

**Minutes of the  
Faculty Senate Meeting  
Friday, 23 February 2001  
SC 214, 3pm**

Members present: Senators Broschius, Catanzaro, Game, Gordon, Hubbard, Keeling, Kidd, Marshall, Mazzarella, McCubbin, Reimer, Savitzky, Schell, Siochi, Winder, Wymer

- I. Call to order: President Siochi called the meeting to order at 3:05 p.m.
- II. Minutes for January 26, 2001 meeting were approved with corrections.
  - A. An additional correction to the December 1, 2001 Faculty Senate meeting was identified. The members of the Faculty Hearing Committee were incorrectly reported in the minutes as being *four faculty from the College of Liberal Arts, three faculty from the College of Science and Technology, and two faculty from the School of Business*) elected by the faculty of each college; and *two* tenured members selected by the Senate. The motion should have read.
    1. **Motion: The Faculty Hearing Committee shall consist of *eight tenured faculty members (four faculty from the College of Liberal Arts, two faculty from the College of Science and Technology, and two faculty from the School of Business) elected by the faculty of each college; and three tenured members selected by the Senate.***
- III. President's Report
  - A. Faculty Senate President Siochi noted the that Ad hoc committee to investigate ways the faculty could constructively work with the administration was scheduling an organizational meeting with President Trible.
- IV. Committee Reports
  - A. Undergraduate Curriculum Committee: Information was given to the faculty Senate regarding new courses.
  - B. President Siochi presented the recommendations from the Academic Status Committee.
  - C. Recommendations from the Faculty Development Grant Committee were introduced to the Senate. Additional recommendations to revise the procedure for applying for Faculty Development Grants were introduced.
  - D. President Siochi reported on meeting with Provost Doane concerning the Leadership Concentration/ Degree program. Provost Doane noted that the Communications Degree program was already being presented to SCHEV and that sending a second Degree program at the same time might complicate matters. Since the Senate did not reject the concentration but rather asked for a more comprehensive program, he decided to proceed with the concentration at this time.

3:17pm Provost Robert Doane arrives. Faculty Senate President Siochi moved to suspend the business of the Senate to discuss and clarify proposed changes to the University Handbook with Provost Doane, Director Eddleman and Vice President Gallear. Passed unanimously.

3:30pm Donna Eddleman, Director of Student Life arrives.

3:50pm Douglas Gallaer, Vice President for Human Resources arrives.

3:55pm Senator Gordon arrives.

**The results of the discussions are included as an attachment to these minutes.**

Senator Hubbard leaves at 4:35pm.

5:37pm. Faculty Senate President Siochi moved to return to the business of the Senate. Passed Unanimously.

V. Old Business

- A. Senator Keeling reported on discussions with Professor Paul on the Honors Programs.

VI. New Business

- A. **Motion: The Faculty Senate accepts the recommendation of the Faculty Handbook Committee with the attached revisions.**  
Moved by Senator Keeling. Seconded by Senator Catanzaro.  
Vote: Unanimous.  
**Motion passes.**
- B. Senator McCubbin moved to table the revised procedure for applying for Faculty Development Grants. Seconded by Senator Catanzaro. Passed Unanimously.
- C. **Motion: The Faculty Senate accepts the recommendation of the Faculty Development Grant Committee and forward the information to the Provost's office.**  
Moved by Senator Catanzaro Seconded by Senator Broschious.  
Vote: Unanimous.  
**Motion passes.**

Senator Gordon leaves 5:45pm

- D. **Motion: The Faculty Senate accepts the recommendation of the General Education Council and approves eleven courses as writing intensive to be designated as (WI) in future Schedule of Classes and catalogs.**  
Moved by Senator McCubbin. Seconded by Senator Broschious.  
Vote: Unanimous.  
**Motion passes.**

- E. President Siochi introduced information forwarded by Provost Doane on the SCHEV mandated University Writing Competencies Policies. The Senate suggested creating a Ad hoc committee to work with the Provost's office in creating and implementing these policies.
  - F. **Motion: The Faculty Senate accepts the recommendation to revise the Academic Status Policies in the University Catalog with the clarifications requested by the Senate.**  
Moved by Senator Mazzarella. Seconded by Senator Kidd.  
Vote: Unanimous  
**Motion Passes.**
- VII. Adjournment  
Senator Keeling moved for adjournment, Senator Catanzaro seconded. Meeting adjourned at 6:30 pm.

