

PACIFIC LUTHERAN UNIVERSITY

**MINUTES OF THE MEETING OF THE FACULTY ASSEMBLY
FRIDAY, OCTOBER 12, 2007
XAVIER HALL – PHILIP NORDQUIST LECTURE HALL**

Call to Order. Erin McKenna, Chair of the Faculty, called the regular October meeting to order at 4:01 p.m. Ninety-three members of the faculty signed the attendance sheets.

Opening Prayer. The Reverend Nancy Connor, University Pastor, offered the opening prayer.

Approval of Minutes of the Meeting of September 14, 2007. Remarkably, the minutes were approved as submitted.

President's Report. No written questions had been submitted for President Loren J. Anderson.

Announcements and Communications:

- A. Lynn Hunnicutt (Economics), Project Coordinator of the Wild Hope Project, announced the Meant to Live Conference on Oct. 26-27, "organized and run completely by our students," and welcomed volunteers to assist with the conference.
- B. Samuel Torvend (Religion), membership secretary of the PLU chapter of AAUP, announced chapter meetings for Fall 2007 (all in UC 212): Oct. 26 (4-5:15 pm), Nov. 16 (4-5:15 pm), and Dec. 14 (3-4 pm). Membership forms are available.
- C. Kirsten Christensen (Languages and Literatures) reminded the assembly of language conversation tables, open to all, and issued a special invitation for those interested to join the German Conversation Table.
- D. Patricia O'Connell Killen (Provost) reminded the assembly of the memorial service for Susan Blank, wife of professor and former provost Paul Menzel, to be held Thursday, Oct. 18, at 4:00 p.m., in Lagerquist Hall.
- E. Patricia O'Connell Killen (Provost) made a report on behalf of the Ad Hoc Committee on procedure for changing the Student Code of Conduct, and requested that it be included in the minutes. [See end of this document for the report.]
- F. Joanna Gregson (Sociology and Social Work), Chair of the Rank & Tenure Committee, announced the committee's written report on online course evaluations, fulfilling its charge from the faculty. The report, included as Attachment B to the agenda, included recommendations that *ad hoc* committees be established by the provost and, subsequently, by the faculty. [See end of this document for the written report.]

Unfinished Business:

(Chair Erin McKenna reminded those speaking to rise and give their name and unit, both for the record and so that people could get to know one another.)

Motion to revise the description of the University Review Board and the duties of the Campus Life Committee. Chair McKenna reminded the assembly of the motion still before the assembly from the September meeting: "*Resolved*, that the Faculty Assembly approve the revisions of the descriptions of the University Review Board and the duties of the Campus Life Committee as indicated in Attachment A, pages 3 and 4."

Page 3 of Attachment A reads as follows:

“Proposed description of URB in Faculty Handbook (p. 65) with additions indicated in bold italics and deletions indicated by strikethrough:

University Review Board (*also described in the Student Conduct Procedures*)

Membership: Three faculty from the membership of the Faculty Campus Life Committee, ~~three~~ **four** students (to include ~~the~~ ASPLU vice president **who will serve as Chair**, the ~~e~~**Chair of the Residence Hall Association, one Hall Vice President assigned by the Student Conduct Coordinator, and one Resident Assistant assigned by the Student Conduct Coordinator** and ~~executive vice chair of the Residence Hall Council~~), **and one Hearing Officer assigned by the Student Conduct Coordinator** and ~~one Residential Life representative~~.

Advisory Membership: Student ~~e~~Conduct ~~e~~Coordinator.

Quorum: ~~Two~~**One** faculty **member, the Hearing Officer/Residential Life** representatives, two students, and the ~~advising~~ **Student Conduct Coordinator**.

