The December 2008 meeting of the University Faculty will be held on Tuesday, December 2 in the Langone Center Forum beginning at 12:00 p.m. and running until 12:52 p.m. or the conclusion of business, whichever comes first. Professor Tony Massoud, Chair of the Faculty, will preside. Any amendments to the November 2008 minutes should be sent to Faculty Secretary Tom Cassidy prior to the December meeting.

AGENDA

A.   Amendments to and approval of November 2008 minutes

B.   Announcements and remarks by the Chair of the Faculty

C.   Announcements and remarks by the President

D.   Reports from Faculty Representatives to the Board of Trustees
             Written reports from Faculty Representatives are included in the appendix to this agenda.

E.   Committee Reports:

1. Committee on Staff Planning
             In spring 2008, the Committee on Staff Planning proposed a new round of tenure-track positions in keeping with the first strategy, "Strengthen the Academic Core," of The Plan for Bucknell, with the goal of minimizing the disruptions to Bucknell's instructional program caused by hiring and turnover of visiting faculty in certain departments. The Committee recommended to the President's Senior Staff the creation of twelve (12) new tenure-track faculty positions. President Mitchell approved this proposal in October, authorizing up to twelve new positions. President Mitchell has asked that we begin the hiring process this year if possible, and that the hiring be spread over the next three years, subject to financial conditions. As a result, the Committee allocated tenure-track positions to five departments that have demonstrated a strong and consistent need for visiting faculty over the past several years and that have had difficulty filling these positions during that time. The Committee is soliciting proposals from all departments for the remaining tenure-track positions, a total of up to seven additional positions, and has distributed the criteria for these positions during the past week.

2. Report from the ad hoc Committee to Review Tenure and Promotion Policies and Procedures

3. Faculty and Academic Personnel Committee

Motion: Amend the faculty handbook with multiple changes that correct mistakes and update language to reflect current practices.

This motion was introduced at the November meeting and is to be voted on at the December meeting. The details of these changes appear in the Appendix to this agenda. Note that the list of changes is modified slightly from the list that appeared in the November agenda. Specifically, the items which were numbered 13 and 14 in the November agenda are no longer part of this motion.

4. Committee on Instruction

5. Committee on Planning and Budget

6. Committee on Complementary Activities

7. Committee on Faculty Development

8. Committee on Honorary Degrees

9. University Review Committee

10. Committee on Academic Freedom and Tenure

11. Committee on Athletics

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

G. **New business**

H. **Adjournment**

APPENDIX

The Faculty and Academic Personnel Committee (FAPC) has been systematically reviewing the Faculty Handbook for obvious mistakes and old language that does not reflect current accepted practices. As a result, FAPC proposes the following changes to the Faculty Handbook.

(New text is <u>underlined</u> and deleted text is ~~strikethrough~~.)

(1) *History and Mission:* 6th Paragraph

"The period since 1965 has been characterized by a strong interest in interdisciplinary studies, including the establishment of the College Major, and the addition of <u>new and interdisciplinary</u> programs ~~in such areas as Animal Behavior, International Relations, Computer Science, Cell Biology/Biochemistry, Latin American Studies, and Comparative Humanities.~~ ~~Later,~~ Residential Colleges were <u>also</u> instituted, each distinguished by a common theme and an interdisciplinary course designed to introduce issues inherent in the theme. ~~Bucknell currently awards bachelor of arts and bachelor of science degrees in nearly 50 fields, including six interdisciplinary programs. In addition, twelve academic departments award master's degrees."~~

<u>Bucknell awards bachelor of arts and bachelor of science degrees in the College of Arts and Sciences in many traditional and interdisciplinary fields, including professional degree programs in Education, Management and Accounting, and Music Education. The College of Engineering awards bachelor of science degrees in a wide range of engineering disciplines, and dual-degree programs combining a bachelor of science degree in an engineering discipline with a bachelor of arts or bachelor of management for engineers degree from the College of Arts and Sciences are offered as well. In addition, many academic programs offer degrees at the master's level.</u>

Rationale: Update language to bring statements into alignment with current practice while avoiding lists of specific items which would require frequent changes.

