

Faculty Senate

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1985 Agendas

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REPORTS TO THE FACULTY SENATE

January 10, 1985

Agenda for the Senate Meeting: Thursday, January 10, 1985, 3:00 p.m.,
LaSells Stewart Center

The Agenda for the December 6 Senate meeting will include the reports and other items of business listed below. To be approved are the Minutes of the November 1 and 15 Senate meetings, as published in the Staff Newsletter Appendix.

A. Reports from the Faculty

1. Installation of Senate President, President-Elect, and Newly-Elected Members of the Executive Committee for 1985 (p. 4) - D.S. Fullerton

Attached is a Roster of the Faculty Senate Executive Committee. Elected members are denoted by the date following their names.

2. Welcome and Instructions to New Senators (pp. 5-6) - D. S. Fullerton

Attached is the Chart of Members of the Faculty Senate for 1985.

3. Appointments of Recording Secretary and Parliamentarian

- a. Recording Secretary: The Executive Committee recommends that Thurston Doler (Executive Secretary of the Faculty Senate) fill the position of Recording Secretary for 1985.

- b. Parliamentarian: As prescribed in the Bylaws, Article XV, Section 2, the Executive Committee will appoint Thurston Doler (Speech Communic.) to the position of Parliamentarian for 1985.

4. Faculty Economic Welfare Committee (pp 7-11) - Robert Michael

The FEWC has several reports to present to the Senate. They are:

- a. Sick Leave Policies: In October 1984, President MacVicar referred to the Faculty Senate, via the Executive Committee, a draft of proposed revisions to the Academic Sick Leave Policies of the OSSHE Administrative Rules. Since that time, the FEWC and the Faculty Status Committee have worked on responding to that Memorandum and the proposed revisions, plus a second set of revisions received recently. They will report on the changes and their analysis of the newly-proposed Policy.

- b. Faculty Benefits Faculty Forum: Attached is a report from Chrm. Michael on the Forum on 'Economic Welfare Benefits' held on Wednesday, December 12, 1984. This Report is presented for the Senate's information.
- c. Conflict of Interest/Consulting/Outside Activities: In a Memo dated October 16, 1984, Joe Sicotte, Associate Vice Chancellor for Personnel Administration, proposed extensive revisions to the policies and procedures relating to the OSSHE Administrative Rules section on "Conflict of Interest and Outside Activities (Consulting)." This Memo and a draft policy was referred to the FEWC and several other committees and councils for their response. Attached is a Memo from the FEWC, dated 12/17/84, which refers to a Memo from the Graduate Council, also attached. These Memoranda are presented for the Senate's information pending further study of the matter.

5. Library Committee Report

(pp 12-24)

- S. Esbensen
Dir. George

Attached is a Memo from the Library Committee which contains Four (4) recommendations (see page 2 of the report). Also attached is a copy of a Memo from Director George to President Byrne. The Memo from Dir. George is provided for documentation for the Library Committee's recommendations.

The four Library Committee recommendations will be presented for Senate action and will be considered individually and voted on individually. Senators are asked to pick up at the Registration table a document containing expanded clarification of the four recommendations to be considered.

6. Curriculum Council

(pp 25-31)

- M. Scanlan

The Council has two reports:

- a. General Education Requirements: Attached is a report on the General Education Requirements for the various colleges and schools at OSU. Note also the Summary and suggestions.
- b. Lower Division Course Proliferation: Attached is a brief Memorandum from the Council in response to a question referred to it asking whether or not OSU had "unnecessary proliferation of lower division courses." The question was originally posed by Chancellor Davis to the State System's Presidents, and referred to the Executive Committee by President MacVicar.

7. Research Council

The Exec. Comm. has asked two representatives of the Research Council (Chrm. Faulkenberry and member Dallice Mills) to report to the Senate findings in the matter of the DOD Security Agreement. A handout will be available at the meeting.

B. Reports from the Executive Committee

1. New Senator Orientation

The annual Orientation for Newly Elected Senators was held January 7 at Nendel's Inn. A brief report on that activity will be presented.

2. State Board of Higher Education Meeting

President Cameron will report on items of interest at the December Board Meeting.

C. Reports from the Executive Office

D. New Business

OREGON STATE UNIVERSITY
EXECUTIVE COMMITTEE OF THE FACULTY SENATE
1985

Phone No (s)	Name	Department
4044, 3451	H. Ronald Cameron Senate President	Botany Department
198-0	Robert McMahon Senate President-Elect	Forestry
2081	James H. Krueger '85	Chemistry
4505	Edward D. McDowell '85	Industrial & Gen. Engr.
3331	Mariol R. Peck '85	Kerr Library
2641	Eleen Baumann '86	Sociology
2643	John Dunn '86	Physical Education
3370	Robert Mrazek '86	Chemical Engr
2111	David Nicodemus (Ex-Officio)	Dean of Faculty

* * * * *

2461, 4344	Thurston E. Doler	Speech Communication
	Executive Secretary & Parliamentarian	

* * * * *

January 1985

FACULTY SENATE MEMBERSHIP

OREGON STATE UNIVERSITY

JANUARY 10, 1985

(Exclusive of the Senate President, President-Elect, the University President, and the Dean of Faculty)

Underlined names are newly-elected or re-elected for a term starting in January 1985. Names marked by an Asterisk (*) are serving for a second consecutive term. Year in parentheses, i.e. (84), after name indicates year present continuous membership began, in January unless otherwise indicated. Term expires on December 31 of the year indicated at the head of each column.

1985

1986

1987

AGRICULTURE:

George Bailey, Food Sci (83)
 *David Faulkenberry, Statistics (81)
 Leslie Fuchigami, Hort (83)
 David Hannaway, Crop Sci (83)
 David Holtan, Animal Sci (83)
 Al Mosley, Crop Sci (83)
 Ron Wrolstad, Food Sci (83)

Ralph E. Berry, Entomology (84)
 Neil W. Christensen, Soil Sci (84)
 Ralph Garren, Hort (84)
 *Martin Hellickson, Agric Engr (81)
 Harold Kerr, Ext (84)
 Stanley Miller, Agr & Res Econ (84)
 Roger G. Petersen, Statistics (84)

Peter Bottomley, Micro (85)
Michael Martin, Ag & Res Econ (85)
Terry Miller, Ag Chem (85)
David Philbrick, Ext (85)
Thomas Savage, Poultry Sci (85)

BUSINESS:

*Charles Dane, Mkt, Fin & Prod (80)
 George Martin, Business (83)

Robert Collins, Bus (84)

Dahli Gray (85)
Jane Siebler (85)

EDUCATION:

Sam Stern (83)
 Les Streit (83)

Charles Carpenter (84)

ENGINEERING

Edward McDowell, Ind & Gen Engr (83)

Dwight Bushnell, Mech Engr (84)
J. Richard Bell, Civil Engr (84)
Robert E. Wilson, Mech Engr (84)

FORESTRY:

Edon D. Olsen, For Engr (83)

Robert Beschta, For (84)
 James Funck, For (84)

Deborah J. Allen, Res Rec (85)
Robert L. Krahmer, For Prods (85)

HEALTH & PHYSICAL EDUCATION:

John Dunn, P.E. (84)
 Kathleen Heath, P.E. (84)

Margaret Smith, Health (85)

HOME ECONOMICS:

Jarnes Leklem, Foods & Nutr (83)

Jean Peters, Foods & Nutr (84)

Greg Look, Food Sys Mgmt (85)

1985

1986

1987

9

LIBERAL ARTS:

Eleen Baumann, Sociology (82)
Harold Dorn, Journalism (84)
Simon Johnson, English (84)
*Nancy Leman, English (80)
R. Charles Vars, Econ (85)
Dorice Tentchoff, Anthro (83)

Robert Dale, Philos (85)
Warren Hovland, Relig Studies (84)
Robert Kiekel, For Langs & Lits (84)
Louise Sarasohn, History (84)
*Gary Tiedeman, Sociology (81)

David Eiseman, Music (85)
Dianne Hart, For Lang & Lits (85)
Thomas McClintock, Hist (85)
Henry Sayre, Art (85)

OCEANOGRAPHY:

Charles Miller (83)

Louis Gordon (85)

Adrianna Huyer (85)
David Enfield (85)

PHARMACY:

*Mark Christensen (81)

*Gary DeLander (85)

SCIENCE:

Philip Anselone, Math (83)
Victor Brookes, Entomology (80)
Joel Davis, Math (83)
Dallice I. Mills, Bot (83)
*W. Curtis Johnson, Bio/Bio (82)
Fred Tonge, Comp Sci (83)

Robert R. Becker, Bio/Bio (84)
H. D. Brunk, Statistics (84)
Kenton Chambers, Bot & Pl Path (81)
Fred Rickson, Botany (85)
Gary Musser, Math (84)
Hollis Wickman, Chem (84)

*Curtis R. Cook, Comp Sci (82)
Francis J. Flaherty, Math (85)
Wil Gamble, Bio/Bio (85)
James Krueger, Chem (85)
E. Julius Dasch, Geol (85)

VETERINARY MEDICINE:

A. Morrie Craig (83)

Donald E. Mattson (84)

LIBRARY:

*Mariol R. Peck (80)

Nancy Powell (84)

ROTC:

*J. Robert Hardison, Mil Sci (84)

Doyle W. Hensley, Nav Sci (85)

UNASSOCIATED FTE:

Janet Nishihara, EOP (85)

Carol Colley, EOP (85)

Jon Root, CMC (85)
Lawrence Griggs, EOP (85)

Ex-Officio Members:

John V. Byrne, University President
David Nicodemus, Dean of Faculty

Senate Officers:

H. Ronald Cameron, Senate President
Robert McMahon, Senate President-Elect

Total Faculty: 93

The Department of
Physical Education



Corvallis, Oregon 97331-3302

December 16, 1984

M E M O R A N D U M

TO: Executive Committee Faculty Senate
D.S. Fullerton, President

FROM: Faculty Economic Welfare Committee *Robert Michael*
Robert Michael, Chairman

RE: Report on "Faculty Economic Welfare Benefits Forum"

On Wednesday, December 12, 1984 the Faculty Economic Welfare Committee hosted a Faculty Forum with Ralph Bolt, retiring Insurance Manager, and James Foley, incoming Insurance Manager from the State Employees Benefits Board discussing issues concerning the benefits available or possible for faculty. Approximately forty-five faculty attended.

Mr. Bolt's presentation included a review of the history of the formation of SEBB as well as a discussion of the following items submitted in advance by FEWC.

1. Flexible Benefits Programs
 - a. What are the pros and cons of flexible benefits?
 - b. What types of programs are available?
 - 401k plans
 - cafeteria - section 125 plans
 - c. What will the cost of administration be for these plans for new and returning employees?
 - d. What types of benefits would or could be included?
 - e. Is coordination of benefits possible where two family members work?
2. Compare the benefits available to Management Services with those available to academic employees under the present plans.
 - a. Why are there differences between the plans?
 - b. Why should/ should not academic personnel request the same benefits available to Management Services?
3. Group Life Insurance Plans
 - a. What would the cost be of a group life insurance plan?
 - b. What about the inclusion of group life insurance plans for retired faculty?

4. What are the costs of including dependents in dental insurance?
5. Long-Term Disability Insurance
6. Medical Insurance plans
 - a. Are prevention (HMO) plans available?
 - b. What are the costs of adding prevention plans?
 - c. What about including routine physicals in coverage?
 - d. The impacts of bio-medical costs.
7. What benefits do academic personnel gain by being a part of SEBB?
 - a. Is there a better way of handling academic personnel's benefits?
 - b. Would a separate benefits board be an advantage or disadvantage for Higher Education personnel given our lower experience rates?

Mr. Foley then outlined his background as an insurance manager and presented information as to possible trends which he saw in the area of benefits.

The enclosed information reports were presented to the Faculty Economic Welfare Committee for their use. Copies are available to faculty from chairman Michael. These items are:

1. FLEXIBLE BENEFITS Status Report
2. 401(k) goes public
3. LC 911 - A bill that "Authorizes Executive Department to establish and administer salary reduction program for state employees."
This bill allows an employee to reduce reported salary by placing a portion in a trust account in the employee's name.

This Forum was tape recorded by the Faculty Senate Office and copies are available for review through the Faculty Senate Office or from Chairman Michael at Langton 123 ext. 3222.

The value of this forum was that it allowed FEWC and the faculty an opportunity to hear about the direction of faculty benefits from the perspective of Mr. Bolt's 14 years on SEBB and it provided the incoming Mr. Foley an opportunity to see the reactions of the faculty present to the information presented candidly by Mr. Bolt.

RM/bw

The Department of
Physical Education



Corvallis, Oregon 97331-3302

December 17, 1984

M E M O R A N D U M

TO: Executive Committee Faculty Senate
D.S. Fullerton, President

FROM: Faculty Economic Welfare Committee
Robert Michael, Chairman

Robert Michael

RE: Recommendation on "Draft Policy on Conflict of Interest and
Outside Activities"

On Friday, December 14, 1984 the Faculty Economic Welfare Committee met and reviewed the October 16, 1984 "Draft Policy on Conflict of Interest and Outside Activities" from Mr. Sicotte of the State System of Higher Education and the memorandum dated November 19, 1984 from the Graduate Council.

FEWC requests that the specific recommendations addressed by the Graduate Council be forwarded to Mr. Sicotte for his review along with a recommendation that interinstitutional representatives who are knowledgeable of this item be invited to meet with him to formulate a revision which is more specific in approach and defines crucial terms. It is the opinion of the members of FEWC that the present draft is unwieldy and not specific enough for a policy statement.

November 19, 1984

M E M O R A N D U M

TO: Robert Michael, Chairman
Faculty Economic Welfare Committee

FROM: Bruce Rettig, Chairman 
Graduate Council

SUBJECT: Draft of "Policy on Conflict of Interest and Outside Activities" (Consulting Rules)

The Graduate Council supports the policy statement on the reverse side of the Oregon State University form entitled "Request for Approval for Outside Employment." We support the current procedures to ensure that Oregon State University faculty do not abuse their positions by engaging in inappropriate activities or by allowing consulting opportunities to detract from the quantity or quality of their regular work. However, the Graduate Council has great concern about a number of points in the draft OSPHE document.

Some of the concerns which have been expressed by members of the Graduate Council are:

1. "To minimize its negative effects, the time which an officer or employee may devote to outside professional service activities shall not exceed (on the average) one day in a seven day week during the period of employment, including travel time, in outside activities unless prior written consent is obtained from the institution president or designee."

)There are two issues of concern here. The first is that the concept of average is unclear. Is this averaged per month, per quarter, per year, or over some number of years? Second, the reference to one day in seven implies a greater control over leisure time than some of us believe has been the case in the past. Why has the reference been placed in this manner?

2. "Every officer and employee undertaking outside professional activities shall prepare a report to the appropriate designated institution person at least annually, consisting of a description of the organization, group or individual for which the service was performed, and a description of the type of service performed and the time spent in outside activities."

) Graduate Council members did not understand this requirement. Outside activities which pose a question of possible concern now require submission of the "Request for Approval for Outside Employment." An additional statement on these activities would simply add paperwork without providing new information. Why are we now to report activities which do not disrupt University duties and present no possible conflict of interest? What is to be done with this type of information? If someone is conforming with all requirements why is such a log of his/her activities now to be required? This new regulation looks a good deal like the type of paperwork that state and federal governments have been attempting to reduce.

3. Concern was also raised about several of the supplementary guidelines. The identification of potential conflict situations gives an appearance that all financial dealings including stock purchases and placing funds in a savings account must be discussed with administrators. While this particular example was deliberately absurd, the guidelines suggest an unwarranted invasion of privacy.

4. The listing of prohibited activities may also be subject to misinterpretation. Much of our valuable research activity is funded by the private sector including the wood products industry and commercial agriculture. Graduate research assistants, research assistants unclassified, and other temporary personnel are here to prepare themselves for future employment, often from those industry groups supporting research. Do we really want to prohibit this?

5. "Becoming a consultant to a company on a subject, including intellectual property, for which there has been, or currently exists, contractual agreements between the Department and that company."

) This prohibition appears to be sweeping. It would require faculty and/or their supervisors to maintain substantial records and appears to be quite expensive to enforce. For example, an Oregon State University employee would have to know every agreement between a client company and every academic unit in every college and university throughout the state.

6. "Realizing any economic advantage as a result of privileged or confidential information."

) Why doesn't this prohibition carry the qualifying phrase, "except when such transferring of intellectual property is organized and conducted under the auspices of the institution"? Otherwise this restriction would appear to ban payment for research sanctioned by the State System.

Department of
Atmospheric Sciences



Corvallis, Oregon 97331-2209 (503) 754-4557

5 December 1984

M E M O R A N D U M

TO: Faculty Senate

FROM: Steven K. Esbensen, Chair *St. K. Esb*
Faculty Senate Library Committee

RE: Report and Motion on the Need for Library Planning

The Faculty Senate Library Committee is convinced that the library is facing a crisis in the quality of its collection, the space for its activities and the staffing required to deliver its services. These problems are not new; they have been studied and discussed since the early 1970s.

While the needs of the library are known in general, it is ironic that we lack a clearly defined set of priorities for the effective use of the additional resources, should they become available to the library. Maintaining the present minimal level of services requires all of the library staff's time and energy; no time is left for planning.

The problems of the library, however, affect the entire university and cannot be solved by the library staff alone. The faculty and the administration have the primary responsibility for defining the purpose and scope of the library and its services.

As a first step, we urge our colleagues in the Faculty Senate to consider and endorse the four recommendations to President Byrne that are contained in the attached memorandum regarding the state of OSU libraries, written by the Director of Libraries, Melvin George. The recommended actions will develop facts vital to the process of bringing the OSU libraries to a level that is in balance with the excellence of its faculty and students.

The Faculty Senate Library Committee moves that:

Whereas,

- The Oregon State University libraries are facing a crisis in the quality of the collection and the space and staffing required to serve faculty and students;

- The faculty and administration of Oregon State University have the primary responsibility for defining the purpose and scope of its libraries;
- The effective use of resources available to the libraries requires careful planning;

Resolved,

The Faculty Senate endorses and urges the Oregon State University administration to support the following library fact-finding and planning activities:

1. The completion of a Collection Analysis Program in consultation with the Association of Research Libraries.
2. The inclusion of library planning in the charge to planning committees and consulting bodies of the administration.
3. The immediate development of a specific plan for a major remodeling of the present Kerr Library building.
4. The increasing of the library staff during the 1985-87 biennium to allow detailed planning for improvements in the library's collection and services.

SKE/mh

William Jasper Kerr
Library



Corvallis, Oregon 97331

MEMORANDUM

November 17, 1984

TO: President John Byrne

FROM: Melvin R. George,
Director of Libraries

RE: Current State of the OSU Libraries

One of my first tasks upon arriving at Oregon State University in April of this year was to begin an assessment of the library. This memorandum is designed to outline my preliminary evaluation and to make some suggestions about the future of OSU's libraries. This memorandum is not intended as a definitive review of the status of the entire library, nor as a complete plan for the library's future. It is designed, rather, to provide a quick overview of the library's standing and to make some suggestions for the planning process which will be needed to support a long range library plan.

The first study which I undertook was a comparison of Oregon State's library with those serving similar institutions throughout the country. The results of that study were reported to the Faculty Senate in June at a meeting which you attended. In addition, the study was sent to all faculty members as a Library Letter to the Faculty. I have appended an additional copy to this memorandum. The comparisons showed OSU's libraries dramatically deficient in regard to the comparator institutions. Oregon State's library is shown to be less well funded, to have a smaller staff, to have a smaller materials collection, and to receive fewer new materials each year than much smaller institutions when measured by FTE enrollment, number of fields in which the PhD is awarded and in the number of PhDs actually granted in 1982-1983, the latest year for which comparative data is available. For instance, the smallest of the institutions in enrollment, Dartmouth College, with an FTE enrollment of only 3586 supports a library staff of 172 compared with OSU's 107 to serve an enrollment of 16,764 FTE. The University of California, Riverside with an FTE enrollment of 4542 spent \$1,596,356 on library materials compared to the \$1,372,134 spent by Oregon State with its enrollment of 16,000+. And the University of

Delaware with an FTE of 15,660 spent \$700,000 more in 1982-83 on total library services than OSU. OSU's library collection is more than 600,000 volumes smaller than that of its sister institution, the University of Oregon which in 1982-83 had a slightly smaller FTE enrollment.

Several types of objections might be raised to these comparative data. The first objection might be that quantitative data have nothing to do with quality. Thus OSU's library services may be of equal quality to those provided at other institutions although the quantity of staff and dollars lags behind what is available at other institutions. Yet, there seems no reason to believe that staff attracted to OSU should be of any greater intelligence, dedication or ability than staff attracted to California Davis or Irvine or San Diego or to the Universities of Oregon, Rochester, Delaware or Saskatchewan. Nor does there seem any reason to believe that staff working in conditions which place them at a disadvantage in ratio to the student body to other institutions should have the time and the ability to select better collections or to provide better information services.

A second objection to these comparisons might be that OSU's library should not be compared to members of the Association of Research Libraries since OSU's library is not a member, that the libraries in that group, and the institutions they serve, are somehow out of OSU's league. Yet OSU does compare itself to many of these institutions in many other regards. Its sports program participates in the PAC 10 and the libraries of all other PAC 10 institutions are members of ARL. Appeals have been made to comparisons with many of these institutions as supporting data for salary increases, and studies have indicated that OSU faculty members leave this institution to affiliate themselves with institutions whose libraries are members of ARL. And finally, lest anyone doubt OSU's status as a research university, federal statistics indicate that OSU ranked 36th in the nation in federally financed science and engineering research and development expenditures among all universities and colleges in the country in FY 1982, and 32nd in the nation in non-federal R&D expenditures. All of the institutions in the top 50 within those groups and the majority in the top 100 supported ARL libraries. Many ARL institutions ranked considerably below OSU in the amount of research supported by the institution. It is something of an embarrassment then, that OSU's library is not a member of the Association of Research Libraries, nor is it eligible for membership. To be eligible for membership, a library must show a minimal level of support over a five year period which compares with that of a substantial portion of the members of ARL as computed by a formula which includes ten different categories of support (size of staff, budget for materials, total budget, etc.).

Another objection to the comparisons might be raised in

relation to the comparative nature of the instructional programs. ARL institutions might be found to represent ratios of undergraduate to graduate students different from that of OSU or to offer substantially dissimilar programs. To adjust for such differences, I extracted those libraries serving land-grant universities and developed comparisons among institutions offering PhD programs in approximately the same number of fields or fewer as OSU. Once again, OSU fell below the comparator institutions in every category. Thus, Washington State which offered PhDs in 32 fields (compared to 48 at OSU) and had a total FTE which approximated that of OSU had 91 more library staff members than OSU (198 for WSU and 107 for OSU). WSU was spending nearly \$2,000,000 more per year on its library and adding 10,000 volumes more per year to its collections. In addition, I compared OSU with the libraries of land-grant institutions which awarded the same number of PhD degrees in a year or fewer. Delaware, which awarded less than a third of the number awarded by OSU had a staff 50% bigger than OSU and the University of Hawaii which awarded only half the number of PhDs of OSU supported a library staff more than twice the size of OSU and spent \$3,000,000 more on its total library program than OSU (\$3.6 million for OSU; \$6.2 million for Hawaii).

Finally, one might question whether the comparisons for 1982-83 were aberrant. Yet, the total volume count which is one measure of past support, indicates that OSU's library has consistently received less support than its comparator institutions. Indeed, in studying the history of the OSU library, I discovered that its deficiencies have been long recognized. The Report to the President of Oregon State University from the Commission on University Goals in August, 1970 set four priorities. One of the highest priorities was "Strengthening of the library resources of the University consistent with support given libraries at comparable universities." The members, in making the recommendation, stated that

The Commission recommends that the Library should be given more adequate support than it is now receiving. We recognize this will result in altering the allocations to other units on campus. However, it is our belief the Library is so fundamental to the University that greater support is justified and even at the expense of the operation of other units. Data are presented in the appendix which permit comparisons with other institutions.

The comparative data in the appendix to the 1970 report reveal a record of deficiencies which are remarkably similar to those identified in the study appended to this memorandum. Thus, the lack of support for libraries at OSU is longstanding and the remedy will not be easy or short term.

Subsequent to the publication of the current comparison, the library faculty met in a daylong planning session. We identified three task forces to deal with three important aspects of library planning: the collection and its needs; the staff and its organization; and space and its allocation. These task forces have just begun their investigations, but some things are known about the problems in each area.

Collections

Comparative data about the size and growth of the OSU collections have already been reviewed briefly in this document and more comparisons can be made from the tables and graphs appended. There are also other indications that collections are inadequate to the instructional and research needs of the university. The July 1984 Report on the Current Status of OSSHE Engineering Programs prepared by the Advisory Committee on Engineering to the State Board of Education reported, after a visit to each of the engineering programs in the state, that "our engineering laboratories, equipment, and research libraries are a disgrace by any standards." In addition, the committee noted, outstanding faculty are difficult, if not impossible, to recruit "unless they are assured of adequate classrooms, laboratories, equipment, libraries, and continuing adequate financial support." (Emphasis mine.)

Approximately two years ago, library bibliographers began to draw up a selection policy to guide collection development. It identified major subject areas and indicated the level at which the library collects materials on a progressive scale of five levels. Thus collection policy is identified in each area as A - Comprehensive; B - Research; C - Study; D - Basic; E - Minimal. No collections are identified as A - Comprehensive and only those subject areas in science and technology rank above C - Study. Thus it is obvious that the library collections cannot support research in most areas of the social sciences and humanities, despite university requirements upon all faculty for a consistent level of research and publication. In addition, research in many applied science fields is dependent upon strong collateral collections in history, sociology, economics, statistics and many other fields. At present the OSU library is not prepared to support such study either with existing collections, or with strong current collection efforts.

Three other concerns are of special note in this regard. Although OSU has a policy which restricts the growth of branch libraries on the main campus, a number of "reading rooms" have grown up with departmental support across campus. In at least two instances departmental support includes the employment of full time managers for library services. Clearly such programs reveal the desire of faculty and staff for strong library services. Yet the existence of these reading rooms outside of the library's jurisdiction means there is very little coordination of

service and collections between them and Kerr Library. Creation of some sort of working relationship between the reading rooms and the library carries a certain urgency as the library looks toward greater automation. An online public access catalog should provide access to all of the university's library resources not just those resident in the Kerr and Marine Science libraries.

The desire for a single bibliographic access point to university collections leads to a second concern. At present the OSU's libraries are primarily print oriented. Materials published in other formats are not deemed the library's responsibility. Yet much information is published in some other format including videotape, film, loop film, record, tape, cassette, and today, software disc. President MacVicar has made it possible for the library to experiment with the collection and provision of microcomputer software through the Microcomputer Software Information Center, but it is funded for only one year. Soon the University must decide whether it wishes to collect materials for study and research regardless of their published format and whether it wishes those resources to be represented in a single online bibliographic system. At present no agency within the University is responsible for the collection of many nonprint items. The music department has a music record collection, but nobody collects recorded speeches, plays and documentary or radio tapes. The Communications Media Center rents films and maintains a small collection for classroom use, but no agency is responsible for collecting films and videotapes for individual study and research.

Finally, the University must consider its libraries' role in the provision of intellectual resources for the state. OSU has a responsibility to the state of Oregon to provide for study and research to improve the state's economy and its quality of life. In many fields Oregon is completely dependant upon Oregon State for progress and improvement; if Oregon State doesn't do it, or does it badly, Oregon suffers. The same is true of Oregon State's libraries. In many subject areas, Oregon State's libraries are the only source of information in the state. If we don't have it, it isn't readily available, and complete dependence upon resources in Washington or California is neither economical nor just. And Oregon State has direct responsibility for progress in Oregon in politically and economically sensitive areas: computer science, artificial intelligence, all fields of engineering, agriculture, marine science and oceanography, robotics, energy and many others. Its library must build collections in these areas not only to serve the direct instructional and research activity of the university, but to serve the developmental needs of the state as a whole. Thus building collections and providing services to make them available is part of the University's commitment to Oregon and

its people.

Staff

None of the services which are discussed above are possible without a competent staff adequate to the task. Oregon State's library staff is too small by any comparative measure. Of the ARL libraries in the comparator group, Oregon State had the smallest total staff with only 107 members. The next smallest staff was 21 members larger and that was at Rice University, an institution serving 13,000 fewer students. There were seven ARL libraries which served land-grant institutions, which had comparable FTEs, and which awarded a comparable number of PhDs in 1982-83 to OSU: Colorado State, Delaware, Georgia Tech, Hawaii, Kentucky, North Carolina State, and Washington State. Their ratio of library employees (including FTE student assistants) to FTE enrollment was 1 librarian to each 79.7 students. If Oregon State staffed its library as well, the OSU libraries would employ 200.7 staff members in contrast to the present 107. Both professional and classified staff are deficient at OSU. Using the average ratios for the above institutions, OSU would employ 49.9 librarians (now 29) and 102 classified staff (now 45). Closer to home, the University of Oregon Library employs 47 staff members in its technical services division and Oregon State employs 31. Within library administration, the University of Oregon employs 7 professional staff members; OSU employs 2.5.

It should be noted that many of the libraries of comparator institutions cited above are considerably more advanced in the use of automation than Oregon State. Thus, the introduction of automated systems should not be seen as a remedy for OSU's library staff deficiencies. Indeed new technologies are not always a time saver. Oregon State University is a depository for federal documents. In the past few years, the Superintendent of Documents has made a slow transition from distributing print documents to microfiche. Recently we received more than 30,000 fiche units issued from the Department of Energy which had to be filed into existing fiche files. Each requires approximately one minute of filing time. At the minimum wage paid to student filers, this task took 500 hours and cost the library \$1,675.00 for "free" federal materials.

Every area within the libraries could benefit from additional staff members from administration to reference service desks to technical services areas. Only through the addition of staff members throughout the library will it be possible to redefine the mission and scope of the OSU libraries, to select and organize collections, to expand and modernize services, and to maintain essential communication with other units of the University and users throughout the state to assure a vigorous library program which supports study, research, and community development.

Space

The libraries at Oregon State University face a space crisis in the very near future. A severe space shortage in the Hatfield Marine Science Library is close to solution with federal funding and construction slated for a new building sometime in the next eighteen months. The Kerr Library building was designed to store 750,000 volumes and to seat slightly over 3,000 users. Today the collection stands at a few volumes under the 1,000,000 mark and seating has been reduced to 2,069. Obviously additional storage for materials has been bought with the reduction of reader seating. At present, the existing shelving is nearly 75% filled throughout the library with areas which are considerably fuller. Libraries typically consider themselves "full" when they reach 85% of capacity. This is because shelving much fuller than that requires frequent expensive shifting for the addition of a few new volumes and even for the replacement of materials returning from circulation. These "shifts" in Kerr Library often require movement of all books in half the stacks on a floor and more. Since Kerr library adds between 35,000 to 45,000 volumes even with its present inadequate budget, the current stacks will be filled in slightly more than two years. Since new materials require additional space at the rate of 8.7 square feet for each 125 new volumes, Kerr library will require 2,784 square feet per year commencing in 1987 or 27,800+ square feet by 1997. That is roughly equivalent to one additional floor in the next decade just for materials storage. Unless expansion occurs one seat will have to be removed from Kerr for each 360 new volumes. At this rate 111 seats will be removed each year and by 1997 Kerr library will be reduced to 950 seats.

The usual alternatives to such a scenario are four-fold. A library can make use of off-site storage; it can weed the existing collections more assiduously; it can transfer purchasing to some sort of reduced format, usually microfilm or microfiche; and it can plan for expansion. The OSU libraries already make use of off-site storage at Camp Adair. Several years ago a statewide storage facility was planned which would be supported by many user libraries throughout the state and which would serve to relieve the user libraries of some of the pressures of collection growth. As originally envisioned, the plan for the Adair storage facility was rather ambitious. It would be staffed with trained personnel who would eliminate duplication in depository items, it would provide space for study and research on the premises, and it would provide an environment appropriate to the long term preservation of materials. To date none of those plans have been realized. There is no staff except that provided out of OSU's already overburdened staff. The buildings are completely unfit for use by students and research personnel and the only access to materials is from a once a week paging service. In addition, materials are stored in an environment which is only

minimally supportive of their preservation. Despite those deficiencies, OSU is the largest single user of the storage facility. However, using the facility poses difficult problems. Remote storage is not popular with users; they must wait a week or more for materials to be brought for their use. Use of long runs of periodicals, which is not uncommon for a research project, requires the transportation of many volumes to and from the storage facility. But the most serious concern is pedagogical. Materials in the storage facility cannot be browsed in the same way that materials present on the shelf can be browsed. The absence of any full descriptive indexing of these materials means that they are never used when they are in the storage facility although similar items would be used as a part of a resident collection. At least one benefit of a resident collection in the support of research is that it expands the horizon of research. New materials, approaches and relationships are discovered through the proximity of materials in the collection which cannot be discovered in any other way. Storage in an off-site facility destroys that function.

The second alternative to increasing space consumption is careful weeding of the collection. Over the past several years, library bibliographers have been involved in extensive weeding projects. However, a research library, by its very nature, must weed with special caution. As has already been pointed out, if the OSU libraries do not purchase or fail to keep certain types of material, that material will not be available anywhere else in the state. Thus, weeding projects must consider the needs of scholars both within and outside the University. In addition, retrospective collections which may be of little interest to one scholar may be of compelling interest to the historian or to one who wishes to retrace the theoretical underpinnings of a research strategy or hypothesis. Oregon State has a substantial archival responsibility in maintaining collections which would not be required in the typical undergraduate or college library.

Oregon State's libraries have already begun purchasing many materials in reduced format. Our collection of microform items numbers just over 1,123,000 units, and our review procedures regularly shift purchasing to microformat rather than paper editions. However, not everything is available on microfilm or microfiche, and microformat may not be the appropriate medium in which to purchase all materials. As indicated earlier the acquisition of micromaterials is a mixed blessing, for they often require additional labor in filing and refiling, and there remains substantial user resistance to using microformatted materials. Nor do such materials serve the need well if the item receives heavy use; more people can use paper publications in less time than microformatted materials. Finally, there is no economical likelihood of transferring already owned materials to microformat. Already limited acquisition funds are needed to

purchase new materials, and very little budget money is available to purchase duplicates of materials already owned.

As a consequence, it seems to me that the OSU libraries must be expanded in the near future. It is possible that remodeling, although costly, may buy the University some time before a building addition must be built. Several libraries have experimented with electrically operated compact shelving in public areas. The University of Illinois in Urbana/Champaign just completed such an installation and reduced square footage needs dramatically. Unfortunately compact shelving is inordinately heavy, and installation must be in an area which can be prepared to handle the weight. About two-thirds of the first floor appears to be above unexcavated ground, and it may be possible to install compact shelving on that level. Engineering studies will have to be completed to determine whether such an installation is possible.

Space for materials storage is not the only spacial demand, however. A thousand seats have been removed from Kerr Library since its last expansion in 1971, but the building has never been very commodious by comparison with other university libraries or with the standards of the Oregon State Board of Higher Education. In his 1966-68 biennial report, Carl W. Hintz, who was then Dean of Libraries for the entire higher education system wrote:

It is gratifying to note that the first addition (the two additional floors) is now in second place on the Oregon State Univervesity building priority list, and on the combined System library projects list, for 1969-71. However, it should be realized that if both first and second additions were combined and ready for occupancy in the Fall of 1971 the space would still fall short of the standards adopted by the System.

(Emphasis mine.)

The second addition to which Dean Hintz refers was, I believe, an "L" shaped expansion of the northeast third of the present building. Such an expansion would allow Kerr Library to return study space to student, faculty and staff users and to improve that space so that it would better serve its intended use. It would provide for more open carrels which are highly desirable for readers in a crowded facility and for other improvements in the study areas; it would allow for the reorganization and possible expansion of staff work areas; it would allow the library to introduce group study rooms, typing rooms, seminar rooms, and lounge seating areas which are commonplace in other university libraries; and it would allow for the appropriate storage of special collections and rare materials which are now stored in inadequately ventilated and lighted rooms where the environment actually endangers the continued preservation of the materials.

Recommendations

1. The first task is to define the role of the OSU libraries more carefully than has been done to date. Since to a considerable extent, the library is defined by its collections, I propose the definition of OSU's libraries be accomplished through a careful analysis of the university's collection development needs. Soon after the library faculty met in its all day planning session, I determined to translate some of their recommendations into action by appointing one library faculty member to a post titled Collection Needs Assessment Project Director. Nancy Powell was transferred from the Science and Technology Reference unit effective November 1 of this year. Her preliminary studies indicate that the best way to accomplish a full analysis of the University's collection development needs is through the use of a program already tested in more than thirty academic and research libraries throughout the country under the auspices of the Association of Research Libraries. The advantages of using the Collections Analysis Program (CAP) of ARL are several. OSU's library staff will not be required to reinvent what is a complicated and lengthy process; ARL trained staff are available to serve as consultants as the OSU project progresses; and the results are likely to achieve more credibility than a wholly local process due to the prestige and experience of the Association of Research Libraries. I attach a proposal for the completion of a CAP project at OSU. I believe it is important that the project receive the endorsement and funding of your office. Faculty, staff and administration across the campus will be more likely to lend their support to the effort and to consider the study of special significance to the University if your office initiates and supports it.

2. Planning for the library should be included in the charge to any planning committees and consulting bodies which you appoint. The needs of the libraries are so compelling and of such magnitude that they cannot be addressed solely by the library staff. The library and its needs must be viewed as a university concern and its problems must be addressed by campus wide planning agencies.

3. Specific planning should begin immediately for a major remodeling of the present Kerr library building. The sooner engineering studies can be completed to determine the feasibility of installing compact shelving on the first floor, the sooner we can assess whether there is any short-term solution to the library's space problems. The Kresge Foundation of Troy Michigan is a possible source of partial funding for a major remodeling project. According to their literature they make funds available for construction and renovation of facilities, provided the capital cost involved is at least \$75,000. Grants are made on a challenge basis and the typical applicant has raised some initial funds by the time of application. The amount

of each grant, the ratio of matching funds, and the timetable for fundraising are all negotiable. Of course, there may be other sources of funds for such a project of which I am not aware.

4. Increasing the library's staff should be a high priority in budget planning for the 1985-87 biennium. Day to day activities require all of the existing library staff's time and energy. There is little time left over for the detailed planning activities which must precede a dramatic expansion in the libraries' programs.

I would appreciate meeting with you at your earliest convenience to begin discussions about the libraries of Oregon State University and their problems. I must admit to feeling some urgency in getting on with the process which assure that the libraries reflect the quality and diversity of the rest of the University.

cc: Faculty Senate Library Committee Members

Department of
Philosophy



Corvallis, Oregon 97331

(503) 754-2955

December 12, 1984

M E M O R A N D U M

TO: Faculty Senate Executive Committee

FROM: Curriculum Council
Michael Scanlan, Chair *MS*

SUBJECT: Report on General Education at OSU

I. Introduction

At present Oregon State University has general requirements which must be met for any B.A. or B.S. degree granted by the university (see p. 14-15 of 1984-85 General Catalog). These include a set of requirements that are described as General Education requirements. They were approved by the Faculty Senate in 1976 and took effect with the graduating class of 1981.

Prior to their adoption various proposals for general education requirements had been presented and discussed over a number of years. The debates prior to the adoption of the present requirements involved disagreement not only over specifics of a proposal (e.g. how many credit hours devoted to one area rather than another) but also disagreement over the nature of the concept of general education. The OSU requirements conform to a concept of "distribution requirements" which has been common in the curricula of American universities over the years. The intent of such requirements is to ensure that a student does not take

courses which are directed exclusively or almost exclusively at training in his or her major field. In addition, it is hoped that the distribution requirements will provide for the student's exposure to certain broad and basic areas of human knowledge and endeavour at the university level, e.g. mathematics, natural science, and art.

The OSU general education requirements are as follows:

Physical, biological, and mathematical sciences - 15 hours

Humanities and arts - 12 hours

Social sciences - 12 hours

Written and oral English communication - 6 hours

(This requirement is in addition to Wr 121 which is required of all graduates. It is fulfilled by Journalism, Speech, and Writing courses approved by the Curriculum Council or a first or second year foreign language sequence.)

As a preliminary judgment, this Council finds that these requirements promote the desired educational goals. Nevertheless it is conceivable that minor modifications of these requirements could enhance their effectiveness. The Council does not believe that it would be productive to make such modifications unless there is a consensus within the university community on the goals of general education and changes in the requirements are responses to empirically identified shortcomings in the curricula of graduating students. Such empirical study is beyond the requirements of this report or the present abilities of the Council. To provide some guidance in evaluating the effect of the university requirements on the breadth of student curricula the Council has chosen to review the effect of both university and college/school requirements on the curricula of students in the

six largest schools or colleges in the university. This review is summarized in the next section followed by a section of conclusions and observations.

II. Survey of General Education in Six Largest School/Colleges

The following analyses are based on review of school/college requirements as stated in the catalog and review of recommended courses of study where indicated by a department. All courses of study make provision for fulfillment of university requirements, although some make these requirements more evident to the student than others.

College of Science

Science/Math - College specifies that 9 hours be taken in Physical Sciences and 6 hours be taken in Biological Sciences.

Humanities/Arts - no special provisions

Social Science - no special provisions

Communications - Biochemistry & Biophysics requires 1 year of German, French, or Russian. Chemistry requires 1st year German.

General Comment - The College provides that "none of the curricula in the College of Science requires more than 60 percent of the course hours to be in the areas of science."

School of Education

Science/Math - no special provisions

Humanities/Arts - no special provisions

Social Science - no special provisions

General Comment - The Oregon Teaching Standards and Practices Commission requires that "approximately one-third of each undergraduate program consist of general education"

College of Agricultural Sciences

Science/Math - 1 year inorganic chemistry, Math 101 or 161, 1 year of physical and one year of biological sciences.

Humanities/Arts - no special provisions

Social Sciences - no special provisions

Communications - Student must pass English language exam.

All but two departments require Sp 112 and the vast majority specify one other course which fulfills the communication requirement.

College of Business

Science/Math - Math 101, 162, 163 are required of all students.

Humanities/Arts - no special provisions

Social Science - Econ 213, 214 are required of all students.

Communications - Wr 327 required of all students.

College of Engineering

Science/Math - no special provisions

Humanities/Arts - no special provisions

Social Sciences - some majors require Econ 213, 214.

Communication - no special provisions

General Comment - Because of the substantial math and science requirements in the first two years, most engineering majors leave substantial portions of humanities/arts/social science distribution requirements for their last two years. Because of course prerequisites

students tend to take these courses at a lower division level. Forthcoming accreditation guidelines stipulate that not all such courses can be taken at lower levels.

