

2-8-2001

Faculty Senate Monthly Packet February 2001

Portland State University Faculty Senate

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PORTLAND STATE
UNIVERSITY
FACULTY SENATE

1-8-01

TO: Senators and Ex-officio Members to the Senate
FR: Sarah E. Andrews-Collier, Secretary to the Faculty

The Faculty Senate will hold its regular meeting on February 5, 2001, at 3:00 p.m. in room **53 CH.**

AGENDA

- A. Roll**
- *B. Approval of the Minutes of the January 8, 2001, Meeting**
- President's Report
Provost's Report
Vice President's Report
- 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 the Officers of Administration and Committees**
1. Report on Developments in Millar Library - Pfingsten
 - *2. Library Committee Annual Report - Zelick
 3. Report of the Interinstitutional Faculty Senate Meeting of 2-3 February - Wollner
- F. Unfinished Business**
1. Amendment to the Constitution, *Article IV., Sec. 4. Faculty Committees*
 2. Amendment to the Constitution, *Article V., Sec. 1. Faculty Senate*
- G. New Business**
- None
- H. Adjournment**



*The following documents are included with this mailing:

B Minutes of the January 8, 2001, Senate Meeting

E2 NOTE: Library Committee Annual Report was included with the December 2000 Agenda

F1 Amendment to the Constitution, *Article IV., Sec. 4. Faculty Committees*

F2 Amendment to the Constitution, *Article V., Sec. 1. Faculty Senate*

PORTLAND STATE UNIVERSITY

Minutes: Faculty Senate Meeting, January 8, 2001
Presiding Officer: Judith Patton
Secretary: Sarah E. Andrews-Collier

Members Present: Ames, Anderson, Balshem, Barham, Barton, Beasley, Becker, Bjork, Bleiler, Bodegom, Brennan, Brenner, Brodowicz, Buddress, Cabelly, Carpenter, Carr, Carter, Chapman, Collins, Crawshaw, Cummings, Dieterich, Eder, Ellis, Elteto, Erskine, Falco, Farr, Feeney, Feldsman, Fisher, Fortmiller, Fosque, Franz, Glanville, George, Gilbert, Hagge, Herrington, Heying, Hoffman, Holloway, Hopp, Hunter, A.Johnson, D.Johnson, Kern, Koch, Latiolais, Lewis, L. Mercer, R. Mercer, Miller-Jones, Morgan, Neal, O'Grady, Palmiter, Patton, Peterson, Rectenwald, Reece, Rogers, Rosengrant, Rueter, Sestak, Sherman, Shinn, Shireman, Shusterman, Squire, Sussman, Thompson, Turcic, Yatchmenoff

Alternates Present: Nach for Talbott, Bates for Walsh

Members Absent: Chaille, Chenoweth, Daasch, Ingersoll L. Johnson, Kenny, Kiam, Lall, Philbrick, Skinner, Tableman, Turcic, Wang, Wosley-George

Ex-officio Members

Present: Allen, Andrews-Collier, Bernstine, Brown, Burns, Diman, Driscoll, Feyerherm, Kaiser, Kenton, Lieberman, Pernsteiner, Pfingsten, Pratt, Rhodes, Sparks for Johnston, Sylvester, Tetreault, Toulan, Ward, Wollner.

NOTE: THERE IS NO TAPED TRANSCRIPT OF THIS MEETING.

A ROLL CALL

B. APPROVAL OF THE MINUTES

The minutes of the December 4, 2000, meeting were approved as published.

C. ANNOUNCEMENTS AND COMMUNICATIONS FROM THE FLOOR

President's Report

BERNSTINE reported on Advising (see below).

Provost's Report

TETREAULT noted that the proposed budget for 2001-02 was distributed to the Deans the previous Thursday, January 4 at their meeting, and will be distributed to the Budget Committee the following Tuesday, January 16.

TETREAULT noted that this week marked the anniversary of the move of University Studies from CLAS to Academic Affairs. Accomplishments in the past year include Terry Rhodes' hiring, integration of capstone support with curriculum, and two people being moved from University Studies to CAE and IASC, to assist with budget reviews and resource allocation review. A Graduate Assistant was assigned to study the question of why there are not more tenure track faculty involved is being researched, but the project is behind schedule. Chairs and Deans have also been requested to address this issue. Another project underway is that student learning expectations are being developed to dovetail more closely with PASS requirements

TETREAULT has asked Vice Provost Rhodes to review the national data and activity around the BA/BS requirement, as well as to consult with the appropriate Senate and Administrative committees. He has also been requested to broaden assessment of general education to include Honors, and the BA/BS requirement. He will review and, if necessary, revise, the charge to the University Studies Committee.