(2) I. I.F   The Colleges

The University is organized in two Colleges, each administered by a Dean who reports to the Provost. The instructional departments within the colleges are ~~organized according to traditional divisions of knowledge and are~~ responsible to the curricular programs of the college of which they are a part and to the professional standards and commitments of their disciplines. Each department designs its own major and minor programs for approval by its college curriculum committee.

Rationale: With the advent of many new programs of an interdisciplinary nature, the deleted phrase has become less characteristic of the curricular programs.

(3) II.C.1

Under the membership of the following Faculty and University Committees, change the entry for the Provost to read

Provost or the Provost's designate.

Faculty Committees
1. Committee on Faculty and Academic Personnel
2. Committee on Faculty Development
4. Committee on Staff Planning

University Committees
3. Committee on Instruction
4. Committee on Planning and Budget

Rationale: It is impractical from the point of view of scheduling to expect the Provost to always be available for each of these Committees on a weekly basis. Providing for an alternate to the Provost ensures the important representation on these Committees from the Provost's office, and is in line with current practices.

(4) III. H.1 2nd Paragraph

"In trying to reach the goals expressed above, certain traditional activities on the part of teachers are essential. These include planning a syllabus for each course, preparing regularly for class, preparing and evaluating ~~examinations~~, forms of assessment such as examinations, laboratory experiments, or papers, and advising students. While the evaluation of teaching takes all these activities into consideration, the critical focus of such an evaluation is not so much on the exact strategies adopted by a teacher as it is on whether the teacher has been able to contribute in a significant way to the attainment of the larger goals noted above."

Rationale: Written examinations are only one form of assessment of student learning that is a common practice across campus.

(5) III. H.1.a 3rd Paragraph

"The principal responsibility of all faculty members is to teach according to high professional standards. If a faculty member is ill or if he/she in rare instances must miss classes in order to attend a professional meeting, it is his/her obligation to inform the department chairperson and, when possible, to make arrangements for a faculty colleague to take the class or to make arrangements for an additional class meeting to recover the time lost to students. Absences of more than three days for reasons other than illness are to be approved by the Dean of the College."

Rationale: Efforts should be made to ensure that a member of the faculty will always be overseeing regular classroom activities.

(6) III. H.1.b 2nd Paragraph

Advisers receive information about their advisees from the Office of the Registrar several times each year, including mid-semester and final grades and ~~Degree~~ <u>Academic</u> Progress Reports.

Rationale: Change "Degree" to "Academic" to reflect the name currently used by the Registrar's Office for this document.

(7) III. I.4.a 1st Paragraph

"*a. Sabbatical Leaves*
Sabbatical leaves of absence are granted to members of the Faculty according to these provisions:
1) Every tenure-track faculty member is eligible to apply for a sabbatical leave of one semester at full pay or one academic year at half pay after each six-year period of service. <u>Some funding at ¾ pay for the academic year is available through a competitive process.</u> (The years of service do not have to be …"

Rationale: Reflects newly adopted option approved by the Provost for financial remuneration during faculty sabbatical leaves.

(8) II. Sec. B   Faculty Meetings

The following text should be inserted between the 3rd and 4th paragraphs of section B:

"*Meetings are conducted according to the procedures in <u>Robert's Rules of Order</u>.*

Any voting member of the faculty may submit items for the agenda to the Secretary of the Faculty, but these must be received in time to be published at least three days before a regular or special meeting. There is also a question time at the beginning of regular meetings. Questions for the President or members of the President's staff must be submitted in writing, according to the three-day rule, for inclusion on the agenda. Question time is normally limited to 10 minutes. According to <u>Robert's Rules</u>, normally members of the Faculty are to speak no more than twice to each issue on the agenda.

Reports of the Faculty's seven standing committees are endorsed by the Faculty following their presentation and discussion at regular or special meetings unless they are amended or voted down. Such reports can also be endorsed by vote. Normally chairs of standing committees provide written summaries of their reports for attachment to the published agenda."

Rationale: This statement reflects current practice that originated in the early 1990's by the Chair of the Faculty at that time and has continued since.

(9) III. H.1.a 1st Paragraph

a.   The Teaching Load
The teaching load for full-time ~~members of the Faculty~~ <u>tenured or tenure –track Faculty</u> consists of ~~three~~ five courses or their equivalent each ~~semester~~ year, with adjustments for those courses that include laboratories. The teaching load for full-time non-tenure track faculty consists of three courses or their equivalent each semester, with adjustments for those courses that include laboratories."

