



UNIVERSITY GOVERNANCE RECORD

The February meeting of the University Faculty will be held on Monday, February 7, 2005, beginning at 5:00 PM in the Langone Center Forum. Professor Martin Ligare will preside. If there are any amendments to the December, 2004 minutes, please send them to Philippe Dubois, Secretary of the Faculty, in advance of the meeting.

AGENDA

1. Announcements and remarks by the President and members of his staff

Update on NCAA recertification process - VP Pollock

2. Announcements by the Chair of the Faculty

3. Old Business

Report from the Faculty Council:

In the December 2004 meeting of the faculty, Vice President Surgala presented a report on the findings of a review of Bucknell Dining Services. A discussion of the status of the Dining Service employees followed the report, and the issue was referred to the Faculty Council for further action. On December 9, the Faculty Council sent a letter to Vice President Surgala outlining previously agreed-upon principles regarding compensation that the Council believes should guide decisions affecting the status of the Dining Service workers.

Vendor responses to Bucknell's Request for Proposals were recently received. Vice President Surgala has agreed to discuss with the Faculty Council specific ways in which the principles articulated in our December 9th letter might be realized as negotiations move forward, but there has not yet been time for such discussions to take place. The Council will report back to the faculty as appropriate when additional information is available.

Motion from the Faculty Council:

The faculty endorses the principles articulated in the Faculty Council's December 9, 2004 letter to Vice President Surgala

regarding the employment status of the Dining Service workers at Bucknell. (Dec. 9 letter is attached at the bottom of the Agenda)

4. **New Business**

a. Motion from the Committee on Instruction: Tom Cassidy

The Committee on Instruction moves that the faculty adopt the following procedures for the administration of student evaluations of teaching.

1. Faculty members will give students adequate time to complete the evaluations.
2. The following script will be printed at the top of the evaluation forms:

Course evaluation forms are used by instructors to improve courses and by the University to evaluate instructors. The University appreciates your giving careful consideration to each of these questions. Instructors will not see your responses until after final grades have been submitted. Please do not collaborate with others on your responses.

3. Faculty members should try not to inadvertently influence the students' responses on the course evaluations.
4. Course evaluations will not be seen by faculty members until after grades are submitted. When the department office is open, someone other than the instructor will deliver the evaluations to the department's academic assistant. When the department office is closed, someone other than the instructor will seal the evaluations in an envelope and sign across the seal. Instructors will then deliver this envelope to the department's academic assistant as soon as possible.
5. Department academic assistants will tabulate numerical scores and type the written comments. A summary of the scores and the typed comments will be retained by the department. Photocopies of the evaluations may be made available to instructors once course grades have been submitted if there is a delay in processing the evaluation forms.

b. Report from Committee on Instruction: Tom Cassidy

Medical excuses from class.

Deans Garrett and Marosi, in consultation with COI, Don Stechschulte Jr. MD, and concerned faculty members, have written the following revised policy for medical excuses from class.

REVISED POLICY FOR MEDICAL EXCUSES FROM CLASS

Each professor has his or her own attendance policy, and if it's not printed on your syllabus, you should ask about it. It's your responsibility to know each professor's policy and what counts as an excused absence.

If you are too sick to go to class, you should notify your instructor. If you go to Student Health Services and the doctor determines that you need to be out of class for three days or more, s/he will call the appropriate Dean's Office so that we can notify your instructors that you will be out. The doctors will not provide excuses for routine illnesses that don't require you to miss class. If you want to give your professors permission to call SHS and verify that you were seen, you need to sign a form at SHS that will be kept in your file for one week. You will need to fill out a new form every time with the names of your current professors.

If you miss an exam or other significant academic exercise for health reasons, you should notify your professor that you are ill and go to Student Health Services for treatment. If the doctor agrees you are too sick to take the exam, s/he will call the appropriate Dean's Office and they will send a memo to your instructors.

Routine illnesses (headache, cold, sore throat, nausea, cystitis, etc.) may not be sufficient to excuse a student from an exam. This is at the discretion of the faculty member, who (with your permission, as detailed above) can call SHS to verify that you were seen.

Please note that the deans will not be able to provide medical excuses to your professors unless we are notified by a doctor.

If you need to leave campus for treatment, please call the appropriate Dean's Office (Engineering or Arts and Sciences) to let us know when you are leaving and how long you will be gone. We will send a notice to your professors. Please have your doctor(s) at home contact Dr. Stechschulte so that he can keep important information about your medical history in your file here on campus.

If you need to leave campus for a non-medical reason such as a funeral, wedding, graduation, or family emergency, please call the appropriate Dean's Office as soon as possible so we can alert your professors.

c. Report from Committee on Instruction and Faculty Advisory Committee on Teaching:
Tom Cassidy

Honor code for Bucknell University students

We believe that adopting an Honor Code for students at Bucknell University will help maintain high academic standards and encourage honorable behavior among our students. The proposed code does **not** change the way cases of academic misconduct are currently handled, but we believe that its adoption will enhance the climate of academic integrity, and this will be beneficial to all students and faculty.

Background

Studies by Donald McCabe at Rutgers and others have found, using surveys, that at universities in the United States about 40% of students admit to one or more instances of serious cheating, while at some universities, such as Stanford, this rate is as high as 60%.

McCabe has also conducted studies at various universities to determine if the presence or absence of an honor code has an effect on the level of cheating, and concluded that there appear to be three types of institutions, and that the level of cheating within these groupings is quite similar:

Type of Institution	Honor Code	Visible Commitment to Academic Integrity	Level of Cheating
I	no	no	high
II	yes	no	average
III	yes	yes	low

The conclusion from all of these studies is that if a university wants to discourage academic dishonesty then the way to do it is to have an honor code **and** actively and consciously promote the principles of that code. If the Code is to be effective, it has to be a living entity that is used to foster a climate of academic integrity on a campus. The first step, however, is to have an honor code that can be used to promote academic integrity.