TETREAULT asked faculty and deans to take up a discussion of how we discuss campus issues. The Provost's Office has been made aware of student e-mail, which has indicated that faculty have publicly criticized their University Studies colleagues.

Vice President's Report

PERNSTEINER noted that the Governor has requested state agencies, as well as all Oregonians, to make an effort to reduce energy use. Faculty are reminded to make sure all lighting, etc. is turned off when not in use. Also, please note that computers, including computer monitors, use considerable power and should be turned off when not in use.

D. QUESTION PERIOD

1. Questions for Administrators

BRENNER asked for confirmation that IASC is being moved from the ground floor corridor of Smith Memorial Center, and if that is true, why is IASC relinquishing this central, visible location? FORTMILLER responded that IASC is moving to the 4th floor SMC, in a trade with the Student Government offices. Objectives for the moves include improved visibility for those student groups, and improvements for IASC such as private offices for student advising.

EDER asked if improvements would be made in the electronic grading system before the end of this term when it becomes required. HOFFMAN responded that OIT has been made aware of the problems that occurred at the end of Fall term 2000. The expectation is that all problems will be fixed and we will be prepared to handle mandatory electronic course grading at the end of Winter 2000. HOFFMAN noted, in response to a question regarding grades from previous terms, that the department is working on "going back in time" for course grades but for the present it is only possible to look up a previous grade by referencing the particular student. HOFFMAN noted also that the SGR (Supplemental Grade Reporting) is still recorded only in hard copy form.

E. REPORTS FROM THE OFFICERS OF ADMINISTRATION AND COMMITTEES

Report on the President's Student Advising Action Council

BERNSTINE presented the summary report (attached) after the Vice President's Report. He reviewed the summary and took questions. ALLEN added that the report is on the web and the address for it is at the bottom of page 1 of the summary.

CARTER requested the privilege to read from e-mail by Robert Mercer, who was out of town. He noted that he was not reading the entire message due to the strongly worded content, but requested that three points be included in the record: 1) there was no public discussion of this advising model; 2) it allocates a quarter-million to IASC while departments, whose advising load greatly expands, get no additional funding; and 3) in light of these problems, senators ought to get complete copies of this report and discuss it openly in the public forum provided by the Senate.

A. JOHNSON asked if any changes have been made to the full report since it was presented to department chairs. ALLEN noted that two concerns forwarded since then have been addressed, what do we mean by mandatory, and what will be resources for the departmental liaisons. BERNSTINE reminded the assembly that for the present, a pilot project is proposed.

A. JOHNSON/CRAWSHAW MOVED the Faculty Senate discuss the Advising Report at the February meeting of the PSU Faculty Senate.

BRENNER noted the summary presented here makes it impossible to discuss the report. He noted that SBA has central advising because their faculty are failures at advising, however, their faculty -appropriately - do the career advising. He supports the motion.

SHUSTERMAN asked how will exceptions to published department regulations be incorporated into this model. HOFFMAN _____

CUMMINGS noted that recently he has advised a considerable number of people before they have applied or made any contact with admissions. How will this plan affect that circumstance?

A. JOHNSON asked why the report, in part #4, recommends declaration of the major so late in the student's program. ALLEN _____

FELDESMAN asked _____ and why there is no checkpoint when the student applies for the degree.

CRAWSHAW asked why the fees being charged of students would go to IASC instead of to the schools who will be doing the advising. ALLEN _____

LATIOLAIS noted this plan would prompt students to select a major according only to when they are asked to declare. He added _____

FOSQUE noted that 500 Art majors would generate \$36.00 per year each, \$18,000. total for one year, and \$54,000.00 total for three years. He continued 17,000 PSU students charged \$36.00 per year would generate \$612,000.00 per year for advising purposes. FOSQUE noted that the advising load in his area, the Graphic Design emphasis of the Art major, would consist of 300 majors to be advised by 3 faculty members. Each advisor, responsible for 100 students, advises four times per week at one-half hour per meeting. This totals 16 students per month, or 100 students per 6.25 months. FOSQUE concluded, if each student were "required at critical junctures" to see an advisor (3 required times, 1 at orientation and 2 by the first 90 hours), it would require 12.5 months to support "required advising" of his majors. FOSQUE also asked what would be the proposal for advising part-time students. ALLEN stated the fee would be prorated for part-time students.

THE QUESTION was called.

