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Faculty Senate Monthly Packet January 1979

Portland State University Faculty Senate

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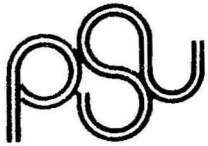
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portland state university

MEMORANDUM

TO Senators and Ex-Officio Members of the Senate DATE December 20, 1978
FROM Earl L. Rees, Secretary to the Faculty

The Senate will hold its regular meeting of the Faculty Senate on Monday, January 8, 1979, 3:00 p.m., 150 Cramer Hall.

- A. Roll
- *B. Approval of Minutes of the December 4, 1978 meeting
- C. Announcements and Communications from the Floor
- D. Question Period
 - 1. Questions for Administrators
 - 2. Questions from the Floor for the Chair
- E. Reports from Officers of Administration and Committees
- F. Unfinished Business - none
- G. New Business
 - *1. Graduate Council Proposals - Bentley
- H. Adjournment

*The following documents are included with this mailing

Regarding agenda items: B - Minutes of the December 4, 1978 meeting
G¹ - Graduate Council Proposals**

**Included for Senators and Ex-Officio Members only

PORTLAND STATE UNIVERSITY

Minutes: Faculty Senate Meeting, December 4, 1978
Presiding Officer: Elaine Limbaugh
Secretary: Earl Rees

Members Present: Adams, Barmack, Bates, Becker, Beeson, Bentley, Bierman, Brooke, Brown, Carl, Cease, Cumpston, Diman, Edgington, Erzurumlu, Fiasca, Friesen, Gard, Gardner, Halley, Hardt, J. Hammond, Hashimoto, Hibbard, Hoogstraat, Johnson, Jones, Kimbrell, Kinnick, LeGuin, Limbaugh, Manning, Merrick, Morris, Moseley, Newberry, Newhall, Rad, Scheans, Seiser, Shotola, Sommerfeldt, Sugarman, Tinnin, Tracy, Underwood, Walker, Weikel, Waller, Wurm, Wyers, Young.

Alternates Present: Smith for Anderson, Scruggs for Blankenship, Midson for Kimball, Elteto for Markgraf

Ex-Officio Members: Blumel, Corn, Dittmer, Forbes, Harris, Heath, Hoffmann, Howard, Morton, Rauch, Rees, Richelle, Rodgers, Schendel, Todd, Toulan, Trudeau

APPROVAL OF MINUTES

The minutes of the November 6, 1978 Senate meeting were approved as submitted.

ANNOUNCEMENTS AND COMMUNICATIONS FROM THE FLOOR - none

QUESTION PERIOD

1. Questions for Administrators - none submitted
2. Questions from the Floor for the Chair - none

REPORTS FROM OFFICERS OF ADMINISTRATION AND COMMITTEES

1. Curriculum Committee Annual Report, Carl Pollock, Chairperson. Morris, T. moved adoption of points 3 through 7 of the annual report as included in the Senate mailing. (seconded)

Highlights of discussion: Morris pointed out that the Curriculum Committee wanted action taken and not just acceptance of the report. Bates, inquiring about point 5, asked if those courses required in education and other collateral requirements, in addition to those in a given norm, would be published under that norm. Heath said the catalog should clarify for the students the total number of hours required in a given area for the Secondary Education credential. Gard asked about the intend of point 6. Morris said the basic concern was that during a financial exigency certain segments of the University, such as the professional schools, are favored over other areas. The Curriculum Committee was very concerned about maintaining balance in the allocation of monies. Richelle noted that the Budget Committee has undertaken a study to consider budget policy issues. One area the committee is looking at is the balance between programmatic considerations and enrollment shifts in order to recommend procedures and options. Dittmer asked about point 7. Pollock said there was concern because of the inconsistency in the number of hours spent in the lab versus credit hours given. There seems to be no University policy. Cease wondered why the Curriculum Committee was not concerned with areas other than labs where inconsistencies of the same nature exist. Heath said the Presiding Officer of the Senate might want to charge the committee

with looking into the broader issue. Gard said he hoped there would be consistency between universities both in and out of state. Bates moved that in point 7, "consistent policy of relationship" be changed to "consistent policies concerning the relationship." (seconded)

Discussion of Bates Amendment: The number of hours spend in a lab, according to Bates, should have a logical relationship to the number of credit hours given. The policy should not be that a given number of hours in the lab should result in a given number of credits.