College of Liberal Arts

Science/Math - Math 100 or more required. Sequence in a lab science required.

Humanities/Arts - Two humanities sequences from different departments and an arts sequence required. A second - year foreign language or a sequence in a non - European culture required.

Social Science - a sequence of courses is required.

Communications - no special provisions

General Comments - In addition to the sequences in lab science and social science indicated above an additional sequence of either a science or a social science is required. All sequences selected must be outside of student's major field. Students may only include a maximum of 60 credit hours in their major. At least 27 hours of electives are required. There are exceptions to these requirements for students taking the B.F.A. in Applied Visual Arts.

III. Summary and Suggestions

The material in section II indicates that the university general education requirements do not function independently of school/college or departmental requirements. On the one hand these additional requirements can provide more breadth, as when the College of Science ensures that students take both physical

and biological science courses. On the other hand, specific requirements can "use up" general education requirements to provide background for a student's area of specialization, as in the College of Business requirement of Econ 213,214. Others seem neutral as in requirement of specific Communications or Mathematics courses.

The University's requirements also do not function independently of student behavior and other aspects of the curriculum. Answers to the following questions, for example, would contribute to any overall assessment of general education at O.S.U.

1.) Do a significant number of students include minors or certificate programs in their course of study? Do these tend to represent specialization in or diversity from their major field?

2.) Do most students have an adequate opportunity to take free electives? Do elective choices tend to be in the direction of specialization or breadth?

3.) A significant number of students transfer, either from another school or between major programs, during their college career. Do such transfers indirectly lead to a greater breadth in student's programs?

Despite such questions, it is the view of this Council that the general education requirements are ensuring that graduates of OSU have received an exposure to broad areas of study outside of their major. Any attempts to increase or refine this exposure should be accompanied by a clear exposition of the educational intent of the specific changes. Such changes should not be driven either by outside campaigns for educational "reform" or by internal campaigns for increased allotments of student credit hours to units of the university.

Curriculum Coordination



Corvallis, Oregon 97331

(503) 754-3711

December 11, 1984

TO: Pete Fullerton, President
Faculty Senate

FROM: Mike Scanlan, Chairman, Curriculum Council *M.S.*
Pat Wells, Curriculum Coordinator *P.W.*

A subcommittee of the Curriculum Council has reviewed the University course offerings for potential "unnecessary proliferation of lower division courses." All courses with fewer than 20 students were highlighted. Then, checking was done according to content, college or school, and availability of multiple sections. Numerous department chairs/heads were contacted to explain any "questionable" areas.

The subcommittee found no evidence of proliferation of lower division courses. The diligent attention to detail of the Curriculum Council provides an excellent self-check to prevent any unnecessary proliferation of courses in the future.

cjj

REPORTS TO THE FACULTY SENATE
February 7, 1985

The Agenda for the February 7 Senate meeting will include the reports and other items of business listed below. To be approved are the Minutes of the January 10 meeting, as published and distributed in the Staff Newsletter Appendix.

Agenda for the Senate Meeting: Thursday, February 7, 3:00 p.m., in the
LaSells Stewart Center

A. Reports from the Faculty

1. Faculty Economic Welfare Committee - Robert Michael

a. Salary Data Charts (pp. 4-7)

Attached are three Salary Data Charts which are for the information of the Senate.

b. Academic Sick Leave Policy Revisions (pp. 8-14)

Attached is the most recent draft of the proposed Academic Sick Leave Policy for the OSSHE. Also attached is the recent report of the FEWC, which contains recommendations. This Memo, dated 1/28/85, was sent to Mr. Anderson, the Hearings Officer, since the Public Hearing is scheduled for January 31, 1985, prior to the Senate meeting. We have been informed that there will also be an additional draft of the revised Sick Leave Policy. If received prior to or on February 7, it will be distributed to the Senate.

2. Faculty Status Committee (pp. 15-25) - Dale McFarlane

Attached is a Draft report from the OSSHE regarding proposed revised regulations on Conflict of Interest and Outside Activities (Consulting). The FSC has this draft under consideration and may have a verbal report for the Senate at this meeting. The Draft, attached, is for the Senate's information.

3. Search Committees

Several Search Committees are currently in operation. These reports are for the information of the Senate and to advise the Senate of the status of each Committee's operation.

a. Athletic Director Search Committee: Bob Frank, English, has been appointed Chairman of this committee. The membership also includes: Martin Chaves (Beaver Club); Wil Gamble; Tom Hildebrand (student); Aki Hill, Paul Valenti, and Elaine Van Vleet (Athletic Dept.); Marshall Jennings; Robert McMahon; Leroy Roberts (Alumni Assn.); Charles Smith; Lynn Spruill; Roger Pringle (Consultant); and Steve Wright (student).

- b. Veterinary Medicine Dean Search Committee: Chrm. Morrie Craig reports that the search has been "re-opened." This means that the search period has been extended and new nominations will be sought.
- c. Oceanography Dean Search Committee: The Committee Chrm. will present a verbal status report to the Senate.
- d. Computer Center Director Search Committee: Chrm. Solon Stone will present a progress report to the Senate.

4. Faculty Organizations

Representatives of several Faculty organizations have again been invited to provide the Senate with current information as noted below:

- a. Association of Oregon Faculties (AOF) - Mark Nelson
AOF has a new Lobbyist, Mark Nelson, who has taken the place of Bob Davis, who recently passed away. Mr. Nelson will take about fifteen minutes to talk about the business of AOF in relation to the current Legislature.
- b. American Association of University Professors - Warren Hovland
President Hovland will present a brief report on the recent state meeting of AAUP hosted by OSU.

5. Undergraduate Admissions (p. 26) - Rod Cate

Attached is a Memo from the Undergraduate Admissions Committee to Dean Nicodemus and the Executive Committee. This Memo is included for the Senate's information.

Chrm. Cate has indicated that the wording in paragraph 5 is an attempt by the interinstitutional admissions committees to have in the universities' publications language that is common to all. There has been, in the past, a lack of uniformity in following the various admissions requirements. The Senate may take any action it deems appropriate.

B. Reports from the Executive Committee

1. Security Agreement with the Department of Defense; Research Council Report (pp. 27, 28)

Attached is a report from the Research Council regarding the University's Security Agreement with the DOD. This report is offered to fulfill the Senate's charge that a final written report be presented.

2. D. Curtis Mumford Faculty Service Award

Nominations were closed on January 25 for the above award. The Executive Committee has appointed the following subcommittee to review the nominations and to present recommendations to it: Jim Krueger, Chemistry, Chairman; Bob Mrazek, Chem. Engr.; and Bob McMahon, President-Elect, Forestry.

3. Sr. Research Assistants; Membership in Senate Issue

With the recent approval of a new RA rank, Sr. RA, came the question of including them in Senate membership. This question has been referred to the Faculty Status Committee for review and recommendation.

4. Oregon State Board of Higher Education Meeting

The OSBHE met on the OSU campus on January 17 and 18. The Exec. Comm. met with the Board in the afternoon of January 17 and discussed with them Faculty Governance at OSU.

5. Centralized Travel Agent for OSSHE

After listening to a report from Vice President Theran Parsons on the proposal to contract with a specific travel agency for all OSSHE travel, the Executive Committee voted to direct President Cameron to appoint a faculty committee of three to work with the Task Force that produced the travel agency consolidation report and to keep the Senate apprised of developments. The members of the EC who have agreed to serve in this matter are: Ed McDowell, Eleen Baumann, and, in addition, Rod Frakes.

C. Reports from the Executive Office

D. New Business

The Department of
Physical Education



Corvallis, Oregon 97331-3302

January 21, 1985

M E M O R A N D U M

TO: Faculty Senate Executive Committee
H. Ronald Cameron, President

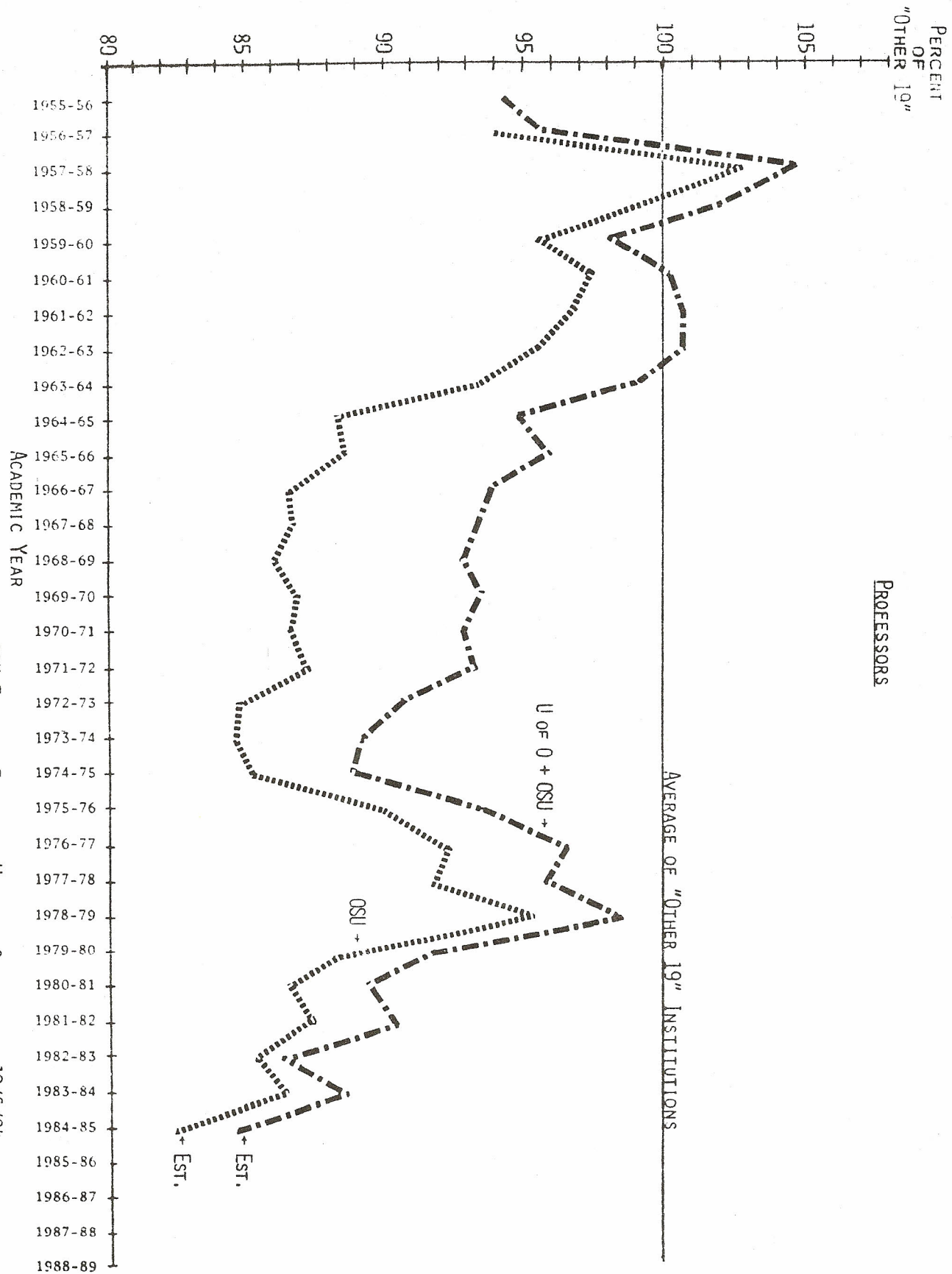
FROM: Faculty Economic Welfare Committee
Robert Michael, Chairman *R. Michael*

RE: Academic Salary Statistics

The Faculty Economic Welfare Committee has reviewed the enclosed charts and graphs on Academic Salaries as prepared by D. Curtis Mumford and recommend that they be distributed to the Faculty Senate.

sdm

AVERAGE ANNUAL SALARIES OF OREGON PROFESSORS (OSU + UO); AND
 OREGON STATE PROFESSORS; COMPARED WITH PROFESSORS AT "OTHER 19" INSTITUTIONS
 SOURCE OF DATA: OREGON STATE SYSTEM OF HIGHER EDUCATION (TEACHING STAFF, 9 MONTH APPOINTMENTS)



Comparison of 1983-84 Academic Salaries at Oregon State University, University of Oregon, and the "Other 19" Comparator Universities, by Academic Rank (9-month appointments, HEGIS data)

Academic Rank	1983-84 Academic Year						
	"Other 19" Average Annual Salary	Oregon State University		University of Oregon		OSU + U of O Combined	
		Average Annual Salary	Percent of "Other 19"	Average Annual Salary	Percent of "Other 19"	Average Annual Salary	Percent of "Other 19"
Full Professor	\$39,717	\$34,285	86.3%	\$35,781	90.1%	\$35,176	88.6%
Associate Professor	29,096	27,296	93.8%	26,479	91.0%	26,890	92.4%
Assistant Professor	24,729	22,873	92.5%	22,671	91.7%	22,775	92.1%
Instructor	20,150	16,947	84.1%	18,691	92.8%	17,645	87.6%
All Ranks	\$32,670	\$27,511	84.2%	\$29,243	89.5%	\$28,420	87.0%

Source of data: Oregon State System of Higher Education.

OSU Faculty Economic Welfare Committee, 11/30/84.

Comparison of Average Annual Salaries of
Full Professors at Oregon State University; OSU and U of O
Combined; and at the "Other Nineteen" Universities, 1956-1985^{/1}

Year	"Other 19" Average Annual Salary	OSU + U of O Combined		Oregon State University	
		Average Annual Salary	Percent of "Other 19"	Average Annual Salary	Percent of "Other 19"
1955-56	\$ 8,320	\$ 7,843	94.3%	n.a.	n.a.
1956-57	8,627	8,268	95.8%	\$ 8,116	94.1%
1957-58	9,614	10,065	104.7%	9,881	102.8%
1958-59	9,830	10,033	102.1%	9,774	99.4%
1959-60	10,560	10,358	98.1%	10,090	95.5%
1960-61	10,892	10,911	100.2%	10,606	97.4%
1961-62	11,606	11,695	100.8%	11,224	96.7%
1962-63	12,105	12,212	100.9%	11,554	95.4%
1963-64	12,886	12,778	99.2%	12,039	93.4%
1964-65	13,672	12,964	94.8%	12,076	88.3%
1965-66	14,709	14,126	96.0%	13,032	88.6%
1966-67	15,426	14,464	93.8%	13,355	86.6%
1967-68	16,455	15,339	93.2%	14,268	86.7%
1968-69	17,331	16,087	92.8%	14,913	86.0%
1969-70	18,271	17,089	93.5%	15,852	86.8%
1970-71	19,150	17,793	92.9%	16,562	86.5%
1971-72	19,551	18,220	93.2%	17,040	87.2%
1972-73	20,311	18,380	90.5%	17,207	84.7%
1973-74	21,358	19,020	89.1%	18,087	84.7%
1974-75	22,349	19,862	88.9%	19,036	85.2%
1975-76	24,106	22,527	93.4%	21,706	90.0%
1976-77	25,419	24,513	96.4%	23,437	92.2%
1977-78	26,860	25,713	95.7%	24,623	91.7%
1978-79	28,256	27,742	98.2%	26,858	95.1%
1979-80	30,292	27,825	91.9%	26,916	88.9%
1980-81	32,974	29,454	89.3%	28,525	86.5%
1981-82	35,705	32,205	90.2%	31,172	87.3%
1982-83	37,965	32,723	86.2%	32,346	85.2%
1983-84	39,717	35,176	88.6%	34,285 ^{/3}	86.3%
1984-85	41,544 ^{/2}	35,176 ^{/3}	84.7%	34,285 ^{/3}	82.5%
1985-86					

^{/1} Source of data: State Board of Higher Education. (Basic data for Chart 12/6/84.)

^{/2} Salary figure estimated at 4.6% above 1983-84.

^{/3} No salary increase assumed for 1984-85.

n.a. = Not available.

The Department of
Physical Education



Corvallis, Oregon 97331-3302

January 28, 1985

MEMORANDUM

TO: Faculty Senate Executive Committee
H. Ronald Cameron, President

FROM: Faculty Economic Welfare Committee *Robert Michael*
Robert Michael, Chairman

RE: OSSHE Rules: Sick Leave Plan for Academic Personnel
1/16/85 Draft

On Friday, January 11, 1985, Mr. Joe Sicotte and Mr. Ron Anderson of the Chancellor's staff met with faculty and administrative personnel from Oregon State University to discuss our concerns on the Sick Leave Rules. FEWC Chairman Michael and Faculty Status Committee Chairman Dale McFarlane presented the concerns of their committees. The January 16, 1985 draft is an outgrowth of this two-hour meeting.

The Faculty Economic Welfare Committee has studied this draft and the report of the discussion with Mr. Anderson and Mr. Sicotte, and find that many of the issues of discussion have been favorably addressed. Several of the issues were either not addressed in the draft or were addressed so as to foster our continued concern.

FEWC has the following concerns about Section 5 -- "Unearned Sick Leave Advance":

- A. This section appears to extend the sick leave advance as a lump sum rather than on a day-by-day or as needed basis. FEWC supports the position OSU has used in the past: the advancing of sick leave only as it is needed and used. This suggested change would insure that sick leave would not be advanced and not used.
- B. The Sick Leave Advance section also appears to allow only the "one" advance of sick leave during a 7-year period commencing with the onset of the illness requiring the advance. This philosophy appears to be counter to the purported intent of the sick leave advance policy of providing academic faculty with salary continuance for up to 90 calendar days of absence due to illness.

FEWC recommends an extension of this to allow an academic faculty member a maximum accumulated advance of up to 520 hours of sick leave, without a 7-year limitation, with said advance being replaced as future leave is accrued. It is suggested

that this recommended change would eliminate the need for the restriction of "one" advance of sick leave during a 7-year period which is not in keeping with the perceived intent of the rule.

- C. The following change (addition of underlined material) is recommended for the last two sentences of Section 5. Sick leave which may have been advanced, but unused, cannot be considered for purposes of computing retirement benefits. Academic staff on fixed term appointment or those approaching retirement cannot receive an advance that extends beyond the end date of the fixed term appointment or retirement date except upon written approval of the institution president or designee.
- D. The intent of this Sick Leave Rule appears to be: "....to provide salary continuance for up to 90 calendar days of absence due to illness through a combination of accrued and advanced sick leave." for a new faculty member or for a long-term faculty member who has used up his/her accrued sick leave through previous illness. At the end of this 3-month period, theoretically, a faculty member would be eligible for long-term disability coverage. However, only about 1200 OSU faculty and classified employees have selected long-term disability insurance through payroll deduction and the P.E.R.S. and Social Security coverages are somewhat restrictive; therefore, the effect of this section is important to faculty.
- E. Section 6 -- Transfer and Termination
- The intent of this section is to allow an employee to transfer to an academic institution from another institution or agency of the State of Oregon. With this, FEWC agrees. This, however, presents a problem when an employee transfers with hours in excess of 520 (3 months) as the hiring unit will have to support him based upon sick leave accrued elsewhere in state government.

It is the recommendation of the FEWC Committee Members that these concerns be sent to Mr. Anderson and other appropriate persons to provide input for the Open Hearing scheduled for Eugene on January 31, 1985.

RM:ew

SICK LEAVE PLAN FOR ACADEMIC PERSONNEL

The following additional changes to the 11/30/85 draft of OAR 580-21-040 Sick Leave Plan for Academic Personnel have been made.

(1) Eligibility

Academic staff employed less than .50 FTE are eligible to use accrued sick leave.

(2) Sick Leave Use

On page 2, the reference to "sick leave abuse" is deleted, and the words "for recurring sick leave use" are substituted.

(5) Unearned Sick Leave Advance

Wording has been added for part-time academic staff to provide a pro-rate advance of 520 hours of sick leave.

Wording has been added to provide for paying back sick leave which has been advanced. (This same language is in the current sick leave rule.)

(7) Summer Appointments

Academic staff employed less than half-time are eligible to use accrued sick leave.

Comments concerning the proposed sick leave rule changes can be submitted to the OSSHE Office of Personnel Administration on or before January 31. Comments also can be made at the public hearing at 10:00 a.m., January 31, in Room 358 of Susan Campbell Hall on the University of Oregon campus.

DRAFT 1/16/85

SICK LEAVE PLAN FOR ACADEMIC PERSONNEL

ELIGIBILITY ACCRUAL

580-21-040 (1) Eligibility. All full-time academic staff will be credited with eight hours of sick leave for each full month of service, or two hours for each full week of service less than one month. Part-time academic staff on .50 FTE appointment or more will be credited a pro rata amount. Graduate assistants are not eligible to accrue or to use sick leave. However, Oregon Health Sciences University professional medical personnel who have a geographic FTE appointment shall accrue and use sick leave benefits the same as 1.0 FTE academic staff. An academic staff member whose appointment is less than .50 FTE is not eligible to accrue sick leave. In addition, sick leave is not earned or used during sabbatical leave, educational leave or leave without pay. Sick leave credit shall be earned during sick leave with pay and during other periods of paid leave. There is no limit on the amount of sick leave which may be accrued.

(2) Earned Sick Leave Use. Academic staff who have earned sick leave credits must use sick leave for any absence from service which is due to the employee's illness, injury, disability resulting from pregnancy, necessity for medical or dental care, exposure to contagious disease, or attendance upon members of the employee's immediate family (employee's parents, spouse, children, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law, or another member of the immediate household) where the employee's presence is required because of illness or death in the immediate family of the academic staff member or the academic staff member's spouse. As an alternative, the academic staff

member can request to be on sick leave without pay. The institution may require a physician's certificate to support the sick leave claim for any absence in excess of fifteen consecutive calendar days or for recurring sick leave use. The institution may require a physician's certificate before allowing return to work to certify that the return would not be detrimental to the academic staff member or to others.

(3) Record-keeping. At the time and in the manner prescribed by the Chancellor, each academic staff member covered by these provisions shall certify to the officer designated the amount of sick leave earned and the amount of sick leave with pay used. Sick leave records will be maintained in an appropriate file at the institution.

(4) Sick Leave Without Pay. The institutional president or designee may grant sick leave without pay for up to one year when the academic staff member has used all accrued sick leave with pay. The academic staff member must submit a written request for leave and shall be required to submit a physician's certificate. Extensions beyond one-year may be granted on a year-by-year basis.

(5) Unearned Sick Leave Advance. The purpose of this subsection is to provide salary continuance for up to 90 calendar days of absence due to illness through a combination of accrued and advanced sick leave. Each full-time academic staff member is entitled to receive a sick-leave-with-pay advance to provide the difference between sick leave earned as of the onset of the illness or injury and 520 hours; part-time staff are eligible to receive a sick-leave-with-pay advance proportional to FTE to provide the difference between sick leave earned as of the onset of the illness or injury and a pro-rate of 520 hours. As sick leave is earned, the amount shall replace any sick leave advanced until all advanced time

is replaced with earned time. No more than a 520 hour sick leave advance is available during a seven-year period which begins with the first sick leave advance. Sick leave which is advanced, but unused, cannot be considered for purposes of computing retirement benefits. Academic staff on fixed term appointment cannot receive an advance that extends beyond the end date of the fixed term appointment except upon written approval of the institution president or designee.

(6) Transfer and Termination. An academic staff member is entitled to transfer in unused sick leave earned with any other agency of the State of Oregon including sick leave earned in the classified or management service provided the break in service upon transfer does not exceed two years. An academic staff member who leaves employment with the State of Oregon and then returns is entitled to reinstate the previous unused, accrued sick leave. An academic staff member who terminates employment is not entitled to compensation for unused sick leave except for retirement purposes as provided in ORS 237.153.

(7) Summer Appointments. Regular nine-month academic staff employed half-time or more to teach summer session or to work on summer wage appointments are eligible to accrue sick leave during the period of such appointment. Other summer session teaching staff hired only to teach summer session are not eligible to accrue or to use sick leave.

(8) Workers Compensation Integration. The purpose of this section is to insure that an academic staff member who receives a worker's compensation payment for lost time resulting from a compensable job-related illness or injury and salary paid for the same period of time does not exceed the academic staff member's regular salary for that period, and that paid leave is not charged for the payment received from

worker's compensation.

Salary paid for a period of sick leave which is taken as the result of a job-related illness or injury compensable under worker's compensation shall be equal to the difference between the worker's compensation benefit for lost time and the academic staff member's regular salary for the period for which the benefit is being paid. In such instances, prorated charges will be made against accrued sick leave. Should an academic staff member elect to use other accrued paid leave for this purpose, instead of sick leave, the salary paid for this period shall be the difference between the worker's compensation benefit paid for lost time and the academic staff member's regular salary for the period for which the benefit is being paid. In such instances prorated charges will be made against the accrued paid leave.

An academic staff member is not entitled to keep both salary, including paid leave, and workers compensation benefits if the total exceeds the employee's regular salary. Each institution is responsible for coordinating the proration of salary, including sick leave or other paid leave, with worker's compensation lost time benefits. The institution is entitled and is responsible to recover any salary overpayment that may have occurred. An academic staff member who receives a regular salary payment and a worker's compensation lost time benefit payment shall immediately notify the institutional payroll or other designated officer of such overpayment and shall return promptly to the institution the amount of the salary overpayment. The institution shall recover the amount of salary over-payment through payroll deduction or by cash payment according to existing institutional procedures.

Office of the President

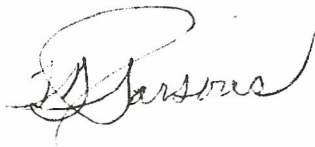


Corvallis, Oregon 97331-2128

(503) 754-4133

January 22, 1985

To: Academic and Administrative Deans
Faculty Senate Office ✓

From: T. D. Parsons, Vice President for Administration 

Subject: Conflict of Interest and Outside Activities

Attached is a new draft of Policy on Conflict of Interest and Outside Activities. Please review and make the document available to others in your unit for review. Comments should be forwarded to me or Dean Lyle Calvin by March 11.

TDP:is

Attachment

DRAFT 1/15/85

DIVISION 46

CONFLICT OF INTEREST AND OUTSIDE ACTIVITIES

Preamble

46-001 The Oregon Department of Higher Education's universities and colleges are state-supported institutions whose primary responsibilities and central mission are teaching, research, and public service. Appropriate officer and employee professional service outside of and within the institution can enrich the campus academic programs, assist in fulfilling the institutional mission and benefit a variety of public and private agencies and organizations. The Department thus acknowledges the value of officers and employees engaging in professionally-related activities that render services to the public and simultaneously contribute to their own knowledge and competence as teachers and scholars, as well as enable higher education to remain financially competitive in attracting and retaining outstanding faculty.

Before making decisions to offer their professional services to organizations outside of the Department, Department officers and employees must consider first and foremost the requirements of their total employment commitment and responsibilities. Employment by the Department, unless specifically designated otherwise, is full time. In considering professional services to organizations a person must not undertake any professional or business activity which interferes with the discharge of regular duties or which competes with their employment obligations to the Department.

The following policies and procedures are intended to guide faculty and staff in maintaining an appropriate commitment to their employment, and in fulfilling their employment responsibilities to the Department, while pursuing outside professional service activities. Supplementary guidelines to these policies and procedures appear in Section 6.500 of the Department's Internal Management Directives.

Policy

46-005(1) Officers and employees of the Oregon Department of Higher Education shall not engage in any professional service activity or have any other interest or concern which places them in a conflict of interest or of a time commitment with their official obligations to the Department.

(2) Officers and employees are required to comply with applicable state laws relating to ethics and conflict of interest. Where state statutes and Board policy or collective bargaining agreements are in effect, employees and officers are bound by all.

(3) Violation of, or failure to comply with, the Department's Conflict of Interest and Outside Activities Policy may constitute a breach of the employment contract, which may lead to discipline up to and including termination.

Definitions

46-010 (1) For purposes of this policy, the term "officers and employees" are all employees who are paid from funds under the control of the Department regardless of whether they are classified, management service, or unclassified employees; graduate teaching

assistants; graduate teaching fellows; graduate research assistants; or student employees.

(2) "Nepotism" is the exercise of preferential appointment, transfer, promotion, salary decision or other personnel practices based on family relationship rather than merit. (ORS 240.010, 240.145(3), Personnel Rule 4-14-100, and OAR 580-22-055).

(3) A "family member" is a person related to, residing with or supported by the employee, such as: the employee's spouse; children, grandchildren, parents, grandparents, brothers and sisters of the employee or spouse; any other relatives of the employee or spouse with whom the employee closely associates; other persons residing with the employee on a continuing basis, or dependent on the employee for full or partial support, and their relatives with whom the employee closely associates.

(4) A "gift" is something of value given without valuable consideration, or with less consideration than is required from others. It includes goods, money, loans, entertainment, transportation, meals, lodging, services, forgiveness of debt, or promise of future employment, or anything else of value. The term gift does not include: gifts from family members; lodging and transportation given while attending an event in an official capacity, provided all participants similarly situated receive equivalent treatment; gifts of appreciation or congratulations from a group of employees.

(5) "Conflict of interest" means any transaction where an officer or employee takes any action or makes any decision or recommendation, which the effect of which could be private pecuniary benefit of the

officer or employe or a family member affects the private pecuniary interest to the benefit or detriment of the officer or employe or a family member or to the Department.

Off-Campus or Outside Activities

46-015 Each institution in the Department is responsible for monitoring the consulting, professional, teaching, and outside activities of its officers and employes in order to avoid conflicts of interest or time and to be aware of potential conflicts of interest or time.

For teaching faculty, time and creative activity spent away from the campus or other place of employment unless regularly assigned could reduce hours available for faculty-student exchange and quality of instruction; for all employes, it may divert attention from one's assigned duties. To minimize its potential negative effects, the time which an officer or employe may devote to outside professional service activities shall not exceed on an average more than one day/week or its equivalent during the academic year, including travel time, in outside activities unless prior written consent is obtained from the institution president or designee.

Reporting Off-Campus or Outside Activities

46-020 Prior to acceptance of outside professional service involving time, fees, honorarium, or other compensation where a conflict of interest or time could arise, the officer or employe shall report the facts to the president or designee for review and approval. Presidents and all Department officers and employes not employed by an institution shall report to and seek prior approval

from the Chancellor or designee. Officers and employees shall report annually in writing to the appropriate person, directorships, presidencies and other major management responsibilities in outside organizations and/or position which they are aware of conducts any business with the Department.

Action When Potential Conflict Exists

46-025 When a situation exists or is contemplated wherein an officer or employee who would make a decision or recommendation has a conflict or potential conflict of interest, the facts shall be reported forthwith to the appropriate institutional person or Chancellor's designee who shall arrange for the resolution of the matter.

DRAFT 1/15/85

Section 6. Finance and Business Affairs

Supplementary Guidelines

for

Division 46

Conflict of Interest and Outside Activities

Following are guidelines to be used in determining the existence of conflicts of interest or time. The guidelines relate to permissible activities, potential conflict situations, and activities requiring approval.

6.500 Permissible Activities. No action is required. They include unpaid services as a consultant to organizations, and service on boards and committees, provided that such activity does not interfere with the performance of Department duties and responsibilities.

6.501 Potential Conflict Situations. Activities which require discussion with the Chancellor, president, or designee include any relationships which might enable an officer or employee to influence the Department's dealings with an outside organization in ways leading to personal gain or improper advantage. For example, an officer or employee may have a financial interest either as stockholder or creditor in an enterprise with which the Department does business or from which the Department receives or may receive grants or contracts, and where the officer or employee may be in a position to influence decisions by the Department.

6.502 Activities Requiring Approval. The following activities are likely to present an unacceptable conflict of interest and are ordinarily considered conflicts of interest unless the Chancellor, an institution president, or designee of either determines that a particular situation does not constitute a conflict of interest:

(a) Situations in which the officer or employee assumes control or management responsibilities for an outside organization which might unduly divert attention from Department duties or create other conflicts of commitment to the Department. The concept of "control" provides a useful demarcation between acceptable outside activities and those which are unacceptable. Advice or consultation provided by an officer or employee to an outside entity may have a significant effect on that organization's decisions. Nevertheless, final decisions lie in the hands of others whose primary allegiance, presumably, is owed to the outside entity. When an officer or employee assumes a position of control, either through service as manager or major stockholder or as partner or proprietor, the person is exposed to pressures that might influence unduly the character of the person's service within the Department, and substantially interfere with or divert the person from Department duties.

(b) Using for personal profit or gain or influence unless legally or contractually bound, unpublished information or other intellectual property emanating from institution research or other institution sources; assisting an outside organization by giving it preliminary access to such information; in the absence of an obligation under the Board and Institution approved research contract or consulting under arrangements which impose obligations

that conflict with Department invention, licensing, patent, educational and professional materials development and copyright policy and procedures or with the institution's obligations to research sponsors. This guideline is not intended to prohibit publication of monographs or other works which are prepared on the employee's time and without support from institution facilities, equipment, or personnel, and as to which an employee obtains the copyright and from which the employee derives a royalty from sales of the work, as permitted by OAR Division 43 Policies Relating to Inventions, License Agreements, Patents, Educational and Professional Materials Development and Copyrights.

(c) Circumstances in which research that could and would in the ordinary pursuit and development of existing interests be carried on within the institution is diverted so as to be conducted elsewhere to the disadvantage of the institution and its legitimate interests, unless such research is related to the research conducted at the institution. This guideline is not intended to prohibit activities undertaken in other institutions and outside organizations while an employee is on leave from the institution.

(d) Situations in which an employee uses institution staff or facilities or directs students to work on research which may realize personal financial gain through an outside organization or for commercializing through publication or licensing of the product of research, analysis or creativity except when such transferring of intellectual property or commercialization is organized and conducted under the auspices of or under contracts with the institution.

(e) Situations as described in OAR 580-22-055 in which an employee, without prior authorization of the director, or department chairperson or immediate supervisor, participates in employment decisions, supervision, or grievance adjustment involving the employee's family member.

(f) Soliciting or accepting gifts or anything of economic value, including a promise of future employment, from any person or business which has an economic interest in the official actions or decisions of the officer or employee. Soliciting or accepting gifts or anything of economic value in return for performing a duty which is normally expected of the officer or employee.

(g) Accepting of gifts or anything of economic value in return for information about the Department or for access to or unauthorized use of proprietary intellectual property or information related thereto to which the Department claims ownership rights.

(h) Knowingly becoming a consultant to a company on a subject, including intellectual property, for which there has been, or currently exists, contractual agreements between a company and the Department, unless prior approval is obtained by the chancellor institutional president or designee.

(i) Purchasing, either directly or indirectly, any excess Department or institutional property except by competitive bid, auction, or public sale, unless approved by the Chancellor, institution president, or designee.

(j) Using one's status as an officer or employee to solicit private business of any kind, or to purchase at a discount goods or services for private use from any person or business doing business with the

Department or institution unless such discount is generally available to all state or institutional employees or is part of the educational program which has institution president or Chancellor approval.

(k) Providing information which is confidential or privileged by statute or rule to unauthorized persons.

(l) Providing to a prospective bidder services or information not available to all bidders or prospective bidders.

(m) Realizing any economic advantage as a result of privileged or confidential information obtained or accessed by reason of employment by an institution or the Department.

(n) Taking any action in an official capacity that will directly financially benefit the officer or employee or a family member or any business with which the officer or employee or a family member is associated.

College of
Home Economics



Corvallis, Oregon 97331

(503) 754-3551

January 24, 1985

MEMORANDUM

TO: Dean Nicodemus
Faculty Senate Executive Committee

FROM: Rod Cate, Chair *Rod Cate*
Undergraduate Admissions Committee

At a January 16 system wide meeting of Directors of Admission there was discussion of the new admission requirements which take effect Fall term '85.

One of the changes affects transfer students in that there will be a 30 credit hour expectation rather than 15 in order to be admitted.

The institutions are given some latitude in defining the quality of that work. While some of our sister institutions may allow up to half the transfer hours to be ungraded (P or S), our committee proposes that we adopt a policy interpretation similar to that to be followed at the University of Oregon because our mutual admission requirements are more alike than is true of other schools in the system.

The Undergraduate Admissions Committee reviewed this matter January 18 and forwards this recommendation for approval:

"To be eligible for admission as a transfer student a resident applicant must satisfactorily complete 30 transferable term hours of credit (no failed courses count in the 30) at an accredited institution with an accumulative gpa of 2.00 (2.25 for non-residents). Further, a minimum of 24 of the 30 hours must be graded (A-F); a maximum of six (6) hours may be ungraded (i.e. P or S)."

This recommendation was communicated to the Admissions staff on January 21 by Associate Director Kay Conrad. There was no dissent.

We would appreciate prompt attention to this issue so that the information can be included in all official publications.

RC/km

cc: Wallace E. Gibbs, Registrar and Director of Admissions
Kay Conrad, Associate Director of Admissions

Department of Statistics



Corvallis, Oregon 97331

(503) 754-3366

January 14, 1985

TO: Executive Committee, Faculty Senate

FROM: *DF*
David Faulkenberry, Research Council
Dallice Mills, Research Council

RE: Report on Department of Defense Security Clearance Contract;
Reporting of Visitors from Communist Countries

In a memorandum of October 24, 1984 the Executive Committee asked the Research Council to review the OSU-Defense Department contract and provide answers to questions raised October 4, 1984 in a motion by Senator Dorice Tentchoff. This matter was discussed at the Research Council meeting of November 1, 1984, and Dallice Mills agreed to be responsible for making the review and reporting back to the Council. Mills prepared a memo dated November 27, 1984 that was discussed by the Council at the December 14, 1984 meeting. The Council agreed that the memo together with answers to a couple of other questions raised was adequate response to the Executive Committee request. The information is as follows;

1. The first contract was dated August 8, 1955. It is essentially the same as the present contract that was signed November 1, 1961. This contract was signed by H. A. Bork, Comptroller, State System of Higher Education and Earl Pallett, Secretary.
2. Guidelines for compliance are set forth in Industrial Security Manual, a declassified document that is available in Nedry Burris's office.
3. Regulations specified in the manual are routinely monitored at six month intervals by a Security Specialist from the Seattle Industrial Security Field Office, Headquarters, Sixth U. S. Army.
4. There is no classified research being conducted at OSU.
5. Clearance is necessary to acquire certain classified information needed by some researchers at OSU. We understand this is primarily things like weather data and satellite imagery.
6. The contract is for the convenience of these researchers, although it may be possible for each of these researchers to get clearance through the granting agency at the time they need the classified information.

7. If OSU does not comply with contract conditions specified in the manual, the Defense Department could terminate the contract. No action can be taken against any individuals.
8. OSU is the only member of the State System that has the contract, but the University of Washington has the same contract. The Council did not find out how many Universities in the country have such a contract.
9. There are approximately 45 faculty at OSU who have security clearance.
10. If the contract were discontinued it would affect faculty in Engineering, Oceanography, the Radiation Center, and Botany.
11. The reason for the memo from Burris in August, 1984 was that on one of the inspections we were found to have violated the part of the contract dealing with reporting visitors from communist countries.
12. Reports are not required for students from communist countries, but the number of such students is reported. This information is obtained from International Education. This office also provides the information on visitors who have some affiliation with the University.

The Research Council is in complete agreement that a University must guard against any infringement on the right of freedom of speech or on academic freedom. However, since there have been no problems with this in the thirty years that the contract has been in effect, and since it does benefit some researchers on campus, the Research Council agreed that until there are specific incidences of abuse, OSU should continue the contract and make reasonable efforts to comply with the contract conditions.

2/26/85

REPORTS TO THE FACULTY SENATE
March 7, 1985

Agenda for the Senate Meeting: Thursday, March 7, 3:00 p.m., Gilbert 124
NOTE CHANGE IN MEETING PLACE

The Agenda for the March 7 Senate meeting will include the reports and other items of business listed below. To be approved are the Minutes of the February Senate meeting, as published in the Staff Newsletter Appendix.

A. Reports from the Faculty

1. Association of Oregon Faculties (AOF) - Mark Nelson

This report from Mark Nelson, Public Affairs Counsel, has been rescheduled. It was cancelled in February because of inclement weather.

2. Report from NCAA Representative - Jack Davis

Professor Davis, who is the OSU representative to the NCAA, and currently serving as President of the NCAA, will present an annual report to the Senate. This report is a customary practice which occurs annually and at any other time as needed.

B. Reports from the Executive Committee

1. Travel Task Force (OSSHE) (p. 2)

The Executive Committee has appointed an Ad Hoc Committee comprised of Eleen Baumann (Chrm), Ed McDowell, and Rod Frakes to represent Faculty viewpoints in consulting with Gary Powell, Chrm. of the Task Force, and administrators involved in the proposal.

Attached is a letter to Vice President Parsons informing him of that action. Included in the letter is a recommendation from the Executive Committee to the Senate, asking that any decision on selection of a travel agent be delayed until the Senate has had time to review the options (see text of the Resolution).

2. Oregon State Board of Higher Education Meeting

President Cameron will report on actions of the Board, including its discussion of Summer Term and Academic Sick Leave regulations.

C. Reports from the Executive Office

D. New Business

Office of the
Faculty Senate



Corvallis, Oregon 97331

(503) 754 4344

February 25, 1985

M E M O R A N D U M

To: T. Parsons, Vice President for Administration

From: Executive Committee of the Faculty Senate
Ron Cameron, Senate President *ARC*

Subject: (OSSHE) Travel Task Force

The Executive Committee of the Faculty Senate, at its meeting on February 5, appointed a three person Ad Hoc Committee to represent to the Task Force the interest of Faculty. The Chairman of that Ad Hoc Committee is Eleen Baumann (Sociology), who has made contact with Gary Powell, the Task Force Chairman.

The Executive Committee, at its regular meeting on February 19, 1985, voted unanimously to recommend to the Senate that it endorse the following Resolution:

"The Faculty Senate recommends that the Administration and the Task Force delay until at least May 15, 1985 any decision on selection of a travel agency for the OSSHE, to allow the Senate time to review the reports and information and to study the options in order to make a recommendation to the Administration or the Task Force."

We are aware that the date of the Senate meeting at which this recommendation will be discussed follows the deadline for receiving proposals (bids). For that reason, we are alerting you to the above action and the potential Senate endorsement of the Resolution.

SS

REPORTS TO THE FACULTY SENATE
April 4, 1985

Agenda for the Senate Meeting: Thursday, April 4, 3:00 p.m.,
LaSells Stewart Center

The Agenda for the April 4 Senate meeting will include the reports and other items of business listed below. To be approved are the Minutes of the March Senate meeting, as published in the Staff Newsletter Appendix.

A. Reports from the Faculty

1. Committee on Committees Report (pp. 3, 4) - Charles Dane

Attached is a report recommending amendment of the Standing Rules of the Promotion and Tenure Committee. If adopted, the new rules would become effective July 1, 1985.