THE MOTION PASSED BY UNANIMOUS VOICE VOTE.

2. **Annual Report of the Library Committee**

Zelick was unable to remain at Senate until the item came up. The Presiding Officer postponed the report until the February Senate Meeting

3. **Semi-annual Report of the Faculty Development Committee**

KETCHESON presented the report for the committee, noting particularly the new opportunities available this year, and the adjusted committee timelines. Applications are due 16 January.

The Presiding Officer Accepted the Report for the Senate.

4. Quarterly Report of the University Planning Council

There was no member of the committee available to present the report. The Presiding Officer postponed the report.

F. UNFINISHED BUSINESS

1. Report on the University Studies Program

CARTER/SESTAK MOVED to take the item from the table.

THE MOTION PASSED by unanimous voice vote.

The Presiding Officer vacated the Chair for the discussion, and Faculty Senator and Steering Committee Member, Duncan Carter assumed the Chair.

Hearing no question, discussion was concluded.

The Presiding Officer assumed the Chair.

G. NEW BUSINESS

1. Proposed Amendment to the Constitution, *Article IV., Organization of the Faculty*

A. JOHNSON/SESTAK MOVED THE SENATE APPROVE the proposed Amendment.

PATTON noted that the two Amendments are proposed to address issues of divisional representation in the Senate and in some committees which have been caused by moving University Studies and Honors to the Office of Academic Affairs. Other small changes have to do with housekeeping items, such as the renaming of Engineering as the College of Engineering and Computer Science.

FORTMILLER/BRENNER MOVED to insert in Art. IV, Sec., 4. 4), d), line #3, after "... the Library," the following: "one from All Other faculty," and to insert in Art. IV., Sec., 4., 4), j), line #2, after "...instructional divisions," the following: "one from All Other faculty."

THE MOTION PASSED by unanimous voice vote.

The Presiding Officer, in accordance with the Constitution of the PSU Faculty, *Article VIII. Amendments* directed the Secretary to the Faculty to transmit to the Advisory Council the Proposed Amendment as amended for review and reply before the next meeting of the Senate.

2. Proposed Amendment to the Constitution, *Article V., Faculty Senate*

A. JOHNSON/SESTAK MOVED THE SENATE APPROVE the proposed Amendment.

There was no debate.

The Presiding Officer, in accordance with the Constitution of the PSU Faculty, *Article VIII. Amendments* directed the Secretary to the Faculty to transmit to the Advisory Council the Proposed Amendment as amended for review and reply before the next meeting of the Senate.

H. ADJOURNMENT

_____/CUMMINGS MOVED the meeting be adjourned

THE MOTION PASSED by majority voice vote.

The meeting was adjourned at 4:18 p.m.

Report to the University Community: A Model for Undergraduate Academic Advising at Portland State University

Summary

Presented to Faculty Senate
January 8, 2001

Problems in academic advising have been formally recognized for over one third of the life of the University. In fact, since 1990 PSU has undertaken a number of studies to examine the student experience at Portland State.

Three reports and a discussion summary¹ resulted from these examinations:

- *Report to the University by the PSU Committee on Undergraduate Student Retention* (November 1993)
- *Proposed Advising Model for Portland State University* (Advising Task Force, 1995)
- *Report from the President's Commission on Campus Climate and Life* (October 1998)
- *Discussion Summary of 1999 Presidential Roundtable and Town Hall discussions.*

In fall 1999 President Daniel Bernstine appointed the Student Advising Action Council to implement the recommendations related to academic advising in the *Report from the President's Commission on Campus Climate and Life* and those that emerged from the 1999 Presidential Roundtable and Town Hall discussions. In addressing its charge, the Action Council considered the following: (1) previous efforts to address advising issues at Portland State University; (2) the current state of academic advising at PSU; and (3) the literature on student retention and success.

The conclusion reached by the Action Council is that a quality advising system is critical to student satisfaction, persistence toward educational goals, and success. Further, the Action Council recommends the following:

1. The University adopt a total intake advising model where students are initially advised through a central advising office, and, upon declaration of a major, are advised by faculty in their major department.

¹ These documents and the complete report from the Student Advising Action Council can be found at: www.president.pdx.edu/action-councils/SAAChome.phlml.

2. The University adopt a developmental advising model, which is a multi-step process incorporating life and career exploration with major selection and course scheduling.
3. Advising be required at critical junctures in the student's academic experience: orientation, during the first year, and at the attainment of 90 hours.
4. Students be required to designate a major by the time they have accumulated 120 credit hours.
5. IASC be designated as the central advising office and also charged with the responsibility of providing support and assistance to faculty advisors in the academic departments. Each academic department will have a designated liaison in the IASC.