Action on Bates Amendment: Passed by voice vote.

Further Discussion on Original Motion as Amended: Kimbrell, referring to point 5 of the annual report, said spelling out specifics in the catalog is difficult because Salem is constantly making changes. He added that contractual type language would not be acceptable to the Art Department which prefers to advise each student. Heath said the PSU catalog is good for five years except in the area of teaching requirements over which PSU has no control. This will be noted in the catalog. Jones stated he felt uncomfortable with point 6 of the annual report because it did not seem to have much to do with curriculum. Morris answered that the main concern was to balance the allocation of monies in order to maintain the traditional core curriculum. Richelle said there is no real relationship between deletion of courses and the allocation of resources for computer science and mechanical engineering. The question is whether the Curriculum Committee would be willing to delete any courses that have not been taught over a three-year period. Richelle said it is not fair to the students to advertise such courses. Morris said one concern was being able to direct where some monies should be spent. Dittmer moved that item 6 of the annual report of the Curriculum Committee should be deleted. (seconded)

Discussion of Dittmer Motion: Bierman, speaking against the motion, said a real relationship exists between the support of the traditional liberal arts and the increased need for supporting developing programs. More money in one area means less in another. And if new professional programs have no elements in them related to the traditional core, the latter will have no role to play.

Action on Dittmer Motion: Defeated by a roll call vote - No 35, Yes 15.

Action on Original Motion as Amended: Passed by voice vote.

2. Graduate Council Annual Report, James Bentley, Chairperson. Bentley moved acceptance of the annual report of the Graduate Council as included in the Senate mailing. (seconded)

Highlights of Discussion: Johnson asked about the authority behind statements coming out of the Graduate Council, whether they could be questioned, and when they become official policy. Bentley said the University Bulletin, Graduate Advisors Handbook and Faculty Governance Guide are followed. Some Graduate Council decisions are based on previously accepted positions which have been brought before, and accepted by, the Senate. Bentley said the Graduate Council has the matter of guidelines on its agenda. Sugarman said the plan is to put in one place all the justifications for action and policy statements that have been approved since 1962 when graduate programs were first approved. Bates said his understanding was that the Faculty Constitution gives the Graduate Council recommendation powers as far as

policy changes are concerned which are then approved by the Senate. The Graduate Dean, Graduate Council and Senate should obtain clarifications in these matters. Jones said that the role of the Graduate Council is not clear and there is no consensus as to whether a given document should or should not be approved by the Senate. Bentley said it is sometimes difficult to distinguish between policy and tradition which has developed into policy. Halley, distinguishing between rules and general policy, said the Senate should not put itself in the position of having to spell out rules to implement general policy. Several senators again emphasized that the general confusion found in the graduate programs should be eliminated. Bierman moved that the Graduate Council should present, in the Spring, a preliminary report on the organization of graduate studies at PSU focusing on policies, their formation, and rules of implementation. (seconded)

Discussion of Bierman Motion: Moseley pointed out that if there is concern about the power of the Senate and the power of the committees the problem in its totality should be examined instead of just focusing in on the Graduate Council. Fiasca asked if approval of this report and/or Bierman's motion implied accepting whatever the Graduate Council comes up with for items 1 through 6 of the Graduate Council annual report. The answer was negative. Newhall emphasized that three questions must be kept in mind in the report: What is policy? How is policy made? What are the rules for implementing policy?

Action on Bierman Motion: Passed by voice vote.

Action on Original Motion as Amended: Passed by voice vote.

3. Library Committee Annual Report, Ann Weikel, Chairperson. Weikel moved that the Senate accept the Library report as included in the Senate mailing. (seconded)

Discussion: Weikel said the committee recommends that individuals and departments scrutinize their serial orders because this budget is near its limit. The committee also expresses regrets about the storage problem which will be aggravated by the lack of funding for a new library building.

Action: Passed by voice vote.

4. Scholastic Standards Committee Annual Report, Michael Carl, Chairperson. Carl moved that the Senate accept the annual report of the Scholastic Standards Committee as included in the Senate mailing. (seconded)

Discussion: A clarification of the acronym ADSP was requested. It stands for Aid to Academically Disqualified Students.

Action: Passed by voice vote.