Also attached, for purposes of comparison, is a copy of the current Standing Rules of the P&T Committee.

2. Search Committee Updates

The following Search Committees will be asked to present updates to their previous reports if there have been significant developments since they last reported.

- a. Dean of Oceanography Search Committee
- b. Dean of Veterinary Medicine Search Committee
- c. Director of Computer Center Search Committee
- d. Director of Intercollegiate Athletics Search Committee

3. Faculty Economic Welfare Committee Report (p. 5)- Robert Michael

Attached is a Salary Chart comparing UO and OSU salaries with the "Other 19." This latest edition has been revised to include the current academic year. The data were prepared by the OSBHE and is being distributed by our FEWC to the Senate prior to presentation to the Legislature.

B. Reports from the Executive Committee

1. D. Curtis Mumford Faculty Service Award

The Executive Committee will present to the Senate its recommendation for recipient of the award for 1985. A "Confidential" document containing the recommendation will be distributed to Senators as they register for the April meeting (at the sign-in table). The Senate will meet in Executive Session to consider the report. In accordance with Senate Bylaws (Article IX, Section 3), the Senate President may call an Executive Session, which excludes all but elected and ex-officio members or their designated representatives (proxies), and Senate Office staff. Before going into Executive Session, the President must also announce the statutory authority for such action (Attorney General's Opinion #6996, I., D.).

2. Ad Hoc Committee on Conflict of Interest and Outside Activities

(pp. 6-9)

Attached is the report from this Ad Hoc Committee. It has been forwarded to the Chancellor's Office and is presented here for the Senate's information.

3. Proposed "Final Class List Grade Roster" (pp. 10, 11)

Attached is a copy of the above document, which was reported to the Executive Committee by Russ Dix, Assistant Registrar. The EC has commended Mr. Dix and his staff for developing a workable solution to the task of reporting grades.

This document will replace individual class grade cards, which will be terminated at the end of this academic year.

4. OSBHE Meeting

President-Elect McMahon will report on several topics recently discussed by the OSBHE, including: Finance and Inter-campus two-way TV instruction.

5. Faculty Day

Faculty Day has been scheduled for Thursday, September 19, 1985. The morning program will follow the pattern established for immediately past Faculty Days, and will begin at 8:30 a.m. Location has not yet been determined, but will be announced as soon as possible.

6. "Special Admit" Students

The EC has asked the Undergraduate Admissions Committee to examine the matter of "Special Admits," i.e., students who do not meet regular admission standards and who have been admitted as a special student in one of several categories. A report to the Senate will be made at a later date.

7. Committee Assignments for Faculty Senate Committees/Councils

Faculty responses to the "Volunteers Invited for Participation on University Committees" have been processed by the Faculty Senate Office. The Executive Committee will meet April 16 to review committee/council vacancies and make new assignments. Other appointing authorities for University-level committees will have their computerized listing of volunteers by the end of Spring break and will be appointing individuals to fill their vacancies also.

C. Reports from the Executive Office

D. New Business

College of Business



Corvallis, Oregon 97331

MEMORANDUM

TO: Dr. Ronald Cameron, President
 Faculty Senate
 Faculty Senate Office
 Social Science Hall

DATE: March 14, 1985

FROM: C. W. Dane, Chairman *CWD.*
 Committee on Committees

The Committee on Committees took under consideration the suggested change for the Faculty Senate's Promotion and Tenure Committee's standing rules that you sent to us in your memorandum of February 25, 1985. All except one member of the Committee on Committees was present at a meeting on Wednesday, March 6th at 12:30 pm in Bexell Hall Room 202. Also present were the president of the Faculty Senate, Dr. Ronald Cameron; chairperson of the current Promotion and Tenure Committee, Professor Heath; and chairman of the ad hoc Committee to Review Promotion and Tenure, Professor Block. As a result of the discussions, the Committee on Committees unanimously approved the following change in the standing rules of the Promotion and Tenure Committee:

"The Promotion and Tenure Committee studies statements of policy, advises on matters pertaining to promotion and tenure of faculty, and makes recommendations to the Faculty Senate Executive Committee. The Committee is entitled to observe the annual promotion and tenure process in the Executive Office and to read the dossiers. The Committee shall file an annual report with the Faculty Senate. This report will include a summary of the previous year's promotion and tenure actions. The Committee consists of six tenured faculty, primarily full professors, who reflect the diversity of the University."

gb

xc: Professor Block, Pharmacy
 Professor Heath, Health and Physical Education

dictated March 6, 1985.

Office of the
Faculty Senate



Corvallis, Oregon 97331

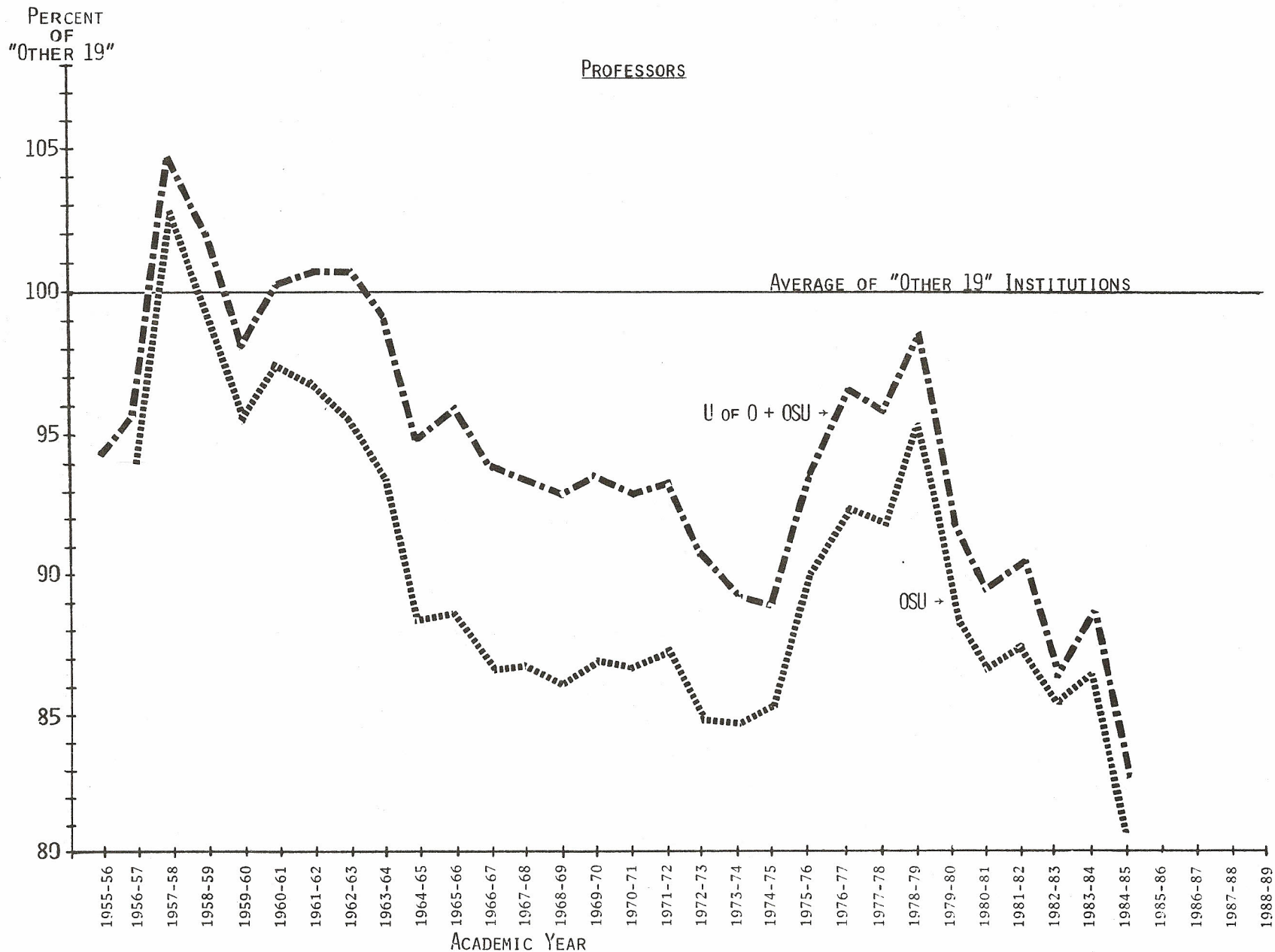
(503) 754 4344

STANDING RULES OF THE PROMOTION AND TENURE COMMITTEE (4/8/82)

The Committee on Promotion and Tenure shall study promotion and tenure procedures and make recommendations for improving the entire Annual Review process, including preparation and review of the Promotion and Tenure recommendations. The Committee monitors promotion and tenure procedures at the Executive Office level. All promotion and tenure materials in the Executive Office and deliberations between the President and the Deans will be open to the Committee.

The Executive Committee shall alert the Committee to particular problem areas identified by the previous Committees on Promotion and Tenure, and ask for the Committee's recommendations. The Committee will report, with recommendations, to the Executive Committee once a year, after the Annual Review is completed. The Committee consists of three Faculty members, appointed by the Executive Committee, with the rank of Professor, including, if possible, a recent retiree. Terms are for one year, with one member to be reappointed for a second year (to serve as Chairman).

AVERAGE ANNUAL SALARIES OF OREGON PROFESSORS (OSU + UO); AND
 OREGON STATE PROFESSORS; COMPARED WITH PROFESSORS AT "OTHER 19" INSTITUTIONS
 SOURCE OF DATA: OREGON STATE SYSTEM OF HIGHER EDUCATION (TEACHING STAFF, 9 MONTH APPOINTMENTS)



Office of the
Faculty Senate



Corvallis, Oregon 97331

(503) 754 4344

March 26, 1985

Dr. William "Bud" Davis
Chancellor, State System
of Higher Education
P.O. Box 3175
Eugene, Oregon 97403

Re: Report of OSU Ad Hoc Committee
on "Conflict of Interest and
Outside Activities; Draft Policy

Dear Chancellor Davis:

At the outset, we call attention, again, to the unreasonably short time for a considered reply. This Draft reached the Faculty Senate Office less than two weeks before the requested reply date of March 15.

From an ethical standpoint, we are in general agreement with the intent (though not necessarily the language) of the policy. From a moral standpoint, however, we think it ironic that the OSSHE (Department) deems it advisable to encourage outside compensated activities as a substitute for adequate salaries, but then hedges this encouragement with a plethora of negative restrictions and connotations. We firmly believe that the "OSU Policy on Outside Activities" is a far superior document and, again, urge its adoption by the Department in place of the current draft.

Although the current draft contains two important changes from the October 16, 1984 version, we still have a number of concerns and objections, including points three-six raised in OSU Graduate Council Chairman Bruce Rettig's Memorandum of November 19, 1984 to Robert Michael, Chairman of the Faculty Economic Welfare Committee, which was forwarded to the Chancellor's Office earlier.

We believe it is a mistake to attempt a single policy statement covering conflict of interest and outside activities. To a large extent, these are separate issues, and much of the confusion and defect in the current draft could be eliminated by treating them as such. With respect to outside activities, conflict of interest relates primarily to intellectual property and technology transfer, which should be treated as a sub-topic in a document addressing outside activities only; while with respect to campus operations (inside activities), conflict of interest relates more to nepotism and could best be covered in a separate document.

Our general objections to the current draft are as follows:

1. It is poorly worded and unworthy of an office of higher education. It is full of redundancies, inconsistencies, contradictions, omissions, and grammatical errors, including badly garbled, incomprehensible sentences; it is written in legalistic rather than plain English language. It should be submitted to a competent editor for correction and simplification.

2. A number of provisions appear to have been written in response to a particular situation, but the language used then generalizes to such degree that strict application of the provisions becomes ludicrous (specific examples cited below).

3. There is no provision for appeal of a designee's ruling on existence of a conflict of interest or of refusal to grant approval for an outside activity.

4. There is no requirement for employees engaged in outside activities to disavow institution or Department responsibility for his/her actions or opinions.

5. The designee is not held responsible for assuring that all employees are made aware of the policy and for uniform application of the prescribed means for obtaining approval for outside activities.

6. There is no provision for, nor guidance on, how the policy is to be applied to part-time employees.

7. Nowhere is there a general qualifying statement to make explicit that conflict of interest is not at issue whenever activities are organized and conducted under the auspices of the Department or institution. This would eliminate some of the ambiguity and confusion in the present draft.

Our specific concerns with the draft include the following:

8. Use of "officer and employee" is redundant, given the definition on page 2, and should be replaced by employee, as was done on page 3 of the Guidelines. Use of "faculty and staff" at the top of page 2 is inconsistent and confusing.

9. Page 1, 2nd paragraph. Are individuals deliberately exempted, or should the statement apply to individuals as well as organizations? What is the definition of "full-time?"

10. Under "Definitions," why is there none for outside activity nor intellectual property? Why is there one for "Nepotism," a term that does not appear anywhere in the draft? Under definition (3), what is the meaning of "closely associates?" How will this be interpreted? Under definition (4), revise the first sentence to read: A "gift" is something with a value of more than (insert some arbitrary amount, such as \$150) given to or by employees without valuable consideration on the part of the recipient, or with less consideration... Revise the final phrase of (4) to read: Gifts of appreciation or congratulations to or from one or more employees. Unless a maximum amount is specified, a successful degree candidate couldn't take his major advisor to dinner or buy him a drink. And how about one employee giving another a free ride to or from the airport? If athletes are forbidden to accept such, are professors also?

Under the exclusions in (4), why aren't meals included along with transportation and lodging? And why specify ...all participants similarly situated... when it frequently happens that only some participants have their expenses paid and this information is not disclosed in advance to everyone?

11. Under 46-015, what is the difference between consulting and outside activities, and why are neither defined earlier? While we are glad to see the change from one day in seven to one day/week, we do not like the ambiguity it injects. Does it now mean a five-day work week, or is a seven-day week still intended and will be, thus, interpreted? Why the ambiguity? And is the day an eight-hour work day or a 24-hour clock day? What does "on average" mean? Could one day per week be accumulated over eight months to enable an employee to be gone for six weeks and two days of consulting work?

12. In 46-020, the final sentence is garbled and incomprehensible.

The following points refer to the Supplementary Guidelines:

13. 6.500. Why not title this: "Activities Not Requiring Approval?" Is service to individuals deliberately excluded and, hence, would require prior approval? Would it be impermissible, for example, for a licensed psychologist to see clients on Saturday without first obtaining approval in each case? Would a landscape architect have to obtain advance approval for each weekend job he/she undertakes? And so on. Why is this section limited to organizations, boards, and committees?

14. 6.501. The overly general language of this paragraph could be construed to proscribe even the purchase of shares of a mutual fund that might own stock in a company that does--or might at some future time, do--business with the Department. The language also would have precluded establishment of CH₂M, whose existence, and OSU's role in its emergence, is being so proudly touted in current TV commercials. Do we really want to frustrate or discourage another such development? The language problem could be somewhat alleviated by rewording the second sentence to read: For example, an employee having a known financial interest either as...

15. 6.502 (a). The sweeping language of this paragraph would require an employee of the College of Agriculture to obtain approval to live on a small family farm. And would the Extension Service not be able to work with this individual? An employee of the College of Forestry would similarly require approval to own and operate a Christmas tree farm. Is this what's intended? How is "major stockholder" to be interpreted?

16. 6.502 (b). The latter part of the first sentence is garbled and incomprehensible. Should any significance be attached to omission of the word "officer" in this paragraph, as well as in (c), (d), and (e)?

17. 6.502 (c). The ambiguous wording of this paragraph can be read to permit just the opposite of what we guess it was intended to say. And, furthermore, if we read what we think was intended, it is diametrically opposed to paragraph (a): the subject research could not be done anywhere else nor on campus!

18. 6.502 (f). The language here would apply to a graduate student with a GRA who accepted an offer of employment from a company prior to completing his research program. Is this the intention? And what if that same company was funding the research? This is but one example of the mischief we see in this paragraph.

19. 6.502 (h). This would prevent working on contractual research for a company and later becoming an outside consultant to that same company. Although "Knowingly" and "subject" appear to be the operative terms, the wording is ambiguous and does not overcome the Graduate Council's earlier objection. And why is this limited only to companies? What about agencies and other organizations? Will an employee be held responsible for knowing all the past history of contractual arrangements by the Department, let alone those of his/her own institution? This restriction still appears not only unworkable, but unenforceable as well.

20. 6.502 (m). Why was the Graduate Council's earlier recommendation ignored regarding inclusion of the qualifying phrase, "except when such transferring of intellectual property is organized and conducted under the auspices of the institution?" Why deliberately ban payment for research sanctioned by the Department?

21. 6.502 (n). This appears to be a definition of conflict of interest, though not labeled as such and not included under the earlier section on definitions. The wording is far too broad, however: it would restrict an employee, for example, from accepting an official award, or even a merit salary increase, for doing an outstanding job. Will the voluntary pursuit of excellence now require prior approval?

Sincerely yours,

H. Ronald Cameron
President, OSU Faculty Senate
for the Executive Committee
and the Ad Hoc Committee

ss

pc: Vice Chancellor Lemman
Ron Anderson, Chancellor's Office
Joe Sicotte, Chancellor's Office

INSTRUCTIONS

For each student listed on the reverse, do the following:

1) Enter the grade received, on the Grade Roster Scan Sheet and optionally on the Grade Posting Strip. Special reference to the policies for "E", "I" and "W" grades is encouraged. The complete description of all grading can be found in Academic Regulations 17 and 18 in the Schedule of Classes.

2) With a #2 pencil, blacken the appropriate grade symbol.

Sign the Grade Roster Scan Sheet

Provide a telephone number at which you can be reached, if there are questions regarding this form.

Separate the Registrar's copy from the Instructor's copy, dispose of the carbon.

Carefully remove the optional Grade Posting Strip from the Registrar's copy.

On the back of the Registrar's copy, for each "I" grade given, provide the required information.

For each Incomplete Grade (I) given, list below the work which must be completed and the time allowed for completion (if less than one year). Enter the information on the line corresponding to the student receiving the incomplete grade.

LINE NO.	WORK TO BE COMPLETED AND TIME DEADLINE
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4/23/85

REPORTS TO THE FACULTY SENATE
May 2, 1985

AGENDA FOR THE SENATE MEETING: Thursday, May 2, 1985; 3:00 p.m.,
LaSells Stewart Center

The Agenda for the May 2 Senate meeting will include the reports and other items of business listed below. To be approved are the Minutes of the April 4 Senate meeting, as published and distributed in the Staff Newsletter Appendix.

A. Reports from the Faculty

1. Faculty Recognition and Awards Committee (pp.4-7) - John Dunn

The Committee has two separate items to present to the Senate:

a. Burlington Northern Award Guidelines (pp. 4-7)

The University has just received a three-year grant that allows distribution of three \$2500 awards per year for three years from the Burlington Northern Foundation. Attached are the Committee's recommended criteria for determining the recipients of Burlington Northern Awards.

Because of specified time limits, the Dean of Faculty - with permission of the Executive Committee - proceeded to forward to Deans and Department Heads/Chairmen the attached Guidelines. They are, however, subject to Senate action.

b. Distinguished Service Awards

The Faculty Recognition and Awards Committee's Report, dated April 9, 1985, is being sent to Senators separately by Campus Mail marked "Confidential." At the May 2 meeting, the Committee Chairman, John Dunn, will present the report and discuss the nominations with Senators. If additional information is available, it will be presented at that time. The Senate will meet in Executive Session to consider this report. In accordance with the Senate's Bylaws (Article IX, Section 3), the Senate President may call an Executive Session, which excludes all but elected and ex-officio members or their designated substitutes (proxies) and Senate Office staff. Before going into Executive Session, the Senate President must also announce the statutory authority for such action (Attorney General's Opinion #6996, I., D.).

The purpose of the Executive Session is to consider nominees for OSU Distinguished Service Awards for 1985. Nominees whose names are approved will be recommended to President Byrne for his final approval and conferral at the June 9 Commencement.

Balloting will be limited to Senators or their official representatives, and will occur fairly early in the meeting, with results announced to Senators before the end of the meeting, if possible. Senators will be asked to be seated in the front of the auditorium or other specified area, since actual balloting takes place after the end of the Executive Session, and Tellers will be assisting with the procedure.

2. Faculty Status Committee (pp. 8-20) - Dale McFarlane

Attached is a report of the Committee on the subject of "Faculty Senate Voting Eligibility and Apportionment." This report contains four motions for the Senate's consideration. The report from the FSC is in response to a matter which was referred to them earlier this year, as explained in the first paragraph of the document.

3. Graduate Council/International Education Comm. - Bruce Rettig
(pp. 21-26) Charles Langford

Attached is a document entitled "Provisional Admission of Foreign Students with Respect to English Language Proficiency." This report was prepared by Marvin Durham, Foreign Student Advisor, and Allen Sellers, Director of the English Language Institute. You will note in the second paragraph, however, that several Committees and Councils have participated in the preparation of the report. Chairmen of several of the Committees and Councils noted in paragraph two will be asked to be on hand to discuss this report. Senate action is required.

4. Academic Regulations Committee (pp. 27-29) - Donald Claypool

Attached is a report from the ARC which recommends amending AR 11.f. to strike the word "undergraduate" so that no discrimination is made between graduate and undergraduate students.

Also proposed is the deletion of AR 25.b. If adopted, the designations "a" and "b" would be deleted.

Also attached as background information is a Memo to President Cameron from Dean John Ringle of the Graduate School, dated February 20, 1985.

B. Reports from the Executive Committee

1. Actions of the Faculty Senate (pp. 30-31)

Attached is a letter from President John Byrne in response to actions taken by the Faculty Senate in January 1985.

2. Interinstitutional Faculty Senate - Dave Faulkenberry

IFS President David Faulkenberry will report on actions of the IFS, which met at PSU on April 12 and 13.

3. Oregon State Board of Higher Education Meeting Report

President Ron Cameron will report on the Board meeting held at WOSC on April 18 and 19.

4. Legislative Update (pp. 32-35)

A report on recent actions of the Legislature on issues of concern to Higher Education will be made. The attached documents have been provided by Bob Becker, OSU AOF Representative, courtesy of AOF, for the Senate's information.

5. Faculty Panels for Hearing Committees (p. 36)

Attached is a listing of the current membership of Faculty who were elected by the Senate to serve for the designated years on Faculty Panels for Hearing Committees, should they be needed. The Executive Committee has reviewed the question of electing a new Panel to replace Panel A., whose membership is scheduled to terminate on June 30, 1985. The Executive Committee recommends that the Panels each be extended for one year and that no new election be held this year.

C. Reports from the Executive OfficeD. New Business

The Department of
Physical Education



Corvallis, Oregon 97331-3302

April 9, 1985

TO: Ron Cameron
President, Faculty Senate

FROM: John M. Dunn *JMD*
Chairman, Faculty Recognition and Awards Committee

RE: Burlington Northern Award

The Faculty Recognition and Awards Committee has developed a general description of the Burlington Northern Award and the criteria to be used in selecting recipients. We are requesting that you review the attached and, if acceptable, permit us to solicit nominations. As you will note, it is important that the call for nominations be released as soon as possible.

Thank you.

JMD:km

cc: Warren Kronstad
Len Weber

BURLINGTON NORTHERN FACULTY ACHIEVEMENT AWARDS

The Burlington Northern Foundation has awarded a grant of \$22,500.00 to Oregon State University to stimulate and recognize outstanding teaching. Three awards will be presented annually to OSU faculty for each of the next three years. Recipients of the award will receive a check for \$2,500. Awards may be given for outstanding teaching or for scholarship which is directed toward enhancing the effectiveness of instruction.

The Faculty Recognition and Awards Committee will be responsible for soliciting nominations, reviewing those nominated, and recommending candidates to the Faculty Senate Executive Committee. Awards will be formally made during the Faculty Day program.

Eligibility and criteria guidelines for the Burlington Northern Award are attached. Special note should be made that (1) nominees will be reviewed only on the basis of their teaching effectiveness or for scholarship to improve instruction in the classroom and (2) the review period is inclusive of only the preceding school year.

The first Burlington Northern Awards will be given during the 1985 Faculty Day program. Deans, Department Chairs, and Faculty are encouraged to submit nominations to the Faculty Recognition and Awards Committee by July 1, 1985. Previous recipients of other Oregon State University awards are eligible for consideration. Letters of nomination and supporting materials should be submitted to John M. Dunn, Chair, Faculty Recognition and Awards Committee, 214 Langton Hall.

BURLINGTON NORTHERN FACULTY ACHIEVEMENT AWARDS

Intent: This program has been established to recognize outstanding college and university teaching.

Purpose: To establish an award program to reward teacher and faculty-scholar excellence, to keep good teachers, to motivate good teachers, to become better teachers, to help address the problem of low faculty compensation in many institutions, and, overall, to contribute to the stimulation of more effective teaching at all levels of education.

Eligibility: To be eligible to receive an award for TEACHING, a regular full-time tenured or tenured track faculty member must have evidenced, during the immediately preceding school year, unusually significant and meritorious achievement in teaching. Such achievement should be evidenced by:

- Criteria:**
- Unusual effort devoted to ensuring the quality of the students' classroom learning experience.
 - Possession of high scholarly standards for both the rigor and currency of course content and for the level of student performance with respect to these standards.
 - Available measures of the faculty member's direct impact upon and involvement with students.
 - The quality of relevant information and/or nominations submitted by current and former students, including any teacher evaluation forms.

Eligibility: To be eligible to receive an award for SCHOLAR recognition, a regular full-time tenured or tenured track faculty member must have evidenced, during the immediately preceding school year, unusually significant and meritorious achievement in professional scholarship. Such achievement should be evidenced by:

- Criteria:
- The publication (or conditional acceptance) of one or more particularly high quality, original, and scholarly contributions by a nationally recognized and externally referred professional journal or other professional outlet.
 - The potential significance of these contributions to enhancing the effectiveness of the subject content in the classroom.

Amount and duration of awards: Three \$2,500 awards will be presented each year for the next three years.

April 10, 1985

Memo To: Ron Cameron, President, Faculty Senate

From: Dale McFarlane, Chairman Faculty Status Committee

Subject: Faculty Senate Voting Eligibility and Apportionment

In a memorandum, dated December 4, 1984, Faculty Senate President D. S. Fullerton asked the members of the Faculty Status Committee to review recent changes in Senate apportionment and voting procedures. The creation of the "unassociated" voting unit and the use of notices of appointment for apportionment created some consternation on the part of affected faculty. In addition, changes in the interpretation of criteria for participation by the Executive Committee resulted in the disqualification of some faculty members who had previously participated, and the inclusion of others who traditionally not been included in the list of eligible faculty. The results of the committee's deliberation on these issues are presented in Sections I through III of the report.

In a related issue, the Research Assistant Committee petitioned the Faculty Senate to grant voting rights in the Senate for those individuals employed at the rank of Senior Research Assistant. The committee's evaluation and response to this request are presented in Section IV.

SECTION I

Faculty members who provide the instructional, research service, and academic support functions of the institution and who are directly influenced by acts or recommendations of the Faculty Senate should be allowed the opportunity to participate in Senate elections and deliberations. Thus, eligibility should be tied directly to the missions, authority and responsibilities of the Faculty Senate. Over the last two decades there have been some substantial shifts in the composition, duties and responsibilities of faculty and an expansion in the variety of issues addressed by the Faculty Senate. Notable changes are the growth in the research and academic support functions at Oregon State University and the Faculty Senate's increased interest and/or responsibility in personnel issues involving all unclassified staff. In view of these and other similar changes, the members of the Faculty Status Committee believe the missions, responsibilities and structure of the Faculty Senate should be examined and either confirmed or revised to reflect changes in the demands made of the Senate.

Memo To: Ron Cameron, President Faculty Senate
 April 10, 1985
 Page 2

The study should also attempt to clarify the classifications, use and order of academic rank. Until such a study is completed, determination of eligibility and apportionment rules will continue to reflect ad hoc political and expediency concerns as much as rational and deliberate action toward a common purpose.

Motion 1

An ad hoc committee consisting, in part, of past presidents of the Senate, be formed to study the missions, responsibilities and structure of the Faculty Senate in view of changes in administrative organization, faculty composition, Senate responsibilities, and the demands made of the Senate.

SECTION II

At the present, there are some immediate concerns involving Faculty Senate eligibility and apportionment which need to be addressed. Questions concerning faculty eligibility have been raised as a result of recent changes in the Bylaws (Oct. 6, 1983; Exhibit 1) and additional interpretations of eligibility made by the Faculty Senate Executive Committee (Executive Committee Memorandum - Oct. 10, 1984; Exhibit 2). According to the FSEC interpretation;

"Eligibility to vote and be elected is limited to those on Campus with Rank of Instructor or above, who are engaged in Instructional, Research, or Extension work"

The phrase "who are engaged in" represents a departure from previous criteria for eligibility which make no reference to the specific tasks performed by the member of the academic staff. As an example of this task orientation, instructional work was further defined as -

"teaching at least one on campus course for credit during 1984-85, or directing/supervising graduate students; or providing academic advising to students"

As a result of this interpretation certain members of the "academic staff" who were previously eligible became ineligible, while others previously excluded became eligible. [Exhibit 3]

The members of the FSC believe that any attempt to define eligibility by reference to specific tasks performed by a member of the "academic staff" represents an undesirable situation. Determining eligibility in this manner, on a case by case basis, is not only time consuming, but subject to potential manipulation, misrepresentation and biased evaluation. Determining eligibility by academic rank (or title) has some deficiencies, but it is preferable to alternative criteria for eligibil-

Memo To: Ron Cameron, President Faculty Senate
April 10, 1985
Page 3

ity that are subject to manipulation or subjective interpretation.

Motion 2

With the exceptions defined under "other criteria" (FSEC Memo Oct. 10, 1984 Exhibit 2) Faculty Senate eligibility to vote and to be elected will be determined solely on academic rank, title and geographic location of employment.

SECTION III

Faculty Senate participation and apportionment of some Extension Specialists was changed as a result of recent changes in the bylaws. Several individuals objected to these changes citing their close affiliation with, and responsibilities to, a College or School other than Agricultural Sciences. The members of the Faculty Status Committee believe the conditions of employment cited represent valid exceptions to the current bylaws and therefore offer Motion 3 (below). There would appear to be approximately twenty faculty members eligible to petition for change of apportionment group if Motion 3 were passed. Based on 1980 apportionment figures their distribution would be: 1 - Engineering, 7 - Forestry, 10 - Home Economics, 1 - Science and 1 - Veterinary Medicine.

Motion 3

Extension Specialists whose primary duties and responsibilities reside with units outside the College of Agricultural Sciences will be allowed the right to petition for association with the College or School of primary affiliation for purposes of participating in Faculty Senate elections. Approval of the petition will be based on the majority vote of the incumbent faculty senators of the College or School of primary affiliation and the Faculty Senate office shall be promptly notified of any such changes.

SECTION IV

Another issue of eligibility that needs to be addressed stems from a request from the Research Assistants Committee for inclusion of Senior Research Assistants in the definition of "academic staff" as defined in the Bylaws of the Faculty Senate. Approval of this request would give the Senior Research Assistants eligibility to vote and be elected to the Faculty Senate. Arguments in favor and opposed to this change are summarized in the accompanying documents [Exhibits 4 and 5]. There are currently 61 Senior Research Assistants employed at the University, although this number may, as an upper limit, increase to approximately one half of the approximately 400 Research Assistants employed at Oregon State University. The apportionment of the existing Senior Research Assistants and the changes that would result from their inclusion in the

Memo To: Ron Cameron, President Faculty Senate
April 10, 1985
Page 4

definition of eligible faculty is shown in Exhibit 6. The members of the Faculty Status Committee believe the question of Senior Research Assistants' eligibility should be put before the Senate for action [Motion 4], but offer the motion without prejudice, ie. choose not to take a favorable or unfavorable stand on the motion.

Motion 4

Senior Research Assistants will be included in the Faculty Senate Bylaws definition of "academic staff on campus with rank of instructor or above" and thereby be eligible to vote and be elected to the Faculty Senate. Apportionment to be allocated under the procedures stated in Article V: Member Nominations and Elections of the current (Oct. 6, 1983) Faculty Senate Bylaws.

OREGON STATE UNIVERSITY
BYLAWS OF THE FACULTY SENATE

Approved by the Faculty Senate November 12, 1964

Revised May 5, 1966; June 1, December 7 and 14, 1967; March 13 and June 5, 1969; February 13, May 29, and December 3, 1970; May 6 and June 3, 1971; March 2, 1972; May 30, 1974, March 6, 1975; February 3, April 7, October 6, and November 3, 1977; June 1 and October 5, 1978; June 1983; October 6, 1983.

ARTICLE I: NAME

The name of this organization shall be the Faculty Senate of Oregon State University.

ARTICLE II: OBJECT

Sec. 1. Within the framework of legislation providing for Land-Grant Institutions and the Oregon State System of Higher Education, the Faculty Senate of Oregon State University, on behalf of the Faculty of the University, shall: (a) determine and establish the purposes of Oregon State University, formulate and evaluate policies and activities in harmony with these purposes; (b) assume responsibility for the creation, maintenance, and protection of a university environment conducive to the full and free development and preservation of scholarly learning, teaching, and research; (c) provide the means by which the administration may be apprised of representative opinion of the entire faculty.

Sec. 2. To accomplish the objects stated in Section 1 above, the Faculty Senate shall: (a) have legislative responsibility with respect to academic policies, educational standards, curricula, and academic regulations; (b) study and prepare recommendations to the President of Oregon State University concerning the welfare of the faculty; (c) provide the means through which any matter of general interest to the faculty or pertaining to the institution and its purpose may be brought to the Faculty Senate for discussion and appropriate action.

ARTICLE III: AUTHORITY AND RESPONSIBILITY

Sec. 1. The Faculty Senate shall be representative of the entire academic staff of Oregon State University and, as such, shall have both the authority and responsibility to act for and in behalf of the academic staff in all matters encompassed within the stated Object of the Faculty Senate. The academic staff is defined as all members of the staff of Oregon State University who hold academic rank (instructor or above).

Representatives to the Faculty Senate are the uninstructed representatives of their constituents. It shall be the responsibility of the members of the Faculty Senate to seek for the opinions of their constituencies. Having exercised such responsibility, the members of the Faculty Senate shall feel free to make decisions and vote on matters according to their own reasoned judgments.

ARTICLE IV: MEMBERS

Sec. 1. The Faculty Senate shall consist of (a) elected members, and (b) ex-officio members.

Sec. 2. Elected Members. All academic staff members on the campus who hold academic rank of instructor or above shall be eligible for election to the Faculty Senate.

Sec. 3. Ex-Officio Members. The President of the University and the Dean of Faculty shall be non-voting, ex-officio members of the Senate.

ARTICLE V: MEMBER NOMINATIONS AND ELECTIONS

Sec. 1. Apportionment. The elected members of the Faculty Senate, exclusive of the Senate President and Senate President-Elect, shall be apportioned in the following manner:

Each School, College, the Library, the combined ROTC staff, and the Unassociated academic staff are apportionment groups. The Executive Committee of the Faculty Senate shall determine each autumn the full-time-equivalent staff members having rank of instructor or higher in each School or College apportionment group and shall establish the number of representatives and their apportionment on the basis of one representative for each 14 full-time-equivalent staff members or major fraction thereof. However, each apportionment group shall have at least one Faculty Senate member.

The "Notice of Appointment" will be the basis for determining the FTE of each faculty member and for determining whether a faculty member holds academic rank in more than one apportionment group.

The apportionment groups are: Each School, College, the Library, the combined ROTC staff, the Unassociated academic staff, and other groups the Faculty Senate may choose to create as provided herein. The "Unassociated Academic Staff" identified by the Executive Committee of the Faculty Senate, are those faculty who hold academic rank, as determined by the "Notice of Appointment," but have no

FTE in any other apportionment group. Groups of Unassociated Faculty may request representation as a separate apportionment group. Creation of additional apportionment groups requires a two-thirds vote of the members present at any regular Faculty Senate meeting and would become effective at the next subsequent annual apportionment.

In the determination of representation of each apportionment group, all staff members on campus who hold academic rank in only one such group shall be included in that group, whether engaged in instructional, research, or extension work, and the apportionment determined accordingly. Agricultural Research or Extension staff members shall be included with the College of Agricultural Sciences, Home Economics Research or Extension staff members with the School of Home Economics, Engineering or Forestry Research staff members with the Schools of Engineering or Forestry, etc.

Each fall, the Executive Committee of the faculty Senate will request that Unassociated faculty and faculty with academic appointments in more than one apportionment group declare that group with which they wish to be associated for purposes of apportionment and voting. These faculty will have, with respect to this document, the same privileges as other members of the group they select. Those faculty who do not respond to the annual request of the Executive Committee will be included in the apportionment group they most recently selected. Those faculty who have never selected an apportionment group will be assigned to that apportionment group that has the greatest portion of their FTE.

Sec. 2. Voting. All academic staff members on campus with rank of instructor or higher shall be eligible to vote in the nomination and election of elected members.

Sec. 3. Nominations Procedure. There shall be at least two nominees for each membership position to be filled. Nominations shall be by written, secret ballot. Nominations shall be conducted by campus mail or in a meeting of the group about to elect a member of the Faculty Senate. The Dean or Director, or someone appointed by that officer, together with incumbent elected representatives of the group, shall conduct the nominations. The Dean of Faculty or someone appointed by that officer, together with the incumbent elected representatives of the group, shall conduct the nominations for unassociated academic staff. Those conducting nominations shall: (a) make public the list of staff members eligible for election; (b) request that each staff member make one nomination for the position; and (c) count the ballots and publish the names of the nominees.

Sec. 4. Election Procedure. Election shall take place during the Fall Term. Election ballots shall be counted and election results made public within one week after the list of nominee's names has been made available.

Election shall be by written, secret ballot and shall be conducted by campus mail or in a meeting of the group about to elect a member of the Faculty Senate. The Dean or Director, or someone appointed by that officer, together with incumbent elected representatives of the group, shall conduct the election. The Dean of Faculty or someone appointed by that officer, together with incumbent elected representatives of the group, shall conduct the election for the unassociated academic staff. Those conducting elections shall: (a) request that each staff member cast one vote for the position to be filled; (b) count the ballots, notify the person who has been elected, and forward the name of the person elected to the Executive Secretary of the Faculty Senate.

Sec. 5. Term of Office. Normally, representatives shall be elected for terms of three calendar years, with approximately one-third retiring each year. The exceptions shall be when the Executive Committee prescribes a term of one or two calendar years in order to increase the approximation of one-third retirees per year. The filling of a vacancy for a fractional part of a calendar year does not constitute a Senate Term. A representative shall be ineligible for appointment or election to a term of any length during the year following completion of two consecutive terms.

Sec. 6. Publication. As soon as practicable after the elections have been completed, the Executive Secretary of the Faculty Senate shall forward for publication in the Staff Newsletter the names of the newly elected members and the groups they represent.

Sec. 7. Vacancies. The position of a Senator shall become vacant by: (1) Resignation, on the effective date as specified in a letter of resignation to the Senate President; (2) Leave of Absence, on the effective date of a leave from the campus in excess of one academic term, exclusive of Summer Term; (3) Termination or Retirement, on the effective date; (4) Recall, when a valid petition must bear a number of signatures of members of the apportioned group greater than one-half the number of ballots cast in the last election held by the apportioned group.

Vacancies shall be filled, from the list of names appearing on the ballot of the previous election, from the time they occur until the next election by a majority vote of the Senators of the apportioned group. The unexpired portion of any vacant term that extends beyond the next election shall be filled at that election.

ARTICLE VI: OFFICERS

Sec. 1. The officers of the Faculty Senate shall consist of the following, at a minimum:
 (a) Senate President: a member of the Faculty Senate who has served as Senate President-Elect during the preceding term; (b) Senate President-Elect: an elected member of the academic staff who is presently serving or has served as a Senator, whose election confers Senate membership for two years; (c) Recording Secretary: a member of the academic staff, appointed annually by the Executive

OREGON STATE UNIVERSITY

Faculty Senate Office

(754-4344)

Corvallis, Oregon 97331

Social Science Hall 107

October 10, 1984

MEMORANDUM TO: Members of the OSU Faculty (all ranks of Instructor and above, including Research Associates)

From: Executive Committee of the Faculty Senate
D. S. "Pete" Fullerton, Senate President

SUBJECT: REVISED RULES for Participation in Elections of
New Members of the Faculty Senate

During November, elections of new members to the Faculty Senate will be held. The Faculty Senate represents the Faculty and plays a significant role in the governance of the University, particularly in academic affairs. The Senate's Executive Committee encourages all eligible faculty members to exercise their right and responsibility to participate.

The opportunity to participate is not provided automatically. Faculty members must take the initiative to make sure that they are not inadvertently omitted from the Voting List in their college or voting unit. Outlined below are steps to be taken to ensure participation. Senate elections start November 1. Voting lists are needed by October 19.

The Faculty Senate Bylaws prescribe: (1) *those eligible to vote and to be elected* to the Senate; and (2) *how the elected members shall be apportioned* among the voting units (see Articles IV and V as published in the October 1978 Faculty Handbook, Appendix A). A MAJOR CHANGE IN THE BYLAWS was adopted in October 1983 (see Minutes of the October 6, 1983 Senate meeting), but not implemented until this fall. The change creates a *new voting unit* or apportionment group in addition to the 14 which currently have representation (the 12 colleges/schools, the library, and the combined ROTC departments). *THE NEW UNIT PROVIDES REPRESENTATION TO THE "UNASSOCIATED" FACULTY*--those who have no FTE in any of the other voting units.

Both the old and revised Senate Bylaws require interpretations which are provided below by the Executive Committee.

Eligibility: Eligibility to vote and to be elected is limited to those *ON CAMPUS* with *RANK OF INSTRUCTOR OR ABOVE*, who are engaged in *INSTRUCTIONAL, RESEARCH, OR EXTENSION WORK*.

- ON CAMPUS - those who work or have an office on the OSU Corvallis campus or at the Marine Science Center in Newport; (also see "other criteria" about those on leave).
- RANK OF INSTRUCTOR OR ABOVE - includes ranks of instructor, senior instructor, research associate, lecturer, assistant professor, associate professor, and professor; (excludes research assistants, graduate assistants, and academic staff without rank).
- INSTRUCTIONAL WORK - teaching at least one on-campus course for credit during 1984-85; or directing/supervising graduate students; or providing academic advising to students.
- RESEARCH WORK - creative and research endeavors including (but not limited to) those funded by the AES, FRL, and by research grants and contracts.
- EXTENSION WORK - Extension service activities such as those of extension specialists.
- OTHER CRITERIA - Except for ROTC faculty, faculty on Courtesy appointments are ineligible. Visiting and other temporary faculty are eligible to vote, but should not be nominated for election. There is no minimum FTE for eligibility. Those on Sabbatical leave or LWOP may vote if they are on campus at the time of the election. Emeritus faculty may participate if they hold 600-hour appointments on campus at the time of the election. No proxy or absentee ballots - faculty must vote in person or by campus mail.

