

Delta State University Faculty Senate 1994-1995

Department of Accounting

Mr. William Tony Wilson

Box 3222 846-4184 846-1428 Until 5/1/95

Department of Aerospace Studies

Capt. Russell Jackson

Box 3304 846-4179 745-8476 Until 5/1/96

Department of Art

Mr. Robert Kim Rushing

Box D-2 846-4726 756-2496 Until 5/1/96

Audiology and Speech Pathology Unit

Dr. Florence Ouzts

Box 3146 846-4111 843-4838 Until 5/1/95

Division of Behavioral Sciences

Dr. Vicki J. Hartley

Box 3111 846-4393 843-8321 Until 5/1/96

Department of Biological Sciences

Dr. Grady E. Williams

Box 3262 846-4242 846-7341 Until 5/1/95

Division of CIS and Office Administration

Dr. Mary Jean Lush

BOX 3223 846-4212 759-3811 Until 5/1/96

Department of Commercial Aviation

Mr. Tommy Sledge

Box 3203 846-4238 843-3446 Until 5/1/96

Division of Curriculum and Instruction

Dr. Ronald J. Garrison

Box 3113 846-4374 846-1862 Until 5/1/95

Division of Economics and Finance

Mr. James O. Brown

Box 3334 846-4191 843-7092 Until 5/1/96

Div. of Health, Physical Education, and Recreation

Dr. Darvin E. Barnes

Box B-2 846-4561 846-7100 Until 5/1/95

Mr. Paul Allen Crawford

Box A-3 846-4280 846-4128 Until 5/1/96

Department of History

Dr. Curtis Lamar

Box 3162 846-4173 843-9756 Until 5/1/96

Division of Home Economics

Dr. Debra S. Smith

Box 3273 846-4317 843-0439 Until 5/1/95

Division of Languages and Literature

Dr. William S. Hays

Kethley 220 A 846-4084 843-7697 Until 5/1/96

Dr. William C. Spencer

Kethley 221 D 846-4083 846-7840 Until 5/1/95

Library Services

~~Mrs. Victoria Chase~~
Jo Wilson

Library 846-4430 846-6947 4440 Until 5/1/95

Division of Management and Marketing

Mr. Robert F. Fleming

Box 3275 846-4203 843-2445 Until 5/1/95

Department of Mathematics

Dr. Burrow P. Brooks Past Chair

Box 3224 846-4516 843-8584 Until 5/1/95

Department of Military Science

Capt. John Simmons

Box 3293 846-4543 843-4566 Until 5/1/95

Department of Music

Dr. Edward Bahr

Box 3256 846-4607 843-6141 Until 5/1/95

Dr. Donna W. Banks

Box 3256 846-4213 843-6319 Until 5/1/96

School of Nursing

Mrs. Dorothy Louise Seals

Box 3343 846-4262 843-9572 Until 5/1/96

Department of Physical Sciences

Dr. Henry Outlaw

Box 3255 846-4476 843-3156 Until 5/1/96

Department of Psychology

Dr. Anita Williams

Box 3163 846-4165 846-1315 Until 5/1/95

Division of Social Sciences and Philosophy

Mr. Robert N. Brown

Kethely 203 D 846-4067 843-8941 Until 5/1/95

Social Work Unit

Ms. Margaret H. Tullos

Box 3172 846-4369 Until 5/1/96

D.S.U. Faculty Senate Proxies 1994-1995

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Department of Art

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Division of Management and Marketing

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BOX 3256 846-4608 843-9884 Until 5/1/96

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Department of Psychology

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Dr. Mark Routman

Kethley 201 C 846-4074 843-4128 Until 5/1/95

Social Work Unit

Mrs. Alinda Sledge

Box 3172 846-4408 843-3446 Until 5/1/96

BY-LAWS OF THE FACULTY SENATE OF DELTA STATE UNIVERSITY

ARTICLE I: TITLE

The name of the organization, "The Faculty Senate of the Faculty of Delta State University", as stated in the Constitution and By-Laws, applies to the faculty's senate at the Cleveland campus. Hereinafter, the organization is designated "the Faculty Senate".

ARTICLE II. PURPOSE

The purpose of these by-laws is to provide interpretations of the Constitution and to supply additional procedural rules to expedite the business of the organization.

ARTICLE III. ORGANIZATION

Section 1. Eligible Faculty

The definition of Eligible Faculty shall be full-time employees of Delta State University (Cleveland, MS campus) who hold the faculty rank, except for deans, assistant deans, associate deans, and cabinet level positions.

Section 2. Voting Eligibility

As specified in the Constitution of the Faculty Senate.

Section 3. Membership Quota

References to the school in the Constitution have been interpreted regularly to include the schools in which faculty are budgeted and thus do not include the Graduate School.

Section 4. Term of Office

- a. A term of office shall begin with the organizational meeting of the Faculty Senate in the Spring term.
- b. A senator rotated off the Faculty Senate, as provided in Article III, Section 4, of the Constitution, will become eligible for a new term after twelve months.

Section 5. Election

Tie votes shall be resolved by drawing of lots.

Section 6. Selection of Replacement Members of the Faculty Senate

As specified in the Constitution of the Faculty Senate.

Section 7. The Committee of Elections

- a. Members of the Committee of Elections will serve throughout their term or terms of office as senators.
- b. Elections to fill vacancies will be carried out in the respective school caucuses held during the organizational meeting, or during the next meeting after a vacancy is reported to the Senate Chair.
- c. Members of the Committee will elect the Chair at the first meeting after the organizational meeting of the Faculty Senate.