General Purpose: ~~To recommend and implement policies regarding student conduct and to take necessary action on violations relating thereto.~~ **To review incidents involving alleged violations of the following policies: Illegal Drugs; Physical Assault; Equal Educational Opportunity; Firearms, Weapons and Explosives; Sexual Assault; and other violations as determined by the Student Conduct Coordinator.**

Specific Duties: 1. ~~To recommend policies relating to rules and regulations governing student life, conduct, and activities.~~ **To conduct hearings to review alleged violations of the Student Code of Conduct.** 2. ~~To hear and determine cases of academic dishonesty referred by faculty members, students, staff, the provost, or academic grievance officer.~~ **To make recommendations to the Vice President for Student Life regarding appropriate sanctions for those found in violation of the Student Code of Conduct.** 3. ~~To advise and cooperate with the Student Conduct System.~~ 4. ~~To elect from among its members at the first meeting of each academic year a chair and a secretary.~~ 5. ~~To refer policy recommendations emanating from the committee to the Faculty Assembly and to the Senate of the Associated Students of Pacific Lutheran University for ratification.”~~

Page 4 of Attachment A reads as follows, with the one change made at the September faculty meeting:

“Proposed description of the CLC on p. 54 of the Faculty Handbook with additions indicated in bold italics and deletions indicated by strikethrough (using current CLC description adopted 3/9/2007).

Campus Life Committee

Membership: Six members elected from the faculty for three-year overlapping terms.

Advisory Membership: Provost, vice president for admission and student life, director of auxiliary services, director for residential life, faculty athletic representative, or designees.

General Purpose: To consider in a ~~coordinative~~**eed** fashion matters pertaining to the academic and social aspects of university life.

Specific Duties:

1. To advise the faculty, the administration, and student government regarding matters pertaining to the academic and social environment of the university,

- including the coordination and balance of such matters in campus life, and to ~~propose~~ **refer to the Faculty Assembly** related measures appropriate for action.
2. To provide faculty representation to university committees and other university organizations in matters dealing with academic and social aspects of university life, and to regularly report back to the Campus Life Committee regarding the work of these committees and organizations. In particular, we provide representatives to the following: a. Campus Ministry Council (1 **representative**). b. University Diversity Committee (1 **representative**). c. University Media Board (1 **representative**). In cases of formal complaints to the University Media Board, two additional members of the Campus Life Committee shall be appointed to sit on the board for the hearing and disposition of the case. **d. Academic Dishonesty Hearing Panels (2 representatives per case)**. ~~e.~~ **e. University Review Boards (3-reps at least 1 representative per case)**. **ef.** Other committees and organizations, upon request, including the Parking Committee and the Safety Committee. We also provide an advisory member to the Faculty and University Committees on Admission and Retention of Students. An advisory member maintains communication between the Campus Life Committee and the other committee, but is not a voting member of the other committee.
- 3. To recommend policies relating to rules and regulations governing student life, conduct, and activities and to refer policy recommendations emanating from the committee to the Office of Student Life.**
- 34.** To review **and administer** the university's Academic Integrity Policy ~~every 3 years~~, as stated in the ~~Academic Integrity Policy~~ **Student Code of Conduct**.
- 45.** To report to the faculty as necessary concerning matters of faculty interest, and to report to the faculty at least annually concerning the full scope of its own activities and of those designated organizations on which it is represented.
- 56.** To advise, as necessary, the administration regarding bulletins, other general university publications, and the use of broadcast facilities, and to study problems and represent the faculty in matters dealing with publications and broadcast.
- 67.** To consider and, if appropriate, refer to the faculty issues relating to intercollegiate athletic practices, including the implications of the athletic program in relation to the university's academic program.
- 78.** To advise the president on the designation of a faculty athletic representative."

Discussion of the above motion was in order. Ann Auman (Biology), chair of the Campus Life Committee, then moved the following: "That the motion from the Campus Life Committee be referred back to the Campus Life Committee." The motion was seconded. Lynn Hunnicutt (Economics) asked a procedural question. There being no other discussion, the motion to refer was put to a vote. **Motion to refer passed.**

There being no New Business, the Chair of the Faculty **adjourned the meeting** at 4:18 p.m.

Respectfully submitted,

Keith J. Cooper
Secretary of the Faculty

[Appendices]

Report from the Ad Hoc Committee on procedure for changing the Student Code of Conduct
Given by Patricia Killen, Provost

Last spring, prompted by the concern that the procedures for modifying the Student Code of Conduct were not sufficiently transparent to the campus community at large, the Campus Life Committee, with the endorsement of the Faculty Executive Committee, charged the provost with the responsibility to convene an ad hoc committee with the task of clarifying the procedures by which the Student Code of Conduct is altered.