Apportionment: The number of Faculty Senate members to represent each of the 15 apportionment groups is determined by the total FTE of the faculty eligible to vote in that group. Each unit may elect one Senate member for each 14 FTE. (In the combined ROTC departments, the FTE is based on head count.)

OVER

The total or yearly average FTE (either on a 9- or 12-month basis) of each faculty member in a voting unit is used to determine the apportionment of that unit. A faculty member's total FTE may include partial FTE outside of the unit. The total FTE is based on the faculty member's initial Notice of Appointment, or as revised by October 19 when the final voting lists are due. (The total FTE does not include summer term or academic pay appointments.) For those on Sabbatical leave or LWOP for part or all of the year, their FTE will be used for apportionment if they are normally on campus and eligible to vote.

The assignment or selection of a faculty member's voting unit or apportionment group is determined as follows:

- THOSE WITH FTE IN ONLY ONE OF THE 15 APPORTIONMENT GROUPS - the faculty member is eligible to vote only in that one group and the faculty member's total FTE, including any partial FTE from outside the group, is assigned to the group.
- THOSE WITH FTE IN MORE THAN ONE APPORTIONMENT GROUP - the faculty member is free to and must choose a voting group. When that choice is made, the faculty member's total FTE is assigned to the selected apportionment group.

STEPS TO BE TAKEN TO ENSURE PARTICIPATION IN FACULTY SENATE ELECTIONS:

1. Faculty Members holding appointments and FTE only within one of the fifteen units which elect Senate members:

The preparation and distribution of Ballots is conducted by the Dean or Director and the incumbent Senators. *By contacting the department head or dean, Faculty members should make sure their names are included on the Ballots or Voting Lists.* A special check should be made by those Faculty who were on leave last year, and by new members of the Faculty. All departments with eligible faculty within each voting unit should participate in these elections, without exception.

In the past, *Unassociated Faculty* could select one of the 14 voting units in which to participate. This year, these faculty members *may participate only in the new apportionment group, unless their appointment includes some FTE in another voting unit.* The Dean of Faculty will prepare the voting lists and conduct the elections in the new apportionment group for "Unassociated" faculty.

2. Faculty Members on Joint Appointments and with FTE in two or more of the fifteen units which elect Senate members:

Faculty members may participate in ONLY ONE apportionment group and they **MUST SELECT THE GROUP** in which they wish to vote.

Those who voted last year may wish to continue to participate in the same group, but they, as well as new Faculty, should make sure that their names are on the Voting List in the unit of their choice.

Preliminary lists of eligible voters are being distributed this week to Deans and Directors to be checked and corrected by their departments.

Those who voted last year have been tentatively assigned to the unit in which they voted last year (with the exception of the "Unassociated" Faculty). If changes are to be made, YOU MUST INITIATE THE CHANGE.

ALL CHANGES AND CORRECTIONS MUST BE MADE BEFORE OCTOBER 19.

If Faculty members have questions regarding these matters, they should consult a member of the Senate's Executive Committee; the Executive Secretary, Thurston Doler (x4344); or the Dean of Faculty, D. B. Nicodemus (x2111). If you have forgotten where you voted last year, check with the Dean of Faculty or the Faculty Senate Office.

* * * * *

Memo To: Ron Cameron, President Faculty Senate
April 10, 1985
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Exhibit 3

Examples of faculty excluded from participation in the Faculty Senate under the FSEC Interpretation

Nine members of the Agricultural Communications Department, College of Agricultural Sciences were excluded from participation. Members of the excluded group hold the appropriate academic rank but were deemed not to be engaged in instruction or research under the FSEC interpretation.

Five members of the Communication Media Center, three of whom deal almost exclusively with instructional materials development, did not qualify as being engaged in instruction.

Examples of faculty that could (and in many cases did) qualify for inclusion, under the FSEC interpretation.

A football coach, with no FTE in H&PE, who was scheduled to teach a P.E. course Spring term.

An instructor with a .95 FTE in Student Services with a .05 FTE in a College to teach parts of two courses.

An Assistant Professor and Assistant to the Director of Financial Aid who supervises graduate students in Education but has no FTE in the College of Education.

A visiting professor from PSU on a .33 FTE in mathematics for nine months (eligible to vote only).

Memo To: Ron Cameron, President Faculty Senate
 April 10, 1985
 Page 10

Exhibit 4

ARGUMENTS IN SUPPORT OF FACULTY SENATE VOTING RIGHTS FOR
 SENIOR RESEARCH ASSISTANTS

Research Assistants (RA) at OSU are, for the most part, fulltime, 12 month faculty members. Graduate Research Assistants (GRA) are not part of the RA rank. Research Assistants can, by virtue of outstanding performance be promoted to the rank of Senior Research Assistant (SRA) (OSU Faculty Handbook, Appendix C). We believe that SRAs should have full voting representation in the Faculty Senate. We emphasize that we are not advocating admission as a separate unit, but rather that SRAs be represented with other faculty from their respective departments, schools or colleges. Based on the current number (61) and distribution of SRAs, we estimate that the Colleges of Agriculture, Oceanography and Science will each gain one senator.

We believe that SRAs should have Faculty Senate voting rights for the following reasons:

- 1) Senior Research Assistants are faculty members (Oregon State Board of Higher Education Administrative Rules, Sec. 580-20-005) with academic rank (OSU Faculty Handbook, p.23; OSU Research Handbook, p.61) and as such have a vested interest in the actions of the Faculty Senate.
- 2) Senior Research Assistants are directly affected by, and concerned with, the Senate actions on recommendations from Senate committees including the Faculty Economic Welfare, Research Council, Promotion and Tenure, and Faculty Status committees.
- 3) As are members of other faculty ranks, Senior Research Assistants are involved in all aspects of life at OSU, including research, teaching and administration.
- 4) The current group of Senior Research Assistants were RAs for an average of nine years prior to promotion and have made a career commitment to OSU.
- 5) Senior Research Assistants are often the first and/or most frequent contact that the public, industry, or other public agencies have with OSU. As such, SRAs are committed to promoting the image of OSU in the scientific community and with the citizens of the State of Oregon.

Prepared by the Research Assistant Committee

Memo To: Ron Cameron, President Faculty Senate
 April 10, 1985
 Page 11

Exhibit 5

ARGUMENTS IN OPPOSITION OF SENIOR RESEARCH ASSISTANTS AS VOTING MEMBERS OF THE FACULTY SENATE

Individuals with the rank of Research Assistant provide an important and indispensable role at Oregon State University, primarily through their service in a technical capacity on various research grants and contracts. Research Assistants aid faculty in areas of research conceived and directed by the faculty member. Research Assistants fulfill a vital role in the research endeavors of the university community.

In contrast to Research Associates and other research faculty Senior Research Assistants generally do not write and submit grant proposals nor are they directly responsible for the successful execution of the proposal. The Administrative Rules of the Oregon State Board of Higher Education state that the rank of Research Assistant "may be used for staff appointees engaged in the conduct of research under supervision."* Senior Research Assistants do not have other faculty responsibilities as traditionally viewed and as defined by the AAUP, i.e., 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".** As a result of these restricted activities, Senior Research Assistants do not share a sufficient "community of interest" with eligible faculty which would warrant including them in the voting membership of the Faculty Senate.

Some Senior Research Assistants indeed "teach", "do research", and have other responsibilities in common with other faculty members. If there are Senior Research Assistants who indeed have responsibilities normally expected of, and carried out by faculty, in the Instructor Research Associate or

*OSBHE Administrative Rule 40.040 (2) (d)

**Quoted from the "Statement on Government of Colleges and Universities" as written by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges and approved by the AAUP at its Fifty-third Annual Meeting in April, 1967.

Prepared by members of the Faculty Status Committee

Memo To: Ron Cameron, President Faculty Senate
April 15, 1985
Page 12

Professorial ranks, then perhaps a change in rank to one more descriptive or appropriate to their actual duties should be sought for these individuals. However, the existence of a few Senior Research Assistants who may fulfill the traditional role of a faculty member should not be taken as justification for the inclusion of Senior Research Assistants in general in the Faculty Senate.

Senior Research Assistants have legitimate concerns about academic and administrative matters which affect them. Research Assistants expect, and deserve, to have these kinds of needs represented in some manner. The question at issue in this discussion is whether the Faculty Senate is the correct body to represent these kinds of needs on the part of Senior Research Assistants.

EXHIBIT 6

<u>College/Unit</u>	<u>Research Assistants as of 4-1-84 (approximate)</u>	<u>Promoted to Senior R.A. during 1984-85</u>	<u>Estimated effect on No. of Senators</u>
Agriculture	125	23	+2
Engineering	9		
Forestry	66	5	+0.5
Oceanography	85	17	+1
Science	78	5	+0.5
Vet. Medicine	13	1	
Other	<u>13</u>	<u>10</u>	<u>+1</u>
Totals	389	61	+5

4-23-85



International Education

Corvallis, Oregon 97331 USA

(503) 754-3006

Date: March 28, 1985

To: Members of the Faculty Senate

From: Dr. Marvin L. Durham, Foreign Student Advisor
 Mr. Allen Sellers, Director English Language Institute

Subject: Provisional Admission of Foreign Students with Respect
 to English Language Proficiency

Attached is the proposal and background material for a change in English language proficiency requirements for foreign students. This change would provide for raising the English proficiency level for non-provisional admissions and would allow for on-campus language testing of provisionally admitted students together with a procedure to facilitate and monitor their progress to the status of regularly admitted students. It also provides for a provisional procedure for the non-native speaking graduate of an American high school who does not otherwise qualify for admission because of language difficulties.

This proposal evolves from a perceived need to assess more accurately the English language proficiency of foreign students through on-campus testing, to provide greater flexibility in the admission process with respect to language proficiency, and to assure greater English language proficiency among regularly enrolled foreign students. It was formally proposed to and received much amending from the various academic and administrative units during the last fifteen months that it has been considered. The proposal has the approval of the Admissions Office, Graduate School, International Education Committee, Graduate Council, Undergraduate Admissions Committee, Graduate Admissions Committee, and Academic Advising Council. Although not formally approved, it has been reviewed by members of the English Department, the Communications Skills Center and the Business Office.

We request Faculty Senate approval of the six recommendations together with the specific TOEFL range and procedure as outlined in the proposed revisions. With respect to implementation, we suggest that as part of Senate action a proviso be included for implementation at such date as the administrative and academic units concerned agree upon, but in no case later than fall term, 1986.

Recommendation

The university should revise its English language proficiency requirements for applicants whose native language is not English in order to achieve more flexibility in admission decisions and in order to better serve international students. The new policy should include the following features:

1. A revision in the required proficiency level in English (as measured by the Test of English as a Foreign Language or "TOEFL") to (a) raise the level of

proficiency required for admission on a non-provisional basis and (b) allow for the provisional admission of students whose English proficiency is less than what is currently required.

2. Mandatory on-campus assessment of the English proficiency of provisionally admitted students to afford a basis for local decisions concerning the determination of each student's course load and selection of coursework;

3. A system for advising each provisionally admitted student and for monitoring his or her progress toward non-provisional status;

4. Provision of instruction in English as a second language (ESL) on campus, including determination of funding for such instruction;

5. Clear and timely communication to prospective students, sponsoring agencies, and OSU personnel of any new policies and of the procedures for implementing them;

6. A provision exempting students admitted to the University or to the English Language Institute prior to the promulgation of the new policy from the stipulations of the new policy.

The above recommendations do not affect OSU's policies regarding admissions standards and procedures in areas unrelated to the English language proficiency of non-native speakers of English. Present criteria for prior academic achievement and for documentation of financial support, for example, will remain unchanged.

Goals for revised English language proficiency requirements

The main goals in revising the University's English language proficiency requirements should be to better serve applicants to OSU whose native language is not English and to better serve such applicants who are admitted provisionally under the terms of a revised policy. In so doing, the University itself can expect certain benefits for itself. Specific goals include the following:

1. Admit people on a provisional basis who are clearly academically promising but who are currently not admissible to OSU due to inadequate TOEFL scores. By doing so, additional highly qualified international students may find their way to OSU, where they can benefit from what we have to offer and where they can contribute to international education on campus and in the community.

2. Require students whose English is deficient to improve their English. By doing so, these students should be better able to benefit from their university experience, and they should be better able to contribute to the university experience of others.

3. Deter students whose English is deficient from embarking upon a full academic load. By doing so, these students should be more likely to succeed in the work which they do attempt, and they should be less likely to make extraordinary demands upon University resources and upon the good will of their peers.

PROPOSED REVISION OF THE ENGLISH LANGUAGE PROFICIENCY
 REQUIREMENT FOR FOREIGN STUDENTS FOR ADMISSION
 TO OREGON STATE UNIVERSITY

After consultation with the Graduate Council, the Graduate School, the Graduate Admissions Committee, the Academic Advisory Council, the Undergraduate Admission Committee, the Admissions Office and the Office of International Education including the English Language Institute, the International Education Committee proposes the following changes in admission standards and procedures. These changes are to be included in the OSU Catalog in the following manner: (proposed changes are in boldface)

Page 13

ADMISSION OF FOREIGN STUDENTS

A foreign student is admitted according to standards established for each country by the admissions committee. Basically such a student must (1) be qualified to enter a university or graduate school in his or her own country; (2) have achieved a superior scholastic record on the basis of his or her own grading system; (3) **have certified English proficiency as indicated by a score of 520 or more on the Test of English as a Foreign Language (TOEFL).**

University provisional admission of Foreign Students presenting TOEFL scores from 460 through 519 may be granted. Such provisional admission requires (1) on-campus testing of English language proficiency prior to enrollment (2) compliance with the subsequently specified plan for English and academic course work during each quarter until such time as the student qualifies for non-provisional admission. At the undergraduate level the Head Advisor of each College or School specifies this plan; at the graduate level the Graduate School specifies this plan. Appeals from the specified plan are made to the Head Advisor at the Undergraduate level and to the Graduate School at the graduate level.

Exceptions to the English proficiency test requirement are: (1) those applicants from English speaking countries such as Canada, England, etc. (2) those undergraduate applicants who have successfully completed 60 quarter hours in an English-speaking country at the post-secondary level (3) those graduate applicants who have finished a previous degree in an English speaking country, (4) those who have completed English course work or taken other tests deemed to be equivalent to the required minimum score on the TOEFL.

A student with less than a four-year bachelor's degree, or with a diploma, certificate, or title not accepted as equivalent to a bachelor's degree, may apply for undergraduate admission but may not enter the Graduate School.

All records in a foreign language must include the originals accompanied by a certified English translation. A complete description of all schooling from primary or elementary school to present level of training is needed to permit better understanding of academic preparation. A GPA of 2.25 is necessary on work accepted in transfer from an American college or university.

Page 11:

ADMISSION TO FRESHMAN STANDING

Applicants admitted as freshmen must also have a score of at least 30 on the Test of Standard Written English (TSWE) of the SAT or a score of 12 on the English section of the ACT. Excepted are applicants who qualify for admission by earning at least a 2.00 GPA (2.25 for nonresidents) in 30 or more successfully completed graded term hours (A-F) of college-level course work taken in a collegiate institution or in 9 graded (A-F) term hours of prescribed course work taken during a regular summer session at OSU (options c or d above). [Freshman applicants whose native language is not English and who do not meet the TSWE or ACT English proficiency standards may demonstrate English proficiency in the same manner as foreign students. (See "Admission of Foreign Students").]

If there are any questions concerning the proposed revisions, we would be pleased to answer them. Contact either Dr. Marvin Durham, x3006, or Mr. Allen Sellers, x2464.

Graduate School



Corvallis, Oregon 97331

(503) 754-4881

February 19, 1985

H. Ronald Cameron
President, Faculty Senate
Campus

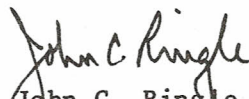
Dear Dr. Cameron:

At its meeting on January 17, 1985, the Graduate Council approved a proposal to revise the University's foreign student English language proficiency requirements and to institute a provisional admissions policy. This proposal was submitted by Dr. Marvin Durham, Foreign Student Advisor, and Allen Sellers, Director, English Language Institute. A copy of the proposal approved by the Graduate Council is attached.

The Graduate Council had discussed this proposal at meetings on March 8, 1984, and November 29, 1984. After all questions and concerns raised by the Council were answered, the Council approved the proposal at its January 17, 1985 meeting.

Dr. Durham or Mr. Sellers should be presenting the proposal to you soon for Faculty Senate consideration.

Sincerely,


John C. Ringle
Associate Dean

jt

xc: M. Durham, Foreign Student Advisor
A. Sellers, ELI
Bruce Rettig, Chair, Graduate Council

Attachment

Department of
Agricultural and
Resource Economics



Corvallis, Oregon 97331-3601

(503) 754-2942

March 14, 1985

MEMORANDUM

TO: Ron Cameron, Faculty Senate President

FROM: Bruce Rettig, Graduate Council Chair *Bruce Rettig*

SUBJECT: English Language Proficiency of Foreign Students

In a memorandum dated March 1, 1985, you requested a more detailed statement in support of a recent proposal formulated by Marv Durham. I understand that Dr. Durham has since developed additional information for you. Certainly the Graduate Council would not want the Faculty Senate to approve this proposal without an oral presentation by Dr. Durham to the Senate followed by opportunity for questions from the Senators. You are also correct that the Graduate Council, and several other committees, have discussed this proposal at some length with Dr. Durham and with Allen Sellers.

The Graduate Council has shared your concern with administrative arrangements. We view this proposal as an initiative both (1) to address weaknesses in English language proficiency (i.e., a student with a TOEFL score of 500 should not be left without additional training and guidance) and (2) to provide the opportunity to admit a certain number of students who are gifted and promise great potential but have had limited access to good English language training in their home countries. We do anticipate problems with the new proposal, but the Graduate Council believes that individual departments will monitor students in the "below 520" category carefully and that administrative channels do exist to resolve disputes between academic departments and the English Language Institute as well as grievances that students may choose to make. In summary, the Graduate Council does have concerns but sees the proposal as appropriate and recommends that you allow Dr. Durham to submit the proposal to the Faculty Senate.

cc: Calvin, Durham, Sellers

Office of the
Faculty Senate



Corvallis, Oregon 97331

(503) 754 4344

April 22, 1985

M E M O R A N D U M

To: H. Ronald Cameron, President
Faculty Senate

From: Don Claypool, Chairman
Academic Regulations Committee

Subject: Amendment to AR 11.f., and deletion of AR 25.b.

At our meeting on April 19, the Committee concurred with the proposal of the Graduate Council and with the recommendation of the Executive Committee to delete the wording "an undergraduate" in line one, paragraph one of AR 11.f., and the deletion of AR 25.b. in its entirety.

SS

Graduate School



Corvallis, Oregon 97331

(503) 754-4881

February 20, 1985

H. Ronald Cameron
President, Faculty Senate
Campus

Dear Dr. Cameron:

The Graduate Council, in meetings on November 29, 1984, and January 17, 1985, reviewed the Academic Regulations and Procedures with regard to their relevance and applicability to graduate students.

The Graduate Council recommends that two changes be made to the Academic Regulations and Procedures. These are:

1. That AR.11.f. be amended to read:

When there is evidence that an **undergraduate** student has been incorrectly placed in a course being taken for the first time, he or she may change course or subject area level with the approval of the instructors concerned, the head of the department, and the student's dean. Such changes in course level must be made within the first six weeks of the term.

2. That AR.25.b. be deleted entirely.

The reasoning behind these recommendations is as follows:

- 1.) **AR.11.f.**

The Council believes that graduate students, as well as undergraduate students, may find themselves incorrectly placed in a course being taken for the first time. They should, likewise, have the option of changing the course or subject area level with appropriate approvals. This change would delete the word "undergraduate" and make the regulation applicable to all students.

- 2.) **AR.25.b.**

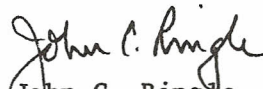
This regulation is presently applicable only to graduate students. The term "in absentia" hours is no longer in current use in Graduate School regulations and is considered archaic.

The restriction on "in absentia" hours was probably originally intended as a control on the number of blanket hours a student could use on a graduate program and also as a way of controlling the hours that a student may use to fulfill the residency requirements. Current Graduate School regulations separately address the number of blanket hours that may be used on a graduate program and the residency requirements. Any restrictions on "in absentia" hours are no longer needed, used, or verified.

Graduate students are currently allowed to register by mail for certain courses (501, 503, 506, 509, and 510). This policy would continue, according to W. E. Gibbs, Registrar, and would not be affected by the deletion of AR.25.b.

We appreciate your bringing these two recommendations to the Faculty Senate for their consideration.

Sincerely,


John C. Ringle
Associate Dean

jt
xc: Bruce Rettig, Chair, Graduate Council
W. E. Gibbs, Registrar

Office of the President

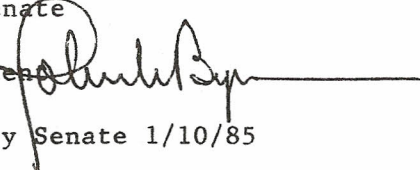


Corvallis, Oregon 97331-2128

(503) 754-4133

March 25, 1985

TO: Ron Cameron
President, Faculty Senate

FROM: John V. Byrne, President 

SUBJECT: Actions of the Faculty Senate 1/10/85

I have received your notification of the actions taken by the Faculty Senate on January 10, 1985, regarding the OSU Library. I am pleased to respond to the four items you have listed.

- A. I concur with the importance of conducting a Collection Analysis Program to assess the adequacy of our library holdings and to establish priorities for future acquisitions. I have arranged to fund this analysis program for 1984-85, and intend to continue such funding in succeeding years as necessary.
- B. I believe that library planning has been, and will continue to be, an integral part of university planning at the executive level. The adequacy of specific library holdings are assessed as part of all major curricular decisions, and special library program improvement funds are included in this year's biennial budget request (and were included and funded in the previous biennium). The library is explicitly considered in the University's Physical Development Plan, and all library requests for space and capital projects are studied by the Facilities Planning and Use Committee.
- C. The procedures established for major capital improvements require that the affected unit take the initiative for proposing and justifying such projects. It is the responsibility of the Library to identify its needs and to submit an appropriate capital improvement request to the Facilities Planning and Use Committee. Such a request should identify the quantity and quality of new space needed, and incorporate appropriate documentation to justify the specific improvements requested.

I am informed that as of this date the Library has submitted no such formal request to the Facilities Planning and Use Committee. New capital improvement requests will next be considered in Fall 1985 for inclusion on the 1987-89 biennial request.
- D. I agree with the view expressed by some Faculty Senate members that an increase in Library staffing for a relatively short-term planning effort would constitute an inappropriate commitment of recurring resources. More fundamentally, however, I would emphasize that a decision regarding

the size of the Library staff is a managerial responsibility of the Director of Libraries, who is responsible for making such determinations within the context of available resources and other priorities for additional funding.

Please be assured that I share the concern motivating these four recommendations regarding the OSU Library. I will continue to meet with Dr. George to discuss the Library's needs and to explore both short- and long-term solutions to these problems.

JVB:kj



ASSOCIATION OF OREGON FACULTIES

April 12, 1985

MEMORANDUM TO: AOF Campus Representatives
FROM: Mark W. Nelson
SUBJECT: SUPPORT FOR INCREASED FACULTY SALARIES

Two Oregon Senate bills (SB 5560 and SB 5506) are the vehicles that will achieve increased faculty salaries. The Joint Ways & Means Education Subcommittee will be in work session on April 29 on the Department of Higher Education budget. At that time, or shortly thereafter, the subcommittee will make its recommendations to the full Joint Ways & Means Committee.

It is time to generate local support. Legislators are especially influenced by "letters from home," and pay significant attention to editorial endorsement from media in their district. As you know, letters to legislators and letters to editors should be highly individualized and personally written. Information is enclosed that you may use as background to generate grass roots support in any way that you deem appropriate in your particular area. The sense of the information will also be used as the basis of a letter from AOF President Bob McCoy to legislators. Also enclosed is a list of legislators on Joint Ways & Means; those with an asterisk are on the Education Subcommittee.

Together, AOF President Bob McCoy and I have had ongoing contact with key legislators during this session. That contact will now heighten; your local support to those efforts is crucial.

Under separate cover you will soon be receiving a flyer to distribute for the Annual Meeting on May 18. This will be the first of two flyers to encourage attendance.

Enclosures

JOINT COMMITTEE ON WAYS & MEANS

STATE CAPITOL
SALEM, OREGON 97310

Senator Mike Thorne.....Room S-206
Co-Chair

Representative Wayne Fawbush.....Room H-478
Co-Chair

*Senator Frank Roberts.....Room S-307
Education Sub. Com. Chair

*Senator Edward Fadeley.....Room S-219

*Senator Tony Meeker.....Room S-323

Senator Jan Wyers.....Room S-218

Senator Lenn Hannon.....Room S-303

Senator Cliff Trow.....Room S-204

Senator Mae Yih.....Room S-214

*Representative Darlene Hooley.....Room H-491

*Representative Tom Mason.....Room H-280

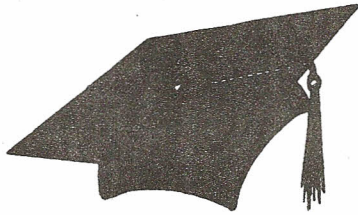
*Representative Tony VanVliet.....Room H-374

Representative Rick Bauman.....Room H-475

Representative Denny Jones.....Room H-380

Representative Paul Hanneman.....Room H-377

Representative Jeff Gilmour.....Room H-480



ASSOCIATION OF OREGON FACULTY

OREGON PUBLIC HIGHER EDUCATION

FACULTY SALARIES: SUPPORT FOR A RESPECTABLE REMEDY IN
1985-87

Oregon is at a crisis point in its level of faculty salaries in the State System of Higher Education. The 1985 Legislative Assembly is now faced with two choices. The first choice is to remedy an overdue, amply documented and justified salary increase to retain and attract quality faculty. The second choice is to foster the deteriorating status quo, continuing to fuel the exodus of faculty to the private sector and institutions in other states that offer more attractive faculty remuneration.

The Governor, the State Board of Higher Education, the Chancellor of Higher Education and private sector spokespersons have sent a unified and strong message about the proposed higher education budget to the Legislature: Improved faculty salaries are the top priority in the next biennium; the Governor's recommended budget is the minimum amount to begin to restore Oregon to a competitive position by the end of 1985-87. Association of Oregon Faculties concurs.

The Governor's recommended budget of \$40 million for faculty salaries proposes two major components. One component is \$20 million to provide for a 2% "catchup" raise, and 3% each year of the next two years. If the adjustments took effect on July 1 of each year in the biennium, the raises would compound to an overall 8.5% increase. The second component, an "enhancement" package, is a separate \$20 million General Fund reserve targeted to accomplish certain objectives. It would be used to correct salary anomalies related to discrimination; salary adjustments for advancement in rank or responsibility; salary adjustments to address market conditions; and salary adjustments to recognize superior performance.

THE \$40 MILLION PROPOSED BUDGET IS THE MINIMUM AMOUNT NECESSARY TO RESTORE FACULTY SALARIES TO A RESPECTABLE LEVEL. AN AMOUNT BELOW THAT LEVEL WOULD MAINTAIN OREGON IN ITS CURRENT BELOW PAR POSITION, OR EVEN MORE LIKELY, PUSH OREGON FURTHER BEHIND AS SALARIES AT PUBLIC INSTITUTIONS IN OTHER STATES MOVE FURTHER AHEAD.

To illustrate the relative position and the effect of the proposed increase, in 1983-84 the University of Oregon ranked 75th and Oregon State ranked 85th of 107 public doctorate-granting institutions in average faculty salaries. Without adjustments for salary increases among those other institutions, the Governor's budget would boost UO to 16th and OSU to 22nd in rank order. Assuming a 4% per year increase in salaries among

EXECUTIVE OFFICES: 1696 State Street • P.O. Box 12945 • Salem, OR 97309 • (503) 363-7084

the 107 universities, UO and OSU would rank 45th and 49th by the end of the 85-87 biennium.

In a message last fall, the Governor commented on the "appalling conditions that are perilously close to reaching the irreversible." He noted that "years of inattention combined with the severity of fiscal restraints spawned by recession have pushed faculty salaries to depths nothing short of alarming. Faculty salaries at the University of Oregon and Oregon State University now rank in the bottom 10% of public institutions that grant doctoral degrees."

The State Board of Higher Education and Chancellor William "Bud" Davis had requested \$54.4 million for increased faculty salaries to carve a more competitive position for Oregon. Although the Governor's proposal is 72.4% of the Chancellor's request, he has endorsed the proposal as one that is targeted to making a difference, repeatedly asserting that the \$40 million request is the floor necessary to make that difference.

The higher education recommended budget contains a list of priorities that address a range of neglected needs, including deferred maintenance and equipment replacement. Although the range of serious needs must be dealt with, the overriding concern of a parade of witnesses before Legislative committees has been faculty salaries. Textronix President Earl Wantland appeared before the Joint Ways & Means Education Subcommittee on March 29 and labeled faculty salary levels in Oregon "pathetic and embarrassing." It is essential to get significant movement, he told the committee, and pointed out that salaries have been depleted to such a level that he questions whether Oregon will indeed have "higher education" when examined by national standards.

The answers to questions that the Legislature is about to form on the higher education budget will signal fundamental policies about Oregon's commitment to higher education and recognition of its instrumental role in economic stability and quality of life issues facing the state. Improved faculty salaries are the cornerstone of those policy signals.

April 12, 1985

Office of the
Faculty Senate



Corvallis, Oregon 97331

(503) 754-4344

FACULTY PANELS FOR HEARING COMMITTEES

MAY 1984

Panel A

(Term ends 6/30/86)

Kenneth L. Beals
~~Robert H. Birdsall~~
Marlan G. Carlson
Roswitha G. Hopkins
John P. King
Gloria A. Levine
Mary E. Phillips
Kenneth E. Rowe
Robert L. Smith
Lester B. Strickler

Panel B

(Term ends 6/30/87)

Nancy Leman
Glenn Klein
Ed Piepmeier
J. Gilbert Knapp
John H. Beuter
Frank N. Dost
Warren Schroeder
Helen Hall
~~Charles Sutherland~~
~~Judy K. Carpenter~~

Alternates

(Listed in the order they would be called to serve if needed)

Daniel J. Brown
Clayton A. Paulson
Malcolm Daniels
Terry L. Miller
Allan H. Doerksen
E. Steve Woodard
Joseph E. Nixon
Roman A. Schmitt
James E. Anderson
~~William J. Robertson~~
Thomas H. Luba

Arnold Flath
Lawrence Griggs
David Bucy
Diana K. Conrad
Michael Kinch
Harold Engel
Danil R. Hancock
William Harrison
~~Walter Matson~~
Marilyn Lunner
Joseph Karchesy
Joseph Gradin
Gene Newcomb
~~Robert E. Ruff~~

5/28/85

REPORTS TO THE FACULTY SENATE
June 6, 1985

Agenda for the Senate Meeting: Thursday, June 6, 1985; 3:00 p.m.,
LaSells Stewart Center

The Agenda for the June 6 meeting will include the reports and other items of business listed below. To be approved are the Minutes of the May 2 meeting, as published and distributed in the Staff Newsletter Appendix.

A. Reports from the Faculty

1. Candidates for Degrees Report (p.4) - W. E. Gibbs

Attached is the Registrar's Memorandum dated May 10, 1985, which outlines the policies and procedures for the review and approval of candidates for baccalaureate and advanced degrees and for Senior Honors. Before the names are forwarded to the President for conferral of the degrees and honors at Commencement on June 9, the Faculty Senate is asked to approve these candidates on behalf of the Faculty of the University. These candidates have been certified by the appropriate academic units, committees, and councils. If a Senator wishes to check on the status of any individual candidate(s), the lists will be available in the Registrar's Office on Thursday, June 6, prior to the Senate meeting.

2. Registration and Scheduling Committee Report (pp5-7) - W. E. Gibbs

Attached is a report of the Registration & Scheduling Committee, plus a Memo from Dean Nicodemus. No Senate action is required, however, the Senate may express viewpoints or make recommendations.

3. Curriculum Council (pp. 8-11) - Mike Scanlan

Attached is a report of the Curriculum Council which contains recommendations regarding the "Preparation and Review of Internship Curricular Proposals." Senate action is required.

4. Undergraduate Admissions Committee (pp. 12, 13) - Rodney Cate

Attached is a report, with recommendations, concerning admission policies. The recommendations may be found on the first and second pages of the Committee's report. Senate action is required.

5. Academic Regulations Committee Reports (pp. 14-22) - Don Claypool

The ARC has three reports to present to the Senate.

- a. AR 20 p. 14

Attached is a recommendation from the ARC to change the procedure for handling grades for repeated courses by amending AR 20. Senate action is required.

b. AR 10 (pp. 15-17)

Attached is a report originating with Jack Davis (OSU's institutional representative to the NCAA), which recommends replacing the existing AR 10.b. with the attached wording. The existing wording currently reads:

- b. For athletic participation, the director of athletics submits a list of names to the registrar for verification. The registrar then submits information in accordance with current conference eligibility rules.

c. AR 26.e.3 (pp. 18-22)

Attached is a Memo from the Academic Regulations Committee that re-emphasizes the Academic Regulation that requires students to petition the Academic Requirements Committee to be allowed "residency" credit for work taken in approved off-campus programs.

The other Memoranda attached explain that the practice of "automatically crediting" that work has evolved over the years. The Executive Committee acknowledges the need to allow that automatic crediting for the remainder of this academic year, but concurs with the committee's recommendation that the Regulation be complied with beginning with the 1985-86 year.

6. Retirement Committee Report (pp. 23-26)

- Harry Freund

Attached is the Annual Report of the Retirement Committee. This report contains several recommendations which require Senate action.

B. Reports from the Executive Committee

1. Annual Reports of Senate Committees

All Senate committees and councils are expected to report annually to the Senate, and to describe their work for the year. These reports are particularly important for committees that do not make regular reports to the Senate. Below is a list of reports that are attached. In most instances, the reports are for the information of the Senate, and committee chairmen may not be present at the Senate meeting. Questions regarding a report should be directed to the chairman (prior to the meeting, through the departmental affiliation), or to the Senate President, if appropriate. For committees/councils which operate right up to the June 30 ending date, the reports will be presented as part of the October "Reports to the Faculty Senate."

- a. Academic Advising (Helen Hall, Chrm.) (p. 27)
- b. Academic Deficiencies (David Willis, Chrm.) (p. 28)
- c. Advancement of Teaching (Henry Van Dyke, Chrm.) (p. 29)
- d. Bylaws (Murray Laver, Chrm.) (p. 30)
- e. Committee on Comms. (Charles Dane, Chrm.) (p. 31, 32)
- f. Curriculum Council (Mike Scanlan, Chrm.) (pp. 33, 34)
- g. Fac. Econ. Welfare Comm. (Robert Michael, Chrm.) (pp. 35, 36)
- h. Faculty Status Comm. (Dale McFarlane, Chrm.) (pp. 37, 38)

- i. Graduate Council (R. Bruce Rettig, Chrm.) (p. 39, 40)
 - j. International Education Comm. (Charles Langford, Chrm.) (p. 41)
 - k. Library Comm. (Steven Esbensen, Chrm.) (p. 42)
 - l. Research Council (David Faulkenberry, Chrm.) (p. 43)
 - m. Special Services (Robert Wess, Chrm.) (p. 48)
 - n. Undergraduate Admissions (Rodney Cate, Chrm.) (p. 53)
 - o. Student Recognition & Awards (J. O'Connor, Chrm.) (p. 49-52)
2. Academic Requirements Committee Report (pp. 54-61)

Attached is a report of the Academic Requirements Committee which recommends the review of several Academic Regulations. The Executive Committee has referred these recommendations to the Academic Regulations Committee, with the request that it comply with the Acad. Requirements Comm. recommendations. This course of action will be pursued with the Senate's acquiescence.

3. Interinstitutional Faculty Senate Meeting

An Interinstitutional Faculty Senate (IFS) meeting will be held at the University of Oregon on May 31 and June 1. IFS President Dave Faulkenberry will have a report of that meeting.

4. Association of Oregon Faculties Annual Meeting

The AOF met on the OSU campus on Saturday, May 18, in the LaSells Stewart Center. The Chancellor and several legislators were on the program. Nominations were made for state AOF officers. Elections will be conducted by mail.

5. Confirmation of Administrative Appointments Comm. Nominees

The Executive Committee has appointed, subject to Senate confirmation, Tom McClintock, History; Robert Houston, Health; and John Yoke, Chemistry, to regular three-year terms ending June 30, 1988.

6. Confirmation of Faculty Reviews & Appeals Committee Nominees

The Executive Committee has appointed, subject to Senate confirmation, Joel Davis, Mathematics, and W. Curtis Johnson, Bio/Bio to regular three-year terms ending June 30, 1988.

7. Inclusion of 6% PERS Contribution in Salary Determination (pp.62-65)

Attached is a report of the FEWC regarding the practice of treating PERS contributions as salary. This analysis of the practice concludes with a "request" by the FEWC on which the Senate could take action if it chose to do so.

8. Overload Compensation Guidelines (pp. 66-70)

Attached for the Senate's information is the third draft of the Overload Compensation Guidelines currently being revised by the Chancellor's Office. The third draft was followed with a second document which contains some additional revisions; both documents are attached.

C. Reports from the Executive Office

D. New Business

Office of the Registrar



Corvallis, Oregon 97331

(503) 754-4331

May 10, 1985

TO: Dr. H. Ronald Cameron, President
Faculty Senate

FROM: Wallace E. Gibbs *WEG*
Registrar and Director of Admissions

SUBJECT: Faculty Senate Consideration of Degree Candidates

If appropriate, I will be happy to be in attendance at the Faculty Senate meeting on Thursday, June 6, 1985 to present the recommended lists of degree candidates in the following categories:

1. Senior Honor Students

As approved by the Faculty Senate on April 1, 1971, the designation "with highest scholarship" will be conferred by the Faculty Senate upon those students graduating with a cumulative GPA of 3.75 or better and who have been in attendance at Oregon State University for at least two regular academic years. The designation "with high scholarship" will be conferred upon students with a cumulative GPA of 3.25 but less than 3.75, and who have been in attendance for at least two regular academic years. These notations will be shown on the Commencement program, the diploma, and transcripts of the student's permanent academic record.

2. Baccalaureate Degree Candidates

Those students verified as having completed all academic/college/school and departmental requirements by the academic dean, and institutional requirements by the Registrar's Office. These candidates are to be approved by the Academic Requirements Committee for recommendation to the Faculty Senate.

3. Advanced Degree Candidates

Those graduate students who have completed degree requirements satisfactory to the Graduate Council for recommendation to the Faculty Senate.

As has been confirmed to the faculty and staff, Spring Term grades for graduating students are to be turned in by noon on Monday, June 3, 1985.

cc: Dean David B. Nicodemus
Dean Lyle D. Calvin
Ralph H. Reiley, Jr.

Office of the
Dean of Faculty

Oregon
State
University

Corvallis, Oregon 97331 (503) 754-2111

May 17, 1985

To: Council of Deans
Faculty Senate's Executive Committee

From: D. B. Nicodemus *DB Nicodemus*

Subject: Report and Recommendations for 1985-86 from the Registration
and Scheduling Committee

Attached are recommendations for 1985-86 which include:

1. Proposed for permanent policy a special schedule in certain Business Administration courses which has been in effect on a trial basis for the past three years.
2. Proposed on a one-year trial basis to transfer certain pages in the Student Handbook which outline university policies and procedures to the Schedule of Classes (these include pages 31-48 in the 84-85 Student Handbook).

These recommendations will be approved by the executive office unless we receive questions or objections which deserve further consideration by June 13. For more information, you may contact the committee's chairman, Professor William G. Browne (x3490).

DBN/daj

Attachments

cc: William G. Browne

6. 2. The Registration and Scheduling Committee will study the revised publication during 1985-86 with an intent to recommend whether or not it should be permanently approved. This will be done before the close of the 1985-86 academic year.

March 13, 1985

University Registration and Scheduling Committee
% Wallace Gibbs, Registrar and Director of Admissions

Dear Colleagues,

We would like to recommend that the university policies and procedures presently included in the Student Handbook be included in the Schedule of Classes publication to provide a single source document relative to such matters for students, faculty and staff.

This recommendation is based upon the need to distribute this information widely among members of the University Community and the convenience it would provide in having most of the university policies and procedures affecting students and their faculty advisors in one publication.

There are presently eighteen pages in the Student Handbook which deal with conduct regulations, student activities policies, student vehicle regulations, records policies, appeals procedures, and student rights, freedoms, and responsibilities. A copy is enclosed. It is likely fewer pages would be required when the information is prepared in the format presented in the Schedule of Classes.

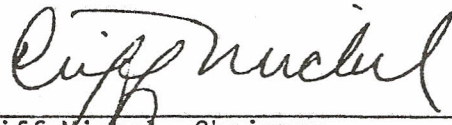
It is our thought that this section could be included in the back of the present publication so it would not detract from the registration and academic requirement information in the front.

Additional costs for this combination could be provided from funds which presently support this section in the Student Handbook.

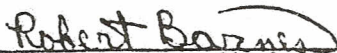
Your serious consideration of this request would be greatly appreciated. We would be pleased to meet with you if it would be helpful in your deliberations.



Charles Wicks, Chairman
Student Activities Committee



Cliff Michel, Chairman
Student Conduct Committee



Robert Barnes, Chairman
Traffic Committee



Kenneth Patterson, Chairman
University Discipline Committee

cc: Vice President Parsons
Vice President Trow
Dean Stevens

A. Proposed for Permanent Policy

Special Schedule in Certain Business Administration Courses

Dean Goddard's request, as originally endorsed during 1981-82 by the Registration and Scheduling Committee, follows:

We request permission for a one-year trial for a special scheduling time arrangement for certain business administration courses, all of which have multiple sections. In effect, this request could also be expressed as a request for certain classrooms now considered to be general purpose classrooms to be temporarily re-classified as laboratory classrooms.

We have a number of business administration courses which involve the use of cases, experimental exercises, or the presentation of complex materials where the usual 50 or 70 minute schedule is simply too short.