Rationale: Reflects current practice as accepted by the faculty in the new five-course load plan.

(10) III. H.1.b 5th Paragraph

Psychological Services, the Office of the Dean of Students, the Offices of the Deans of the Colleges, the department chairpersons, the Career Development Center, the Office of International Education, ~~and~~ the Graduate Adviser, <u>the Pre-Health Adviser and Pre-Law Adviser</u> are additional sources of assistance to academic advisers and to students. If tutoring assistance is required, advisers are encouraged to take the initiative in suggesting tutors or in encouraging students to locate suitable tutoring assistance with the help of the department chairperson and the Dean of the College.

Rationale: Raise faculty awareness of advising opportunities in two very important areas for our students.

(11) III. I.2 5th Paragraphs
Institutional Support for Teaching

The Teaching and Learning Center, Library and Information ~~Services and Resources~~ Technology, the Writing Center, and the Career Development Center provide members of the Faculty with a range of services in support of instruction. Information about these services may be found in section V.

Rationale: Include the TLC as a support resource for faculty and reflect the name change of the former ISR.

(12) III. I.4.a.1 & I.4.b.7
Insert the following sentence at the end of the 1st paragraph:

"Faculty taking a one semester leave will teach three courses or their equivalent during the academic year in which the leave occurs."

Rationale: This is a provision given as part of the Five-Course Load plan adopted by the Faculty.

(13) V. Credit Union

The Service 1st Federal Credit Union provides financial services to its members, who include Bucknell faculty members and members of their immediate families. Savings and loan programs are available and payroll deductions can be arranged by the Credit Union. ~~A credit union office is located in the Langone Center.~~
Rationale: There is no longer a credit union office in the Langone Center.

(14) V. The Teaching and Learning Center

Add the following text which describes the activities of the TLC:

"The teaching and Learning Center (TLC) conducts workshops and programs related to teaching, pedagogy, and advising students. Programs cover a wide range of topics, from cutting edge pedagogy to nuts and bolts sessions. In addition, the TLC offers individualized support for faculty. TLC consultants are available to meet with faculty and to visit their classes. The TLC also provides mentoring services for new faculty, and funds faculty groups to meet and discuss issues related to teaching, ~~and~~ pedagogy, and advising. The TLC maintains a web page and a small library that contain resources and materials on teaching."

Rationale: Currently no description of the Teaching and Learning Center and its major activities exists in the handbook.

(15) V. Library and Information Technology

Add the following text which describes the services and responsibilities of the newly renamed Office of Library Information and Technology:

*Library and Information Technology is responsible for providing library, technology, telecommunications, and classroom and event support services to the Bucknell community. Library and IT provides broad support for the curricular and scholarly needs of the University and is designed to promote access to and an understanding of the resources available. The library's collections are developed in partnership with faculty to support teaching, learning and research. Services include individualized reference assistance, print and electronic reserve readings, instruction in information literacy and research skills, online database searching, and a materials loan and delivery program. The library's catalog, which includes books, serials, government documents, media and other materials, can be used in the library or accessed from the campus network or off campus. The Bertrand Library provides a comfortable and attractive setting for nearly 1000 students and faculty to work individually or in collaborative groups, using the library's collection, both print and electronic, and the wealth of technology provided in the building. The Bertrand Library provides a strong mix of print and electronic resources – nearly 1,000,000 volumes and bound periodicals, more than 2,000 periodical subscriptions, hundreds of electronic subscriptions including access to over hundreds of thousands of full-text articles. Services include online information access, personal training and assistance, classroom user education, multi-media workstations, video editing equipment, video collection, and a satellite downlink. More information is online at **www.bucknell.edu**/**library**.*

Library and IT is available to assist faculty members and students with instructional technology in their coursework and research. Short courses and online training addressing specific tools, facilities and services are offered throughout the semester. Library and IT partners with the faculty to place technology throughout the campus in ways to directly and appropriately support the academic mission of the University. Library and IT provides staff support for faculty and staff technology issues throughout the day and into the evening hours.