5. Budget Prospects, President Blumel. Blumel, referring to a previously cancelled budget appeal, said an appeal will be made before governor-elect Atiyeh and Executive Department budget analysts on December 14, 1978. The details of the budget analysts recommendations are very detailed and technical, and do not come up to the desired 115 percent. That is essentially what is being appealed to the Governor. In the area of capital construction of the general education projects, the cut-off was above the first major project for PSU on the capital construction priority list, in other words, the second phase of the professional schools building. That is also being appealed. The auxiliary projects, such as

SMC remodeling and the parking structure, were approved by the budget analyst. Blumel said he would have more information after receiving the new Governor's recommendations. Waller asked how much below the hoped for 115 percent had the budget fallen. Blumel said it was around 112 percent for the entire State System.

UNFINISHED BUSINESS - none

NEW BUSINESS

1. Curriculum Committee Course Proposals, Carl Pollock, Chairperson.
Pollock pointed out that the word "Harris" should be deleted from the description of the only new course management course listed in the course proposals and that item 5 of the cover letter G-2 of the Senate mailing was an additional emergency proposal the Curriculum Committee considered. Gard moved that the Senate approve the course proposals as included in the Senate mailing. (seconded)

Discussion: none.

Action on Motion: Passed by voice vote.

2. Graduate Council Course Proposals, James Bentley, Chairperson.
On the first page of item G-2 of the Senate mailing under "College of Arts and Letters," "English" should read "English and Foreign Languages." Bentley moved that the Senate approve the Graduate Council Course Proposals as included in the Senate mailing. (seconded)

Discussion: Olson, referring to the Mathematics section on page 3 of the cover letter of item G-2 of the Senate mailing, moved that the Senate approve Mathematics 447. (seconded)

Highlights of Discussion of Olson Amendment: Brown asked when definitive statements for optional graduate credits became required. Rauch said much of what has gone on for years has just been a matter of practice and not policy. Dean Rauch, reading from a 1962 policy statement, said this policy stands to this day. The Graduate Council has recommended that the difference between 400 and 400G courses should be observed. It is within the council's power to make such a request. Rauch said the undergraduate in Mathematics 447 is forced to compete with graduate students. Brown said the difficulty is that this stipulation for graduate courses has not been requested for fifteen years. He asked if each department has been asked to make this differentiation. Rad responded that he was asked to make the differentiation in Engineering. Enneking, E. said that the UO, OSU, among other institutions, make no distinction for graduates and undergraduates at the 400 level in Mathematics. He also pointed out that, in the proposal form for the preparation of new courses, one part says that if the course is to accommodate both undergraduates and graduates, "indicate how course requirements for each level are expected to differ if at all." The Mathematics Department has the option to interpret the three last words. Cease said he thought the request for differentiation of 400 and 400G course was reasonable. Moseley said it might be appropriate to recommend a new policy. Brown said his main objection was instant implementation of an old dormant policy especially in light of the wording of the new course proposal forms. Halley pointed out that in Social Science there has been a distinction between graduate and undergraduate requirements. Olson suggested that Mathematics was perhaps different in that there are rigid sequences and all students in a given class have the same background. Harris said the very question now being debated was brought up when the graduate program in Mathematics was

established in 1964-65. The position of the Mathematics Department was upheld at that time. Jones emphasized that a distinction between graduate and undergraduate courses should be made in most areas.

Action on Olson Amendment: Passed by voice vote.

Further Discussion of Original Motion as Amended: Elteto asked for a clarification of the recommendation listed under Foreign Languages in item G-2 of the Senate mailing. He pointed out that the 508, 509 numbers are omnibus numbers which are listed by every department that has graduate offerings. The Graduate Council disapproved these courses because the credit hours were unspecified, because clock hours are open ended, and because no topical outline was included. Elteto said these three items are usually not included in the catalog. Referring to the statement that "denial does not preclude the offering of this work because omnibus numbers are available," Elteto said the department is asking precisely for the omnibus numbers. Bentley said there ought to be some limitation to how many hours could be earned in a workshop or practicum which are not to be taken in the same sense as an omnibus number like 507 which could include a number of different types of courses. There was also no indication of the content of these courses. Elteto noted that the very purpose of the omnibus number is to allow for variable credit and flexible content. The latter makes it difficult to spell out the content. Elteto moved that the paragraph explaining the denial of the 508 and 509 omnibus numbers for Foreign Languages, in item G-2 as included in the Senate mailing, be deleted and that omnibus numbers mentioned be approved.

Action on Elteto Motion: Failed for lack of a second.