We would like to try a special room and time scheduling arrangement which would permit us to offer courses on a two-hour meeting basis, by utilizing MW and WF meeting times since we do not have enough capacity in Bexell Hall to schedule all the proposed two-hour courses on a UH basis. We would be able to do this and fully utilize classrooms by the simple expedient of scheduling class sections in groups of three and rooms in groups of two. The "package" scheduling arrangement would involve scheduling one of the three class sections in two different rooms, identical and would probably be close to each other.

The proposed schedule pattern would be as follows:

<u>Time</u>	<u>Classroom</u>	<u>Days</u>		
		<u>M</u>	<u>W</u>	<u>F</u>
7:30- 9:30 AM	A	1	1	3
	B	1	1	3
9:30-11:20 AM	C	2	3	2
	D	2	3	2

Course Numbers: 1, 2, 3

This policy was approved for one-year trials during 1982-83, 1983-84, and 1984-85. The committee recommends permanent approval.

B. Proposed for One-Year Trial - 1985-86

The attached memo signed by the chairmen of four university committees recommends inclusion of certain pages from the Student Handbook in the Schedule of Classes publication. The Registration and Scheduling Committee recommends approval of the change under the following conditions:

1. The Student Services organization will be responsible for the additional expense associated with the pages added to the Schedule of Classes publication and any extra copies that may be required for their purposes.

Curriculum Coordination


 Oregon
State
University

Corvallis, Oregon 97331

(503) 754-3711

May 7, 1985

TO: Faculty Senators

FROM: Michael Scanlan, Chairman *M.S.*
Curriculum Council

SUBJECT: Guidelines for Preparation and Review
of Internship Curricular Proposals

Recommendation:

The Curriculum Council moves the adoption of the following guidelines. (Deleted material is lined through; new material is underlined.)

**CURRICULUM COUNCIL GUIDELINES
FOR PREPARATION AND REVIEW OF
INTERNSHIP CURRICULAR PROPOSALS**

(original adopted Faculty Senate Meeting #328, 6/3/76 ~~June 3, 1976~~;
terminology updated 1/11/83 ~~January 11, 1983~~, 1/23/85, and 4/30/85)

~~Cooperative~~ Work experience in various aspects, both with and without credit, has long been part of the curricular programs of various schools and departments of the University. Terms sometimes used for cooperative work experience may include cooperative education, internships, clerkships, externships, field experience, and practicum. Throughout the remainder of this document, the term "internship" will be used to identify these work experiences. Clerkships are generally taken as experiences in professional fields such as pharmacy. Internships are often between the junior and senior years, or when the majority of a student's professional training has been completed. Externships denote work experience off campus. Field experience is a professional catch-all term which may denote any of a variety of cooperative work experiences described. A practicum is usually undertaken by the student after the freshman year. These programs normally include provisions for students to participate in work experience for one or more quarters on a full-time or part-time basis. Several departments now list formal internships or field experience courses for credit.

Guidelines for Preparation and Review
of Internship Curricular Proposals (continued)
Page 2 of 4

during the past few years, the Curriculum Council and the Graduate Council have received an increasing number of formal internship course proposals which have varied widely in quality, clarity, completeness of information, and proposed standards of supervision and administration.

Both the Curriculum Council and the Graduate Council endorse the internship as an appropriate learning experience of academic value if properly planned and supervised. The purpose of these guidelines is to provide clear procedures for use by colleges/schools and departments for the preparation and review of internship and similar field experience curricular requests in order for the proposal to speak to such questions as how supervised, content and clarity of contract or other agreement with student and participating agency, maximum number of hours, credit hours vis-a-vis hours of work, relationship of pay and credit, kind of academic performance expected (papers, seminars, reading and conference, examinations, or the like), and how evaluated.

The Curriculum Council and the Graduate Council request that a liaison letter from the Office of Cooperative Education be submitted with the packet of materials to the Curriculum Coordination Office.

1. It is suggested that the numbers 410, 510 be reserved for internship-type course proposals and a uniform course title be designated in order to provide as much campus-wide consistency as possible, e.g., PS 410, Political Science Internship; BA 510, Business Internship.
2. Assigned credit should be commensurate with the academic learning experience. Note: ~~that~~ one hour of lecture per week, implying at least two additional hours of preparation by the student per lecture, has traditionally been weighted as one hour of credit per quarter; term; and a three-hour laboratory period, with nominal outside preparation, is traditionally given one credit. Thus, one credit hour is given for each three hours/weekly experience per quarter. In an 11-week term, 33 student hours = 11 credit hours. The formula for determining the number of credit hours should be clearly indicated in the work experience proposal, as well as the total amount of internship credit allowed in the student's program. Usually no more than 12 credit hours per quarter can be earned through internships. Internships involving more than 12 credit hours per quarter will only be approved with compelling academic justification.

Guidelines for Preparation and Review
of Internship Curricular Proposals (continued)
Page 3 of 4

3. Though brief, the course description should clearly indicate the nature, method of supervision, and evaluation of the work-study experience.
4. The following list indicates information that should be attached to the internship course proposal:
 - (a) a clear work description: expected activities; responsibilities of student, supervising faculty member, and participating off-campus, work-study agency; sample agreement or contract (to be signed before the work experience starts); pay or no-pay; relation to credit hours;
 - (b) plans for evaluation of the work-study experience: student performance, faculty supervision, participation of cooperating ~~off-campus~~ agent;
 - (c) guidelines for selection of student intern and cooperating agent;
 - (d) standards for determining that the internship experience fits the student's program in pursuance of the major;
 - (e) guidelines for determining that the proposed work experience will not duplicate credit already awarded, either at OSU or at another institution;
 - (f) grading procedures proposed for the internship experience: A-B-C-D-F, or S/U, or P/N, and rationale; and
 - (g) a liaison letter from the Office of Cooperative Education.

The above list incorporates the criteria for internship proposals established in January, 1975, by the Graduate Council but, for the sake of clarity, the Graduate Council criteria are appended to these guidelines (see page 4).

Guidelines for Preparation and Review
of Internship Curricular Proposals (continued)
Page 4 of 4

GRADUATE COUNCIL GUIDELINES
FOR INTERNSHIP COURSES

(adopted Faculty Senate Meeting #317, 4/10/76;
updated 5/6/85)

The Graduate Council wishes to establish policies which encourage educational quality in the use of internships. It is assumed that academic credit earned represents more than only on-the-job experience. Therefore, the following criteria are endorsed with the request that information on each criterion be supplied to the Graduate School when requests are made for internship curricular offerings carrying academic credit.

1. The academic unit plays an active and reasonable role in the course. This may be provided through graded seminars, readings, papers, and/or examinations.
2. A graduate faculty member is assigned to the course and provides a regular and workable supervision procedure.
3. Appropriate evaluation and graduate procedures are employed.
4. Credit earned is proportional to academic work involved.

At the March 14, 1985, meeting of the Graduate Council, it was voted that departments may offer graduate-level internship courses on either a graded (A-F) or a P/N basis. The departments are encouraged to make this request to the Curriculum Coordination office on the P/N grading form.

cjj

D0017J

College of
Home Economics



Corvallis, Oregon 97331

(503) 754-3551

May 8, 1985

MEMORANDUM

TO: Ron Cameron
Faculty Senate Office

FROM: Rod Cate, Chair *Rod Cate*
Undergraduate Admissions Committee

RE: Committee Recommendation Regarding Enrollment as a Part-time,
Non-admitted Student

On March 21 the Undergraduate Admissions Committee entertained a request from Wallace E. Gibbs, Registrar and Director of Admissions to provide suggestions on how best to implement the subject requirement alternative the Chancellor's Office has indicated would be available to all high school students which is stated as follows:

"Enroll as a part-time (7 hours or less) non-admitted student on a state college or university campus, make-up the missing subject requirement coursework, and then be regularly admitted the following term."

After considerable discussion, the committee [recommends that the Faculty Senate Executive Committee initiate a review of OSU admission policies such that the possibility of instituting a policy that allows students to enroll on a part-time basis without having to be formally admitted either as a regular degree seeking or special, non-degree seeking student.] Because OSU is the only school in the state system which does not afford students this option under current policies, the committee is convinced that further evaluation is necessary. There may well be several positive reasons for implementation of a non-admitted student category. The committee reviews a number of cases each meeting that concern students wanting to take 7 or fewer hours of credit yet by definition must be admitted before being allowed to enroll. It seems an unnecessary, extra, time consuming procedure for both the student and the committee in virtually every instance. See procedures for special student, page 12, OSU catalog.

Recommendation #1

Dr. Ron Cameron
May 8, 1985
Page 2

Recommendation
#2

The committee is thus recommending that a part-time (7 hours or less) non-admitted student category be created. The committee recommends that those seeking admission in this category: (a) be monitored to assure the student signs up for no more than 7 hours; (b) be prohibited from enrolling if a suspended student; (c) be informed of his/her residency status; and (d) be denied access to high demand classes until the regularly admitted students are accommodated.

This admission process could be implemented in a similar fashion to the present procedures used for Summer school registration, with the Registrar developing procedures that allow access to this category with a minimum of paperwork. We suggest that similar procedures be checked at other schools for guidance in implementing the category. [The committee also recommends that the Special, non-degree category be retained for National Student Exchange Study Abroad students, as they are enrolled in full-time work.]

Recommendation
#3

We appreciate your consideration of this matter.

RC/dc

cc: Wallace Gibbs, Registrar and Director of Admissions
Theran Parsons, Vice-President for Administration
Kay Conrad, Associate Director of Admissions

Office of the
Faculty Senate



Corvallis, Oregon 97331

(503) 754 4344

May 24, 1985

M E M O R A N D U M

To: Executive Committee

From: Academic Regulations Committee
Don Claypool, Chairman *Don*

Subject: Proposed Changes to AR 20, a., b., c., d., and e.

If a course is repeated, all grades received in that course (except for E, I, W, S, U, N, and P) shall be used to compute the cumulative grade point average. Although more than one grade will appear on the transcript for a repeated course, the credit hours will only be counted once toward graduation requirements. (Recognized repeatable courses, such as activity courses, research, seminars, and selected topics, do not come under this restriction).

A majority of the Academic Regulations Committee recommends to the Faculty Senate that the above paragraph be substituted for paragraphs a. through e. of AR 20.

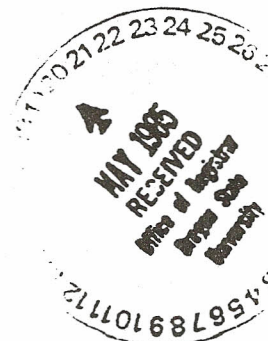
Agricultural
Experiment Station

Oregon
State
University

Corvallis, Oregon 97331-2201

(503) 754-4251

May 20, 1985



MEMO TO: Wallace E. Gibbs, Registrar

FROM: John R. Davis, OSU
Institutional Athletic Representative

Bud: As we discussed earlier, the NCAA requires each institution's Chief Executive Officer to affirm that its regular entrance requirements, special-admission opportunities, and requirements for satisfactory progress toward a degree have been published. To meet this requirement, the attached is suggested for inclusion in the 1985-86 Schedule of Classes, as item 10b in the Academic Regulations and Procedures. Would you please arrange for its inclusion, so that our requirements can be appropriately met?

Your assistance and earlier suggestions have been most helpful, Bud, and I appreciate your interest. Thank you.

JRD:lgs

Enclosure

cc: J.V. Byrne
Sylvia Moore
Jack Rainey

Revise Academic Regulations and Procedures, item 10 b, as follows:

- b. For participation in intercollegiate athletics, students must meet all institutional, Pacific 10 (men) or NorPac (women) Conference, and NCAA requirements. There are many rules that govern the eligibility of students, including those pertaining to amateurism, financial aid limitations, ethical conduct, participation in "outside" competition, and academics. The main academic rules are:

(1) Initial eligibility. A high school graduate must have at the time of graduation presented an accumulative six, seven, or eight semesters' minimum grade point average of 2.000 as certified on the high school transcript. Students using GED tests in lieu of a high school diploma and all transfer students should consult with the Department of Intercollegiate Athletics for determination of eligibility, because eligibility rules are too detailed to be presented here.

(2) Satisfactory Progress Toward a Degree. Eligibility for regular season competition after the first year in residence or after the student has used one season of eligibility in a sport shall be based on (a) satisfactory completion of a total number of quarter hours of academic credit acceptable toward a baccalaureate degree in a designated program of studies equivalent to an average of at least 12 quarter hours during each quarter in academic years in which the student was enrolled, or (b) satisfactory completion of 36 quarter hours of degree credit acceptable toward a baccalaureate degree in a designated program of studies, since the beginning of the student's last season of competition. A student-

athlete shall designate a program of studies leading toward a specific baccalaureate degree no later than the beginning of the seventh quarter of enrollment.

(3) Enrollment During Season of Competition. At the time of practice or competition, the student must be registered for not less than 12 quarter credits. In the case of sports that begin competition prior to the beginning of classes, a student must have been admitted as a regularly matriculated, degree-seeking student in accordance with the regular, published entrance requirements.

Waivers of some eligibility rules are possible. Students should consult the Department of Intercollegiate Athletics on all such matters.

Department of
Animal Science



Corvallis, Oregon 97331-6702

(503) 754-3431

April 23, 1985

MEMO TO: H. Ronald Cameron, President, OSU Faculty Senate

FROM: Donald H. Claypool, Chairman, Academic Regulations Committee

SUBJECT: Study abroad as part of residency requirements

- REFERENCE: (1) Memorandum from Jack Van de Water to Don Claypool & Ken Funk, et. al., March 6, 1985
 (2) Memorandum from Ron Cameron to R. H. Reiley, March 1, 1985
 (3) Memorandum from Ron Cameron to Ken Funk and Don Claypool, February 28, 1985
 (4) Memorandum from Jack Van de Water to Executive Committee, February 22, 1985

At the March 15th meeting of the Committee, we discussed at length the proposal to permit students enrolled in our Study Abroad Programs to receive residence credits without petition. It was the majority opinion of the Committee that AR 26e remain unchanged, requiring students to petition for credit in Foreign Studies Programs because of the following considerations.

The residency requirements normally refers to course work taken during the senior year (last 45 hours). In the discussions that led to the originating of Foreign Studies Programs, it was clearly understood that these programs were for students in their junior year. It emphasized that students need to be on campus during their senior year in order to ensure that all university, college or school, and departmental requirements are met, that any questions regarding transfer of credits from other institutions can be resolved, and for the faculty of the students department to become familiar with the student's academic performance and background. Students studying abroad during their junior year, even though there may be a one-quarter overlap into the senior year should have ample time to get approval of their foreign course work, especially so if they have made arrangements before leaving.

The practice of petitioning is a safeguard against the unusual situation becoming the usual. Because Oregon State University accepts all credits earned at any accredited four-year institution of higher education as hours toward graduation except the 45 hours required for residency, and because Foreign Studies Programs can fulfill any part or all of the residency requirements, it would be possible for this university to award a degree to an individual who has never been in Corvallis. Such an individual is hardly a product of Oregon State University.

tg



International Education

Corvallis, Oregon 97331 USA

(503) 754-3006

March 6, 1985

To: Don Claypool, Academic Regulations Committee
Ken Funk, Academic Requirements Committee

From: Jack Van de Water, Ann Ferguson, Irma Wright

Subject: Study Abroad as part of Residency Requirement

This is to follow up on the Feb. 28th memo from Ron Cameron on the same subject and to provide some additional information that might be helpful in clarifying a policy for the future.

The Office of International Education feels strongly that the foreign study programs now in operation should permit students to receive residence credit without petitioning. We think there is nothing to be gained by a student being forced to petition. The suggestion of an "approved list" of programs makes good sense to us and we have attached such a list for your review.

The foreign study programs on the list have been approved by the Faculty Senate and are administered in cooperation with faculty members. An example of an OSSHE Executive Board with institutional faculty representatives is attached. Each program is directed by a faculty member from OSU or the OSSHE. For example, Bob Zaworski is the current Director of the OSSHE program in Germany. The Faculty Senate Committee on International Education oversees the foreign study programs and is assigned the responsibility of representing faculty concerns related to international programs. The Office of International Education staff meets with the Faculty Senate Committee on International Education on a regular basis. New foreign study program proposals are reviewed by this Committee and endorsed by it before going to the Curriculum Committee and the full Senate for discussion and approval.

These policies and procedures provide the appropriate safeguards, in our opinion, to make a student petition for credit unnecessary. We request, therefore, that the recommendation that an "approved list" be adopted and that students in programs on that list would not need to petition for residency credit.

Please contact us if we can provide additional information or supporting materials.

JW/jvd

cc: Ron Cameron, Ralph Reiley, Charles Langford

Office of the
Faculty Senate



Corvallis, Oregon 97331

(503) 754 4344

February 28, 1985

M E M O R A N D U M

To: Ken Funk, Academic Requirements Committee
Don Claypool, Academic Regulations Committee

From: Executive Committee of the Faculty Senate *WPC*
Ron Cameron, Senate President

Subject: Study Abroad as part of Residency Requirement

Attached is a memorandum from Acting Dean of Undergraduate Studies, Jack Van de Water, regarding the practice in recent years of "automatically" classifying Foreign Study as part of the Residency requirement.

Attached also is a copy of the memorandum of response to Mr. Reiley whose job it is to administer the Regulation.

The Executive Committee reviewed the matter and decided that it would advise Mr. Reiley that the Regulation should be enforced as written. We are aware, however, that this apparently is contrary to recent practice, as Dean Van de Water stated. Therefore, we elected to apprise your committees of the practice and of our advice to Mr. Reiley and invite you to respond as you see fit.

Among the options that the Executive Committee discussed was the possibility of allowing, without individual petitioning, the crediting of work in established programs of Study Abroad. The Executive Committee thought that a probable reason for the Regulation was to keep the University apprised of programs that are in operation and that once certain programs had been established, individual petitioning might not be necessary. Programs not on the "approved list" would require petitioning if this policy were established. This option was an opinion, however, not a recommendation.

We, therefore, request that you review the matter and inform us of whatever conclusions or recommendations that you arrive at.

pc: Ralph Reiley, Assistant Registrar
Jack Van de Water, Acting Dean Undergraduate Studies

Office of the Dean of
Undergraduate Studies

Oregon
State
University

Corvallis, Oregon 97331

(503) 754-3733

February 22, 1985

MEMORANDUM

TO: Executive Committee, Faculty Senate
FROM: Jack Van de Water, Acting Dean
RE: Foreign Study Programs

Ralph Reiley, Assistant Registrar, has requested confirmation of the policy providing that academic credits earned abroad by OSU students in officially approved OSU and OSSHE foreign study programs are to be counted as residency credit for graduate requirement purposes.

OSU seniors participate in foreign study programs on a regular basis. For years, it has been standard operating procedure for this credit to be automatically classified as residence credit. This policy needs to be confirmed because it is not consistent with the wording in #26E (3) of the academic regulations and procedures.

Would you please provide this confirmation?

JVW/nrh



Office of the
Faculty Senate



Corvallis, Oregon 97331

(503) 754 4344

March 1, 1985

M E M O R A N D U M

To: Ralph H. Reiley, Assistant Registrar

From: Executive Committee of the Faculty Senate *HRC*
Ron Cameron, Senate President

Subject: "Study Abroad" as Part of Residency Requirement

The Executive Committee has discussed Dr. Van de Water's Memorandum of 2/22/85 and the Academic Regulation to which it refers. We agree that the Academic Regulation requires petitioning of the Academic Requirements Committee as part of the process of using foreign study as a portion of the Residency requirement for the last 45 hours of residency.

We are of the opinion that the Regulation should be adhered to as it is written. We noted in our discussions that this Regulation had been recently reviewed when the Academic Regulations Committee amended AR 26 to allow the inclusion of some DCE courses in the residency requirement. We are inclined to believe that had they intended to change the Regulation, they would have done so at that time.

The Executive Committee has elected to forward Dr. Van de Water's Memo to the Academic Regulations and Academic Requirements Committees to apprise them of the inquiry, and to invite them to consider a different course of action if they think it advisable.

Nevertheless, we recognize that the practice of automatically crediting Study Abroad to the Residency requirement has created obligations for this year. Therefore, we would not insist that the resumption of adherence to the Regulation begin until the end of this academic year, and would expect that present commitments be honored.

S

pc: Ken Funk, Chairman, Academic Requirements Committee
Don Claypool, Chairman, Academic Regulations Committee
Jack Van de Water, Acting Dean of Undergraduate Studies

Office of the
Faculty Senate



Corvallis, Oregon 97331

(503) 754 4344

May 20, 1985

To: Executive Committee of the Faculty Senate
From: Harry Freund, Chairman, Retirement Committee *HF*
Subject: Memo of Transmittal, Annual Report 1984-85

Attached are copies of this year's Annual Report.

Senator Trow and Representative Van Vliet have been interested and cooperative in working with the Committee throughout the year. They would appreciate receiving copies of this report.

I shall be pleased to respond to questions you may have regarding details not covered in the report.

HF/daj

Attachments

May 20, 1985

To: Executive Committee, Faculty Senate

From: Retirement Committee
Harry Freund, Chairman

Subject: Annual Report for 1984-85

This report consists of two parts, a summary of activities and recommendations for future action:

I. Summary of Activities

1. A three evening program, "Briefings on Retirement", was again developed for the benefit of faculty and staff 50 years old and older. The first program on Financial Planning was presented by Lester Tenney, recently retired Arizona State University Professor and nationally-recognized consultant on retirement planning. The second meeting focused on how to cope with the state and federal bureaucracies, including PERS, Social Security, and Health insurance. Speakers included Lee Heindl, PERS counselor; Richard Lien, Social Security Field Representative; and Helen Stoop, Staff Benefits Officer of Oregon State University. The final meeting was devoted to aspects of gerontology. The sociological, biological, and psychological aspects of aging were reviewed by Clara Pratt, Oregon State University. Two Corvallis physicians, David Kliever and Ted Foulke, discussed "Wellness", physical fitness and the importance of continuing exercise in maintaining a high quality of life. Georgene Barte, Oregon State University, spoke on the dynamic nature of nutrition after 50.

The programs were well attended with 200, 200, and 100 at the respective meetings. The questionnaire responses to the meetings were uniformly laudatory, strongly urging continuation of the series. Audio tapes of each meeting are available and may be borrowed from Oregon State University, Personnel Services.

2. About 30 bills relating to retirement and introduced at the 1985 Legislature were reviewed. Recommendations to support, resist, ignore, or to follow the course of the bills through committee hearings were transmitted via Fred Hisaw to the legislative lobbyist for the Association of Oregon Faculties.

3. Numerous efforts were made to bring the PERS director to campus to discuss matters of interest. The dismissal of former Director McGoffin, the appointment of Interim Director Maul (who pleaded a lame duck status), the much delayed search and identification of a new permanent director, the replacement of two PERS Board members, all imposed against a background of lobbying and hearings at the 1985 Legislative session have thus far thwarted all attempts for meaningful face-to-face communication. Several specific interactions with PERS staff have occurred:

a) Chairman Freund participated in a joint meeting with PERS Director Maul; Assistant Director Liebertz; Executive Dean Lallas of the University of Oregon; Professor Rickles, Oregon Health Sciences Center; W. T. Lemman, Vice

Chancellor; an Attorney General representative; and Representative Tony Van Vliet seeking methods for handling lump sum settlement options that would permit tax sheltering or effective 10-year averaging. One of the options, generated at the University of Oregon and which also has received support from the PERS staff and from the Attorney General's office, is being prepared for submission as a bill during the current legislative session.

b) A study generated by David Burch, of this Faculty Senate Committee, evaluating the potential inequities to employees who participated in TIAA/CREF, was submitted for review to the PERS staff (Liebertz). After this review and the resolution of any errors or misunderstandings, we planned to call a meeting of interested OSU faculty, hopefully to put this matter finally to rest, or to focus on precisely what would have to be done either via PERS Board administrative action or Legislative action to achieve equity. Despite repeated requests for a response, we still have not received this review. Perhaps with the addition of the two new Board members, both of whom have expressed a special interest in fairness and equity in the treatment of active and retired employees, we may yet achieve some success.

II. Recommendations

The following recommendations are made:

1. The "Briefings on Retirement" program should be continued. A file has been created describing the organization of the presentations, together with various suggestions for possible changes.

2. Creation of "Retirement Handbook"

Changing from an active to a retired status creates a host of problems, responsibilities, and opportunities. Two contributions could be made by the University. First, a brief document, punched for a loose leaf handbook and containing forms, time tables, and pertinent data that must be assembled and understood prior to retirement could be made available for employees entering the retirement zone. Helen Stoop, Staff Benefits officer, already has assembled much of this material and it is essentially ready for printing. The cost would be nominal and the benefits substantial to all about to retire. The updating of this notebook could be a responsibility shared by the Staff Benefits officer and this committee. The second contribution by the University would be a substantial loose-leaf handbook on "Retirement Planning" given as a parting gift to those about to retire. This handbook would contain sections on PERS, Social Security, insurance, taxation, to identify a few. Because laws and programs change, an on-going effort must continue to update the contents, a responsibility that could be shared as suggested above. Too often the parting communications between retiree and employer is a brusque computer-generated communique regarding a change in status as of a certain date. The handbook would indicate a continuing interest in the on-going and future welfare of the retiree, a gesture that is likely to yield returns in the continued participation of the retiree in the University community.

3. Enhanced Role of Oregon State University in Retirement Matters

The University, at the highest administrative and faculty levels, should play a more aggressive role in seeking to improve the retirement benefits for faculty and staff. The retirement system should not be static but must be dynamic, one

capable of responding to changes imposed by a changing world. Only constant vigilance to support the beneficial changes and to oppose the changes that threaten the system will ensure a sound PERS in the future. A recently retired faculty member, versed in public retirement pension management and legislative operations, and acting out of the University President's office on 600-hour appointment, could provide an extremely valuable staff function.

The total assets of PERS are now in excess of 4.3 billion dollars and use of the earnings is coveted by many. Sensible priorities must be set. Above all, it must be recognized that the money in the PERS fund is the property of the active and retired public workers. The State serves as a trustee whose responsibility is to manage these funds prudently and in the best interests of the active and retired employees. The order of priorities should be:

- 1st To adequately fund the necessary reserves to provide security for the system as it is projected into the future.
- 2nd To make adjustments in pensions so as to offset inflation to a reasonable degree.
- 3rd To decrease the employer's contribution to the fund when possible, i.e. when the first two priorities have been addressed.

A quiet war is being fought between public employers (municipal governments, school districts, etc.) and public employees regarding ownership and management of "excess earnings" generated by PERS assets. Generally, employers claim ownership because they typically pay the retirement contributions for the active workers. Employees regard these payments akin to salary, for "services rendered". If the view prevails that the state serves as owner of these funds, rather than as a trustee to manage the funds in the best interest of both the active and retired workers, the future stability of the whole system can be imperiled. Recently, a school district representative, opposing SB369 (Cost of Living adjustment to PERS pensions), stated that "excess earnings" should be returned to the employer to reduce employer contributions and that cost of living adjustments to offset the ravages of inflation are inappropriate uses.

Another area in which the university voice should be heard concerns the modification or introduction of new retirement options. Specifically, the problem cited earlier regarding roll over protection of lump sum settlements for excessive taxation is an example. The law provides this option to practically all citizens, except public employees in Oregon, and this is because of a legal interpretation of the organization of the PERS system. This University, together with the University of Oregon and the Health Sciences University of Oregon, should be leading the fight for equity.

4. Equity in Bonus Payments for Early Retirement

The final recommendation is this committee's continuing support for a proposal made last year concerning the funding of the bonus payment associated with an early retirement contract. Consequently, inequity exists in the percentages Departments can afford. A recommended solution is to fund such bonuses out of a revolving account established in the President's office, as has been done at the University of Oregon. Removing this extra financial burden to the Department would result in a far more attractive program for a retiring faculty member, by guaranteeing equitable treatment across the campus.

ACADEMIC ADVISING COMMITTEE
ANNUAL REPORT 1984-85

- A. Authority: The Committee on Academic Advising was established by the faculty on June 4, 1970.
- B. Responsibility: The Committee on Academic Advising reviews and recommends policies and programs which facilitate student's progress by orientation, academic advising, and vocational planning. Recommended policies are submitted to the Faculty Senate for approval by the University Administration.

C. Membership:

<u>Faculty</u>	<u>Students</u>
Helen Hall, Home Ec Education	Jean Secketa, Sr., CLA
Gary Jolliff, Crop Science	Jeffrey Smyth, Sr., Ag
Monte Freeman, EOP	Anne Talbott, So., HEc
Leonard Weber, Elec & Comp Engr	Kari Fuhrman, Sr., Bus

D. Committee Activities:

1. As a background for discussion, the committee reviewed a number of publications and reports regarding the role of academic advising.
2. A representative of the committee met with the following groups to explore concerns regarding academic advising:
 - a. President Byrne and Executive Deans regarding student retention.
 - b. Ron Cameron and Chairs of Faculty Senate committees concerned with academic advising and requirements.
 - c. Representatives of the Academic Advising Council.
3. Based on committee discussion, a memo was written to President Byrne reinforcing the need to recognize faculty efforts in academic advising.
4. Recognizing the variety of strategies available for academic advising, the committee drafted a memo to Deans, Department Heads, and Head Advisors encouraging them to consider some of the most effective strategies. The memo will be distributed in May, 1985.
5. For the fourth year the committee participated in the selection of the Dar Reese Excellence in Advising Award. The committee confirmed the importance of this selection as part of this committee's responsibilities. Criteria for selection for the award were clarified, incorporated into the award announcement and forwarded to the Acting Dean of Undergraduate Studies.

Department of
General Science



Corvallis, Oregon 97331

(503) 754-4151

14 May 1985

To: Faculty Senate

From: David L. Willis, Chairman
Academic Deficiencies Committee

Subject: Annual Report

The workload of this committee is very uneven. We meet for at least 6 hours on the Thursday following the end of each term to review all cases of potential suspension. During the first and second weeks of each term we have four half day meetings to review appeals of suspensions and requests for reinstatement. At these meetings we interview students wishing to make personal appearances and review the documentation provided by those merely making written appeals. Otherwise, we have no continuing meeting schedule during the term.

The Registrar's Office prepares a report of our actions and statistics relating to academic performance each term. A copy of the report for Fall 1984 is appended. The report for Winter 1985 is not yet complete. It and the report for Spring 1985 will be sent to the Faculty Senate Office sometime in July.

One problem that has plagued the Committee for several years is the effect of repeated courses on grade point average. The current policy allows a student to repeat a course in which a grade of D or F was received and have the previous grade deleted. The effect of this is to require retroactive recalculation of GPA for some (or several) previous terms. Students in academic jeopardy make extensive use of this provision.

We consider several hundred cases for potential suspension each term in a single day's meeting. Our deliberations are greatly impeded by the confusion resulting from these retroactive GPA corrections. It would be desirable from our standpoint if repeat grades were simply averaged with the previous grades. Such averaging could be done automatically by the computer rather than manually as at present. We strongly support a pending proposal from the Academic Regulations Committee in this regard.

Thank you for considering our request.

10 May 1985

To: Ron Cameron, President
OSU Faculty Senate

From: Henry Van Dyke, Chairman
Advancement of Teaching Committee

Subject: Annual Report, 1984-1985

The Advancement of Teaching Committee has been engaged in several activities this year. The committee participated with the Acting Dean of Undergraduate Studies, Jack Van de Water, in the selection of the faculty to receive L. L. Stewart Faculty Development grants. Also, the committee aided in the improvement of the selection process and in useful modification of the criteria for eligibility.

The committee has reviewed the 1983-1984 survey, by the committee, of the use and value of the variety of teacher evaluation instruments employed by departments and colleges. The committee did not find it possible to extend the study of the evaluation instruments and procedures. The 1983-1984 survey was reported to the Faculty Senate in Spring 1984.

At present the committee is engaged in consultation and study to determine possible projects and activities during the forthcoming academic year which will promote achievement of the intent indicated in the title of the committee.

HVD:ksr

Department of
Forest Products



Corvallis, Oregon 97331-5704

May 9, 1985

M E M O R A N D U M

TO: Ron Cameron, President, Faculty Senate

FROM: Murray L. Laver, Chairman Bylaws Committee *Murray Laver*

SUBJECT: ANNUAL REPORT FROM BYLAWS COMMITTEE

The Bylaws at present are in a stable state. No new business came before the Committee in the year from July 1, 1984 to the present. The Bylaws were carefully reviewed in the years 1983 and 1984.

MLL:ar

College of Business



Corvallis, Oregon 97331

May 5, 1985

To: Faculty Senate Executive Committee

From: C.W. Dane, Chairman Committee on Committees *cwn*

This memo is the annual report of the Committee on Committees. Members of the committee were Professors Brunk, English; Dorn, Journalism; Jacobson, Oceanography; Larson, Pharmacy; Weber, Animal Science; and students Ms. Sharon Stuart and Ms. Tracy Munson (graduated Winter term 1985).

Referred items

The committee had two items referred to it by the Faculty Senate Executive Committee. The first concerned changing the current size of the Faculty Recognition and Awards Committee, which the Committee on Committees did not recommend even after a second referral. Explanation of our action is found in specific memos addressed to the president of the Faculty Senate dated February 14, 1985 and May 2, 1985.

The Executive Committee also sent to us a recommendation to enlarge the Promotion and Tenure Committee, as referred to it by the Ad-hoc Committee to Review Promotion and Tenure. As a result of the discussions held on March 14, 1985 and reported in a memo of that date, the Committee on Committees did recommend to the Faculty Senate Executive Committee changing standing rules and enlarging the size of the committee. That recommendation was passed by the Faculty Senate after slight modification.

Review of other committees

The committee decided to review the Academic Regulations Committee, the Academic Requirements Committee, and the Academic Deficiencies Committee. We felt it was particularly appropriate to review these committees since it had not been done in at least 5 years. Moreover, because these committees have interlocking concerns, communications among them is very important.

Memo to: Faculty Senate Executive Committee
Page 2

Individual members of the Committee on Committees contacted the chairman of the named committee after reviewing previous reports on file at the Faculty Senate office. (It should be noted that reports were not always on file from these committees and, it's hoped that committee chairs will make a report, however brief, to the Faculty Senate office.)

The Committee on Committees was favorably impressed by the communication going on between these committees. We did not see any need to change the standing rules. We intend to convey to the Academic Deficiencies and the Academic Requirements Committees our hope that they continue to suggest changes in academic regulations to the Academic Regulations Committee because of that committee's relative isolation from student petitions and other actions which might reveal needs for changes in Academic Regulations.

Post script

The chairman of the Committee on Committees would like to thank the student members, particularly Ms. Sharon Stuart for her conscientious and active participation as a full member of the committee. We recognize the difficulty which many students have in attending committee meetings, but their views are helpful, particularly on those committees which hear student petitions.

Although I was a brand new member of this committee, it was a pleasure to serve as Chairman. This task made much easier by the willingness of committee members to help.

Curriculum Coordination



Corvallis, Oregon 97331

(503) 754-3711

May 7, 1985

TO: Ron Cameron, President
Faculty Senate

FROM: Michael Scanlan, Chairman *M. S.*
Curriculum Council

SUBJECT: Annual Report, 1984-85

This report summarizes the work completed by the Curriculum Council prior to May 1, 1985, and includes predictions of activities which may take place prior to June 15.

The Category I and Category II curricular proposals were reviewed by the Curriculum Council during Fall Term and were presented to the Faculty Senate in mid-November. Category I proposals approved by the Senate were a certificate program in Peace Studies, a 72-hour M.S. degree in Counseling (increase from a 57-hour program), and two new minors in Entomology and in Pest Management, for use with baccalaureate degree programs in the College of Science and in the College of Agricultural Sciences. The Chancellor's Office has subsequently approved the Entomology and Pest Management minors after reclassifying them as Category II proposals. The other two proposals are presently awaiting State Board action. Such action has been delayed pending approval of the Higher Education budget by the Legislature.

The Curriculum Council also approved 59 new courses (an increase of 181 credit hours), 88 changes in old courses (an increase of 15 credit hours), and 59 drops of old courses (a decrease of 192 credit hours), for a net increase of only 4 credit hours. These course requests have been approved by the Chancellor's Office for 1985-86.

The Curriculum Council also reviewed 25 supplemental "X" course requests for Spring and/or Summer Terms, 1985. Currently, the Council is reviewing approximately 125 "X" course requests for the 1985-86 academic year.

In the fall, the Council also prepared two reports to be forwarded to the Chancellor's Office. One report surveyed the status of general education courses at OSU. The other reported the results of a quick study to determine if there was any sign of unnecessary proliferation of lower-division courses at OSU. These reports were presented to the Faculty Senate.

Annual Report, 1984-85 (Curriculum Council)

May 7, 1985

Page 2

In other business, the Council declined to add Sp 250A to the list of courses approved for fulfilling the University communications requirement. The Council also reviewed the guidelines for "internship" courses, and found no reason to make substantive changes but did slightly rewrite the current guidelines to make their import clearer. The rewritten guidelines are being presented to the Faculty Senate for the June meeting agenda.

Because there has been some concern, both recently and in the past, that large-scale issues related to the University curriculum are not successfully addressed by the Council, a task force has been appointed to examine this problem. It is hoped that the task force will be able to offer suggestions in the Fall to the 1985-86 Curriculum Council.

cjj

D0098J

The Department of
Physical Education



Corvallis, Oregon 97331-3302

May 12, 1985

MEMORANDUM

TO: H. Ron Cameron, President
Faculty Senate

FROM: Robert Michael, Chairman *Robert Michael*
Faculty Economic Welfare Committee

SUBJECT: Report of 1984-1985 Faculty Economic Welfare Committee activities

Since our last annual report the FEWC met 17 times and evaluated eight items. These include:

1. "Sick Leave Plan for Academic Personnel"

FEWC was one of several committees which studied several drafts of proposed changes in the "Academic Rules" concerned with "Sick Leave". FEWC spent time in ten meetings carefully reviewing the several drafts of this rule to insure that faculty interests were adequately represented. The "Rule", as adopted, does appear to have responded to most of our objections.

2. "Conflict of Interest and Outside Activities"

Once again several committees were involved in much study of this initial proposed change in "Academic Rules". After the initial study, the committees requested that a joint subcommittee be formed to coordinate continued study, as there were numerous objections to the wording of the drafts of both issues. A final draft has not yet been received from the Chancellor's Office.

3. "Faculty Fringe Benefits"

A major interest of FEWC during 1984-1985 has been taking a look at Faculty Fringe Benefits. This is an action item initiated by FEWC, rather than a reaction to a State System proposal. The initial steps included preparations for a special "Faculty Forum" on Fringe Benefits which was held in December, 1984. Ralph Bolt, retiring State Employees Benefits Board Insurance Manager, and James Foley, his replacement, met with committee members and interested OSU Faculty to discuss fringe benefits currently available to faculty, possible revisions in benefits being looked at by SEBB, as well as answers to faculty questions. The second step was the formulation of a questionnaire to survey OSU Faculty on their desires in the area of fringe benefits. A request for a system-wide fringe benefits survey, was sent to the chancellor. If this survey request is not accepted, FEWC is prepared to survey OSU Faculty during the end of May, and pass the results along to the Chancellor and to the SEB Board.

4. Review of Higher Education Budget Documents and Studies
Several studies, including the Higher Education budget were reviewed. These are:

A. Review of the "Governor's Higher Education Salary Package"

B. State Board of Higher Education "Basic Allocation System Model" A study of the financial aspects of this document is being finalized by FEWC.

C. Oregon Educational Coordinating Commission Report "Facts and Figures on Oregon Education" FEWC studied Section 5, "Salaries and Staffing", of this report and has proposed corrections which would more clearly represent the status of faculty salaries. The specific areas of concern are the inclusion of the 6% PERS retirement pickup as salary and the use of 1983-1984 salaries in the comparisons. Inclusion of the 6% as salary is contrary to Oregon statute.

5. A major task of FEWC member D. Curtis Mumford is the preparation and distribution, in the fall, of a booklet on "Academic Salary Statistics" for the previous year. This academic salary information is distributed to FEWC, Faculty Senate Executive Committee, and others to provide background on academic salaries. Charts and graphs are updated throughout the academic year to accurately portray the new data as it is released. Appropriate salary charts are forwarded to the Faculty Senate as they become available. To date over 20 updated charts, etc. have been prepared for 1984-1985.

6. Upon the hiring of President Byrne, FEWC presented a "Brief" detailing its major areas of concern, as well as typical action areas.

7. One of the final actions of FEWC will be the coordination of a second study of administrative salaries. This will use "CUPA" data to compare OSU Administrative salaries with those of OSU's traditional "19" comparator schools.

8. A carryover item from the end of 1983-1984 was a study of a revision of the "Vacation" Policy for 12 month Academic Personnel.

College of Business



Corvallis, Oregon 97331

May 7, 1985

To: Ron Cameron, President Faculty Senate

From: Dale McFarlane, Chairman Faculty Status Committee

Subject: Annual Report of the Faculty Status Committee

During the 1984-85 academic year, the Faculty Status Committee reviewed and evaluated several draft reports of proposed OSSHE administrative policy changes. The committee also reviewed and presented four motions concerning senate eligibility and apportionment which were passed at the last meeting of the Faculty Senate. As unfinished business, the committee has continued to study the problems resulting from the university's use of fixed-term appointments on instructional funds.

OSSHE Policy Changes

Working with the FEWC, the Faculty Status Committee reviewed the proposed changes in "Sick leave Policy" developed by members of the Chancellor's staff and reported to the Senate on December 6. As a result of the combined efforts of the FEWC, the FSC and the OSU administrative, a second draft was developed which incorporated a number of the suggested changes. Reviews and comments by the FSC on the second draft were sent directly to the Chancellor's office. This departure from normal Faculty Senate procedure was necessitated by the short lead time given by the Chancellor's staff.

A very objectionable draft document on "Conflict of Interest and Outside Activities" was reviewed by the FSC and the FEWC in November. A second draft of this document did nothing to improve the proposed policy statements. At the request of FEWC and FSC a special Ad hoc committee was formed to specifically comment on this document. The Ad hoc committee's report was delivered to the Faculty Senate and the Chancellors office, but the status of the proposed draft document is, at present, still unknown.

Memo to: Ron Cameron
Page 2
May 7, 1985

Senate Eligibility and Apportionment

Four motions, involving clarification or changes in Senate eligibility or apportionment were presented to, and passed by, the Faculty Senate at the June 2nd meeting. The last motion recommended eligibility for Senior Research Assistants.

Unfinished Business

One major concern of the FSC still needs to be resolved. In June of 1984, six motions involving the use of fixed-term appointments on instructional funds were presented to the Faculty Senate. The first three motions were passed, but the remaining motions were tabled. As a result of this action, there is currently no comprehensive Faculty Senate recommendation on the use of fixed term appointments at OSU. The College of Liberal Arts is in the final stages of completing a report on this topic. Once their report is complete the Faculty Status Committee needs to readdress this issue. Resolving the problems associated with the use of fixed-term appointments represents the number one priority of the committee.