The Action Council suggests that the proposed advising model be implemented over several years, with full implementation in 2003-04. The first year of implementation (2001) will involve piloting the proposed model with three academic units: CLAS – Science Cluster, Architecture, and Business. An ongoing evaluation of the pilots will be used to provide feedback to the Action Council to determine modifications that may need to be made in the full implementation of the advising model.

Further, the Action Council recommends that funding for the proposed advising system come from multiple sources including:

- Reallocation of funds
- Designated increases in tuition or fees.

Student Advising Action Council Members

Cathleen Smith (Co-Chair)
Psychology

Janine Allen (Co-Chair)
Enrollment & Student Services

Susan Agre-Kippenhan
Art

Rod Diman
Office of the President

Walt Ellis
Urban & Public Affairs

Dick Forbes
Biology

Dan Fortmiller
Information & Academic Support Center

Leslie Gilderson
School of Business Administration

Bryan Johanson
Music

Marlene "Bar" Johnston
Student

Risa Kiam
School of Social Work

Mary Kinnick
School of Education

Taalib Madyum
Student

Robert Mercer
College of Liberal Arts & Sciences

Maureen O'Connor
School of Business Administration

Dick Pratt
Office of Academic Affairs

Sandra Rosengrant
Foreign Languages

Nixie Stark
Speech Communication

Michele Toppe
Office of Student Affairs

Consultant: **Devorah Lieberman**
Center for Academic Excellence

Support: **Katie Sinback**
Office of Academic Affairs

**PROPOSED AMENDMENT TO THE CONSTITUTION OF THE
PORTLAND STATE UNIVERSITY FACULTY**

Added text underlined. Moved text in *italic*. Deleted text ~~lined-out~~.

ARTICLE IV. ORGANIZATION OF THE FACULTY.

Section 4. Faculty Committees.

1) Appointment. The Committee on Committees, hereinafter described, shall appoint the members and chairpersons of all constitutional committees and ensure adequate and required divisional representation. The Committee on Committees shall make recommendations to the President concerning the membership and chairpersons of all committees established by administrative action and ensure divisional representation as appropriate. Constitutional committees are those established under provisions of the Faculty Constitution. Administrative committees are those established by the President and charged by him or her with a specific assignment on a continuing basis for periods of one or more years. Ad hoc and special committees may be established at any time by the Faculty, the Senate, or the President, and shall carry out specific duties and report as directed. No special committees shall be established that duplicate the work of an existing Faculty, Senate or administrative committee. The Committee on Committees shall appoint membership of special committees established by the Faculty or Senate. The Advisory Council will make recommendations of membership for ad hoc and special committees established by the President.

For the purpose of committee representation, the word "division" shall mean any ~~school or college~~, college, any school outside the colleges, the Library, Other Instructional Faculty, and All Other faculty jointly as a single entity; the term "instructional division" shall mean any ~~school or college~~, any school outside the colleges, and Other Instructional Faculty.

The members of the Committee on Committees will normally serve two years and must be members of the Senate during their tenure as members of the Committee. The following divisions shall elect members in even-numbered years:

- All Other (1 member)
- Business Administration (1 member)
- Education (1 member)
- Liberal Arts and Sciences (2 members)
- Social Work (1 member)
- Urban and Public Affairs (1 member)

The following divisions shall elect members in odd-numbered years:

- Engineering and ~~Applied~~ Computer Science (1 member)
- Library (1 member)
- Liberal Arts and Sciences (3 members)
- Fine and Performing Arts (1 member)
- Extended Studies (1 member)
- Other Instructional Faculty (1 member) ...

ARTICLE IV, Section 4. (continued)

4) Standing Committees and Their Functions....

d) Curriculum Committee. This committee shall consist of five faculty members from the College of Liberal Arts and Sciences, one from each of the other instructional divisions, one from the Library, ~~one representing All Other faculty~~ one from All Other faculty, two students, and, as consultants, one of the following or his/her representative, the Provost, and the Vice Provost for Curriculum & Undergraduate Studies, and a representative of the Office of Institutional Research & Planning. The committee shall: ...

g) Faculty Development Committee. This committee shall consist of five faculty members from the College of Liberal Arts and Sciences, one from each of the other ~~instructional~~ divisions, two from the Library, ~~one representing All Other Faculty~~, and, as consultants, ~~the Provost or his/her representative~~ one of the following, or his/her representative, the Provost, and the Vice Provost for Graduate Studies & Research. It is desirable that the appointees be selected from among faculty members who are active and interested in research, teaching, or other scholarly activity. The committee shall: ...