I convened the ad hoc committee, made up of persons holding relevant positions as recommended by the Campus Life Committee. The following individuals served:

ASPLU President, Carl Pierce
Executive President of RHA, Ian Jameson,
Student Conduct Coordinator, Jeff Krengel,
Director of Student Involvement and Leadership, Eva Johnson,
Campus Life Committee member, Brendan Hogan,
Vice-President for Student Life, Laura Majovski,
and myself, Provost, Patricia O'Connell Killen.

The ad hoc committee carried on its work through two meetings, individual tasks, and e-mail communication in May, September, and early October of 2007. The committee focused on transparency. It reviewed the current practice for changing the code including the questions considered when a change is made, the individuals, councils and committees consulted, the research sources reviewed and the institutions to which PLU compares itself. The committee proposed posting this information as a resource for the campus community. That description, revised to be clearer and more helpful to students, faculty, and staff, is now posted on the Student Life Home Page. Its title is: "Proposing Changes to the Student Code of Conduct." It is clearly visible on the left side bar of the page. A link from the Office of the Provost web page will be set up.

The document on the web page holds the status of description and resource for understanding how to propose changes to the Student Code of Conduct. It is not a policy document. It describes procedures shaped by the policy embedded in our Faculty Constitution and By-laws and the university governance structure.

Should a formal policy statement regarding procedures for making changes to the Student Code of Conduct be needed, the judgment of the ad hoc committee is that, under our current Faculty Handbook, that project would appropriately be guided by the University Review Board with the Campus Life Committee.

It is important to note that discriminations need to be made regarding the Student Handbook, the Academic Integrity Policy, and the Student Code of Conduct. The latter two are included in the former, which also includes multiple kinds of information provided to students each year.

Finally, the Campus Life Committee and Faculty Executive Committee also charged Vice President Laura Majovski and me to initiate and oversee a campus-wide conversation regarding authority, responsibility and process in cases where the curriculum and the co-curriculum intersect. We will be moving forward on that project in later this semester.

Report from the Rank & Tenure Committee on online course evaluations
Included as Attachment B to the agenda

Online Course Evaluation Pilot Study
Report and Recommendation to the Faculty
Prepared by the Rank and Tenure Committee
10/08/07

Motion for a Pilot Project on Electronic Evaluations. Duane D. Swank, Rank and Tenure Committee, moved “That the Faculty Assembly authorizes volunteer, tenured faculty members to pilot the use of an electronic version of the PLU course evaluation instrument for 2006-2007 academic year. The Rank and Tenure Committee will bring a report and recommendation to the faculty during fall semester, 2007.” Motion passed.

Faculty Assembly Minutes (April 7, 2006)

REPORT: The purpose of the pilot was to explore whether online evaluations were a satisfactory alternative to the pencil-paper version. A sample of 15 professors volunteered to participate in the study. Anecdotal feedback from faculty participants led the committee to realize that valid comparisons of online and hard copy evaluations would not be possible until usability issues were identified and corrected. Through this process, the committee became aware of a multitude of other problematic issues related to course evaluations at PLU (online and pencil-paper).

	<u>F06</u>	<u>S07</u>
Faculty participating	15	14
Departments	12	13
Possible courses	43	56
Courses to evaluate online	35	33
% courses for online evaluation	81.4	58.9
Possible evaluations	709	754
Completed evaluations	405	452
<i>Percent completed</i>	<i>57.1</i>	<i>60.0</i>

RECOMMENDATION: The Committee recommends that the Provost create an *ad hoc* committee to identify in a systematic way the problems and issues related to course evaluations (online and pencil-paper) and to consider whether a second pilot of online evaluations—with adequate controls in place—would be desirable. Per the Faculty Handbook (p. 36), this committee shall exist for a period of time not to exceed 60 days.

We further recommend that a faculty-created *ad hoc* committee be formed to study and implement any suggestions advised by the Provost’s *ad hoc* committee.