May 10, 1985

M E M O R A N D U M

TO: Ron Cameron, Faculty Senate President

FROM: Bruce Rettig, Graduate Council Chair *Bruce Rettig*

SUBJECT: Annual Report of the Graduate Council, 1984-5

Attached is the annual report from the Graduate Council for the period from July 1, 1984 to June 30, 1985. While the Faculty Senate has recently dealt with some of the items listed and may continue to address others, none of these items come before the Faculty Senate from us as new business. Therefore this report should be viewed solely as information for the Senate.

1984-1985 ANNUAL REPORT OF THE GRADUATE COUNCIL

Guidelines for graduate program reviews were revised, expanded, and generally made more explicit. The Graduate Council conducted reviews of graduate programs in Chemical Engineering, Pharmacy, Poultry Science, and Range Science. In addition to identifying valuable contributions made to graduate education in each of these programs, suggestions for improvement were offered. Not surprisingly, limited financial resources continues to be the single greatest problem for graduate education on this campus.

Changes in the University's foreign student English language proficiency requirement were approved and forwarded to the Faculty Senate for action. Also forwarded for consideration by other committees of the Senate were a revision to Academic Regulation AR.11.f to extend to graduate students the privilege now available to undergraduates to change course or subject area level early in the term if the student was incorrectly placed in a course by an academic advisor and deletion of AR.25.b. which deals with a form of in absentia registration not used in recent years.

The Council revised some of the policies administered by the graduate school. The Council approved the policy that if, on a Ph.D. program, a minor other than an integrated minor is declared, it must consist of a minimum of 18 hours. An integrated minor can consist of approximately 15 hours. Another policy change was to permit a departmental option as to whether graduate internships were on a graded or P/N basis. The Council also reviewed the policy on the length of the oral for a non-thesis master's degree examination.

In addition to changes in policies, the Graduate Council examined the implication of revisions in certain policies for graduate education at Oregon State University. Particular attention was paid to the State System policy on Conflict of Interest and Outside Activities and in proposed changes in the fee structure for post-baccalaureate students.

A new minor within the M.A.I.S. for Museum Studies was approved. Although no Category I proposals for new graduate programs were received in the fall, a proposal for a minor in Women Studies was reviewed in May.

Category II requests to add, drop, or change graduate-level courses were reviewed and approved with some modifications. Review was also provided for DCE courses to be conducted out of the state of Oregon.

Among the most difficult, but pleasant activities of the Council were examination of applications for a small amount of funds for fellowships and awards for outstanding publications by graduate students. Oregon State University can be justly proud of the large number of fine students currently enrolled and preparing for promising careers.

INTERNATIONAL EDUCATION COMMITTEE - 1984-5 REPORT TO THE FACULTY SENATE

During this academic year, this committee approved a proposal to raise the TOEFL score (Test of English as a Foreign Language) to 520 for incoming international students to be admitted to O.S.U. without further work in English. Also it agreed to institute formally a "provisional admittance" classification to be applied to those students needing more work in English, but with a TOEFL score of at least 460. A detailed explanation of the rationale and procedures that are part of these changes is housed both with the director of the English Language Institute and with the chair of this committee. These principles originated with the Office of International Education (OIE) and were approved at the May meeting of the Faculty Senate.

Additionally, this committee committed itself to a schedule covering several years. First, as a result of questions sent to us from the International Council, it was decided to make a general assessment of the O.S.U. policies either that affect O.S.U. faculty doing work in another country or that affect international students attending O.S.U. This assessment is to be made through four investigations. Two of these will be from information provided by surveys sent to O.S.U. administrators and faculty. Data from these surveys will be mostly collected by the end of spring term, 1985 (with data collection from the Extension Service being completed by the end of summer, 1985). Target dates for completion of the data analysis and for issuing a report on these surveys are the end of summer, 1985 and the end of Fall term, 1985, respectively. Funding for these surveys has been provided by OIE and the Office of the Dean of Faculty. Permission to conduct these surveys was granted by the Faculty Senate Executive Committee. A third investigation would be to get information about the experience of international students on this campus through several questions which will form a small part of a survey of international students being conducted Fall term, 1985 by OIE. Also, this committee will evaluate all the formal policies of OIE. The fourth investigation will be of the evaluations domestic students fill out regarding their experiences in other countries as a participant in O.S.U.-sponsored programs (e.g., study-abroad programs).

The second major project to which this committee is committed is to try to start a Masters in International Development at O.S.U. In doing so, this committee intends to work closely with other concerned units on campus to assure that the resulting program is one that has broad consensus. The third major project is to try to introduce into the General Education requirements for undergraduate students a component of courses with an international content.

Respectfully submitted,
Charles C. Langford, chair

Annual Report to the Faculty Senate
Library Committee
1984-85 Academic Year

The 1984-85 academic year finds the library in a state of transition and self assessment. Several planning efforts took place this year that will shape the Library in the future:

1. The Collection Analysis Project (CAP)

In March of this year, the Library began a comprehensive evaluation of OSU collections and the processes by which they have been acquired and maintained. The Library Committee was pleased that the Faculty and Student Senates endorsed the study and that the University administration has agreed to fund the effort.

The CAP study will be completed in March 1986. The report will contain recommendations for specific actions that are needed to balance the needs of the University's teaching, research and service activities with its library collection and services.

2. The faculty/student survey

A library survey that will sample the entire faculty and student population is being conducted by the OSU Survey Research Center; the Library Committee participated in design of the survey. For the first time we will hear the collective wisdom on the extent to which the Library is meeting the needs of faculty and students. The survey will be completed in early summer of this year and the Library Committee plans to report the results to the Faculty Senate.

3. The Library budget

Dr. George has invited the Library Committee to become actively involved in the development of the Library budget. Under this arrangement, the faculty can influence the budget during its development, rather than react to accomplished facts.

Although much has been accomplished, the Library Committee ends the 1984-85 academic year with mixed feelings. We are encouraged by the planning and reorganizational efforts, yet we realize that not much has changed. The Library continues to be seriously overcrowded and understaffed with a collection that is below the standard of a major university. The solution to these problems is more than a matter of the money available from the State Legislature; even during the relatively good years, the Library was not keeping pace. Building a quality Library is primarily a matter of priorities and it will take a serious commitment by President Byrne's administration to depart from the status quo.

Finally, our report would not be complete without recognizing the outstanding work of our new Director of Libraries, Dr. Melvin George. He has been responsive to faculty concerns on day-to-day matters such as improvement of library photocopying services, while at the same time presenting the University with a vision of what a quality library could mean to the future of OSU. His organizational style and expertise should serve the Library well during President Byrne's administration.

Research Office



Corvallis, Oregon 97331-2135

(503) 754-3437

May 15, 1985

MEMORANDUM

TO: Executive Committee of the Faculty Senate

FROM: David Faulkenberry, Chair, Research Council

SUBJECT: Research Council Activities, July 1, 1984 to date

The purpose of the Research Council is to promote, stimulate, and facilitate research activity at Oregon State University. The Council does this by advising the Dean of Research concerning the dissemination of information, by providing advice on research policies, and by reviewing requests for funds from the Institutional Public Health Service Grant and the General Research Fund.

During the period July 1, 1984, to date, the Research Council reviewed 48 requests for support. Of these requests, 36 were approved for funding at a total of \$179,829. The source of funds and amounts provided are indicated below.

<u>Source of Funds</u>	<u>Number of Grants</u>	<u>Total Amount</u>
Public Health Service Institutional Grant	20	\$123,621
General Research Fund	16	56,208

The Public Health Service Institutional Grant has been renewed for April 1, 1985, to March 31, 1986; the grant amounting to \$134,513. This particular grant is a formula grant awarded on the basis of project funds assigned to Oregon State University on a competitive basis. Funds from the PHS Institutional Grant are monitored by the Research Council; they may be used for activities which can be clearly shown to be in support of health-related research.

<u>Members of Research Council</u>	<u>Year of Termination</u>
A. J. Ferro, Microbiology	Indefinite
T. F. Murray, Pharmacy	1985
D. I. Mills, Botany and Plant Pathology	1985
K. J. Williamson, Civil Engineering	1985
D. Faulkenberry, Statistics (Chair)	1986
J. M. Henton, Human Development and Family Studies	1986
L. W. Klenke, Sociology	1986
J. L. Fryer, Microbiology	1987
P. C. Wagner, Veterinary Medicine	1987
J. B. Wilson, Forest Products	1987

mep: mh

Office of the
Faculty Senate



Corvallis, Oregon 97331

(503) 754 4344

May 20, 1985

To: Executive Committee of the Faculty Senate

From: Harry Freund, Chairman, Retirement Committee *HF*

Subject: Memo of Transmittal, Annual Report 1984-85

Attached are copies of this year's Annual Report.

Senator Trow and Representative Van Vliet have been interested and cooperative in working with the Committee throughout the year. They would appreciate receiving copies of this report.

I shall be pleased to respond to questions you may have regarding details not covered in the report.

HF/daj

Attachments

May 20, 1985

To: Executive Committee, Faculty Senate

From: Retirement Committee
Harry Freund, Chairman

Subject: Annual Report for 1984-85

This report consists of two parts, a summary of activities and recommendations for future action:

I. Summary of Activities

1. A three evening program, "Briefings on Retirement", was again developed for the benefit of faculty and staff 50 years old and older. The first program on Financial Planning was presented by Lester Tenney, recently retired Arizona State University Professor and nationally-recognized consultant on retirement planning. The second meeting focused on how to cope with the state and federal bureaucracies, including PERS, Social Security, and Health insurance. Speakers included Lee Heindl, PERS counselor; Richard Lien, Social Security Field Representative; and Helen Stoop, Staff Benefits Officer of Oregon State University. The final meeting was devoted to aspects of gerontology. The sociological, biological, and psychological aspects of aging were reviewed by Clara Pratt, Oregon State University. Two Corvallis physicians, David Kliever and Ted Foulke, discussed "Wellness", physical fitness and the importance of continuing exercise in maintaining a high quality of life. Georgene Barte, Oregon State University, spoke on the dynamic nature of nutrition after 50.

The programs were well attended with 200, 200, and 100 at the respective meetings. The questionnaire responses to the meetings were uniformly laudatory, strongly urging continuation of the series. Audio tapes of each meeting are available and may be borrowed from Oregon State University, Personnel Services.

2. About 30 bills relating to retirement and introduced at the 1985 Legislature were reviewed. Recommendations to support, resist, ignore, or to follow the course of the bills through committee hearings were transmitted via Fred Hisaw to the legislative lobbyist for the Association of Oregon Faculties.

3. Numerous efforts were made to bring the PERS director to campus to discuss matters of interest. The dismissal of former Director McGoffin, the appointment of Interim Director Maul (who pleaded a lame duck status), the much delayed search and identification of a new permanent director, the replacement of two PERS Board members, all imposed against a background of lobbying and hearings at the 1985 Legislative session have thus far thwarted all attempts for meaningful face-to-face communication. Several specific interactions with PERS staff have occurred:

a) Chairman Freund participated in a joint meeting with PERS Director Maul; Assistant Director Liebertz; Executive Dean Lallas of the University of Oregon; Professor Rickles, Oregon Health Sciences Center; W. T. Lemman, Vice

Chancellor; an Attorney General representative; and Representative Tony Van Vliet seeking methods for handling lump sum settlement options that would permit tax sheltering or effective 10-year averaging. One of the options, generated at the University of Oregon and which also has received support from the PERS staff and from the Attorney General's office, is being prepared for submission as a bill during the current legislative session.

b) A study generated by David Burch, of this Faculty Senate Committee, evaluating the potential inequities to employees who participated in TIAA/CREF, was submitted for review to the PERS staff (Liebertz). After this review and the resolution of any errors or misunderstandings, we planned to call a meeting of interested OSU faculty, hopefully to put this matter finally to rest, or to focus on precisely what would have to be done either via PERS Board administrative action or Legislative action to achieve equity. Despite repeated requests for a response, we still have not received this review. Perhaps with the addition of the two new Board members, both of whom have expressed a special interest in fairness and equity in the treatment of active and retired employees, we may yet achieve some success.

II. Recommendations

The following recommendations are made:

1. The "Briefings on Retirement" program should be continued. A file has been created describing the organization of the presentations, together with various suggestions for possible changes.

2. Creation of "Retirement Handbook"

Changing from an active to a retired status creates a host of problems, responsibilities, and opportunities. Two contributions could be made by the University. First, a brief document, punched for a loose leaf handbook and containing forms, time tables, and pertinent data that must be assembled and understood prior to retirement could be made available for employees entering the retirement zone. Helen Stoop, Staff Benefits officer, already has assembled much of this material and it is essentially ready for printing. The cost would be nominal and the benefits substantial to all about to retire. The updating of this notebook could be a responsibility shared by the Staff Benefits officer and this committee. The second contribution by the University would be a substantial loose-leaf handbook on "Retirement Planning" given as a parting gift to those about to retire. This handbook would contain sections on PERS, Social Security, insurance, taxation, to identify a few. Because laws and programs change, an on-going effort must continue to update the contents, a responsibility that could be shared as suggested above. Too often the parting communications between retiree and employer is a brusque computer-generated communique regarding a change in status as of a certain date. The handbook would indicate a continuing interest in the on-going and future welfare of the retiree, a gesture that is likely to yield returns in the continued participation of the retiree in the University community.

3. Enhanced Role of Oregon State University in Retirement Matters

The University, at the highest administrative and faculty levels, should play a more aggressive role in seeking to improve the retirement benefits for faculty and staff. The retirement system should not be static but must be dynamic, one

capable of responding to changes imposed by a changing world. Only constant vigilance to support the beneficial changes and to oppose the changes that threaten the system will ensure a sound PERS in the future. A recently retired faculty member, versed in public retirement pension management and legislative operations, and acting out of the University President's office on 600-hour appointment, could provide an extremely valuable staff function.

The total assets of PERS are now in excess of 4.3 billion dollars and use of the earnings is coveted by many. Sensible priorities must be set. Above all, it must be recognized that the money in the PERS fund is the property of the active and retired public workers. The State serves as a trustee whose responsibility is to manage these funds prudently and in the best interests of the active and retired employees. The order of priorities should be:

- 1st To adequately fund the necessary reserves to provide security for the system as it is projected into the future.
- 2nd To make adjustments in pensions so as to offset inflation to a reasonable degree.
- 3rd To decrease the employer's contribution to the fund when possible, i.e. when the first two priorities have been addressed.

A quiet war is being fought between public employers (municipal governments, school districts, etc.) and public employees regarding ownership and management of "excess earnings" generated by PERS assets. Generally, employers claim ownership because they typically pay the retirement contributions for the active workers. Employees regard these payments akin to salary, for "services rendered". If the view prevails that the state serves as owner of these funds, rather than as a trustee to manage the funds in the best interest of both the active and retired workers, the future stability of the whole system can be imperiled. Recently, a school district representative, opposing SB369 (Cost of Living adjustment to PERS pensions), stated that "excess earnings" should be returned to the employer to reduce employer contributions and that cost of living adjustments to offset the ravages of inflation are inappropriate uses.

Another area in which the university voice should be heard concerns the modification or introduction of new retirement options. Specifically, the problem cited earlier regarding roll over protection of lump sum settlements for excessive taxation is an example. The law provides this option to practically all citizens, except public employees in Oregon, and this is because of a legal interpretation of the organization of the PERS system. This University, together with the University of Oregon and the Health Sciences University of Oregon, should be leading the fight for equity.

4. Equity in Bonus Payments for Early Retirement

The final recommendation is this committee's continuing support for a proposal made last year concerning the funding of the bonus payment associated with an early retirement contract. Consequently, inequity exists in the percentages Departments can afford. A recommended solution is to fund such bonuses out of a revolving account established in the President's office, as has been done at the University of Oregon. Removing this extra financial burden to the Department would result in a far more attractive program for a retiring faculty member, by guaranteeing equitable treatment across the campus.

May 12, 1985

To: Faculty Senate
 From: Special Services Committee (SSC)
 Subject: Annual Report: 1 July 1984-30 June 1985

Two of the people assigned to the Special Services Committee were unable to serve. Only one of these has been replaced (in February 1985), so the committee has been shorthanded all year.

In November 1984, the SSC submitted to the Faculty Senate a revised version of its May 1984 Briefing Report for President-Designate John Byrne (the SSC based its Briefing Report largely on its December 1983 comprehensive report to the Faculty Senate on the Educational Opportunities Program [EOP]).

The SSC's discussions have focused mainly on the potential effects of the new admission requirements on EOP and related programs. The "Special Admit" category has received particular attention. The SSC fears that the students for whom the "Special Admit" category was originally designed may be squeezed out as the tougher admission requirements enlarge the pool of students who apply for admission as "Special Admits."

Upon learning that the Undergraduate Admissions Committee (UAC) was also considering "Special Admits," the SSC contacted the UAC and met with it to discuss this matter. As a result of this meeting, we are currently exploring the possibility of a summer program that would enable some students (10-15) who would have traditionally entered as "Special Admits" to enter as regular admissions. At this time, the SSC plans to continue its consideration of this and other possibilities.

Committee Members

Lynn Hallgren, Computer Center
 Marshall Jennings, Financial Aid
 Don Unger, Library
 Robert Wess, English, Chair

Ex-officio members

Mario Cordova, Upward Bound
 Larry Griggs, EOP
 Lita Verts, Special Services Program

College of
Liberal Arts

Oregon
State
University

Corvallis, Oregon 97331

(503) 754-2511

May 20, 1985

TO: Faculty Senate President, H. Cameron

FROM: James J. O'Connor, Chairman *JJO*
Student Recognition and Awards Committee (SRAC)

RE: Annual Report 1984-85

The SRAC held its first meeting on Feb. 7, 1985 and two subsequent meetings on Feb. 25 and March 5. The group reviewed material from previous years concerning criteria for class standing and the situation with fifth year seniors. After a 45 minute discussion it was decided to:

- 1) adhere strictly to the number of hours a student has completed to determine class status (0-44 Freshman, 45-89 Sophomore, 90-134 Juniors, 135+ Seniors) and,
- 2) eliminate any seniors from consideration for the E.A. Cummins and the Clara H. Waldo awards if they were previous winners.

The committee then broke into the following sub committees:

Freshman Interview Committee

Mary Kelsey, Chair
Jean Jordon
Kris Beasley
Terrance Yee

Sophomore Interview Committee

Don Sanderson, Chair
Starr McMullen
Shannon Miller

Junior Interview Committee

Larry Thomas, Chair
Jerry O'Connor
Steve Niewander
Sherry Reiling

Senior Interview Committee

John Keltner, Chair
Edith Madden
Jay Daniel
Chris Troeh.

The committee was further subdivided into six committees responsible for the program format, awards, banquet service, publications, entertainment, invitations and mailing.

Students eligible for awards were those who had a 3.5 accumulative GPA. The Drucilla S. Smith recipients were those who maintained a 4.0 GPA. In the former category were 1296 students in all classes and nomination forms were mailed to them on April 2 with a deadline for reply being set at April 12. The Committee received 312 replies by 5:00 p.m. of the closing day. That number broken down by class was as follows:

Freshmen: 45 applications
Sophomores: 45 applications
Juniors: 86 applications
Seniors: 137 applications

In reviewing the completed applications it became evident that many students did not know their class standing or wished or be considered "socially" as members of another class despite the number of completed credits. Over 40 applicants fell into this category. One student who had completed 109 hours classified himself as a Sophomore, another with 162 completed hours listed his rank as a Junior. Another of Senior standing made a personal request to be re-classified and failed to show up for the required interview.

There were 20 eligible students for the Drucilla S. Smith award based on a 4.0 GPA. This is down significantly from the previous year when 37 were so honored.

When the list of selected interviewees were determined, scheduled interviews were made and all sub-committees held their respective sessions on April 22-24. The lists were drawn up and invitations were mailed out by Ms. Eleanor Ewalt, secretary to the Director of the Memorial Union, George Stevens.

The awards banquet was scheduled for Monday, May 13 from 6:00 to 9:00 p.m. with all banquet arrangements made by the appropriate sub-committee. Several copies of the evening program accompany this report. Over 175 people attended the evening festivities honored by the presence of Dr. John Byrne, President of Oregon State University.

In the period of the committee's activities, several items of business arose that merit the next committee's attention and, indeed, should be considered for review by the appropriate Faculty Senate Committee.

- 1) The SRAC never once was able to meet as a whole group because of conflicting schedules. Items of business were conducted by phone or memo and several minor but potentially serious misunderstandings took place. Perhaps the SRAC ought to be composed of student service personnel to handle all procedural work with selected faculty and students to conduct the interviews and make the recommendations for award recipients.
- 2) One College (CLA) has started its own awards program and several other units are considering this activity. The chair was approached by a senior class officer requesting permission to review SRAC applications of seniors so that the senior class could present an award at a senior's picnic. The chair refused access to the completed applications until the student making the request gets approval from the President's legal adviser. Even though these new awards programs are confined to seniors, it would appear the potential for a duplication of effort is becoming very possible. The SRAC would appreciate some guidance on this

point. Should other campus units be encouraged to merge this effort with the SRAC or should each college "go its own way"? Indeed a significant number of recipients failed to show to accept their award. Only one of seven Juniors and two of nine Seniors were present to receive their Drucilla S. Smith awards.

- 3) The issue of student classification became a bit thorny near the end of the selection process. It would appear that students who are Seniors but "socially" Juniors lose benefits by the strict adherence to the unit classification. While the SRAC made the decision to use hours as the criterion for class standing, the issue has always been raised as some "non-traditional" students feel penalized. Some feelings of ill-will have been engendered which runs contrary to the intent of the SRAC.
- 4) Budget. This appears always to be a problem. In the past, several of the chairs had to plead for the money. Last year and this, the guiding hand of Memorial Union Director George Stevens assuaged these problems but the funding never seems to be finalized. If this one item could be determined on an annual basis prior to the review and selection of outstanding students, the committee could function in a more efficient manner. All receipts for this year were sent to the Memorial Union Director's Office. The support of the OSU Foundation and Memorial Union has been exemplary and their efforts are to be applauded.

In conclusion, the members of the committee feel the experience provided by serving on the SRAC was worthwhile. Indeed, the reason for raising the various issues is to help the committee become more effective and play an even larger role in seeing that deserving students get recognition for their achievements. After serving three years on the committee, this chair is pleasantly amazed at the wealth of talent and ability to be found in the OSU student body.

Respectively submitted,

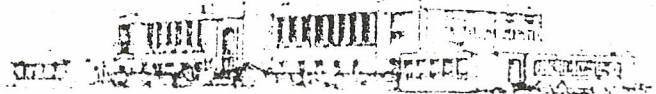
James J. O'Connor
Director of Advising
and Student Services

c: Dr. John V Byrne, President
Dr. Jo Ann Trow, Vice-President for Student Services
Dr. Jack Van de Water, Dean of Undergraduate Studies
J.W. Dunn, Director, OSU Foundation
G.F. Stevens, Director, Memorial Union
T.E. Doler, Executive Secretary, Faculty Senate

JJO/tm

Memorial Union and Student Activities

*Oregon State University
Corvallis, Oregon 97331-5004*



May 15, 1985

James J. O'Connor, Chairman
Recognition and Awards Committee
College of Liberal Arts

Dear Jerry,

Congratulations to you and the committee for carrying out your responsibilities in an orderly fashion and presenting a fine banquet program.

We have received a couple of suggestions that might be worthy of review by next year's committee.

The first was that it might be of interest to all concerned if the student candidate names could be followed by the school or college in which they are enrolled.

The second, in an attempt to encourage better attendance by the four point honorees, perhaps a letter from the committee informing them that they will be award recipients would help.

It may be these items have been considered by committees in the past, but it might be worth reviewing again.

Sincerely,

George F. Stevens
Associate Dean of Students
for Student Activities and
Director - Memorial Union

College of
Home Economics

Oregon
State
University

Corvallis, Oregon 97331

(503) 754-3551

May 15, 1985

TO: Ron Cameron, President
Faculty Senate

FROM: Rod Cate, Chair *RC*
Undergraduate Admissions

RE: Annual Report of Undergraduate Admissions Committee

1. The Undergraduate Admissions Committee has met a total of 30 times. As of this writing, we have reviewed a total of 427 cases for the 84-85 school year. This total includes 48 applicants for the National Student Exchange Program and 107 applicants for admission as Special (i.e., non-degree) Students. The remainder (272) constitute the actual pool of students who applied for regular admission, failed to meet one or more of the normal standards for admission, and were referred for committee action at the request of one or more agencies on campus or by individual appeal. Of these 272 applicants for admission by exception, 221 were accepted, and 51 were rejected.
2. A total of 121 freshmen have been approved for admission under the 5% special admit program for the academic year 1984-85. The 5% quota for OSU for the year was 112 ENROLLED students. To date, 109 have matriculated. (Twenty students have so far been approved for admission for fall term 1985 under the 5% provision. The maximum number of actual matriculants allowable under the 5% rule for the 1985-86 academic year is 108, as a result of declining overall enrollments.)

Fifty-five transfer students have been admitted by committee actions for 1984-85. To date, four transfers have been granted an exception for fall term 1985.

km

cc: Wallace E. Gibbs, Director of Admissions

Department of Industrial
& General Engineering



Corvallis, Oregon 97331

(503) 754-4645

May 14, 1985

TO: Ron Cameron, President
Faculty Senate

FROM: Ken Funk, Chairman
Academic Requirements Committee

KF

SUBJECT: ARC Annual Report to the Faculty Senate

Attached is the Academic Requirements Committee Annual Report for 1984-85. A final statistical summary of committee actions will be presented after the end of Spring Term. Since the report is rather lengthy, the following summary is presented.

The Academic Requirements Committee reviews student petitions concerning deviations from OSU academic regulations. It consists of 7 faculty and 3 student members, and meets weekly during the academic year. Meetings last from 2-4 hours. Generally, 40-90 petitions are reviewed at each meeting. So far during the 1984-85 school year, the ARC has met 28 times and has taken approximately 3,375 actions on petitions.

Most of the petitions the ARC reviews fall into the following categories:

Removal of E grades	Late withdrawals
Course substitutions	Late grading basis changes
Hours off campus	Repeated courses
Special exams for credit or waiver	Change of grade
Late adds & drops	

Decisions on the petitions are based on factors including whether or not the situation was beyond the student's control, whether or not the student took appropriate and timely action to correct the problem, and whether or not approval would be consistent with earlier committee decisions.

Based on several problems encountered by the ARC this year, we recommend that the following academic regulations be reviewed by the Faculty Senate:

AR20	Limitations on repeated courses
AR9c	Administration of the NSHD policy
AR26a2	Wording of the over 30 PE requirement waiver

ARC Summary

-2-

14 May 1985

- AR18 Desirability and administration of alternative grading systems
- AR11 Add/drop deadline for late starting courses
- AR23 Requirements for special exams for credit
- AR23 Fee structure for special exams
- AR24

We also wish to recommend that the faculty exercise a little more care and thought when helping students with petitions and commenting on those petitions.

ACADEMIC REQUIREMENTS COMMITTEE

1984-85 ANNUAL REPORT

14 May 1985

The Academic Requirements Committee

The purpose of the Academic Requirements Committee (ARC) is to review and decide upon student petitions concerning waiver of University regulations.

The ARC consists of seven faculty members and three student members. The Assistant Registrar is an ex officio member.

ARC meetings are held weekly during the academic year and monthly during summer term. From 40 to 90 petitions are reviewed at each meeting. Meetings last from two to four hours.

Summary of 1984-85 ARC Activities to Date

During the 1984-85 school year, the ARC has met 28 times. Approximately 3,375 actions have been taken on petitions. A statistical summary broken down by type of petition and committee action will be presented after the end of Spring Term.

The Petition Process

A student who seeks relief from an OSU regulation (for example the deadline for course withdrawal) must obtain a petition form from the Registrar's Office and fill it out, stating clearly the request being made and the reasons for why the deviation from regulations should be granted. Additionally, the student must obtain comments and signatures of his/her advisor, the course instructor, and the Dean of the college offering the course. Other relevant comments and signatures (e.g. medical verification in the case of illness or injury) should be included. The completed petition is then returned to the Registrar's office. If all necessary information is provided, the petition will be reviewed by the ARC at its next meeting.

Petitions are reviewed in the following manner. The ARC chairman reads the petition, comments, and supporting documentation. The petition is then discussed and a vote is taken. A simple majority is necessary for a petition to be approved.

Types of Petitions Reviewed

Of course any OSU regulation may be petitioned, but most petitions reviewed by the ARC fall into nine categories:

Removal of E grade - A student issued an E grade for having missed a final exam must petition the ARC before a make-up exam may be given.

Course substitutions - In some cases substitution of University-required courses may be made by petitioning the ARC.

Hours off campus - Students wishing to count more than 108 credit hours taken at a community college towards graduation or wishing to take off-campus hours within 60 credit hours of graduation must petition the ARC.

Special exams - Before a student may take an examination for the purpose of waiving or receiving credit for a course, he/she must receive approval from the ARC.

Late adds and drops - Courses may be added or dropped in the first two weeks of classes. Students wishing to do so after then must petition the ARC.

Late withdrawals - Students may withdraw from individual courses through the end of the fifth week of classes. Withdrawal after that requires approval of the ARC.

Late grading basis changes - Change of grading basis (A-F to S/U or S/U to A-F) made after the fifth week of classes must be approved by the ARC.

Repeated courses - Students wishing to repeat a course in violation of Academic Regulation 20 (e.g. repeating a course for which a grade of C has already been received) must petition the ARC.

Changes of grade - When instructor error has led to assigning an incorrect grade for a course, it may be changed by submission of a Change of Grade form which is reviewed by the ARC. This is the only ARC action that does not involve a request submitted by a student.

Other petitions reviewed include those dealing with receiving credit from an unaccredited institution, waiver of certain general education requirements, and late withdrawal from the University.

Decision Criteria

The primary reference of the ARC is the OSU Academic Regulations and Procedures published annually in the Schedule of Classes. Committee members base their votes on their interpretation of those regulations. In addition, when a petition is reviewed, the following factors are considered. Affirmative answers to these questions tend to support the petition, but it is not implied that a rigid decision procedure is used.

1) CONTROL: Was the violation beyond the student's control?

e.g. illness or injury, or illness, injury, or death of close friend or family member, etc.

- 2) APPROPRIATE AND TIMELY ACTION: Did the student take appropriate action in a timely manner to remedy the situation?

e.g. prior arrangements made with instructor, instructor or advisor contacted at first opportunity after discovery of problem, petition filed promptly, other corrective actions initiated.

- 3) MISADVICE: Was the student misadvised?

e.g. instructor or advisor acknowledges providing incorrect information, errors in departmental or college literature, etc.

- 4) CONSISTENCY: Have similar petitions generally been approved in the past?

e.g. Would approval be consistent with previous decisions made on similar cases?

- 5) FAIRNESS: Would approval be fair to other students in similar situations?

e.g. Other students in similar circumstances may have made sacrifices to comply with regulations.

- 6) INTENT: Is there convincing evidence that the student attempted to comply with OSU regulations, but through a simple oversight failed to completely follow through with the correct procedure?

e.g. S/U grading indicated on registration form with a check mark instead of a blackened circle.

- 7) OSU STANDARDS: Would approval tend to uphold the objectives and standards of the university?

Another factor the Committee considers when reviewing a petition is whether or not the student's problem relates to University or college/department regulations. The ARC is reluctant to waive University regulations in order for the student to comply with college or departmental requirements.

Problems Encountered

The problems that the ARC has encountered this year fall into two categories: those problems relating to the student petitions themselves and those problems relating to OSU Regulations and Procedures. These are discussed below.

Often petitions are illegible or incomprehensible. If the student does not state his or her request in a manner that is understandable (and readable) it is not likely that it can be given the consideration it deserves.

Petitions frequently do not contain enough information for the Committee to make a decision. If the request on such a petition seems reasonable, action may be deferred until more information can be obtained. Otherwise, the petition is denied.

Many times, comments on the petition by faculty and others are not very helpful. An otherwise acceptable petition without faculty support may be viewed in a negative manner by the committee.

We receive too many petitions that must be described as frivolous. Wishing to change the grading basis from S/U to A/F after final grades have been issued because "...I didn't think I was going to do this well when I signed up for the course..." falls in this category.

We receive too many petitions. Period. Two to four hours per week, every week is a very heavy time demand for faculty and student members alike.

In addition to the above petition problems, certain academic regulations have presented students (and therefore, us) with dilemmas this year. These are described below.

Academic Regulation 20 restricts the number of times a student may repeat a course. It seems somewhat arbitrary to many students and faculty and often stands in the way of otherwise qualified students satisfying University, college, or department requirements.

There appears to be inconsistency in the way the no-show-drop (NSHD) policy (AR9c) is administered. In some NSHD courses, students who do not attend class during the first five days of the term are automatically dropped by the department offering the course. In other NSHD courses, the drop is not automatic if there are no students on a waiting list. A student who does not attend such a course may assume that he/she have been dropped when in fact that is not the case. This results in a number of late drop petitions.

AR26a2 waives the PE requirement for students over 30 years of age. It is not clear if this means 30 years of age at the time the student was admitted to OSU or 30 years of age at the time of graduation.

Students (and faculty) often confuse S/U and P/N grading systems (AR18). This leads to late change of grading basis petitions.

The S/U grading system in itself (AR18a) is a common cause of confusion. Since most courses must be taken on a graded (A-F) basis, a mistake in filling out an add/drop form can lead to difficulties later.

We receive a very large number of late add/drop petitions. AR11 allows students to add and drop courses through the tenth day of classes, but many students (often with strong faculty support) wish to make schedule changes after that time. In many cases, students who file late add petitions are seeking to add a course which has not yet met.

In some cases, students petitioning to take examinations for credit (AR23), seem to be enrolled at OSU for no other purpose than to accumulate college credit through examination. By registering for only a single course, they are entitled to do this under current regulations.

The Committee also questions the reasoning behind the fee structure for examinations for credit (AR23) and examinations for waiver (AR24). Specifically the fees seem inconsistent.

Recommendations to the Faculty Senate

Based on the difficulties described above, the Academic Requirements Committee recommends that the Faculty Senate, in cooperation with the Academic Regulations Committee review (and possibly revise) the following academic regulations:

- AR20 The Senate should determine if the current limit on course repeats is fair and academically sound. It forces some students into very difficult situations and encourages others to intentionally earn a poor grade in a course in order to be allowed to repeat it.
- AR9c The NSHD policy should unambiguously define student and department responsibilities in such a way that it will be consistently applied throughout the University.
- AR26a2 The over 30 waiver of PE requirements should be stated in such a way that no confusion about its application can result.
- AR18 The Senate should review the desirability of alternate grading systems, weighing the benefits against the difficulties encountered in applying them.
- AR11 Based on the apparent displeasure of some faculty members with the add/drop deadline, perhaps it should be reviewed. The Senate may also wish to determine if adds of certain courses that do not meet within the first two weeks of a term should be handled differently.
- AR23 To prevent credit accumulation primarily through examination, perhaps stricter requirements should be placed on students wishing to take examinations for credit. For example, a student wishing to take an examination for credit might be required to be registered for at least 6 credit hours or to be enrolled in a regular degree program.
- AR23 The Senate should make sure that the fee structure for
AR24 examinations for credit or waiver is appropriate and consistent.

Recommendations to the Faculty

In order to improve the petition process, the members of the ARC would like to recommend that instructors, advisors, deans, and department heads do the following when assisting students in filing petitions or in commenting on those petitions.

When assisting the student in preparing a petition, advisors should encourage the student to state their requests and reasons clearly and concisely. Make sure that the student addresses one or more of the criteria discussed under "Decision Criteria," above. If the problem involves illness (emotional as well as physical) or injury, suggest that medical verification be obtained. If the student cannot really supply a good reason for why University regulations should be waived, inform him/her that there is little chance of success.

When commenting on and signing a petition, faculty members should address one or more of the factors discussed under "Decision Criteria" and any other matters that have relevance. If you do not feel that the petition should be approved, say so. If you are not sure whether the petition should be approved or denied, "For committee consideration" should be entered. That comment is also useful when the signer does not support the petition but does not wish to initiate a confrontation with the student.

The Department of
Physical Education

Oregon
State
University

Corvallis, Oregon 97331-3302

May 13, 1985

MEMORANDUM

TO: H. Ron Cameron, President
Faculty Senate
FROM: Robert Michael, Chairman *Robert Michael*
Faculty Economic Welfare Committee
RE: Inclusion of 6% PERS contribution in determination of salary

The members of FEWC are concerned that the State System of Higher Education is treating the 6% PERS contribution as a part of faculty salary. Two prominent examples of this usage are:

1. The Basic Allocation System Model: The model adjusts the Oklahoma State salary data for Oregon Universities by the 6 percent PERS pickup without a similar adjustment for those schools in the survey which make comparable retirement or other contributions to faculty fringe benefits. (see minutes of 12/14/84 Board Meeting BAS Model item 4. Faculty Salary Averages and Rank Mix by Disciplines)

2. Oregon Educational Coordinating Commission: Section 5 of the January, 1985 publication of "Facts and Figures on Oregon Education" indicates that ... the 6 percent employee retirement contribution deposited directly by public sector employers is shown throughout this chapter as salary." (see FEWC letter dated April 1, 1985)

The use of the PERS pickup in this way is in conflict with the intent of ORS 237.075 which states that the 6 percent pickup shall be considered "salary" ONLY for the purpose of computing an employee member's "final average salary" ... and shall not constitute additional "salary" or "other advantages" ... for any other purpose.

The main objections to the use of the 6 percent pickup as salary are that other states also provide similar benefits which are NOT included in their salary. (Texas law, for example requires that the State pickup the employee portion of Social Security \$937) Additionally, when OECC discusses salary they add in the 6 percent while at the same time when they report on "fringe benefits" they INCLUDE the same 6 percent. (see OECC data page 5-5)

The members of FEWC request that the Faculty Senate ask that the Board of Higher Education and the Chancellor agree on a basis for reporting salaries and fringe benefits which accurately compares faculty salaries with other identified comparators. Specifically, we suggest that either they agree to use only salary, without the 6 percent PERS pickup, or total compensation, which includes ALL fringe benefits for all comparators.

College, Eastern Oregon State College, and Oregon Institute of Technology. These updated faculty productivity ratios will be provided as enhancements to the BAS Model as presently configured.

The BAS Model faculty productivity ratios applied to the actual or projected Oregon institution credit hours by level of instruction generate a number of FTE faculty required for each discipline. The credit hour data for each discipline represents the only Oregon institution data used in the instruction function model.

One other university/college (large vs. small school) differential is included in the BAS Model. National data indicates that approximately 12 percent of the faculty at a university is composed of graduate teaching assistants. Therefore, the total university teaching FTE generated by the productivity ratios is 88 percent ranked staff and 12 percent graduate assistants.

For the colleges, the faculty generated are all ranked staff because colleges do not have graduate programs of sufficient size to have available graduate teaching assistants for use in undergraduate instruction.

4. Faculty Salary Averages and Rank Mix by Discipline

A significant factor related to the program financing of an institution is to give recognition to the differences that exist in faculty salaries by discipline. The BAS Model uses a broad-based national salary survey compiled by Oklahoma State University. This survey includes over seventy institutions from all regions of the United States. The BAS Model uses the "all rank" salary averages by discipline. The use of the "all rank" salary average implies that the rank mix for each discipline in the BAS Model is the rank mix that exists in the seventy plus institutions in the salary survey. The BAS Model adjusts these national averages by six percent to reflect the State of Oregon policy of paying the employees' share of the state retirement program.

National salary data indicates that college salaries are approximately 87 percent of university salaries. The BAS Model introduces a salary differential by applying this 87 percent factor to all discipline salary averages for the colleges and Oregon Institute of Technology.

5. Support Staff

The BAS Model provides for support staff in the instruction function at levels considered as normative for such support. Technical support staff are provided at a ratio of 1 technical staff member for each 10 faculty. Technical support staff are laboratory technicians, prop builders, etc. It is obvious that certain disciplines require more or less support than this 1:10 ratio, and further refinements of the BAS Model will address these individual discipline differences. However, the consensus of most individuals who reviewed this particular element in the Model is that a 1:10 ratio applied institutionwide is a fair approximation of the need.

POSTSECONDARY FACULTY SALARIES

Universities

Of the 48 states with major research universities, Oregon's average salary in 1983-84 for University of Oregon and Oregon State combined faculty ranked 26th, less than 1 percent below the median of \$30,655.

At the public postsecondary level, a major concern is whether institutions can attract and retain talented faculty. In high-paying fields such as engineering, computer science, basic sciences and business, Oregon must compete not only with other colleges and universities in more affluent states, but with lucrative offers from private industry as well. Recent studies by the Department of Higher Education focus on the subject of salary and Oregon's lack of "parity" with a variety of peer institutions.

When considering this issue, it is helpful to examine 1) the characteristics of the peer institutions used and their host states; 2) whether the 6 percent employee retirement contribution deposited directly by employer is counted as salary; and 3) whether fringe benefits or total compensation is an item of comparison. Oregon makes an above-average effort in the area of fringe benefits, and this effort should be mentioned. Nationally, fringe benefits for this category of institution average about \$6,200 per faculty member. In Oregon, the average is \$7,000.

Table 5.5

AVERAGE SALARIES OF FULL-TIME
INSTRUCTIONAL FACULTY IN PUBLIC
RESEARCH UNIVERSITIES BY STATE
ALL RANKS—1983-84

Rank	State	Salary
1	New York	\$37,040
2	Connecticut	36,310
3	California	34,810
4	New Jersey	34,640
5	Minnesota	34,350
6	Massachusetts	33,800
7	Arizona	33,700
8	Michigan	33,580
9	Washington	32,960
10	Georgia	32,650
11	Texas	32,630
12	Ohio	32,420
13	Pennsylvania	32,260
14	Wyoming	32,120
15	Delaware	32,080
16	Wisconsin	31,770
17	North Carolina	31,510
18	Virginia	31,380
19	Illinois	31,050
20	Indiana	30,990
20	Kentucky	30,990
22	Hawaii	30,810
23	Florida	30,740
24	Colorado	30,700
Median		30,655
25	Maryland	30,610
26	Oregon ^a	30,535
27	Iowa	30,400
28	Rhode Island	30,300
29	Nevada	30,200
30	South Carolina	30,100
31	Utah	29,900
32	Oklahoma	29,870
33	Vermont	29,860
34	Kansas	29,710
35	Nebraska	29,000
36	Missouri	28,790
37	New Mexico	28,780
38	Louisiana	28,770
39	New Hampshire	28,650
40	Idaho	28,510
41	Arkansas	28,270
42	Montana	28,210
43	Alabama	27,580
44	Mississippi	27,420
45	North Dakota	26,850
46	Tennessee	26,660
47	West Virginia	25,460
48	South Dakota	24,440

^a Oregon salary plus 6 percent retirement.