Library and IT also makes a variety of technology equipment available for loan to faculty, staff and students for use in instruction as well as in research and instructional projects. In addition, media production, language learning, and graphics services are available. Previewing and viewing space for small groups or individuals and for instructional presentations of video materials is available on demand in the Bertrand Library and by reservation at other sites. Library and Information Technology also provides consultation on design and utilization of instructional media and technology.

Report from Janice Mann, Faculty Representative
Development & Alumni Relations Committee of the Board of Trustees

The first order of business of the Development & Alumni Relations committee of the Board of Trustees chaired by Steve Holmes, was the announcement that Marti Samek had been elected vice-chair of the committee. Sam Lundquist , Vice President for Development & Alumni Relations, reported on several topics. First, he informed the committee that despite the economic down turn a larger percentage of grads from the class of 2008 have been placed in jobs or graduate programs than those from the class of 2007 at the same time last year. He noted the success of the Academic Villages at Homecoming and Parents Weekend and the excitement generated by the Distinguished Alumni Awards. Next Sam reported on gifts and pledges made to the university to date noting that surprisingly, fundraising was 71% ahead of where it had been at this point last year. He also briefly noted the new reunion initiatives, such as the new 50th reunion newsletter.

With Laura Denbow, Executive Director of Alumni Relations & Career Services, Sam facilitated a discussion on trustee participation in developing more internships and externships for Bucknell students and recent alumni, especially in medium-sized businesses. There will be more discussion on this topic in the future.

The end of the meeting was devoted to the progress of the capital campaign. It was announced that The KOR Group of Boston would be handling campaign communications. Sam also noted that private phase of the campaign had reached 23% of its goal and that it was time to begin discuss the proper timing of the beginning of the public phase of the campaign. Ken Freeman, campaign chair, challenged the trustees to participate more fully in the campaign

Report from Nancy White, Faculty Representative
Finance Committee and Human Resources Committee of the Board of Trustees

As Chairperson Tony Massoud announced at the November 4, 2008 faculty meeting, most of the trustee meetings were planned to occur in closed session. It was determined on the Thursday before the Friday meeting that faculty representatives and trustees not serving on the Finance Committee would be invited to join the first 15 minutes of the Finance Committee and would then be asked to leave. During those 15 minutes, the Board reviewed materials that have been discussed by the Committee on Planning and Budget, which included the operating budget for 2007-08 and peer institution rankings of comprehensive fee. The meeting was then closed.

Chairperson Randy McDonald solicited faculty, administration, and staff perceptions of the effect of the economic situation on all constituencies, including the Lewisburg community. An agenda item for the HR committee included a review and discussion of faculty compensation, where trustees celebrated the gains that have been made in recent years and reiterated their intention to remain within the middle one-third of our peer institutions. There was no recommendation for changes in compensation made at this meeting.

Report from Roger Rothman, Faculty Representative
Academic Affairs Committee of the Board of Trustees

After introductions, Provost Mick Smyer was formally welcomed by the committee. Provost Smyer noted that his experience on the URC has underscored his initial impressions of the high quality of faculty teaching and research. With a few concrete examples in hand, Provost Smyer sought to convey to the committee his confidence in the high caliber of Bucknell's faculty.

A report from Professors Candice Stefanou and Tom Solomon, who chair Bucknell's Middle States PRR process, and Jerry Rackoff, assistant vice president of the Office of Planning and Institutional Research, summarized the progress made in responding to the Middle States re-accreditation requirements. They reported that significant progress has been made to date and that they expect that upon completion the University will receive a full endorsement from the re-accreditation board. Provost Smyer announced the conversion of 12 temporary faculty lines into tenure-track lines. During the period of questions, it was asked if the current economic climate would affect the rates of retention and promotion, as would be typical in the business sector. Provost Smyer responded by noting that academic institutions would more typically respond to economic pressures by slowing down at the hiring end, rather than at the tenure and promotion end. It was noted that in addition to the beneficial effects of reducing faculty turn-over, the conversion of these 12 temporary lines into tenure-track lines would save money by eliminating the cost of annual searches for replacement faculty.