Respectfully submitted,

Dr. Timothy R. Marshall  
Faculty Senate Secretary

Important Dates

Faculty Senate Ex. Committee Meeting: Friday, March 16, 2001, 3:30 pm. Gosnold 221.

Faculty Senate Meeting: Friday March 23, 2001, 3pm SC 214.

### **Attachment to the Minutes of the Faculty Senate Meeting**

Provost Doane was asked why the following was added to Section XVII.C. of the University Handbook.

*At its November 2000 meeting, the University Board of Visitors directed the Administration in consultation with the Faculty, to review policies on Graduate Faculty released time. As of the publication deadline for the 2001-2002 University Handbook, that review process was not complete. Once this review is complete, if there are any changes, the new policy will supercede existing policy during the 2001-2002 academic year.*

Provost Doane noted that the above section does not change or add to the power granted the Board of Visitors by the State of Virginia. By state law the Board of Visitors has the power to change the University Handbook when they see it necessary. He wanted this section to be added so the faculty would be aware that Graduate Faculty release time would be reviewed and may be changed.

Faculty Senate requests these revisions to the proposed changes to the University Handbook.

Section IX.3 (page 59) Alcoholic Beverages Policy

Starting at line 6.

*Public intoxication that results in disorderly behavior that negatively impacts the University community and community at large will not be tolerated. Such behavior may result in the imposition of University sanctions.*

Section IX 5 (page 59) Drugs

Starting at line 21.

*Being in the presence of or under the influence of illicitly obtained or illegal controlled substances on University premises or at University sponsored or supervised events will not be tolerated. Such behavior may result in the imposition of University sanctions.*

Section IX.7 (page 59) Line 28.

7. Failure to comply with a University ~~Official~~ Policy

Section IX.10. (page 59) Harassment.

Starting at line 50.

*Harassment is defined as any words, gestures or actions directed at an individual or group that may cause a reasonable person to experience fear or intimidation. Harassment that is directed at an individual and is based on age, sex, race, disability, religion, national origin or political affiliation will not be tolerated. Such behavior may result in the imposition of University sanctions.*

Section XI.3.b.6.e (page 13) Retraining Faculty

This section ***should not be removed*** from the Handbook, but should be listed as *Section XI.3.b.7.*

Section XI.5.c.3 (page 22) Research Involving Human Subjects.

Starting at line 16.

**...In undertaking this process, the Review Board for the Protection of Human Subjects must will consult with the General Counsel who is an ex-officio member of the committee regarding legal issues and potential liability to the University.**

Section XI.b.6.c (page 35) Student Rating of Instruction

Starting at line 30:

(1) Student rating of instruction serves two distinct functions: Providing data to help evaluate teaching effectiveness and providing guidance for improving instruction. The former function is served *in part* by the IDEA Student Ratings of Instruction survey, which is administered University-wide in each class section as directed by the Provost. *Note that, the IDEA is not the sole instrument for evaluating faculty teaching effectiveness.*

(2) IDEA Student Ratings of Instruction are carried out by each department at a time specified by the Provost, after midterms and before the last two weeks of each semester. *Other evaluations of teaching will be carried out by the departments at a time specified by the Provost.* The schedule for summer session student ratings is posted on the Provost Office web page by May 1 each year. IDEA Student Comments are copied and returned to the instructor with the IDEA reports.

Section XIII.4 (page 130) Freedom of Information/Privacy Act.

*The University complies with the Virginia Freedom of Information Act and the federal Family Educational Rights and Privacy Act. Because these laws and their implementing regulations are ambiguous and constantly changing, it is difficult to definitely state what is and is not covered. Nevertheless, members of the University community are advised that as a general matter, it is illegal to disclose information concerning a student's academic performance to anyone other than the student including the student's parents. Similarly, it is illegal to disclose the specific details of an employee's personnel file. Of course, this specific information is available to the student concerned and to the individual employee. However, the University community should also know that certain general information must be disclosed. Any questions or concerns about these laws should be directed to the General Counsel. Faculty members should not release any information about students to persons other than the student without first consulting with the General Counsel.*

Section XIII.9 (page 131) Office of Career and Counseling Services

This section **should not be removed** from the Handbook; however, the Vice President for Human Resources suggested this should be placed under Fringe Benefits (see below).

