason that mail service was reduced over late summer and early fall. Over the last few months, one person was hired into a new position, another person was hired to fill a vacancy in an existing position and a second new position is expected to be filled within the next few weeks.

Filling the first two vacancies brought the delivery schedule of campus mail close to the frequency of last spring. Currently, eighty percent of the campus is receiving mail twice a day, and the number should be one hundred percent when the third new hire arrives on campus in the next few weeks.

Two current policies related to faculty concerns are those regarding a) bulk mail and b) commercial delivery services such as Federal Express. Bulk mail coming into the College or leaving the College is given a low priority for handling. It is basically set aside and dealt with last. This can mean an addition of several days to a week added to the delivery time of the US Postal Services handling of bulk mail. The US Postal Service allows up to ten days to deliver bulk mail. This means bulk mail coming into or leaving the College can take almost three weeks from the sender's to the receiver's hand. I was assured that bulk mail seen sitting in canvas mail service wagons in the basement of the old Sears building has not been permanently abandoned.

*Items dropped off at the College of Charleston Mail Service by commercial delivery services are accepted by CofC Mail Service, and they are delivered during the next regularly scheduled mail service drop. This can add up to a day for the item to reach its destination, or longer if it arrives the day before a weekend or holiday break. The quickest way to receive Federal Express or other commercial delivery service items is to provide a precise address including street, building and office numbers where the item is to be delivered. This makes it more likely that items will be received in the most timely way.*

In order to develop policies and procedures which will improve service and prevent recurrence of previously experienced difficulties, Mr. Meyers is seeking information and advice from the College and University Mail Services Association. This is a national organization which shares information concerning changes in policies and procedures of the US Postal Service. There is a great deal of accumulated experience among its members; the hope is that this can be shared in the form of recommendations for the operating procedures of the College of Charleston Mail Service.
Summary of Senate Votes 1995-96

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*Senate Action/Administrative Action*