Chair of the Faculty, Tony Massoud, spoke enthusiastically of positive atmosphere of recent faculty meetings and reported on the progress made by faculty on various campus affairs. Dean Jim Orbison reported that the Accreditation Board for Engineering and Technology (ABET) recently completed its site visit to the University. Dean Orbison noted that the University received high marks from ABET; the trustees congratulated him on this success. Dean Chris Zappe and Professor Doug Allen, Associate Dean of the School of Management, updated the trustees on the University's progress in the creation of a College of Management, and noted that the process will take roughly seven years to complete. Dean Zappe then updated the trustees on the revisions underway to the general education components of the Arts and Sciences curriculum; he looked forward to the new curriculum's approval in the April 2009 faculty meeting. Finally, Professors Craig Kochel and Peter Wilshusen, co-chairs of the Environmental Center, provided the trustees with an outline of the recent, current, and future activities in the area of environmental studies. They noted that the wide-ranging initiatives involve more than fifty faculty from a range of academic disciplines.

Report from David Rovnyak, Faculty Representative
Student Affairs Committee of the Board of Trustees

Two faculty attended this meeting : Bill Flack (Dept. of Psychology) who serves as the faculty co-chair of the Committee on Complementary Activities (CCA) and David Rovnyak (Dept. of Chemistry) who is the faculty representative to the Board of Trustees from CCA.

Chaired by Susan Baird, the Student Affairs meetings was opened with a presentation from Dean Susan Hopp. Highlights of Dean Hopp's remarks:

- Dean Hopp introduced Timothy Dugan, Bucknell's Interim University Chaplain, to the Trustees and noted that he comes to Bucknell from Geisinger where he served as chaplain. His prior studies were at the Chicago Theological Seminary.

- Dean Hopp summarized a newly implemented web-based application for students seeking approval for living off-campus. Feedback to date supports that this student-designed interface has addressed concerns about the process of applying for off-campus status.

- Dean Hopp discussed the challenges of accomodating the larger than expected class of 2012, particularly regarding housing and registration.

A report was given by Amy Badal, Assistant Dean of Students entitled "Becoming Bison" focusing on new student orientation. A major overhaul of student orientation took place in 2002 and this report included recent items but also took a broader view of the substantial changes since 2002:

- New student orientation has evolved into a 5 day program. With the caveat that there are significant variations among other institutions, this compares favorably with peer institutions.

- A very well subscribed program of student Orientation Assistants (OA's) and Orientation Leaders (OL's) is thriving.   Dean Badal notes significant competition to apply to become an OA or OL, and stresses the efficacy of peer orientation.

- One theme was the need to create orientation experiences that force students to interact and communicate; another theme was increased emphasis on discussing academic expectations as a part of the college transition, and providing incoming students with more access to faculty as a part of their orientation.

- Two opt-in orientation programs were also described, which are cost items to incoming students who elect to participate in them. They are retreats that students travel to that incorporate themes of leadership, communication, service, and community. These programs are well subscribed and there appears to be interest to grow them further.

- The overhauled orientation program is intended to contribute to Bucknell's high retention of students.

A report was presented by Paula Myers, Director of Inernational Student Services.

- It was noted that the ISS group performs an orientation for international students which is also a significantly student driven program.

- The significant growth in international students this year was a theme of this report. Notes that Bucknell has increased international recruiting efforts, which apparently are having some effect.

- ISS has been working to bring together different international student groups on campus, and to create more support for international students to develop their writing.

- An impressively broad spectrum of international students are represented on campus. A highlight is a high number of Burmese students (5) currently at Bucknell; in contrast there are no students from Brazil which was characterized as unusual.

- Myers praised the recent (2006) move to join the Davis United World College Scholars Program, whose mission is to promote cross-cultural understanding in American campuses through scholarship support to international students studying in participating institutions. There are currently three Davis scholars in the class of 2011 and 9 in the class of 2012 at Bucknell.

Report from Harry Kastenbaum, BSG President.

- 142 recognized student organization, 127 receiving BSG funding

- pleased with the Bucknell readership program which supplies free daily newspapers (e.g. NYT, USA Today, Financial Times)

- Pleased with new Bison Bikes program which had large initial subscribership.

- Also new programs BisonPedia and a no-frills student catering guide for student organizations were described to the Trustees.

The session ended with a brief Trustee initiated discussion on alcohol orientation programs. Slight decreases in number and severity of incidents were noted. Dean Hopp points out that alcohol orientation has moved to smaller groups and even closer involvement of Deans; Dean Hopp and Harry Kastenbaum commented on the important role that student peer instructors play in the alcohol orientation.