Section XIII.10. (starting page 132) Fringe Benefits

The section that was removed is replaced with.

*The Commonwealth of Virginia provides a number of statewide fringe benefits for full-time employees. Although listed here, state benefits are subject to change by the Commonwealth without University consultation or approval. Additionally, the University provides several local benefits for full-time employees. HR provides detailed benefits information at the time of hire. A yearly Benefits Fair, printed information and individual consultations are available anytime thereafter. This section is not meant to provide details for understanding or using programs, but is only designed to enhance awareness of program availability. Additional details may be obtained from the Office of Human Resources (HR) by visiting or calling 594-7145.*

a. State Benefits

1) Retirement

*As a condition of employment, faculty members are provided a choice of the Virginia Retirement System (VRS) and Optional Retirement Plans (ORP's).*

2) Group Life Insurance

*As a condition of employment, group life insurance is provided at no cost to the employee.*

3) Health Insurance

*A variety of health care plans are provided. The type of coverage determines costs.*

4) Flexible Benefits Program

*Employees have the opportunity to benefit from several tax advantages by deducting certain costs of some benefits from their paychecks prior to calculating taxes.*

5) Tax Sheltered Annuities

*Several tax-sheltered annuities are available, as CNU is a qualified employer under Section 403 (b) of the Internal Revenue Service code.*

6) Deferred Compensation Plan

*An opportunity for a supplemental retirement plan under Section 457 of the Internal Revenue Service Code.*

7) Workers' Compensation and Injury on the Job

*An employee injured on the job is eligible to apply for benefits under the Virginia Workers' Compensation Act. The injured employee must notify their supervisor then Human Resources. Failure to notify the appropriate authorities may jeopardize the claim. For additional requirements, please call Human Resources at 594-7145.*

8) Unemployment Compensation

*University employees, except students, who leave the employ of the University, are eligible to apply for unemployment compensation from the Virginia Employment Commission (VEC). VEC makes eligibility determinations.*

9) Cash Match Program

*Consistent with Commonwealth guidelines, eligible University employees may enroll in this program that provides money to match approved employee retirement savings deductions.*

10) U.S. Savings Bonds

*EE and I bonds are available.*

11) Liability Insurance

*The Office of Risk Management of the Commonwealth of Virginia maintains liability insurance for full-time salaried employees of CNU. Individuals may wish to obtain supplemental insurance coverage through private carriers.*

b. Local CNU Provided or Arranged Benefits

1) Long Term Disability

*This volunteer, employee paid program is designed to provide income protection when one cannot work due to disability.*

2) Bookstore Discounts

*The University Bookstore offers a 10% discount at time of purchase to all full-time salaried employees of the University.*

3) Credit Union membership

*Employees may elect to join the Virginia Educator's Credit Union and/or the Virginia Credit Union. Credit union membership policies apply.*

4) Tuition Waiver Policy

*All full-time classified, instructional and administrative and professional faculty may receive a tuition waiver for one (1) course, four (4) credit hours or less, during each regular semester, and one (1) course, four (4) credit hours or less, during the entire semester without the payment of tuition and fees. Additional policies for eligibility and approval are available in HR.*

5) Prepaid Legal Services

*This volunteer, employee paid program is designed to provide assist in provided legal services. Call HR for additional information concerning eligibility, services and cost.*

6) Counseling and Referral

*The Office of Career & Counseling Services and Office of Human Resources provide support guidance and counseling to employees and referral to resources off campus as needed.*

Section XVI I. A.

3. President's Senior Management Team

*The President's Senior Management Team serves as an advisory group to the President and to allow for the exchange of information among the various administrative members at University. The President's Senior Management Team consists of the President, the Provost, the Chief of Staff, the Executive Vice President, the Dean of Students, the VP for University Relations, the VP for University Advancement, and the General Counsel.*

Section XVII.C.4.c (page 160)

Starting at line 9.

The Review Board for the Protection of Human Subjects Committee shall consist of the director of Sponsored Programs (nonvoting), *the General Counsel (ex-officio)*, and four faculty members (*two faculty from College of Liberal Arts, one faculty from the College of Science and Technology, and one faculty from the School of Business*) appointed by the Provost.