Further Discussion of Original Motion as Amended: Tracy, referring to the Administration of Justice section on page 5 of item G-2, asked when and if the "long-standing policy of not approving 500-level courses until the school or department has an approved graduate program," mentioned in that paragraph had been approved by the Senate and the rationale behind such a policy. Bentley responded that he was not sure if this policy had been approved by the Senate. He added that this has been the policy of the Curriculum Committee and the Graduate Council in cases where no approved graduate program exists. If the courses are approved there is expectation that a program will also be approved. This is not necessarily the case. Blumel pointed out that the policy of turning down courses not linked to a particular program goes beyond the individual institution.

Action on Original Motion as Amended: Passed by voice vote.

ADJOURNMENT: 4:45 p.m.

67-1

OFFICE OF GRADUATE STUDIES AND RESEARCH
December 15, 1978

TO: Faculty Senate
FROM: Graduate Council
SUBJECT: Proposals approved by Graduate Council

1. Doctoral Degrees - Time Limitation

The final oral examination for the doctorate must be taken not later than five calendar years after advancement to candidacy. Failure to complete requirements for the degree within the five years will invalidate the candidate's passing of the comprehensive examination. Readmission to candidacy requires the passing of the regular or a special comprehensive examination. Approvals for readmission are required by the academic head of the program and the Dean of Graduate Studies and Research.

2. Final Oral Examination

The acceptance of a thesis as partial fulfillment of the requirements for a master's degree includes the passing of a scheduled final oral examination. The final oral examination requires the presence of the representative of the Office of Graduate Studies and Research.

3. Limit on Omnibus Course Credits

A maximum of 15 credits from 400-level courses offered for graduate credit under omnibus numbers are accepted in a master's degree program.

4. 500-Level Courses for the Master's Degree

Of the 30 term hours required to be taken in residence, a minimum of 12 hours must be in the 500-level courses.

5. Summary of Procedures for Doctoral Degrees (See attachment)

6. Plagiarism (See attachment)

7. The Master's Thesis (See attachment)

SUMMARY OF PROCEDURES FOR
DOCTORAL DEGREES

The following outline summarizes the Portland State University procedural requirements for the Doctoral degree. Additional requirements may be imposed by specific programs.

Pre-Candidacy for Degree

1. After admission to a specific program, the student reports to the program director and is assigned an adviser. A preliminary course of study is developed in consultation with the adviser.
2. As early as is appropriate, but no later than six months prior to the completion of the comprehensive examinations, an advisory committee consisting of at least three members is appointed by the program director.
3. The program of study is prepared by the advisory committee in consultation with the student as early as possible after appointment of the advisory committee. The program is approved by the program director, and copies are distributed to the student, adviser, program director, and Dean of Graduate Studies and Research.
4. Early in the program the student may be required to take a preliminary examination.
5. Foreign language examinations as required must be passed. Notice of passing of the examination is sent to the Dean of Graduate Studies and Research.
6. The comprehensive examinations are scheduled and administered by the established rules of the program. The results of the examination are sent to the Dean of Graduate Studies and Research.
7. The student must identify a dissertation research problem in consultation with the faculty and the advisory committee.
8. After passing the comprehensive examinations, foreign language examinations, and the identification of an approved dissertation research problem, the dissertation committee of at least four members is appointed by the Dean of Graduate Studies and Research. The composition of this committee is carefully selected to reflect the needs of the research problem and the published regulations of the program and the University.
9. The student must prepare a written dissertation proposal, submit to the dissertation committee for evaluation, modifications, and final approval. The dissertation committee accepts the proposal and recommends to the Dean of Graduate Studies and Research the student's advancement to candidacy.
10. The student is informed by the Dean of Graduate Studies and Research of advancement to candidacy for the doctoral degree.

