I. Call to Order. Faculty Senate was called to order by President Cafferty at 7:00 p.m.

II. Roll Call.


Absent: Bean, Briner, Conrad, Dart, Emal, German, Luthans, Tracy, Volpe.

Guests: Brieanne Thomas, Student Body Vice President; Dale Zikmund, Assistant to the Vice Chancellor of Academic Affairs; Dennis Brown, Criminal Justice; Randy Haack, VCBF; Carla Brush, Central Scheduling Coordinator.

III. Action on Faculty Senate Minutes of February 1, 2001 and March 1, 2001.

It was pointed out that the Information Technology Advisory Committee was referred to as a Council in both sets of minutes, and that the minutes should be corrected. Davis/Clark moved approval of the February 1 minutes as amended. Motion passed unanimously.

Davis/Clark moved approval of the March 1 minutes as amended. Motion passed unanimously.

IV. Speaker:

Carla Brush, Central Scheduling Coordinator, and Randy Haack, VCBF, spoke on the centralization of classroom scheduling and the operation of the new software. The main reason behind the new scheduling system is to increase classroom utilization rates, since that is what the Coordinating Commission looks at when determining how many classrooms can be allocated to any new construction on campus, and in determining if new construction projects will get funding. Our utilization rate is currently 69%, but the Board of Regents wants it at 85%.

The new system is designed to match the academic, lab, and special events needs for space with the available resources. The centralized system should provide a better flow of information on utilization, and better serve the needs of everyone on campus. The software program, called CEO, is web based and can do searches on needs based on sq. footage, seating arrangement, technical equipment, and location. The system has a "Web Requester" feature which allows individual departments to make specific requests on-line, and a "Daisy System" feature which allows departments to see what space is available. Departments do not have to use the Web Requester or the Daisy System if they...
don't feel comfortable doing so, since they can always call Carla instead. The new system should make everyone's life easier, and should increase efficiency since we will not have so many people to go through to arrange rooms, just Carla.

Concerns were voiced on reserving rooms for club activities on weekends. The current system has failed in this regard many times, even when all procedures were followed properly. The new system should improve this situation, but it will not eliminate all problems since in many cases the fault lies with the personnel that are supposed to carry out the request, such as unlocking a door. Any problems with requests not being carried out should be reported to Carla. There will be an activity report filed every day which will go out to custodians so they will not lock doors which are supposed to be left open.

It was noted that faculty need to be notified if a special event has been scheduled during their class period in their classroom, since some have been bumped unknowingly and must scramble to find an alternative room in a hurry. There is currently no system in place to help prevent this situation, and special events which are deemed to benefit UNK in some way, such as recruitment, will always be given priority. The administration is open to suggestions on how to minimize this type of disruption to faculty and their classes. Special events involving 150 or more people will be put on the web to notify those affected by the event. It was felt that those affected by the special event should be notified directly, since many will not make a special effort to check the web to see if any events are coming up that would disrupt their class.

Questions arose as to the priority of matching classroom size versus location. Would a small class be assigned to a small classroom some distance from the instructor's office even if there were a large classroom available (not being used) nearer to the faculty member's office? In some cases the faculty member must carry equipment to their classes, which makes going a long distance from their office that much more troublesome. Department Chairs will need to monitor these situations and make requests to Carla to avoid this.

HPER and Cushing will not be scheduled by Central Administration, but scheduling will be reported to Central Administration. Scheduling of department conference rooms will not be done by Central Administration. It was noted that computer lab scheduling should be provided to each building. Perhaps the computer tech person of each building should be responsible for scheduling the computer labs.

Utilization for classes and labs is calculated by looking at a block of time during the day and counting the students per hour per day per square foot. Events in classrooms are not calculated in this way. Central Administration has worked with the Deans to make sure that all utilization gets reported. Currently the campus is short on office and meeting space, and long on classroom space.
Teaching in offices, such as one-on-one music instruction, is not counted in the utilization rate. On-line classes are not counted in the utilization rates, but distance classrooms are counted. Any suggestions on improvements in the system are welcome by Randy Haack and Carla Brush, as procedures will evolve to continually improve the system.

V. Reports from Academic Councils

A. Graduate Council. Minutes of the February 2 and March 3 meetings were included in the packets. No discussion followed.

B. General Studies Council. Minutes of the March 1 meeting were included in the packets. No discussion followed.

VI. Reports of Senate Representatives to Non-Senate Committees

A. Strategic Planning Committee.

A draft of the strategic plan is now out. Prioritization Forums are scheduled for this week, but no report at this time.

B. Honors Council.

No meeting.

C. Information Technology Advisory Council.

Meeting was cancelled, rescheduled for Monday after Senate meeting.

D. Center for Teaching Excellence Advisory Committee

The minutes of the January 26 and the February 23 meetings will be forthcoming. Updates of past and current activities have been distributed by e-mail.

E. Gender Equity Committee.

No meeting.