j) Graduate Council. This council shall consist of five faculty members from the College of Liberal Arts and Sciences, one from each of the other instructional divisions, one from the Library, ~~one representing All Other faculty~~ one from All Other faculty, ~~and~~ two graduate students appointed upon recommendations by the Dean of Graduate Studies, and, as consultants, one of the following or his/her representative, the Provost, and the Vice Provost for Graduate Studies & Research, and a representative of the Office of Institutional Research and Planning. The Committee on Committees shall endeavor to select appointees only from among faculty members with an involvement in graduate education. The committee shall:...

l) Budget Committee. This committee shall consist of five faculty members from the College of Liberal Arts and Sciences, one from each of the ~~professional schools~~, ~~one from the Library~~, ~~one from the School of Extended Studies~~, ~~one representing All Other faculty~~, ~~other divisions~~, two students, the chairperson of the University Planning Council and, as consultants, one of the following or his or her representative, the Vice President for Finance and Administration, the Provost, and ~~the University Budget Director~~ a representative from the Office of Institutional Research and Planning. The chairperson (or a designated member) shall serve on the University Planning Council. The committee shall:...

m) University Planning Council. The University Planning Council shall advise the Faculty Senate and the President on educational policies and planning for the University. Membership of the Council shall be composed of the chairperson of the Budget Committee, plus five faculty members from the College of Liberal Arts and Sciences, one faculty member ~~each from Business Administration, Education, Engineering & Applied Science, Fine & Performing Arts, Social Work, and Urban & Public Affairs~~, ~~one faculty member from the Library~~, ~~one faculty member from the School of Extended Studies~~, ~~one faculty member representing All Other faculty~~, from each of the other divisions, one classified ~~person~~ member of PSU, and two students (one undergraduate and one graduate). The chairperson shall be selected from the membership by the Committee on Committees. The Provost, the Associate Vice President for Finance & Administration, and a representative from the Office of Institutional Research and Planning shall serve as consultants at the request of the Council. The chairperson (or a designated member) shall serve on the Budget Committee. The committee shall:...

[end]

**PROPOSED AMENDMENT TO THE CONSTITUTION OF THE
PORTLAND STATE UNIVERSITY FACULTY**

Added text underlined. Repositioned text in *italic*. Deleted text ~~lined-out~~.

ARTICLE V. FACULTY SENATE.

Section 1. Membership.

2) Elected Members. Elected members of the Senate shall be chosen from the members of the Faculty. Representation shall be proportional by division. Elected members shall have full right of discussion, making of motions and voting. For the purpose of representation, the word "division" shall mean any school or college, the Library, Other Instructional Faculty, and All Other faculty jointly as a single entity; the term "instructional division" shall mean any school or college, and Other Instructional Faculty. Faculty who are involved in programs that are not within an instructional division shall be attached as groups to an appropriate school, college or instructional unit. (See Article V, Section 2, Paragraph 1.)

3) Alternates. Each elected member of the Senate is expected to attend its meetings regularly. However, before the first meeting of the fall term each senator shall designate in writing to the Secretary to the Faculty an alternate who shall serve in the senator's absence with full rights and powers. A senator may change his or her alternate at any time by so informing the Secretary in writing. A senator who takes a leave of absence or sabbatical leave for one academic year or more must resign his or her Senate seat, which shall be filled in accordance with Section 2, Paragraph 5 of this Article.

Section 2. Election of the Senate.

1) Determination of Divisional Representation. By the first Monday in March of each year, the chief administrative officer of each division (see Article V, Section 1, Paragraph 2) shall report to the Secretary to the Faculty the name of each faculty member, and the number of full-time equivalent faculty assigned to each division. At the same time, names of regular faculty and the number of full-time equivalent faculty in programs not in any instructional division shall be reported by the chief academic administrative officer and the vice presidents, or their designees, to the Secretary to the Faculty. These Faculty shall be assigned by the Senate Steering Committee to divisions as prescribed in Article V, Section 1, Paragraph 2. The Secretary to the Faculty, under the supervision of the Senate Steering Committee, shall then determine the number of senators to be allocated to each division, apportioning one senator for each multiple of ten full-time equivalent faculty with an additional senator for any remainder of 5.0 or more full-time equivalent faculty. Any division with fewer than ten full-time equivalent faculty shall have one senator. A newly instituted division shall elect its senator(s) in the next regular senate election. [end]