Candidacy for Degree

1. With regular consultation with the appointed member of the dissertation committee, the candidate prepares a preliminary draft of the dissertation.
2. The draft is reviewed and corrected as directed by the dissertation committee until it meets the approval of the committee.
3. The candidate obtains from the Degree Requirements Office the Application for the Degree and returns the completed application to the Degree Requirements Office one term prior to the awarding of the degree.
4. At least two weeks prior to the final oral examination, the chairperson of the dissertation committee submits copies of the final draft to each member of the committee.
5. The adviser submits two copies of the request for Appointment of Final Oral Examination Committee to the Office of Graduate Studies and Research. The request must be filed at least two weeks before the date of the scheduled examination. A copy of the final dissertation draft must accompany the request for transmittal to the representative of the Office of Graduate Studies and Research for review prior to the examination.
6. The final oral examination must be passed no later than five calendar years after advancement to candidacy for the doctoral degree.
7. Three copies of the dissertation and four copies of the abstract in final approved form must be submitted to the Office of Graduate Studies and Research not later than three weeks before Commencement.
8. Microfilming of the dissertation is mandatory for the doctoral candidates. An extra copy of the abstract, which must not exceed 600 words, must be submitted to the Office of Graduate Studies and Research with the University Microfilms, Inc. agreement form. The charge for this service is \$25.00 payable at the Cashier's Office.
9. All incompletes must be removed no later than two weeks before Commencement.
10. The adviser completes in triplicate the form Recommendation for the Degree.
11. The Dean of Graduate Studies and Research certifies to the general faculty that all requirements for the degree have been met and recommends the awarding of the degree.
12. Commencement.

PLAGIARISM

Graduate students stand in a primary and unique relation of responsibility to the faculty of their major departments, the faculty upon whose recommendation graduate degrees will or will not be awarded. In matters which involve or may affect the student's intellectual growth and maturity, students are responsible to the departments and their representatives. An act of plagiarism is evidence for the faculty of unsatisfactory academic performance, the absence of scholarly integrity, and the failure of the student to accept responsibilities identified with the graduate community of faculty and students.

The Graduate Council identifies plagiarism with the following actions:

1. appropriation or imitation of language, ideas and products of another author and representation of them as one's original work;
2. failure to provide proper identification of source data;
3. use of paraphrases in lieu of direct quotation without appropriate bibliographical references and footnote citations.

The section entitled "Identification of Source Data" from the "Style Manual for Theses and Dissertations" of Portland State University provides further information on the requirements for acknowledgement of printed source material used as data for scholarly investigations.

Proof that a graduate student has engaged in plagiarism will result in the application of academic sanctions, disciplinary sanctions, or both depending on the circumstances of the individual case.

Allegations of plagiarism shall be submitted to the Dean of Graduate Studies and Research, who shall investigate the allegation. If it is not demonstrated that there is probable cause to believe that the allegations are well founded, the allegation will be dismissed. If it is demonstrated that there is probable cause to believe that the allegation is well founded, the Dean of Graduate Studies and Research shall refer the matter to the Graduate Council.

Following procedures established by the Graduate Council which ensure procedural due process to the student, the allegation and the student's defense will be considered and a judgement reached by the Graduate Council as to the truth of the allegation and the academic sanction to be imposed if

plagiarism is established.

Academic sanctions which may be imposed are:

1. denial of credit for the course in which the plagiarized product was submitted;
2. academic probation for a period of one calendar year;
3. academic suspension for a period of one to three calendar years;
4. in cases involved with a thesis, dissertation or other research submitted in partial fulfillment of requirements for an advanced degree, denial or rescinding of the award of the graduate degree.

The Graduate Council also may refer a case in which plagiarism has been established to the Vice President for Student Affairs for such disciplinary action as prescribed in the University's Student Conduct Code.

GRADUATE COUNCIL
5/78

THE MASTER'S THESIS

NATURE

When the thesis is required and is selected by the candidate, a commitment has been made to produce a significant piece of scholarship. The thesis becomes a major factor in determining the eligibility of the candidate for the degree. Each college, school, and department defines the nature of research and scholarship accepted for a thesis, but in all cases a high level of resourcefulness, productivity, and mature perception of the discipline is expected.

The quality of the culminating work must comply with University standards and with those of other leading universities. The depth of research, the synthesis of available knowledge, the originality of insight, and the solution to the problem or creative achievement must attest to the distinction of the student.

SUBJECT

The subject of the thesis must be within the major field of the candidate. Although the thesis is not required necessarily to show original results, it must reveal independent investigation, including the knowledge and application of the accepted methods of scholarship.

If the topic is experimental in nature, that is, hypotheses are proposed and data collected to test them, appropriate methodology must be used in the collection of data for acceptance of the thesis.

STYLE

The thesis must be written in acceptable style and should exhibit the candidate's competence to prepare a scholarly report for publication; acceptance by a refereed journal or scholarly publisher is not a criterion for a successful thesis. Theses become a permanent part of the Library's collection and are available to scholars for research.

Requirements of form are set forth in PSU's Style Manual for Theses and Dissertations.