Note: There are no research universities in Alaska, District of Columbia or Maine.

Source: AAUP unpublished data, OECC
OECC 11/84

member of the system continuously since any date before January 1, 1968; who elected to be assisted by the State Board of Higher Education under ORS 243.920 (1) before January 1, 1968; and who cancels that election in any calendar year after 1968, but before the calendar year in which he retires, as provided in ORS 243.940 (5) and does not thereafter elect to be assisted by the State Board of Higher Education under ORS 243.920 (1). However, the current service pension of an employee described in this subsection, whether for service or disability retirement, under ORS 237.001 to 237.315 provided by the contributions of the employers of the employee shall be, for service during periods in which he was assisted by the State Board of Higher Education under ORS 243.920 (1), a pension equal to the annuity provided by his accumulated contributions to the fund during those periods. [1965 c.297 §5; 1967 c.622 §5; 1969 c.640 §3; 1977 c.624 §1]

237.074 [Repealed by 1953 c.180 §18]

237.075 Payment of employee contribution by employer. Notwithstanding any other provision of ORS 237.001 to 237.315, and subject to the provisions of this section, a public employer participating in the system may agree, by a written employment policy or agreement in effect on or after July 1, 1979, to "pick-up," assume or pay the full amount of contributions to the fund required of all or less than all employee members of the system employed by the employer. If a public employer so agrees:

(1) The rate of contribution of each employee member of the system employed by the employer who is covered by such policy or agreement shall uniformly be six percent of salary regardless of the amount of monthly salary.

(2) The full amount of required employee contributions "picked-up," assumed or paid by the employer on behalf of its employees shall be considered "salary" within the meaning of ORS 237.003 (8) only for the purpose of computing an employee member's "final average salary" within the meaning of ORS 237.003 (12), and shall not constitute additional "salary" or "other advantages" within the meaning of ORS 237.003 (8) for any other purpose.

(3) The full amount of required employee contributions "picked-up," assumed or paid by the employer on behalf of its employees shall be added to the individual account balances of the employees for their annuities and shall be considered employee contributions for all other purposes of ORS 237.001 to 237.315. [1979 c.538 §3; 1981 c.373 §1]

237.076 [Repealed by 1953 c.180 §18]

237.078 [Repealed by 1953 c.180 §18]

237.081 Employer contributions for current and prior service; amount of prior service credit. (1) A public employer which is a member of the system shall, at intervals designated by the board, transmit to it such amounts as are actuarially computed to be necessary, as determined by the board, to adequately provide the benefits to be provided by the contributions of the employer under ORS 237.001 to 237.315, including such amounts as are actuarially determined to be necessary to amortize within not less than 30 years after December 31, 1968, all liabilities estimated by the actuary to accrue to the system on account of the pensions to be provided by the contributions of the employer, except as otherwise provided in this section. For the purpose of such actuarial computation only, the school districts of the state shall be regarded as constituting one employer.

(2) In addition each such employer shall transmit to the board, at intervals which it designates, such amounts as are actuarially determined, on the basis of an amount per month equal to \$6 for each year of prior service or major fraction thereof for a period not exceeding 20 years for employees who last retired prior to April 8, 1953, and prior to becoming eligible for participation in the Old Age, Survivors and Disability Insurance program and on the basis of an amount per month equal to \$4 for each year of prior service or major fraction thereof for a period not exceeding 20 years for all other employees, except as provided in subsection (4) of this section, to be necessary to amortize within not less than 30 years after the employer commences participating in the system or after December 31, 1968, whichever occurs last, all liabilities estimated by the actuary to accrue to the system on account of service by the employer's employees prior to the time it commences participating in the system, and all prior service pension included in retirement allowances shall be computed on the basis hereby established; provided, however, that a political subdivision other than a school district may elect not to alter the basis of \$2.50 or \$4 per month established by its agreement made when it began to participate in the system established by chapter 401, Oregon Laws 1945, as amended. The 1961 amendment to this subsection does not apply with respect to employees receiving prior service pension on the basis of \$6 per month for each year of prior service credit allowed under the amendment to this subsection by section 3, chapter 623, Oregon Laws 1959.

Oregon

STATE SYSTEM OF HIGHER EDUCATION

May 6, 1985

OFFICE OF ADMINISTRATION
P.O. BOX 3175
EUGENE, OREGON 97403

MEMORANDUM

TO: Academic Council
Vice Presidents and Deans of Administration
Selected Faculty Groups

FROM: Joe Sicotte *Joe*

SUBJECT: Third Draft of Guidelines for Overload Compensation for Faculty.

I appreciated your previous comments and feel the input improved the guidelines. One concern of the last draft was guideline #6, your request for accommodation for continuing education classes that are offered on a number of students per class ratio is now allowable. The second concern was guideline #7, the daily rates of overload compensation. Several campuses stated that the draft's flat rate was too high and would become the minimum rate and therefore the expected rate of payment. Other campuses stated that the rate was low and that requests for exceptions for higher rates by the Presidents would be numerous. To accommodate both concerns guideline #7 now states that the President determines the appropriate overload compensation rates, but within a range so that some consistency exists within the higher education system. Attached is a percentage range (15-25%) of daily rates based on the nine or twelve month salary. Exceptions are still allowable above determined rates by individual request to the President.

Hopefully, this approach will be an agreeable compromise to accommodate individual campuses concerns. Again, please telephone (686-5765) if you have any questions.

JS:ps

Enc.

CC: W. T. Lemman
C. Kahananui
H. Zanville

Revised May 3, 1985

Guidelines for Overload Compensation for Faculty

Definition of Overload Compensation

Overload compensation is any compensation, other than an administrative stipend, paid to a faculty member for additional services for institutionally sponsored activities in addition to full-time salary.

Guidelines for Overload Compensation

1. The following activities are typical sources of overload compensation:
 - continuing education
 - summer session teaching
 - extension service
 - consulting
 - seminars and similar services
2. Activities involving overload time shall not exceed, more than one day in a seven day week on an average or its equivalent during the academic year.
3. All overload compensation (income and expenses) shall be channeled through the regular campus accounting processes.
4. Regular on-campus classes as well as time spent in support of grant and research activities shall not be allowable activities for overload compensation except under unusual circumstances.
5. The institution President will determine the approval level for overload compensation.
6. Overload compensation will not be based on the number of students per class or any similar ratio except for Continuing Education courses.
7. Overload compensation will be determined by the campus President, and will be within 15-25% per day of the employees salary, and prorata for less than one day. In extraordinary circumstances upon review by the President a higher daily rate for an individual request may be approved.

	9 MONTH			12 MONTH		
	15%	20%	25%	15%	20%	25%
\$10,000	\$167	\$222	\$278	\$125	\$167	\$208
\$11,000	\$183	\$244	\$306	\$137	\$183	\$229
\$12,000	\$200	\$267	\$333	\$150	\$200	\$250
\$13,000	\$217	\$289	\$361	\$162	\$217	\$271
\$14,000	\$233	\$311	\$389	\$175	\$233	\$292
\$15,000	\$250	\$333	\$416	\$188	\$250	\$312
\$16,000	\$267	\$355	\$444	\$200	\$267	\$333
\$17,000	\$283	\$378	\$472	\$212	\$283	\$354
\$18,000	\$300	\$400	\$500	\$225	\$300	\$375
\$19,000	\$317	\$422	\$528	\$237	\$317	\$396
\$20,000	\$333	\$444	\$556	\$250	\$333	\$416
\$21,000	\$350	\$467	\$583	\$262	\$350	\$438
\$22,000	\$367	\$489	\$611	\$275	\$367	\$458
\$23,000	\$383	\$511	\$639	\$287	\$383	\$479
\$24,000	\$400	\$533	\$666	\$300	\$400	\$500
\$25,000	\$417	\$555	\$694	\$312	\$417	\$521
\$26,000	\$433	\$578	\$722	\$325	\$433	\$542
\$27,000	\$450	\$600	\$750	\$338	\$450	\$562
\$28,000	\$467	\$622	\$778	\$350	\$467	\$583
\$29,000	\$483	\$644	\$806	\$362	\$483	\$604
\$30,000	\$500	\$667	\$833	\$375	\$500	\$625
\$31,000	\$517	\$689	\$861	\$387	\$517	\$646
\$32,000	\$533	\$711	\$889	\$400	\$533	\$666
\$33,000	\$550	\$733	\$916	\$412	\$550	\$688
\$34,000	\$567	\$755	\$944	\$425	\$567	\$708
\$35,000	\$583	\$778	\$972	\$437	\$583	\$729
\$36,000	\$600	\$800	\$1,000	\$450	\$600	\$750
\$37,000	\$617	\$822	\$1,028	\$462	\$617	\$771
\$38,000	\$633	\$844	\$1,056	\$475	\$633	\$792
\$39,000	\$650	\$867	\$1,083	\$488	\$650	\$812
\$40,000	\$667	\$889	\$1,111	\$500	\$667	\$833
\$41,000	\$683	\$911	\$1,139	\$512	\$683	\$854
\$42,000	\$700	\$933	\$1,166	\$525	\$700	\$875
\$43,000	\$717	\$955	\$1,194	\$537	\$717	\$896
\$44,000	\$733	\$978	\$1,222	\$550	\$733	\$916
\$45,000	\$750	\$1,000	\$1,250	\$562	\$750	\$938
\$46,000	\$767	\$1,022	\$1,278	\$575	\$767	\$958
\$47,000	\$783	\$1,044	\$1,306	\$587	\$783	\$979
\$48,000	\$800	\$1,067	\$1,333	\$600	\$800	\$1,000
\$49,000	\$817	\$1,089	\$1,361	\$612	\$817	\$1,021
\$50,000	\$833	\$1,111	\$1,389	\$625	\$833	\$1,042

Oregon

STATE SYSTEM OF HIGHER EDUCATION

May 10, 1985

OFFICE OF ADMINISTRATION
P.O. BOX 3175
EUGENE, OREGON 97403

MEMORANDUM

TO: Academic Council
Vice Presidents and Deans of Administration
Selected Faculty Groups

FROM: Joe Sicotte *JS*

SUBJECT: Modification of third draft (May 6) of Guidelines for Overload Compensation for Faculty.

It has been brought to my attention that I erred in the interpretation of input received concerning guideline number six. The input and discussion concerned the need for flexibility for independent study and correspondence type courses not for all Continuing Education courses. Therefore, guideline six should read:

"6. Overload compensation will not be based on the number of students per class or similar ratio except for [~~Continuing Education courses~~] correspondence or independent study courses."

Attached is another way of presenting guideline number seven. This method allows the President to choose either option A, B, or C. The guideline would then read:

"7. Overload compensation will be determined by the campus President, and will be within [~~15-25% per day of the~~] option A, B, or C, based on the employee salary, and prorata for less than one day. In extraordinary circumstances upon review by the President a higher daily rate for an individual request may be approved.

I will not be in attendance at the meetings in LaGrande, but if you have an opportunity to discuss, Dean Ernie Ettlich will provide me with your comments, if not, please telephone.

Your indulgence is appreciated.

JS:ps
Enc.

ANNUAL SALARY	OPTIONS		
	DAILY RATES		
	A	B	C
\$10,000			
	\$137	\$183	\$229
\$12,000			
	\$162	\$216	\$270
\$14,000			
	\$187	\$250	\$312
\$16,000			
	\$212	\$283	\$354
\$18,000			
	\$237	\$316	\$395
\$20,000			
	\$262	\$350	\$437
\$22,000			
	\$287	\$383	\$479
\$24,000			
	\$312	\$416	\$520
\$26,000			
	\$337	\$450	\$562
\$28,000			
	\$362	\$483	\$604
\$30,000			
	\$387	\$516	\$645
\$32,000			
	\$412	\$550	\$687
\$34,000			
	\$437	\$583	\$729
\$36,000			
	\$462	\$616	\$770
\$38,000			
	\$487	\$650	\$812
\$40,000			
	\$512	\$683	\$854
\$42,000			
	\$537	\$716	\$895
\$44,000			
	\$562	\$750	\$937
\$46,000			
	\$587	\$783	\$979
\$48,000			
	\$612	\$816	\$1,020
\$50,000			

REPORTS TO THE FACULTY SENATE
October 10, 1985

Agenda for the Senate Meeting: Thursday, October 10, 1985; 3:00 p.m.
LaSells Stewart Center

The Agenda for the regular October 10 Senate meeting will include the reports and other items of business listed below. To be approved are the Minutes of the June 6 Senate meeting, as published and distributed as the Staff Newsletter Appendix.

A. Reports from the Faculty

1. Faculty Club

- Herb Frolander

The possibility of having a Faculty Club at OSU has developed rapidly since last Spring. Professor Frolander will present a verbal report to bring the Senate up-to-date.

2. Annual Reports from Senate Committees/Councils (pp. 3-7)

- a. Academic Regulations Committee (Don Claypool, Chrm) (pp. 3,4)
- b. Academic Requirements Committee (Ken Funk, Chrm) (pp. 5,6)
- c. Faculty Recognition & Awards Committee (John Dunn, Chrm) (p. 7)

These reports are mainly for the information of the Senate and do not require action. If there are questions, please contact the Chairman.

B. Reports from the Executive Committee

1. NWASC Accreditation Visit

The Accreditation team will be on campus on October 8. Any relevant information will be reported to the Senate. Any questions regarding the visit should be directed to Pat Wells (Curriculum Coord.) who is coordinating the plans for the accreditation visit.

2. Evaluation of Teaching; Ad Hoc Comm. Appointed (pp. 8, 9)

Attached for the Senate's information is a Memorandum from President Byrne appointing an Ad Hoc Committee on the Evaluation of Teaching. Note: Two Pharmacy faculty members have been appointed to the Committee since this Memo was written; they are: Bill Simonson and John Block.

3. Actions of the Faculty Senate; President's Response (pp. 10-13)

Attached are the responses from President Byrne to actions taken at the May and June 1985 meetings.

4. Conflict of Interest Guidelines, OSSHE

The "final draft" of these Guidelines has been approved by the State Board. The report has been received by the Senate Office and by Vice President Parsons. It has become effective with the 1985-86 academic year. Senators may view a copy by contacting Vice President Parsons' office.

5. Administrative Staff Retreat

On September 15 and 16, President Cameron participated in a Retreat with the President and Vice Presidents. He will report on issues of interest from this meeting.

6. Change in Executive Committee Membership

Eleen Baumann, Sociology, has resigned from the Executive Committee. In accordance with the provisions of the Bylaws, the person from the last EC election with the next highest number of votes has been asked to serve. Robert Schwartz, English, has agreed to fill the vacancy.

7. Interinstitutional Faculty Senate

The IFS has scheduled its Fall meeting for October 25 & 26 at OIT in Klamath Falls.

*Dave Faulkenberry
Kathy Heath*

C. Reports from the Executive Office

D. New Business

*Nominations Committee now meeting
Pete Fullerton, chair
Seeking candidates for
President-Elect
IFS Rep
3 Ex. Comm. Mbrs.*

Department of
Animal Science



Corvallis, Oregon 97331-6702

(503) 754-3431

June 27, 1985

MEMO TO: Executive Committee of the Faculty Senate
Thurston Doler, Executive Secretary

FROM: Don W. Claypool, Chairman
Academic Regulations Committee 

SUBJ: Report of Committee activities for the 1984-1985 academic year.

The first task of the Academic Regulations Committee was to review the first three recommendations of the Academic Honesty Task Force Report and to react to these recommendations. Our comments were made in a letter to the Senate President dated February 5, 1985. These comments were later sent to Vice - President Trow at her request.

With the Task Force report behind us, we proceeded to consider several items as they were presented to us. I shall briefly mention them and the action taken in order in which they were brought to our attention.

Dr. J.D. Hall, Fisheries and Wildlife, requested that we consider rewording AR2a which he thought was too ambiguous. The committee did not change AR2a believing that within the context of AR2, AR2a is not ambiguous enough to warrant changing.

The committee advised Dr. Victor Neal, Oceanography, to change MRM 510 to 503X where the X designates an internship project instead of a thesis. MRM 510 is an internship course that is open-ended and used in place of a thesis.

Jack Van de Water, Acting Dean of Undergraduate Studies requested the committee to change AR26e in order to allow students enrolled in Foreign Studies Programs to receive credit in those programs without petitioning the Academic Requirements Committee. The majority of the committee believed that AR26e should remain unchanged because the petition process is a safeguard against compromising the 45 hour residency requirement. This recommendation was upheld by the Faculty Senate at the June meeting.

Dr. Olaf Boedtke, Science, presented a proposal to exempt pre-Veterinary students enrolled in the College of Science from 48 hour maximum restriction on hours earned in a professional school not associated with O.S.U. counting toward a bachelor's degree. After visiting with Norm Hutton, Veterinary Science, the committee rejected the proposal because the present restriction presented no problem to students currently enrolled in pre-Veterinary curriculums, and any exceptional student may petition for variance in this restriction.

With a recommendation from the Faculty Senate Executive Committee, we approved recommendations from the Graduate Council to amend AR11.f. and to delete AR25.b. This change was approved by the Faculty Senate in May (motion 85-420-10).

Executive Report

Page 2

Occasionally during the year we found time to discuss one of the most controversial of academic regulations, AR20, Repeated courses. At our last meeting of the year we replaced all paragraphs of AR20 with a simple statement allowing students to repeat courses, but all grades received in a course would be averaged together and that average would appear on the transcript and be used in computing the G.P.A. This change was adopted by the Faculty Senate in June.

I was asked to review a proposed change in AR10.b. submitted to the Executive Committee by Jack Davis, Institutional Athletic Representative for NCAA. The change meets the NCAA requirement that all member institutions publish it's regular entrance requirements, special admissions opportunities, and requirements for satisfactory progress toward a degree. Because these requirements needed to be included in the 1985-1986 Schedule of Classes, which could happen only if approved by the Faculty Senate at the June 6 meeting, I gave approval for the proposed changes without calling a committee meeting. The changes were approved at the June 6, meeting of the Faculty Senate.

Office of the Registrar



Corvallis, Oregon 97331

(503) 754-4331

July 2, 1985

TO: Dr. Thurston E. Doler
Executive Secretary, Faculty Senate

FROM: Ralph H. Reiley, 
Assistant Registrar

SUBJECT: Academic Requirements Committee, Annual Report

Attached is the statistical analysis of Academic Requirements Committee actions for the Academic year 1984-85. Please file this document with the Committee's Annual Report submitted May '85.

RHR:lc

cc: Kenneth Funk, Chairman
Academic Requirements Committee

ACADEMIC REQUIREMENTS COMMITTEE

July, 1985

	July 1, 1983 - June 30, 1984						July 1, 1984 - June 30, 1985					
	Approved		Denied		Total		Approved		Denied		Total	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
II. CHANGE OF GRADE	1452	93	116	7	1568	36.7	1248	86	202	14	1450	33.6
III. REMOVAL OF E GRADES	379	99	5	1	384	9.0	339	97	9	3	348	8.0
IV. SUBSTITUTION OF COURSES	19	68	9	32	28	0.6	14	56	11	44	25	0.2
V. HOURS OFF CAMPUS	418	96	17	4	435	10.2	356	96	14	4	370	8.6
VI. SPECIAL EXAMINATIONS	93	92	8	8	101	2.4	68	82	15	18	83	2.0
VII. ADDS AND DROPS	705	83	149	17	854	20.0	753	73	281	27	1034	24.0
VIII. WITHDRAWALS	327	64	181	36	508	12.0	283	62	175	38	458	10.6
IX. MISCELLANEOUS	<u>270</u>	<u>69</u>	<u>121</u>	<u>31</u>	<u>391</u>	<u>9.1</u>	<u>428</u>	<u>76</u>	<u>132</u>	<u>24</u>	<u>560</u>	<u>13.0</u>
Total Percentage		85.8		14.2		100.0		81		19		100.0
Total Number	3663		606		4269		3489		839		4329	

ARC:lc

College of Health and
Physical Education



Corvallis, Oregon 97331-3302

(503) 754-2643

July 19, 1985

TO: Ron Cameron
President, Faculty Senate

FROM: John M. Dunn *John M. Dunn*
Chairman, Faculty Recognition and Awards Committee

RE: Annual Report

The Faculty Recognition and Awards Committee completed the following during the 1984-85 Academic Year.

- (1) Submitted information to the Faculty Staff Newsletter and OSU Deans, Directors, and Department Heads for the purpose of soliciting nominations for the Elizabeth P. Ritchie Distinguished Professor Award, the Distinguished Service Award, the OSU Alumni Distinguished Professor Award and the Burlington Northern Foundation Faculty Achievement Award.
- (2) Reviewed files of nominees for the Distinguished Service Award, and submitted the names of three individuals and one organization to the Faculty Senate. The candidates were approved by the Faculty Senate and their names were forwarded to the President's office.
- (3) Reviewed files on nominees for the OSU Alumni Distinguished Professor Award and recommended to the President the name of one individual. A letter was sent to each nominator thanking them for submitting a nomination.
- (4) Developed a description of the Burlington Northern Foundation Faculty Achievement Award and the criteria to be used in selecting recipients.
- (5) Responded to inquiries concerning the various awards and provided assistance as requested.
- (6) Communicated with the Faculty Senate Executive Committee and the Committee on Committees relative to the size of the Faculty Recognition and Awards Committee. We were unsuccessful in our effort to enlarge the committee.

Tasks which remain to be completed include the following:

- (1) Complete the selection of recipients for the Burlington Northern Foundation Faculty Achievement Award.
- (2) Review the feasibility/desirability, as requested by the Faculty Senate, of OSU awarding the Honorary Doctorate.

Members of this Committee for 1984-85 included: W. Kronstad,
L. Weber and J. Dunn

ibl

Office of the President



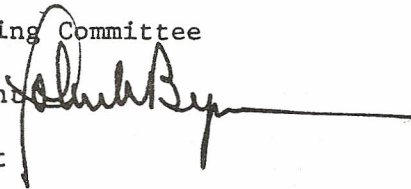
Corvallis, Oregon 97331-2128

(503) 754-4133

June 28, 1985

MEMORANDUM

TO: Evaluation of Teaching Committee

FROM: John Byrne, President 

RE: Committee Assignment

By this memo, I am appointing you to an ad hoc committee of students, faculty, and administrators to review policies and procedures related to evaluation of teaching and to develop recommendations for changes and improvements. This committee consists of:

Coordinator: Dean Osterman, Instructional & Faculty Development

Students: Erin Edgar, Business
Nelia Beth Scovill, Technical Journalism

Faculty: Frank Cross, Education
Lloyd Klemke, Sociology

Administrators: Pat Wells, Curriculum Coordinator
John Ringle, Graduate School

I am convinced that we can improve our policies and procedures regarding student evaluation of teaching. This is important for two major reasons. First effective evaluation of teaching is important in improving the quality of instruction. Second, student evaluations are important in the promotion and tenure process.

It is also important to have a policy that encourages a consistent standard of evaluation. This does not dictate that each academic unit must use identical evaluation forms, but a goal of this committee should be to develop a policy that encourages a consistent standard. This is especially important as it relates to promotion and tenure decisions. Perhaps it is possible to devise a standard form that has one section designed for improving the quality of instruction and another section designed for the process of promotion and tenure. An evaluation form that is easy to understand and to complete should encourage better responses.

Evaluation of Teaching Committee

Page 2

June 28, 1985

I appreciate the difficult assignment you face in the coming months. This is an important matter that requires serious attention from students, faculty, and the administration at OSU. I hope you will be able to develop policy recommendations before the end of Fall Term 1985, present them to the university community during Winter Term 1986, refine and revise the original recommendations, and have the appropriate decision-making units take action on the proposals before the end of the 1985-86 academic year.

Thank you for your willingness to serve on this committee and your cooperation in helping to improve our evaluation of teaching policies and procedures.

JVB/nrh

c: Ron Cameron, Faculty Senate
Jack Van de Water, Undergraduate Studies
Dave Crowell, ASOSU

Office of the President

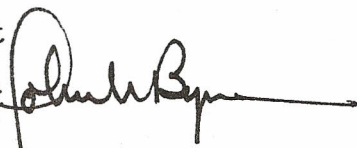


Corvallis, Oregon 97331-2128

(503) 754-4133

September 3, 1985

To: Professor Ron Cameron
Faculty Senate President

From: John V. Byrne, President 

Subject: Comments on Actions of the Faculty Senate on May 2, 1985

We have reviewed the Faculty Senate's actions listed in your memorandum of June 10, 1985, and report the following:

1. The criteria and procedures for awarding the Burlington Northern Foundation Faculty Achievement Awards have been approved and implemented. Three awards will be presented at Faculty Day on September 19, 1985. As Dean Nicodemus reported to the Faculty Senate, he plans to seek approval from the Burlington Northern Foundation to include full-time teaching faculty on fixed-term appointments among those eligible to receive the awards for 1986 and 1987.
2. Regarding the Faculty Senate's actions to clarify eligibility requirements for participating in the Faculty Senate, the executive office will cooperate fully with the Senate's executive committee in efforts to interpret and implement the intent of the Senate's actions. The Dean of Faculty has ordered preliminary computer-generated lists of eligible voters using the same format as last year. These lists will be distributed to colleges and other apportionment groups to be checked and corrected.

The principal changes in these lists will be the addition of Senior Research Assistants (Motion 4) and of a number of others who were excluded last year because of certain eligibility criteria (Motion 2). Instructions from the Faculty Senate office should be prepared to implement Motion 3. The implementation of Motion 1. is the Faculty Senate's responsibility.

3. The revision of the English language proficiency requirement for admission of foreign students which the Faculty Senate approved has not been approved by this office pending the resolution of a fiscal problem. The Office of International Education requested funding for a part-time provisional admission counselor whose service was considered essential to implement the proposed change. As of this date, the requested funding has not been approved.
4. The changes in AR 11.f and the deletion of AR 25.b. were approved and should appear in the 1985-86 Schedule of Classes.
5. We consider the Faculty Senate's action to extend the terms for members of the Faculty Panels for Hearing Committees is entirely the Senate's prerogative.

JVB/daj

cc: Vice President Wilkins
Dean Nicodemus

Office of the President

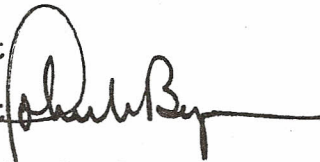


Corvallis, Oregon 97331-2128

(503) 754-4133

September 3, 1985

To: Professor Ron Cameron
Faculty Senate President

From: John V. Byrne, President 

Subject: Comments on Actions of the Faculty Senate on June 6, 1985

We have reviewed the Faculty Senate's actions listed in your memorandum of June 7, 1985, and report the following:

1. Although the Faculty Senate may view its role in approving the Registrar's report as perfunctory, we believe the Senate's role in recommending candidates for conferral of academic degrees and for recognition of superior scholarship is essential. The Senate has a primary responsibility for establishing the standards for such conferrals and recognitions.
2. The revised "Guidelines for Preparation and Review of Internship Curricular Proposals" adopted by the Faculty Senate are approved.
3. a. The Faculty Senate's adoption of the second recommendation of the Undergraduate Admissions Committee has been approved and implemented in part. Attached is a memorandum dated July 9, 1985, from Mr. W. E. Gibbs with our approved statement for "Admission as a Special Student" for high school graduates who are eligible in all respects except for one or more of the subjects now required for admission. Mr. Gibbs has also offered his assistance to the Undergraduate Admissions Committee to study further possible expansion of the non-admitted part-time special student options.
- b. According to the Office of Admissions, no changes have been made in special student admissions of full-time National Student Exchange or Study-Abroad students.
4. 1) The new wording of AR 20 approved by the Faculty Senate is approved and appears on page 16 of the 1985-86 Schedule of Classes.
- 2) The revised wording of AR 10 is approved and appears on page 14 of the new Schedule of Classes.
- 3) We approve the Faculty Senate's decision not to modify AR 26.e.(3).
5. We have reviewed the May 20, 1985, Annual Report for 1984-85 of the Retirement Committee and I will ask Vice President Wilkins together with Dean Nicodemus to review the last three recommendations and to work with the Retirement Committee toward the implementation of the committee's objectives.

Page -2-

6. The five recommendations from the Ad Hoc Committee approved by the Faculty Senate were forwarded by Vice President Parsons to the Chancellor's Office before a final decision was made to award the contract for a centralized Travel Management program. I am asking Vice President Parsons to assist the Senate's executive committee in carrying out recommendation V of the Ad Hoc Committee's report.
7. and 8. We believe that these appointments confirmed by the Faculty Senate do not require further approval by this office.

JVB/daj

Attachment

cc: Vice President Wilkins
Vice President Parsons
Dean Nicodemus
Mr. W. E. Gibbs



Office of Admissions

Corvallis, Oregon 97331

(503) 754-4411

July 9, 1985

MEMORANDUM

TO: Dr. D. B. Nicodemus
Dean of Faculty

FROM: Wallace E. Gibbs *WEG*
Registrar and Director of Admissions

SUBJECT: New Policy - Non-Admitted Students (1-7 Hours)

The new, significantly more stringent admission requirements for freshmen entering OSSHE institutions Fall, 1985 and thereafter have led the Office of the Chancellor to encourage the system institutions to provide an opportunity to gain admission for high school graduates who are eligible in all respects except for one or more of the subjects now required. (The enclosed summary refers to this item).

The Undergraduate Admissions Committee considered this matter late in the 1984-85 academic year, resulting in three recommendations to the Faculty Senate for consideration at its June 6, 1985 meeting. Our information is that two of the three recommendations were approved.

In the interest of providing the opportunity to students that has been announced by the Office of the Chancellor, I would propose the following statement to be inserted as the next-to-last paragraph of the current special student admission policy (on page 12 of the 1985-86 OSU catalog) for future publications.

Admission as a Special Student

A person qualified for freshman admission, except for one or more required subjects, may enroll as a special student for 1-7 credit hours without admissions committee consideration. Satisfaction of the deficiency(s) and admission as a regular student as soon as possible is expected.

Your confirmation of approval of this (or a revised) operational statement will be appreciated and will permit us to make specific plans for necessary procedures to accommodate the immediate concern. We will be pleased to offer assistance to the Undergraduate Admissions Committee or any other body designated to study possible expansion of the non-admitted part-time student opportunity for the future.

WEG/fdt

ENCL:

Approved 7/26/85
Dr. Nicodemus

REPORTS TO THE FACULTY SENATE
November 7, 1985

Agenda for the Senate Meeting: Thursday, November 7, 1985; 3:00 p.m.,
LaSells Stewart Center

The Agenda for the regular November 7 Senate meeting will include the reports and other items of business listed below. To be approved are the Minutes of the October 10 Senate meeting, as published and distributed in the Staff Newsletter Appendix.

A. Reports from the Faculty

1. Apportionment for 1985-86

- Dean Nicodemus

The Apportionment Table for 1985-86 (on-campus FTE in the rank of Instructor or above, including Senior Research Assistants, but excluding all other Research Assistants), will be distributed at the Senate meeting. Because of the change in rules affecting the colleges/school and other units, especially the Unassociated FTE unit, an additional computer run is necessary. This cannot be accomplished prior to this Agenda going to Printing. The Apportionment Table has been compiled according to the most recent provisions of the Senate's Bylaws. These provisions were explained in some detail by Dean Nicodemus in Memos to all Faculty, Deans, Directors, and Department Heads.

2. Report of the Nominations Committee (p.4)

- Pete Fullerton

The Committee's report is attached. It includes nominees for 1986 Senate President-Elect, new members of the Executive Committee, and for an Interinstitutional Faculty Senate representative. The President-Elect serves for one year, then automatically assumes the Presidency of the Senate. Executive Committee members serve two-year terms; IFS members terms are three years.

As provided in the Senate's Bylaws, as amended on October 6, 1977, "additional nominations may be made from the floor and the nominations shall be closed." (See Section 3. of Article VI.) The Executive Committee recommends that if such nominations from the floor are made, the nominator obtain, in advance, the nominee's willingness to serve if elected. The names of all nominees will be published in the November 6 issue of the Staff Newsletter.

The on-campus election of the President-Elect and IFS representative will be conducted between November 11 and 15. Ballots received in the Faculty Senate Office by 5:00 p.m. on November 19 will be counted by the Counting Committee on Tuesday, November 20.

Election of new members of the Executive Committee will take place at the December 5 meeting of the Faculty Senate, and will be conducted by written ballot. The IFS representative will be elected by the on-campus mail ballot to be distributed simultaneously with the President-Elect ballot to all members of the OSU Faculty on campus, in accordance with current Faculty Senate Bylaws. The individual receiving the highest number of votes will be declared the winner in both the President-Elect and IFS elections.

2.

3. Report of the Promotion & Tenure Committee - Kathleen Heath
(pp. 5-12)

The Annual Report of the P&T Committee is attached. The report is submitted for the information of the Senate with the expectation that specific recommendations derived from the report will be presented in December. No action is required at this time.

4. Report on Summer Term 1985 - Duane Andrews

The Director of Summer Term will report to the Faculty on events of Summer Term. He will respond to questions from Senators.

5. Faculty Economic Welfare Committee (pp. 13-28) - Fred Hisaw

Attached is a Memorandum from Chrm. Hisaw which is intended as a reply to the inquiry from Vice Chancellor Lemman regarding Flexible Benefits (see document attached). The Senate will be asked to endorse the FEWC stand on this issue.

6. Annual Report of Graduate Admissions Comm. (pp. 29, 30)

The Annual Report of the Graduate Admissions Committee is attached. The report does not require Senate action.

B. Reports from the Executive Committee

1. 1985 Election Schedule (for President-Elect, IFS, and Exec. Comm.)
(pp. 31, 32)

Attached is a schedule of deadline dates for the Faculty Senate elections to be conducted in November and December 1985. Although the President-Elect election will be conducted by campus-wide mail ballot, the Executive Committee election is conducted at the December 5 Senate meeting. Also attached is a Memo outlining Bylaws provisions for the election of Senators within the colleges and school and other units.

2. D. Curtis Mumford Faculty Service Award (p. 33)

Nominations will now be accepted for 1986 nominees for the D. Curtis Mumford Faculty Service Award for Distinguished Service to OSU Faculty. This award is not necessarily given yearly. Guidelines for nominations may be obtained from the Faculty Senate Office. Deadline for nominations is January 25, 1986.

3. Special Senate Meeting re Curricular Documents (p. 34-37)

The annual special meeting of the Faculty Senate to consider Category I and II documents has been set for Thursday, November 21, at 3:00 p.m. The Senate will receive a corrected set of Curricular Proposals under cover letter from the Senate President. The Budgets & Fiscal Planning Committee will make a report at that meeting regarding the fiscal impact of the proposals.

Attached are summaries of both the Category I and II documents. Senators who have suggestions for changes or corrections should review a complete copy of the Document in either the Deans office, the Senate office, or the Curriculum Office.

The summaries are included here to enable Senators to see what kinds of changes and proposals are included in the complete document. The only completed document to be sent to Faculty Senators is the finished product that will be sent prior to the meeting on the 21st. If Senators wish input into the proposals under consideration, that must be done prior to the November 21 meeting.

4. Ad Hoc Committee on Centralized Travel Evaluation

Pursuant to the motion adopted by the Senate at the June 1985 meeting (see Minutes of meeting 421, 6/6/85, p. 68; motion 85-421-15), the Executive Committee has appointed the following individuals to serve as the faculty committee to assist the Vice President (Dr. Parsons) in evaluating the performance of the new Centralized Travel Agency. They are:

James Leklem, Home Ec, Chrm.
Diane Hart, Sociology
Dave Enfield, Oceanog
Henry Sayre, Art

5. Interinstitutional Faculty Senate

The IFS met on the OIT campus in Klamath Falls on Friday and Saturday, October 25 and 26. State IFS President (from OSU) Dave Faulkenberry will discuss actions of interest to Faculty.

6. FEWC Faculty Salary Notebook

D. Curtis Mumford, the FEWC's statistician, has again prepared a collection of documents covering the last thirty years of salary information. This book has been updated by Professor Mumford on a yearly basis. The Faculty Senate Office has a copy which may be reviewed by interested Faculty.

7. OSU Foundation Board of Trustees Meeting

The OSU Foundation Board met recently in Ashland. President Cameron participated in that meeting and will report items of interest to the Senate.

8. Faculty Senate Committee/Council Roster for 1985-86

The Executive Committee has completed the process of appointing members and chairmen to Faculty Senate committees and councils. A Roster containing Faculty and Student appointee names has been distributed to all chairmen and members. Copies are available from the Senate office. There are still a few appointments to be made to fill vacancies created by sabbatical leaves and other absences from the University.

C. Reports from the Executive Office

D. New Business

Office of the
Faculty Senate



Corvallis, Oregon 97331 (503) 754 4344

October 15, 1985

M E M O R A N D U M

To: Ron Cameron, President
OSU Faculty Senate

From: D. S. "Pete" Fullerton, Chairman
Nominations Committee

Subject: Nominations Committee Report--
Nominees for 1985-86 Election

Ron, the Nominations Committee is pleased to report the names of candidates for the various positions. All candidates have agreed to be nominated for the specific office. The candidates are:

President-Elect

Kathleen Heath
Sara (Sally) Malueg

Executive Committee

Terry Miller, Agr Chem
W. Curtis Johnson, Bio/Bio
Larry Griggs, EOP
Nancy Powell, Library
Greg Look, Food Systems Mgmt.

Interinstitutional Faculty Senate

Gary Tiedeman, Sociology
Morrie Craig, Vet Medicine

I am returning to your office the information accumulated on previous Executive Committee members and others for distribution to next year's Nominations Committee Chairman. Our committee has added a few more notes to be retained in the file.

sl

pc: Robert Michael
Zoe Ann Holmes
Richard Scanlan

REVISED AND
CORRECTED COPY 5.
10/4/85

College of Health and
Physical Education



Corvallis, Oregon 97331-6801

(503) 754-3257

TO: Executive Committee of the
Faculty Senate

FROM: Promotion and Tenure Committee

John Block, Professor Pharmacy

Dick Towey, Professor of Economics

Kathleen Heath, Associate Professor

of Physical Education (Chair)

DATE: 30 September 1985

RE: Report on Promotion and Tenure, 1984-85

I Promotion and Tenure Process and Outcomes 1984-85

Since 1980, the Promotion and Tenure Committee of the Faculty Senate has participated as observers in the promotion and tenure review process of the University. The 1984-85 Committee read the dossiers, attended the deliberation meetings of President John Byrne and the administrative deans and participated in a follow-up meeting at the executive level in which the entire process was reviewed. Most of the time all three committee members were in attendance at the sessions, but no sessions were held without at least one committee member present.

The promotion and tenure process begins in the fall of the academic year with the development of the dossiers. The process varies with individual academic units on campus, but ordinarily the review involves departmental administrators, departmental and/or college/school committees, and the dean of the college/school. Service units with academic appointments have an abbreviated review. By March, the dossiers of the candidates are in the office of the Dean of Faculty. Updated material is frequently added after this time to provide new information about grants, approved awards and status of publications.

Dean Nicodemus met with the committee on March 20 and explained the review process in the executive office. He indicated that dossiers are checked to confirm that the information given about years of service, years in rank, type of appointment and years of prior service

Executive Committee
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is correct. Form C (Faculty Members Recommended for Reappointment on A-tenure) and Form D (Faculty members Not Recommended for Promotion in Rank) also were reviewed. The promotion/tenure dossiers are kept in the office of the Dean of Faculty where they are reviewed by the executive office as well as by members of the committee. Dean Nicodemus explained that the meetings for review would be held in May, and that members of the committee would need to read the dossiers prior to this time.

The schedule of meetings to review the promotion and tenure recommendations for 1985-86 was distributed on April 19. Subsequently, some minor modifications were made in this schedule, but it was generally held as planned from May 23 to June 4. The meetings took about 35½ hours over a period of 8 calendar days.

The review meetings were held in the President's conference room with President John Byrne, Dean of Faculty David Nicodemus, Dean of the Graduate School Lyle Calvin, and Associate Dean of Research Rod Frakes (representing Dean George Keller) always present. (Dean Keller had read all the dossiers and had left detailed written notes which were read by Dean Frakes). Also present was the dean of the college of school, and sometimes other administrative representatives from the candidate's unit. The review of the candidate would start with each member of the administrative staff summarizing information on teaching, research and service from the dossier and giving their yes or no recommendation for promotion and/or tenure. Next the President would ask the candidate's dean for a response and the recommendation would be made. The President made a large number of tentative decisions for subsequent review of consistency of standards when the process was completed.

Upon completion of the review for each school or college, President Byrne and Dean Nicodemus reviewed the recommendations on Form C (Faculty Members Recommended for Reappointment on A-tenure) and Form D (Faculty Members Not Recommended for Promotion in Rank) for that unit. When the meetings for all colleges/schools were concluded, the President and the administrative deans considered once again the tentative decisions which had been made earlier. They especially compared people across years in rank who were relatively early in the zone of promotion. Also, decisions requiring a letter of timely notice were reviewed a second time. Several tentative decisions which initially were adverse to the candidates were subsequently changed in their favor. This caused the Faculty Senate P and T Committee to question whether consistent signals are being

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conveyed across the university to faculty who are approaching decision dates regarding promotion and tenure. The troublesome issue in these few instances was whether the candidates gave evidence of having met the same high standards of teaching and research as did the other successful candidates.

Members of the Faculty Senate P and T Committee were impressed with the efforts of the President and administrative deans to be both thorough and fair in the process of deliberation. There was ample evidence that the administrative deans and the President had read the dossiers thoroughly and had a good grasp of the material contained therein. Many of the decisions took a long time to be made, and our impression was that the general process at the administrative level was handled very fairly and competently.

At the end of deliberations, the Dean of Faculty prepared a summary list of candidates and the actions taken which were sent to the Vice President for Administration, deans and directors and to the Faculty Senate P and T Committee members. These totals showed 159 actions made up of 112 positive decisions, 39 negative decisions and 8 letters of timely notice. There were 112 dossiers submitted.