Proposed action

We recommend that an Honor Code be adopted for the students at Bucknell. We have had discussions with various student groups including the BSG, and the response has been positive. We believe, based on these discussions, that if the purpose and function of the Code is explained to the students, they will gladly accept the Code and agree to live by it.

A suggested honor code for Bucknell students is shown below.

<p>BUCKNELL UNIVERSITY HONOR CODE</p> <p>As a student and citizen of the Bucknell University community:</p> <ol style="list-style-type: none"> 1. I will not lie, cheat or steal in my academic endeavors. 2. I will forthrightly oppose each and every instance of academic dishonesty. 3. I will let my conscience guide my decision to communicate directly with any person or persons I believe to have been dishonest in academic work. 4. I will let my conscience guide my decision on reporting breaches of academic integrity to the appropriate faculty or deans.
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Commentary

This Code differs from the "military academy" code (also used at UVA and some other universities) in that there is no **requirement** for students to report breaches of

academic integrity. Such statements have been found to be counter-productive in that the student, faced with a decision to report an incident, has to weigh two primary moral values: loyalty and keeping promises. This is an untenable and unfair position to put students in, and such dilemmas result in little good. It is far better to allow the student to use his or her own sense of duty and loyalty in reporting incidents of cheating.

The objective in adopting the Honor Code is to take the first necessary step that will eventually enhance the level and visibility of academic integrity on campus. Once the Code is formalized, many ideas may be developed to integrate the Code into the campus climate. The long-term hope is that we will be able to reduce the number of incidents of academic dishonesty, and as a result, promote a just and honorable teaching/learning experience for all of us.

d. Report from the Ad Hoc Committee: John Peeler

Faculty Governance review.

The Committee will transmit its report to the faculty (items in the report will be discussed at a specially held meeting on Monday, February 14th).

e. Report from the Faculty and Academic Personnel: Geoff Schneider

The Faculty and Academic Personnel Committee accepted the recommendations from Planning and Budget for different salary raises at different ranks and developed a methodology to implement those recommendations while minimizing compression in each rank and eliminating overlap of faculty at the salary border of the assistant and associate levels. The resulting salary increases that were recommended to the Trustees were consistent with our recommendations.

The original Planning and Budget recommendation (prior to the indication that the trustees were willing to consider a larger salary increase based on market averages for full, associate and assistant professors) was for a 4.3% average increase in salaries. Under the final recommendations sent to Trustees, full professors would receive an average salary increase of 4.4%, associate professors would receive an average salary increase of 4.3%, and assistant professors would receive an average salary increase of 8.1%. Those numbers will vary based on merit scores for associate and full professors, and on years of service at the assistant professor rank.

**David Surgala, Vice President for Finance & Administration
225 Marts Hall
Bucknell University**

Dear Dave,

At the December meeting of the faculty you presented the findings of the Dining Services review along with the administration's conclusion that Bucknell Dining Service workers should all be employees of a non-Bucknell vendor. This raises many questions about how workers who serve our faculty, staff, and students on a daily basis should be compensated, and who should be determining the level of the compensation.

The faculty voted to refer the specific issue of the future of the Dining Service workers to the Faculty Council for its consideration, and the Council will be reporting back to the faculty at its February meeting. Because the full faculty will not be able to consider this further before the Requests for Proposals go out later this week, the Faculty Council is taking this opportunity to remind you and the Bucknell community of agreed-upon principles that we believe should guide any decisions relating to compensation of those who work with us at Bucknell.

Bucknell's mission statement concludes with the following paragraph:

``Because our society presents continuing challenges to values, students are encouraged to cultivate respect for other individuals and cultures, enhancing in the course of this pursuit their own moral sensitivity, personal creativity, and emotional stability. At the same time, Bucknell's residential character provides a matrix within which institutional programs and practices that exemplify compassion, civility, and a sense of justice form an aspect of the educational experience."

Bucknell has implemented some of these principles in its employment practices. The Committee on Planning and Budget reported its opinion that ``the university should commit itself to providing opportunities and support for the advancement of every hourly wage employee who performs satisfactorily, to rise in responsibility, and therefore to rise in pay past some certain wage target." (The suggested medium-term target was \$9.00/hour.) In addition, the Committee endorsed the president's stated plan of making all full-time employees benefits eligible. (See the Agenda and Minutes of the September and October 2002 Faculty meeting for the full Planning and Budget report

and discussion.) The President accepted this report and agreed to adopt its suggestions, including the inflation-adjusted wage floor. The Faculty followed this by endorsing the principle of a living wage in November 2002.

The Faculty Council believes that these agreed-upon wage-floor policies should guide employment practices used for all Bucknell site workers, and vendors should be made aware of Bucknell's compensation policies in the Request for Proposal.

The Faculty Council also has a special concern for the sixty-nine Bucknell employees who will be most directly affected by this change. It is essential that all current Bucknell workers in good standing retain their current wage and benefit levels if their Bucknell site employer changes, with continued opportunities for advancement consistent with the established wage-floor policy. Those employees with credit toward Bucknell tuition benefits should retain such benefits, accruing additional time toward those benefits according to the same rules used for Bucknell employees.

We hope that as negotiations go forward, vendors are fully cognizant of the fact that they are ``accountable to Bucknell'' for their employment practices; we also hope that the details of this accountability will be shared with the campus community.