F. Other.

No other reports.

VII. Reports of Faculty Senate Standing Committees
A. Election Committee.

New Senators have been elected by the College of NSS. They are:

Dennis Brown, Criminal Justice  
Daryl Kelley, Sociology  
Jim Scott, Political Science  
Pradeep Barua, History  
Larry Becker, Geography

New Senators from the other Colleges will be forthcoming.

William Wozniak was nominated to fill the President-Elect seat vacated by Jim German. Clark/Young moved for nominations to cease and a unanimous ballot cast for William Wozniak. The motion passed unanimously.

Scott Fredrickson was nominated to become the new Parliamentarian. Clark/Young moved for nominations to cease and a unanimous ballot cast for Scott Fredrickson. The motion passed unanimously.

The First Year Experience Committee was reconstituted with the following members:

Tami Moore, Family and Consumer Sciences  
Kathryn Benzel, English  
Glen Powell, Teacher Education  
Stan Dart, Geography  
Trudy de Goede, Library  
Gail Zellor, Student Support Services  
Mary Daake, Academic Advising

Keith Comer will meet with the reconstituted committee to bring them up to date on the work of the committee so far.

Members of the new Ad-Hoc Academic Advising Committee are:

Kim Schipporeit, Registrar  
Mary Daake, Academic Advising  
Peggy Ables, Health Sciences  
Jane Christensen, Honors Program  
Julia Agard, Teacher Education  
Bob Young, Accounting and Finance

The charge of this committee is to address the following issues:

1. How to provide academic advisors with the tools necessary to do the job.
2. Ways of ensuring that students receive correct information.

3. Techniques for making academic advising sessions more productive.

4. Strategies for improving the interface between faculty and staff involved in academic advising.

5. Advising as a retention strategy: The role of faculty and staff.

**B. Executive Committee.**

Minutes of the March 26 meeting with the Chancellor and the March 30 meeting with the Vice Chancellors were included in the packets. The subject of the Pepsi Contract and the poor service being received in the vending area was a concern that arose in the EC meeting.

Item 6 of the meeting with the Chancellor was questioned. It stated that the results of the Learning Materials Center Review are not known at this time. It was thought that the results were known, but are not being shared at this time.

Item 5 of the meeting with the Chancellor was discussed. Concern was expressed that the creation of a new Assistant Vice Chancellor of Marketing position would remove a large portion of the responsibilities of the VCUR. The statement that the new VC of Marketing would report directly to the Chancellor was also questioned, since the recommendation of the University Relations Functional Report was for this position to report to the VCUR. Confusion arose over how this new position impacts the current position of Director of Marketing. The EC was directed to clarify these issues in the next meeting with the Chancellor.

Concern was expressed about the proliferation of new administrative positions, as the increased costs of these positions should be directed toward students, not administrators. It was noted that even though allocating resources toward students is commendable, UNK is not top heavy in administrative positions when compared with other institutions.

Many of the questions posed in the meeting with the Vice Chancellors were within the purview of the VCAA, who could not attend the meeting. These questions will be re-addressed in the next meeting with the Vice Chancellors.

**C. Presidents Report**

The issue of double counting of courses for both High School and College credit was revisited. It was emphasized that the courses in question were not those involved in the AP program. The problem does not concern College courses being used for High School credit, but rather High School courses being used for
College credit. Some colleges set up programs where they will agree to take High School courses for college credit in order to get money from the High School students. But these courses cannot be transferred to other colleges, so the student is stuck with staying with the college or taking the courses over if they want to transfer.

The College of NSS and the Library have responded to the resolution on service, the other Colleges should respond by the next FS meeting. The NSS response would like to take back the Dart resolution, especially the wording of service being given "equal" weight to teaching and scholarship for senior faculty. It was suggested that the two resolutions on service (Dart, Dec 7, 2000; Wozniak, Feb 3, 2000) be pulled together for the next Senate meeting and discussed in conjunction with all of the College responses to this resolution.

Concerning the draft of the FS Plan of Action (included in the packets), it was suggested that in Goal 1, Action Step 6 the word 'more' be removed so as to read "Develop a plan for providing an equitable balance of Faculty Senate representation of senators with little or no experience and those with extensive senate experience." The word 'more' seemed to imply that the current FS did not have this balance, when in fact it appears that it does since around half of the senators are in their first term.

Discussion on the responsibility of overseeing the Plan of Action suggested creating a task force, using an existing committee, or having the EC be ultimately responsible for this. It was thought that the Plan of Action should be looked at as a long-term document since all of the things in the document could not possibly be done in one year. The EC should prioritize the items in the document to determine which items get looked at first. Perhaps the document should have a different title to reflect its use as a long-term blueprint for Senate action and as an orientation document for new senators.

Goal 2, action step 7 on promoting a positive public image of faculty work was identified as being particularly important, and it was emphasized that it was the FS that has been mainly responsible for the positive aspects of improving the quality of the campus environment and faculty morale, not the administration.