Summary of Actions:

6-11-85

(Does not include promotions in Courtesy appointments)

		<u>Prof.</u>	<u>Assoc. Asst.</u> <u>Prof.</u>	<u>Prof.</u>	<u>Sr.</u> <u>Instr.</u>	<u>I.</u> <u>Tenure</u>	<u>Total</u>
Totals 1985	31	34	8	3	36	112	
Prior Totals 1984	27	40	8	0	37	112	
1983	31	38	7	5	36	117	
1982	33	49	3	2	40	127	
1981	41	56	8	1	52	158	
1980	32	42	6	2	48	130	
1979	19	32	8	2	40	101	
1978	30	44	7	2	45	128	
1977	26	28	7	3	41	105	
1976	34	43	12	1	48	138	
1975	24	48	20	3	56	151	
1974	19	37	8	2	55	121	
1973	20	33	11	3	33	100	
1972	24	29	19		35	107	
1971	24	34	10		39	107	

The Faculty Senate Promotion and Tenure Committee wishes to acknowledge the courtesies it was shown by the Executive Office. In addition to access to the dossiers and orientation by Dean Nicodemus, members of the Executive

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Page Four

Office taking part in the promotion and tenure review were very candid in their individual discussions with the Committee. Committee members were introduced to each dean and director who were submitting dossiers and were, in general, made to feel welcome. Several times committee members were consulted about principles relating to academic status.

II Additional Issues

A. Rank and Tenure Status

Some important issues regarding the rank and tenure status of certain university positions need to be reviewed by the Faculty Senate. The positions in question are those which ordinarily involve no significant amount of teaching, research or academic advising and thus the protection of academic freedom is not ordinarily in question. (Academic freedom is an accepted matter of concern for Library professionals, so these remarks are not addressed toward their status).

The question of appointments at academic rank arises in connection with positions such as the directors of the physical plant, business affairs, inter-collegiate athletics and admissions, the registrar and student health center positions. These positions are explicitly designated as being within the unclassified service under ORS 40.020, and thus they appropriately can be filled without accompanying academic rank when the incumbent does not teach, conduct or directly advise students. But past appointments to these positions often have included academic rank, and this practice probably should be reviewed to determine whether it is useful to the University's missions.

Other administrative positions such as those in student services, planning and institutional research, and in various communications media also need to be reviewed to determine the appropriateness of assigning them academic rank. New appointments in such positions probably could be made on a fixed term basis, rather than on tenure track when they do not involve duties where academic freedom is an issue.

B. Preparation of the Dossier

The candidate's dossier should be clean and neat and arranged such that a reader easily can locate

Executive Committee
30 September 1985
Page Five

the information pertinent to the promotion and tenure decisions. The actual content may vary depending on the organizational structure of the candidate's academic unit, candidate's specific job description, and budgetary source of salary. Usually the dossiers for each college/school will be bound together but grouped by academic department and possibly by budget (instructional, extension, experiment stations, etc.) With this background in mind, the following guidelines should be followed when assembling dossiers.

1. Criteria for Promotion and Tenure

Every academic unit should have a concise set of faculty approved guidelines/criteria that are used for promotion and tenure evaluations. These usually are college-wide and should be placed at the front of the first volume containing the college's dossiers.

For those colleges who have faculty employed on different career tracks, (eg., extension specialists and extension agents) there may be more than one set of promotion and tenure criteria. It is recommended that these faculty be grouped together with the applicable guidelines.

2. Letters from the Dean/Director

Usually there will be a separate letter for each candidate, although the dean/ director may prefer to write a letter summarizing all of the promotion and tenure recommendations for his/his unit.

Where there are distinct departments or divisions which carry out the personnel evaluations, the dean's letter can be brief, but it should contain documentable reasons when the dean disagrees with recommendations made by peer committees or department chairs.

3. Candidate's Curriculum Vitae

Most candidates probably will need to write a new or special curriculum vitae to be used in the promotion/tenure dossier. The employment history should show all years since receiving the doctorate (or equivalent terminal degree). Any gaps should be explained. Activities during leaves without pay and sabbaticals should be described briefly. Prior appointments at other universities should indicate whether these were tenure tracks and the reasons for leaving.

The candidate's status (senior author, co-author, major professor, etc.) should be stated on each multi-authored publication. Refereed papers should be separated from non-refereed. All papers require complete citations, and complete citations should be used for chapters in books. Papers in press should contain the date of acceptance. Submitted papers should be included and their current status should be available when the candidate's dean meets with the President. Attempts at extramural funding should be outlined along with successful grant applications. In each funded grant, the principal investigator should be identified and the candidate's role should be summarized.

Service on graduate committees should be reconciled with the records in the Graduate School. Reports of this service should indicate the candidate's status such as major professor, graduate council representative or committee member. Graduate students supervised by the candidate should be listed including thesis titles and current placement of the former students.

Service to the candidate's academic unit, university, and specialty should be outlined with dates. Committee chairmanships or other special duties should be identified.

4. Peer Letters

The dossier normally should include letters of evaluation from peer reviewers who are qualified to comment objectively on the candidate's accomplishments. Letters from colleagues, co-authors and former students are expected, but it is recognized these frequently are influenced by ties of friendship or loyalty. In both cases the key word is "evaluation" rather than "advocacy". The criteria and method of selecting outside reviewers including students and alumni should be stated explicitly in the dossier.

5. Department Chair's Letter

This must be a carefully written evaluative letter detailing the strengths and weaknesses of the candidate. It should address any negative comments made by outside peer reviewers and any low teaching ratings. The department chair's letter should clearly explain any differences in his/her recommendation from that of the departmental promotion and tenure committee.

Executive Committee
30 September 1985
Page Seven

6. Letter from the Department's Promotion and Tenure Committee

This letter should contain a carefully thought out evaluation by the candidate's peers in the department. All committee members are expected to vote. Minority reports should be included. Abstentions are not acceptable unless there is an identifiable conflict of interest.

Note: A few colleges have both departmental and college personnel committees. Where this occurs, it is important that the specific individuals involved in the departmental review not take part in the college-level review. They should absent themselves when their department's candidates come up for review at the college level; by this time the dossier should stand by itself and not require further input from persons who already have participated in a decision at a lower level.

7. Specific Suggestions

Letters at the departmental level should be carefully written because it is the department that normally is best able to evaluate a candidate. The candidate's research contributions should be carefully delineated usually by citing specific papers and quoting from the outside peer evaluations. Efforts at obtaining extramural funding should be described.

Teaching evaluations must be included because good teaching is a primary goal of the university. Departments should consider some type of peer evaluation system for teaching such as classroom visitations.

Candidates whose appointments require significant outreach such as in extension will need letters which document the impact of their activities. Outside letters could include users of the services provided by the candidates plus letters from peers performing similar types of duties.

Service to the department, college, university and/or candidate's profession is expected to be more extensive from those who already have qualified for indefinite tenure. This should be documented and the candidate's impact described.

12.

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Periodic review of faculty (PROF) evaluations should be included in the documentation contained in the dossier.

The completed dossier should be reviewed for completeness and accuracy by the candidate as well as the department chair or promotion and tenure committee. The department should provide an explanation in instances where the candidate has not been involved actively in the preparation of the dossier.

Department of Zoology



Corvallis, Oregon 97331-2914

(503) 754-3705

16 October 1985

MEMORANDUM

To: Ron Cameron, President, OSU Faculty Senate
Executive Committee, Faculty Senate
Faculty Senate

From: Fred Hisaw *414*
Chairman, Faculty Economic Welfare Committee

Subject: Flexible Benefits for OSSHE Staff

Our Committee looked into this matter last year and our answer to the questions raised in Chancellor Lemman's memorandum of October 9, 1985 follows.

1. Do we wish to have a flexible benefits program made available to OSSHE faculty and staff? (SEBB only) Our answer is yes.

2. Should the program be available to faculty effective July 1, 1986 or July 1, 1987? Our answer is to implement it only when a workable plan has been designed.

3. This question deals with funding. The feeling is that this should come out of sources other than that money scheduled for faculty salary raises. We do make the recommendation that it would be best to try the flex plan on a limited group and the management service or classified unrepresented employees would be ideal. This is because industry has found that there is considerable time lag between design, bidding and implementation. Those organizations that have rushed a flex plan into being too fast have found that they had a most unsatisfactory program. Design and implementation will most likely take at least two years.

4. I believe it would be helpful to the OSU Executive office to know that the Faculty Senate endorses this report.

Oregon

STATE SYSTEM OF HIGHER EDUCATION

October 9, 1985

OFFICE OF ADMINISTRATION
P.O. BOX 3175
EUGENE, OREGON 97403

MEMORANDUM

TO: Deans and Vice-Presidents of Administration

FROM: W. T. Lemman *BL*

SUBJECT: Flexible Benefits for OSSHE Staff.



Attached for your information is a copy of the State Executive Department's briefing paper on the proposed flexible benefits plan for employees who have group insurance under the State Employees Benefits Board (SEBB). The Personnel Division intends in early November to solicit bids for a flexible benefits plan, and we have been asked to indicate whether the Department of Higher Education wants to provide a flexible benefits plan for faculty, management service, and other classified employees covered under SEBB.

This project has been discussed informally with your Personnel and Benefits Officers during the last year and the feedback suggests that a flexible benefits program would be viewed positively by OSSHE faculty and staff. However, we believe that a July 1, 1986, effective date would not provide sufficient time for implementation and that the additional cost in mid-biennium is prohibitive. A July 1, 1987, implementation date seems more reasonable. If we choose not to cover OSSHE faculty until July 1, 1987, it is possible that the Executive Department will pilot a flexible benefits program on July 1, 1986, for all management service and classified unrepresented employees.

I must convey to the Executive Department the Department of Higher Education's position on flexible benefits by October 23, and I will need a response from you prior to that date. I realize this response time is short, but it is important that the OSSHE position be presented in concert with those of other state agencies.

The questions for you to respond to are:

1. Do we wish to have a flexible benefits program made available to OSSHE faculty and staff? (SEBB only)
2. If the answer to question one is "yes," should we try to make the program available to faculty effective July 1, 1986 or July 1, 1987.

3. If the flexible benefits program is made available to faculty on July 1, 1986, would you be able to pay from institutional resources the additional cost which is estimated at \$20 per month per faculty member? (No additional assessment is required to extend flexible benefits to management service or classified unrepresented employees.)

Please address any additional questions to Mr. Anderson or Mr. Sicotte in the OSSHE Office of Personnel Administration.

RLA:ps

CC: Joe Sicotte
Ron Anderson
Barbara Barrie
Ross Hall
Dave Quenzer
Personnel Officers
Benefits Officers

BRIEFING PAPER
FLEXIBLE BENEFITS PLAN
for
OREGON STATE EMPLOYEES' BENEFIT BOARD

October 4, 1985

DRAFT COPY

(Note: All plan design configurations and costs are preliminary for discussion purposes only. This benefits plan has not been approved by SEBB).

FLEXIBLE BENEFITS PLAN

OBJECTIVES:

- IMPROVE THE COMPENSATION FOR STATE PERSONNEL WITHOUT INCREASING TOTAL PERSONNEL EXPENDITURES
- ENHANCE EMPLOYEE CHOICE OF BENEFITS
- CREATE NEW BENEFITS OPTIONS
- INCREASE EMPLOYEE AWARENESS OF BENEFITS VALUE AND COST
- CONTROL THE INFLATION IN HEALTH BENEFITS COSTS
- INCREASE CARRIER AND PROVIDER COMPETITION FOR BENEFITS DOLLARS
- PERMIT TAX SAVINGS IN BENEFITS EXPENDITURES BY EMPLOYEES

FLEXIBLE BENEFITS PLAN

LEGAL

IRC Section 125 authorizes adoption of a cafeteria benefits plan offering a choice between cash and nontaxable benefits.

Under a qualified IRC Section 125 plan, employees will not be taxed on the cash compensation they could have elected in lieu of nontaxable benefits.

Nontaxable benefits which may be offered include benefits which are specifically exempt from taxation under the Internal Revenue Code:

- o Group Term Life Insurance
- o Health and Dental Benefits
- o Disability Income Benefits
- o Dependent Care Benefits (IRC 129 Plan)
- o Group Legal Insurance
- o Vacation Days
- o Deferred Compensation (IRC 401K Plan only)

Benefits selected are on an annual use it or lose it basis.

FLEXIBLE BENEFITS PLAN

DISCRIMINATION

IRC Section 125 prohibits discrimination in eligibility for benefits and distribution of benefits.

Eligibility: Classification of included and excluded employees must not discriminate in favor of highly compensated employees. Union employees may be excluded if benefits are the subject of collective bargaining. Unless reasonable nondiscriminatory classifications of employees are used, at least 70 percent of all employees must be eligible to participate.

Distribution: Total benefits and nontaxable benefits of highly compensated employees (measured as a percentage of compensation) must not be significantly greater than total benefits and nontaxable benefits of other participating employees (measured as a percentage of compensation). Contributions toward health benefits must equal 100 percent of the cost of health benefits coverage selected by the majority of highly compensated employees or at least 75 percent of the cost of the most expensive health coverage offered under the plan.

Highly Compensated: Highest paid one third of employees.

FLEX FINANCING

1986-87 Budget (State Contribution)	<u>Per Month</u>	
Management Service (7090)		
Health	\$200.72	
Dental	33.93	
Life/Disability	14.00	
	<u>\$248.65</u>	
Unrepresented (4829)		
Health	\$116.14	
Dental	27.17	
	<u>\$143.31</u>	
Academics (5773)		
Health	\$146.06	
Dental	11.79	
	<u>\$157.85</u>	
Available per employee*	<u>All</u>	<u>Enrolled</u>
With Academics	\$200.29	\$219.13
Without Academics	\$220.99	\$255.86

NOTE: Flex total dollars desired should cover full family statewide indemnity plan. Estimated cost: \$212.74

FLEX PLAN CONSIDERATIONS

- Program requires combined agreements:
 - SEBB (Board)
 - PERSONNEL DIVISION
 - Benefits for Management and Unrepresented
 - LABOR RELATIONS
 - Represented contracts
 - HIGHER EDUCATION
 - Academics
- Cost Prohibitive UNLESS:
 - ALL budgeted insurance dollars are spent on program
 - Higher Education can add \$1,385,520 for 1986-87 fiscal year
 - SEBB concurs in re-design of 6 current statewide insurance plans into 2 (statewide core plans - high/low options)
 - Benefit designs are competitively bid
- Employee Impact
 - Management's benefits will change. Some benefit loss may occur to individuals as health plans are re-designed but not as a group.
 - Most non-management employees will receive added benefits and at most different benefits actuarially computed at same or better level.
 - Flex employees must make annual choices. Cannot change choices unless family situation changes. Dollars in flex are lost to employees if not used on choices.
- Agency Impact
 - Flex programs will require one or more specially trained agency staff to assist employees with choices.

PHASED IMPLEMENTATION

PHASE I - July 1, 1986

ELIGIBLES

Flex Program

- Management Service
- Unrepresented

Non-Flex Program

- Academics (exclusion question)
- Represented - SEBB only

PROGRAM DESIGN

<u>FLEX</u>	<u>NON-FLEX</u>
<u>Medical*</u>	
\$500 deductible (Plan A)	Same
\$100 deductible (Plan B)	Same
HMO's (i.e., CHC)	Same
<u>Dental</u>	
Single Dental Plan**	Same
Life/Disability Plan**	Self Pay
<u>Medical Spending Account</u>	None
<u>Cash (taxable)</u>	None
<u>Salary Reduction (Pre-Tax)</u>	None

* Redesign statewide plan (Blue Cross currently) to improve and save costs by having 2 not 6 plans.

** One plan to maximize group rates.

PHASE II - July 1, 1987

ELIGIBLES

Flex Program Only

- All SEBB members

PROGRAM DESIGN

- Continue 1986 program
- Add some or all of following options:
 - dependent care (child, handicapped, etc.)
 - group legal plan
 - vacation days
 - deferred compensation (401K)

NOTE: Congress continues to consider taking employer paid benefits. If this occurs, flex programs will be less attractive to both employees and employers except to allow individual choices in benefit option.

TENTATIVE DESIGN
Medical Plans
(See Exhibit A for Details)

<u>HEALTH</u>	<u>PLAN A (LOW)</u>	<u>PLAN B (HIGH)</u>
• Increases deductible (\$50 up to \$150)	\$500 up to \$1,000	\$100 up to \$300
• Changes co-pay (80% up to \$2500)	80% up to \$5,000 100% thereafter	90% up to \$3500 100% thereafter
• Increases maximum benefits (\$1,000,000)	\$1,500,000	\$1,500,000
NOTE: Out-of-pocket costs or spending account charge prior to 100% major medical	Employee: <u>Current</u> Family: \$550 650	A \$1500 2500 B \$450 650
• Increase co-pay on non-emergency at emergency room (\$25)	\$30	\$30
• Drugs (none)	None	Generic 100% Other 90%
• Birthing Center (80%)	100%	100%
• Cosmetic surgery as a result of illness (None)	80%	90%
• Urgent Care Centers (some at 80%)	ALL 80%	ALL 90%
• Well Baby Care (none)	100% 1st 2 years of life	100% 1st 2 years of life
• Innoculations (none)	100%	100%
• Physical Evaluations (screening - none) (full physical-none)	100% None	100% 90% every 2 years
• Vision (None)	None	90% up to \$150 -2 years adults -1 year until age 17

- Alternative to Hospital Care:

● Skilled Nursing (100% - 4 mo.)	100% (6 mo.)	Same
● Hospice Facilities (inpatient-100%-12 days)	100% (6 mo.)	Same
● Home Health (80% - 60 visits)	100% (6 mo.)	Same
● Rehabilitation (80% - 60 visits)	100% (6 mo.)	Same

DENTALPLAN A (LOW)PLAN B (HIGH)

● 3 Plans (100% Preventive)	1 Plan (100% Preventive)	1 Plan (100% Preventive)
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LIFE/DISABILITY

● 20+ Plans Non-Group	1 Group Plan	1 Group Plan
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FLEX DESIGN

CORE PLAN - Required Minimum	Monthly Actuarial Cost Estimates
<u>Health</u> - Plan A	
Employee Only insurance	+ \$ 52.11
<u>Dental</u> - Plan A	
Employee Only insurance	+ 10.88
<u>Life/Disability Insurance</u>	
\$10,000 group life/60% of salary for disability	+ 15.00
	\$ 77.99
<u>SPENDING ACCOUNT</u> (Flex Account)	<u>\$143.00 to Spend</u>
<u>Health</u>	
Dependent coverage	?
<u>Dental</u>	
Dependent coverage	?
<u>HMO</u>	
Employee Extended Coverage	
Dependent coverage	?
<u>Life Insurance</u> - @\$10,000 increments up to \$50,000	?
<u>Medical Reimbursement Account</u>	
Pay for deductibles, co-pay, non-covered qualified medical/ dental costs.	?
<u>Cash</u> (Taxable)	?
Total all funds	\$220.99
Salary Reduction (non-taxable) \$	?

EMPLOYEE SELECTION - EXAMPLES

1. Employee with family @ \$24,000 per year - age 35

Available funds - state	\$220.99
Core - Plan A, Dental, Life/Disability	- 77.99
<u>Spending Account</u>	
• Family - Plan B Health	- 94.75
• Family - Dental	- 40.00
• Additional Life (\$10,000)	- 3.00
• Salary reduction (medical costs)	(19.75)
• Medical spending account	- 5.25
	\$-143.00
Funds used - state	220.99
- employee	19.75
	\$ 240.74
Change in tax liability	(-\$4.40)

2. Employee - single @ 36,000 per year - age 45

Available Funds	\$220.99
Core - Plan A	- 77.99
<u>Spending Account</u>	
• Health Plan B	- 29.80
• Medical spending account	- 50.00
• Additional Life (\$10,000)	- 3.70
• Cash	- 59.50
Change in tax liability	(+\$16.80)

3. Employee with spouse @ \$16,500 per year - age 30

Available Funds	\$220.99
Core - Plan A, Dental, Life/Disability	- 77.99
<u>Spending Account</u>	
• Spouse - Plan A	- 40.11
• Spouse - Dental	- 25.00
• Medical spending account	- 38.00
• Cash	- 39.89
Change in tax liability	(+\$6.80)

FLEXIBLE BENEFITS PLAN

PLAN DESIGN — STATEWIDE HEALTH PLANS

<u>FEATURES</u>	<u>PLAN A</u>	<u>PLAN B</u>
<u>Hospital Surgical Medical</u>		
Inpatient:		
Room and Board, Semi-private*	80%	90%
Hospital Extras*	80%	90%
Outpatient:		
Emergency Room - Emergency	80%	90%
Emergency Room - Nonemergency	\$30 co-pay & 80%	\$30 co-pay & 90%
Surgical - Usual	80%	90%
Surgical - Special List	100%	100%
<u>Surgical</u>		
Surgeon	80%	90%
Assistant Surgeon	80%	90%
Anesthesiologist	80%	90%
<u>Medical</u>		
Hospital Calls	80%	90%
Home & Office Calls (including outpatient, clinics, urgent care centers)	80%	90%
X-Ray & Lab (exclude gen. physical)	80%	90%
Ambulance	80%	90%
Additional Accident	80% (no deductible)	90% (no deductible)
Drugs - Generic	-0-	100%
Drugs - Other	-0-	90%
<u>Medical/Surgical</u>		
Outpatient Birthing Center	100% UCR	100%
Outpatient Diagnostic Testing	100% UCR	100%
Cosmetic arising out of Illness or Accidental Injury	80%	90%
Maternity	80%/\$100 award - 24 hour discharge	90%/\$100 award - 24 hour discharge

*All non-emergent surgery requires 2nd opinion and CMPRO authorization or pay zero

FLEXIBLE BENEFITS PLAN
 PLAN DESIGN -- STATEWIDE HEALTH PLANS
 Page 2

<u>FEATURES</u>	<u>PLAN A</u>	<u>PLAN B</u>
<u>Major Medical</u>		
Maximum Benefits	\$1,500,000	\$1,500,000
Deductibles	\$500 up to \$1,000	\$100 up to \$300
Stop Loss	80% up to \$5,000; 100% thereafter	90% up to \$3,500; 100% thereafter
<u>Preventive</u>		
Well Baby Care	100% 1st 2 yrs of life	100% 1st 2 yrs of life
Innoculations	100%	100%
Physical Evaluations		
Evaluation & screening (incl. paps, etc.)	100%	100%
Full physical	-0-	90% once every 2 yrs.
<u>Vision</u>		
Exam	-0-	90% up to \$150 max.
Lenses & Black Frame	-0-	90% up to \$150 max.
Contact Lens	-0-	90% up to \$150 max.
<u>Other</u>		
Alternative to Inpatient:		
Skilled Nursing Facility	100% semi-private up to 6 mos.	100% semi-private up to 6 mos.
Hospice Inpatient/Respite	100% up to 6 months	100% up to 6 months
Home Health Care	100% up to 6 months	100% up to 6 months
Rehabilitation	100% up to 6 months	100% up to 6 months
<u>Limitations</u>		
Mental Health-Max. of \$9,000 in 24 mos.		
Inpatient	\$7,500 in 24 months	\$7,500 in 24 months
Intermediate	\$3,000 in 24 months	\$3,000 in 24 months
Outpatient	\$2,000 in 24 months	\$2,000 in 24 months
Alcohol & Drug-Max. of \$6,000 up to 24 mos.		
Inpatient	\$4,500 in 24 months	\$4,500 in 24 months
Intermediate	\$3,000 in 24 months	\$3,000 in 24 months
Outpatient	\$1,500 in 24 months	\$1,500 in 24 months

Department of
Forest Science



Corvallis, Oregon 97331-5704

(503) 754-2244

MEMO TO: Ron Cameron, President
Faculty Senate

FROM: Joe Zaerr, Chairman ✓
Graduate Admissions Committee

DATE: April 26, 1985

SUBJECT: Annual report

Attached is the annual report from the Graduate Admissions Committee.
If there is insufficient detail provided or if the format does not conform
to that expected, please let me know.

/mds

ANNUAL REPORT

1985

GRADUATE ADMISSIONS COMMITTEE

During the past year (4/84 through 3/85) the Graduate Admissions Committee considered 658 graduate applications and accepted 305 (46%) of them. In September 1985, a new policy of considering only those applications appealed by departments plus post-baccalaureate applicants was adopted. This new policy resulted in fewer applications appearing before this committee. Since September, 174 applications were considered, 110 (63%) of which were accepted. During the same period the previous year, 628 applications were considered and 269 (43%) were accepted. The new policy has resulted in a reduction in the number of applications to be reviewed, and the system seems to be working well, at least from the point of view of this committee.

Office of the
Faculty Senate



Corvallis, Oregon 97331

(503) 754 4344

November 1985

SCHEDULE OF NOMINATIONS/ELECTIONS
OF
FACULTY SENATE PRESIDENT-ELECT, AND
ONE IFS REPRESENTATIVE

-
- | | |
|-----------------|--|
| October 15: | Report of the Nominations Committee |
| November 6: | List of Nominees and their Vita to be published
in the Staff Newsletter |
| November 4-8: | Ballots to be prepared for distribution to
Faculty on campus, eligible for voting. |
| November 8: | Ballots will be sent by Campus Mail during the
late afternoon to all Faculty eligible to vote in
the Faculty Senate Election. |
| November 11-15: | ELECTION ... VOTING ... WEEK |
| November 19: | All Ballots due back in the Faculty Senate Office
by 5:00 p.m. Those not received will not be in-
cluded in the Counting Committee's tally of votes
on Tuesday |
| November 20: | Counting of votes to be conducted by the Ballot
Counting Committee, and overseen by the Executive
Committee |
| December 5: | Results of the Election will be announced to the
Senate in the "Reports to the Faculty Senate" for
December 5 (which should be received a week prior
to the meeting). |
| December 5: | Results of election to be announced to the University
Community through Staff Newsletter. |
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ELECTION OF EXECUTIVE COMMITTEE

- | | |
|-------------|---|
| October 15: | Nominations Committee Report received by Exec. Committee |
| December 5: | Ballots to be distributed to Faculty Senators present
at the Senate meeting. Results will be made known at
the end of the Senate meeting, if available. |
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Office of the
Faculty Senate



Corvallis, Oregon 97331 (503) 754 4344

October 16, 1985

M E M O R A N D U M

To: Deans, Directors, and Faculty Senators

From: Executive Committee of the Faculty Senate
H. Ronald Cameron, Senate President

Subject: Faculty Senate Bylaws Provisions for Election of Senators

ARTICLE V. of the Senate's Bylaws enumerates the officers of the Faculty Senate and describes procedures for their election. The following are excerpts from this Article which describe the procedures for election of Senators from the Colleges/School.

ARTICLE 2, VOTING: All academic staff members on campus with the rank of Instructor or higher shall be eligible to vote in the nomination and election of elected members.

THIS PROVISION HAS BEEN INTERPRETED, BASED ON FACULTY SENATE ACTION OF MAY 1985, TO INCLUDE SENIOR RESEARCH ASSISTANTS, BUT EXCLUDE RESEARCH ASSISTANTS UNCLASSIFIED OTHER THAN SENIOR RA'S.

SECTION 3., NOMINATIONS PROCEDURE: There shall be at least two nominees for each membership position to be filled. Nominations shall be by written, secret ballot. Nominations shall be conducted by campus mail or in a meeting of the group about to elect a member of the Faculty Senate. The Dean or Director, or someone appointed by that officer, together with incumbent representatives of the group, shall conduct the nominations. They shall: (a) make public the list of staff members eligible for election; (b) request that each staff member make one nomination for the position; and (c) count the ballots and publish the names of the nominees.

SECTION 4., ELECTION PROCEDURE: Election shall take place during Fall Term. Election ballots shall be counted and election results made public within one week after the list of nominees' names has been made available.

Election shall be by written, secret ballot and shall be conducted by campus mail or in a meeting of the group about to elect a member of the Faculty Senate. The Dean or Director, or someone appointed by that officer, together with incumbent elected representatives of the group, shall conduct the election. They shall: (a) request that each staff member cast one vote for the position to be filled; (b) count the ballots, notify the person who has been elected, and forward the name of the person who has been elected to the Executive Secretary of the Faculty Senate.

D. CURTIS MUMFORD FACULTY SERVICE AWARD

The "D. Curtis Mumford Faculty Service Award for Distinguished Service to OSU Faculty" was created by the Senate in June 1983 and first presented to the man for whom it was named in September 1983, at Faculty Day ceremonies. The Award was conceived by a group of Faculty who desired to find a means of recognizing exceptional, ongoing, dedicated, and unselfish concern for and service to Faculty of this institution.

PROCEDURES:

Each Fall, the Senate's Executive Committee, through the Faculty Senate Office, will place a notice in the Staff Newsletter reminding the University community of the availability of this Award. However, the Award will not necessarily be given yearly. Nominations and supporting documentation (letters from colleagues, deans, department chairmen) outlining the stated criteria (exceptional, ongoing, dedicated, and unselfish concern for and service to Faculty of OSU) should be submitted to the Executive Committee, c/o the Faculty Senate Office, by January 25, 1985. Nominations will be reviewed by a subcommittee of the Executive Committee appointed by the Senate President. The subcommittee shall report to the Executive Committee by March 15 as to whether it wishes to recommend to the Executive Committee and the Faculty Senate presentation of an Award. If an Award is recommended, at least one recipient from among the nominees, with supporting documentation, will be forwarded to the Executive Committee and the Faculty Senate. If no award is recommended, the subcommittee shall state its reasons for this decision, but the nominees need not be reviewed in the process. The Executive Committee shall make the final decision whether to forward a recommendation to the Faculty Senate.

If the Faculty Senate approves presentation of the Award, the Executive Committee will be responsible for preparing a plaque for presentation to the recipient at the following Faculty Day Program.

NOMINATIONS SOLICITED:

Faculty are invited to make nominations for this award. Nomination letters should be addressed to the Faculty Senate Executive Committee, c/o Faculty Senate Office, Social Science 107, and should include appropriate supporting documentation. All nominations must be received by January 25, 1985.

10/15/85

SUMMARY OF CATEGORY II
PRELIMINARY COURSE REQUESTS
AS OF 10/1/85LIBERAL ARTS :ANTHROPOLOGY: Two changes in existing courses; increase of eighteen hours.ART: One title changeECONOMICS: One title change, one credit change, one expansion, one course dropped; increase of two hours.ENGLISH: Three title changes, one number changeFRENCH: Two expansions, one credit change, one course dropped, Changes in prerequisites.GERMAN: one consolidationITALIAN: One practicumCHINESE: Two new courses, one practicumJAPANESE: Two new courses, one practicum, one credit changeRUSSIAN: One practicum, one consolidation, one title changeFOREIGN LANGUAGE INTERNSHIP: Two new courses.HISTORY: Four new coursesJOURNALISM: One title change, one credit changeLIBERAL STUDIES: One credit changeMUSIC/MUSIC EDUCATION: Two new coursesPHILOSOPHY: Two title changesPOLITICAL SCIENCE: Two new courses, one credit change, changes in prerequisites; increase of ten hours.PSYCHOLOGY: Three new courses, three title changes, one credit change, four courses dropped; decrease of seven hours.RELIGIOUS STUDIES: One change to variable creditSCIENCE:ATMOSPHERIC SCIENCES: One new courseBIOCHEMISTRY AND BIOPHYSICS: One new courseBIOLOGY: One course separation, one credit changeCOMPUTER SCIENCE: Changes in prerequisiteGENERAL SCIENCE: Three new courses, two changes in existing courses, Four courses dropped.HISTORY OF SCIENCE: One course droppedGEOGRAPHY: One new courseGEOLOGY: One new course, two number changes, one credit change, one course droppedMATHEMATICS: One course divided, one title change, one course dropped, changes in prerequisite

SCIENCE (continued)

PHYSICS: One course divided, two changes in existing courses

ZOOLOGY: One new internship, one title change, one number change

AGRICULTURAL SCIENCES :

AGRICULTURAL CHEMISTRY: One new course, one number change, one title change

AGRICULTURAL ENGINEERING TECHNOLOGY: Change in prerequisite

AGRICULTURAL AND RESOURCE ECONOMICS: Three credit changes

ANIMAL SCIENCE: Three new courses, two changes in existing courses, increase of ten hours.

FISHERIES AND WILDLIFE: One new course, courses consolidated

FOOD SCIENCE AND TECHNOLOGY: One title change, changes in prerequisite

POULTRY SCIENCE: Changes in existing course, change in prerequisite

BUSINESS:

One new course, three credit changes, one title change and course description, one course dropped, changes in prerequisite, two new minors, Revisions of Marketing and Financial Management Curriculum, Revision of International Business Concentration.

EDUCATION:

EDUCATIONAL FOUNDATIONS: Seventeen new courses, forty-eight changes in existing courses; changing prefix.

INDUSTRIAL EDUCATION: Five new courses, five changes in existing courses, five courses dropped, changes in prerequisite.

ENGINEERING:

AGRICULTURAL ENGINEERING: One new course

CIVIL ENGINEERING: Three new courses, two changes in existing courses

ELECTRICAL AND COMPUTER ENGINEERING: Changes in prerequisite

INDUSTRIAL ENGINEERING: One title change

MECHANICAL ENGINEERING: One new course

NUCLEAR ENGINEERING: Six changes in existing courses

FOREST ENGINEERING: Four new courses, three changes in existing courses, one course dropped.

FORESTRY :

FOREST MANAGEMENT: One new course

FOREST PRODUCTS: Two number changes

FOREST SCIENCE: One new course, one credit change

HOME ECONOMICS :

FOOD SYSTEMS MANAGEMENT: Two new courses, one course dropped

FOODS AND NUTRITION: One course dropped

HOME ECONOMICS COMMUNICATIONS AND EDUCATION: One new course

OCEANOGRAPHY :

OCEANOGRAPHY: Two new courses

GEOPHYSICS: One new course

MARINE RESOURCE MANAGEMENT: One new course

PHARMACY:

One credit change, change in prerequisite

VETERINARY MEDICINE:

Change in prerequisite

ROTC:

AEROSPACE STUDIES: One new course

MILITARY SCIENCE: Seven changes in existing courses

NAVAL SCIENCE: Two changes in existing courses, one course dropped.

INTERDISCIPLINARY PROGRAMS :

UNIVERSITY STUDIES: One new course

WOMEN STUDIES: Three new courses, one title change, one number change

GRADUATE SCHOOL:

TOXICOLOGY PROGRAM: Three new courses

SUMMARY OF CATEGORY I
PROPOSALS

Curriculum Coordination



Corvallis, Oregon 97331

(503) 754-3711

September 27, 1985

TO: Academic Deans, Department Chairs/Heads,
Faculty Senate, Curriculum Council, Graduate Council,
and Budgets and Fiscal Planning Committee

FROM: Pat Wells, Curriculum Coordinator *Pat Wells*

SUBJECT: Preliminary Report of Category I Proposals,
1986-87

Attached are two Category I proposals. One is from the College of Home Economics (B.S. degree in Food Systems Management); the other from the School of Education (Off-Campus Master's degree in Adult Education, Klamath Falls).

Deans and department chairs/heads are urged to review these two proposals and to share their copies with others in their units. Copies are also available through the Faculty Senate Office and the Reserve Book Room of the Library.

Any corrections, questions, or reactions to these Category I proposals should immediately be sent to the Curriculum Coordination office (ext. 3711). Please feel free to call Connie Johnson or me if we can be of any further help to you in your examination of these proposals.

cjj

atts.

REPORTS TO THE FACULTY SENATE
December 5, 1985

Agenda for the Senate Meeting: Thursday, December 5, 1985; 3:00 p.m.
LaSells Stewart Center

The Agenda for the regular December 5 Senate meeting will include the reports and other items of business listed below. To be approved are the Minutes of the November 7 and 21 meeting, as published and distributed as the Staff Newsletter Appendix.

A. Reports from the Faculty

1. Promotion and Tenure Committee - Kathleen Heath

Attached is a set of Motions from the P&T Committee. These were distributed at the November 7 Senate meeting for action at the December meeting. Senators are reminded to refer to the November 7 Reports to the Faculty Senate, since it contains the full P&T Committee report (please bring it to the meeting for reference).

2. Chancellor Davis Invited to Senate Meeting - W. T. Lemman

Earlier this Fall the Senate expressed the desire to invite Chancellor Davis to the December Senate meeting to respond to questions about a number of actions by his office, including the "centralized travel plan." The invitation has been extended, but since Dr. Davis will be out of state on 12/5, he has asked Vice Chancellor Lemman to participate in his place.

3. Dean of Science Search Committee - V.P. Bill Wilkins
H. Ronald Cameron

Senate President Cameron and/or Vice President for Academic Affairs Wilkins will report on the status of the appointment of a Search Committee to find a new Dean of the College of Science.

4. Search Committees

There are currently three search committees for Vice Presidents. Memberships are indicated for those Committees which have been appointed. Chairmen of the Search Committees will be invited to future Senate meetings periodically to provide progress updates.

Attached are listings of the membership of those Search Committees which have been formally appointed. Additional memberships will be reported to the Senate as they are received by the Executive Committee.

5. Committee to Review Senate Structure - Bob Becker

Chrm. Becker will provide an interim report on the study his committee is doing regarding the current operation of the Senate and its structure. The Senate will not be asked to take action at this time.

B. Reports from the Executive Committee

1. Faculty Senate President-Elect/IFS Election

In the on campus election conducted during the period between November 12 and 19, 879 Faculty members voted in the Secret Ballot election conducted by mail (up from 701 voting Faculty in 1984). Results were that Sara E. (Sally) Malueg, Foreign Languages & Literatures, received 451 votes, and Kathleen Heath, H&PE, received 407 votes. Sara E. Malueg is declared President-Elect, and will take office in January with the new Executive Committee members and Senators.

For IFS, the results were as follows: Gary Tiedeman, Sociology, received 543 votes, and A. Morrie Craig, Veterinary Medicine, received 306 votes. Tiedeman will serve a three-year term on the Interinstitutional Faculty Senate.

The Executive Committee, on behalf of the Senate, wishes to thank the Ballot Counting Committee, composed of James Krueger and Mariol Peck, assisted by Thurston Doler, Exec. Secretary, and the Senate Office staff.

The Executive Committee extends its thanks to the other Faculty members who have been candidates for the positions of President-Elect and IFS representative, and to those who are candidates for the Executive Committee. We realize that the quality of our organization is dependent upon your willingness to participate, and we are very grateful to all of our Faculty members who are willing to have their names placed in nomination for these important positions. We hope that those who were not elected at this time will continue to be nominated for future positions.

2. Election of New Executive Committee Members

Faculty Senators will vote for three new Executive Committee members at this meeting. A Ballot will be distributed to Senators or their Proxies only. Information regarding the candidates will be published in the Staff Newsletter for December 5. Vitae will be distributed at the December 5 Senate meeting. A Counting Committee will tally the votes and report the results to the Senate if determined before adjournment; otherwise, the results will be published in the Staff Newsletter and "Reports to the Faculty Senate" for the January 9 Senate meeting. Continuing Executive Committee members are: John Dunn, H&PE; Robert Mrazek, Engineering; and Robert Schwartz, English.

3. New Senator Orientation for Newly-Elected Senators

An Orientation session for Senators elected to their first or second terms will be held on Monday, January 6, at Nendel's Inn. The Executive Committee is working on the program and more infor

mation will be presented at the Senate meeting. An Agenda for the Orientation session will be sent to newly-elected Senators as soon as names are sent to the Senate Office from the Colleges and Schools.

4. Oregon State Board of Higher Education Meeting

President Cameron participated in the OSBHE meeting on Nov. 22. He will relay information of interest to the Senate.

5. President Cameron's Report on Executive Office Issues

The Senate President is meeting with the President and Vice Presidents on a regular basis. This is to become the vehicle for him to report to the Senate on pertinent matters.

C. Reports from the Executive Office

D. New Business

November 7, 1985

M E M O R A N D U M

To: Members of the Faculty Senate

From: Promotion & Tenure Committee for 1984-85;
Kathleen Heath, Chrm.; John Block, and Dick Towey

Subject: MOTIONS for Annual Report of Promotion & Tenure Comm.

The recommendations from the 1984-85 Promotion & Tenure Committee report were transmitted to the Executive Committee on September 30, 1985. They were omitted from the Report to be replaced by the specific motions listed below. These Motions are to be considered individually by the Senate:

RESOLVED, That:

1. the Faculty Senate affirms its desire to be involved in the process of modifying the University's promotion and tenure procedures and directs the Faculty Senate Executive Committee to convey this to the Executive Office.
2. the Faculty Senate approves the Guidelines for preparation of dossiers and directs the Executive Committee to recommend to the Executive Office that these materials be placed in the Faculty Handbook.
3. the Faculty Senate Executive Committee establish provisions at Faculty Day each year for a special meeting to counsel new Faculty about the teaching, research, and service priorities for promotion and tenure at Oregon State University.
4. the issue of rank and faculty status of personnel whose assignments ordinarily do not involve teaching and research be referred for study to the Faculty Status Committee.
5. the issue of development of a more comprehensive and systematic evaluation of teaching be referred to the Faculty Senate's Advancement of Teaching Committee.
6. the Committee on Committees consider amending the Promotion and Tenure Committee's Standing Rules to require members to maintain confidentiality concerning all they hear and read about promotion and tenure dossiers and actions affecting individual faculty members.
7. the following recommendation be referred to the Executive Committee with the charge to study whether this is an appropriate concern, and if it is, to develop methods of implementing additional faculty development: There are sizable numbers of tenured faculty listed on Form D (Faculty Members Not Recommended for Promotion & Tenure) who are beyond the normal range of years for consideration of promotion to professor. Therefore, the Committee recommends that the Senate study ways to promote additional faculty development.

VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

Search Committee

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Committee Chair

Margy Woodburn	Dept Chair, Foods and Nutrition	x3561
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Committee Members

Debbie Bird	Continuing Education and Summer Term	x2052
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Gwyneth Britton	OSU/WOSC School of Education	x4318
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Melvin George	Director, OSU Library	x3411
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Kenneth Hedberg	Chemistry	x2081
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Alberta Johnston	Assoc Director, Extension Service	x2711
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Morris LeMay	Director, Counseling Center	x2131
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Michael Maksud	Dean, Health and Physical Education	x3220
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Troy Reinhart	Student in Forestry 155 NW Kings Blvd #E606 (97330)	758-5223
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Charles Smith	Mechanical Engineering	x2567
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Douglass Stennett	Pharmacy	x3424
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Darold Wax	Dept Chair, History	x3421
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VICE PRESIDENT FOR UNIVERSITY RELATIONS

Search Committee

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Committee Chair

Thomas McClintock	History	x3421
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Committee Members

Tom Ahlers	Alumnus 3105 NW McKinley Place (97330)	757-1781
Tammy Barr	Agricultural Communications	x3311
Wilbert Gamble	Biochemistry/Biophysics	x4523
Robert Houston	Health	x2686
Wallace Johnson	Asst Director, Information Office	x4611
Sylvia Moore	Deputy Director, Athletic Dept.	x2611
Lisa Neubaumer	Student in Business Student Foundation, Student Activities Cntr	x2101
Lynn Spruill	Dean, College of Business	x2551
Richard Weinman	Speech Communication	x3066
Patricia Wheeler	Oceanography	x2991

Plus one member to be named