It was suggested that the Senate review the entire document more thoroughly and discuss it further in the next meeting. Wozniak/Fredrickson moved approval of the document as a guideline for FS action. The motion passed unanimously.

The March 23 draft of the document on Intellectual Property was included in the packets. It was suggested that in section 5.2 in the first paragraph, the wording "the faculty shall own the right to obtain copyrights" should instead read "the faculty shall own the right to register copyrights" to more accurately communicate the intention of this phrase.
Davis/Wozniak moved to change the wording in section 5.2 (b) from "when it is determined by the University that such Instructional Materials are necessary to carry out the educational programs of the University" to "when it is determined jointly by the faculty member and the University that such Instructional Materials are necessary to carry out the educational programs of the University." The motion passed unanimously.

Davis/Fredrickson moved to change the wording in section 13 from "If any campus wishes to implement a committee of peers to review the facts and circumstances surrounding any particular interpretation of this Policy, such committee may also make a recommendation to the Vice Chancellor" to "Each campus shall implement a committee of peers to review the facts and circumstances surrounding any particular interpretation of this Policy, such committee shall make a recommendation to the Vice Chancellor." The motion passed.

Miller/Terry moved to communicate FS concerns of section 5.2 on the use of Instructional Materials where it states that "no royalty, rent or other consideration shall be paid to the faculty member when the Instructional Materials are used at the University. This includes textbooks, syllabi, lectures, lecture notes, and study guides." The motion passed unanimously. The EC was directed to get clarification of this issue, and to invite the UN legal expert to the next meeting for an explanation.

The Dual Career Program annual report, included in the packets, was commended as being a fine example of excellent work being done by a part-time administrator without great expense.

D. Academic Freedom and Tenure

. No report.

E. Grievance Committee

. No report.

F. Professional Conduct Committee

. No report.

G. Academic Computing Committee

No report.

H. Academic Affairs Committee
Minutes of the February 15 and March 22 meetings were included in the packets. No discussion followed.

I. Artists and Lecturers Committee

. No report.

J. Athletic Committee

. No report.

K. Library Committee

. No report.

L. Student Life Committee

. No report.

M. Continuing Education Committee

. No report.

VIII. Reports of Faculty Senate Special (Ad Hoc) Committees

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A. First Year Experience Committee.

No report.

B. North Central Accreditation Assessment Committee.

First meeting was March 23, the minutes are forthcoming. Will have two more meetings this month.

IX. Unfinished Business:

Young/Miller moved to remove the discussion on the Student Life White Paper on the First-Year Experience from the table. Motion passed unanimously. Young/Terry moved to send the White Paper to the First Year Experience Committee. The motion passed unanimously.

A handout on proposed changes to Article VI of the UNK Faculty Senate Bylaws was distributed. Of note were the following:
Replace the Academic Computing Committee with the Academic Information Technology Committee, serving as the UNK teaching, learning and technology roundtable that advises the administration and faculty, shares information, coordinates plans, and suggests means for using technology to improve teaching and learning. The committee has been streamlined, with just one representative from each undergraduate college, the library faculty, the FS, the Assistant Vice Chancellor of Information Technology, the Director of the Libraries, the Director of the Center for Teaching Excellence, and one student, giving 10 members total.

Disband the Election Committee.

Reconstitute the Faculty Welfare Committee to advise FS and the authorized professional negotiating organization on faculty workloads, conditions of employment, remuneration, salaries, and fringe benefits. The committee will be composed of one tenured representative each from the Senate executive committee, the undergraduate colleges, the library faculty, and one faculty member selected by the authorized professional negotiating organization, for a total of 7 members.

Change the composition of the Library Committee to include one faculty representative from each undergraduate college, the Director of Libraries, the Assistant Vice Chancellor of Information Technology, one member selected by the Graduate Council, and one student selected by the Student Senate, for a total of 8 members.

Creation of the Oversight Committee to oversee the implementation of the FS Constitution and Bylaws to ensure that the basic operational principle of the FS is upheld and to propose changes to the FS if deemed necessary, and to perform election duties. The committee will be composed of one member of the FS from each of the four undergraduate colleges and the Library, the outgoing Senate President, and the FS representative to the Executive Committee, and the Senate Parliamentarian who will serve as chair, for a total of 8 members.

Miller/Terry moved to approve the above changes to the FS bylaws. It was noted that these changes were recommended by the Election Committee. The motion passed.

**X. New Business**

The Dean of NSS distributed to Department Chairs a proposal to lengthen class times. The proposal was distributed to the FS. It was noted that the proposal could improve classroom utilization rates since classes will take longer, and classes would have to be distributed more evenly throughout the school day.

There was a call for abstracts for the Center for Teaching Excellence publication.
XI. General Faculty Comments

. The meeting adjourned at 9:25.

Respectfully submitted
Tommy Eshleman
Secretary