Section 8. Duties of Faculty Senate Officers

- a. Chair of the Faculty Senate. The duties of the Chair are:
 - (1) To call the organizational meeting;
 - (2) To preside over meetings of the Faculty Senate and over meetings of the Executive Committee;
 - (3) To represent the general faculty at the meetings of the Academic Council and at meetings of any administrative council or advisory body established by the President or Vice President to assist in administering the affairs of the University;
 - (4) To notify faculty members of their election to membership in the Faculty Senate;
 - (5) With the concurrence of the Executive Committee, to prepare and distribute notices of meetings of the Faculty Senate with agendas. Such notices shall be distributed at least seven to ten days in advance of a notified meeting;
 - (6) To send a memorandum to the President, not more than a week after each meeting, calling attention to any resolutions passed by the Faculty Senate and other matters of importance that arose;
 - (7) To serve as the signatory officer of the Faculty Senate's account budgeted by the University and as custodian of any other Faculty Senate funds. To make or authorize all expenditures necessary for the conduct of the business of the Faculty Senate. To maintain adequate financial records, and to report to the Faculty Senate at the January meeting the state of the Faculty Senate's finances;

- (8) To supervise and co-ordinate the work of the Faculty Senate's various standing and ad hoc committees;
 - (9) To perform all other functions of a chair of an organization.
- b. Vice Chair of the Faculty Senate. The duties of the Vice Chair are:
- (1) To preside over meetings of the Faculty Senate in the absence of the Chair;
 - (2) To substitute for the Chair, when necessary, at meetings of the Academic Council or other organizations or functions when the Chair would normally be present ex officio;
 - (3) To monitor attendance at scheduled meetings of the Faculty Senate, to encourage future attendance of those members absent from consecutive meetings, and to recommend resignations from those who encounter scheduling conflicts and become unable to attend Faculty Senate meetings.
- c. Secretary of the Faculty Senate. The duties of the Secretary are:
- (1) To keep a record of attendance at Faculty Senate meetings which shall be included in the minutes;
 - (2) To prepare the minutes of Faculty Senate meetings for duplication and distribution by the Chair at all members of the Faculty Senate. The minutes are to be provided to the Chair within 2 weeks of the meeting. The Chair is to distribute the minutes at least a week before the subsequent meeting;
 - (3) To maintain an archive in the Robert's Library of the records of the Faculty Senate, including all monthly meeting agendas, minutes and the Chair's advisory memoranda to the President of the University.
- d. Executive Committee of the Faculty Senate. The Chair of the Standing Committees designated by the Constitution together with the four officers of the Faculty Senate comprise the Executive Committee of the Senate.
- e. Vacancies in Faculty Senate Offices.
- (1) If the office of Chair becomes vacant, the Vice Chair

will become the Chair of the Faculty Senate. If the Vice Chair cannot serve as Chair, a new Chair will be elected at the next regular meeting of the Faculty Senate.

- (2) If the office of Vice Chair or Secretary becomes vacant, the vacancy(ies) will filled by election at the next meeting of the Faculty Senate.

Section 9. Committees

- a. Standing committees of the Faculty Senate may be authorized by the Constitution or the By-laws.
- b. Special (or ad hoc) committees may be established by resolution of the Faculty Senate. These committees shall be automatically terminated at the organizational meeting of the Faculty Senate unless continued by resolution of the Faculty Senate.
- c. The following standing committees are authorized:
 - (1) Executive Committee
 - (2) Committee of Elections conducts the elections of the Faculty Senate as provided under the Constitution of the Faculty Senate of Delta State University.
 - (3) Committee on University Standing Committees
 - (a) The committee shall be composed of three Faculty Senate members appointed by the Chair. No two committee members shall be from the same school or the Library;
 - (b) Members of the Committee shall serve throughout their term or terms of membership in the Faculty Senate;
 - (c) When necessary, new members of the Committee will be appointed by the Chair at the first meeting following the conclusion of the organizational meeting or the next meeting after a vacancy is made known to the Senate Chair;
 - (d) The Committee members will elect their chair each year at their first meeting following the conclusion of the organizational meeting of the Faculty Senate;

- (e) The Committee is charged with the responsibility of selecting candidates from the University faculty for membership on the following University standing committees:

Academic Achievement
 Academic Computer Usage
 Academic Honors
 Attendance
 Credentials
 Faculty Tenure Appeals
 Library
 Oral, Aural, & Visual History
 Press
 Research
 Scholarships/Awards
 Special Programs
 Student Publications
 Writing Across the Curriculum
 Writing Proficiency Examination Appeals

The Committee's recommendations will be submitted to the Faculty Senate at the September meeting, at which meeting the Faculty Senate will act upon their recommendations. The roster of candidates adopted by the Faculty Senate will be recommended to the President for appointment to the designated University standing committees for a term of twelve months from the date of their appointment;

In addition, the Committee shall be allowed to appoint a faculty member to other University committees including, but not limited to, the following:

Athletic
 Faculty & Staff Benefits
 Graduate Council
 Long Range Planning
 Teacher Education Council

- (f) In the event an appointee to one of the University standing committees is unable to serve, the Committee on Standing Committees will recommend a replacement to the Executive Committee of the Faculty Senate. Upon the Executive Committee's approval of the replacement, the name of the new appointee will be sent to the President;

- (4) Committee on General Academic Affairs whose

responsibilities will include, but are not limited to, such matters as academic freedom and tenure, teacher evaluation, curriculum and university policies;

- (5) Committee on Finance whose responsibilities will include, but are not limited to, such matters as faculty compensation, fringe benefits and the budget;
- (6) Committee on University Services whose responsibilities will include, but are not limited to, such matters as athletics and recreation, bookstore, food services, housing and traffic.

d. Selection of Members to the Faculty Senate's Standing Committees:

- (1) Membership on certain standing committees is ex officio and members are selected as provided by the Constitution (Executive Committee), or by election to membership as provided by the Constitution (Committee of Elections) or by the Chair (Committee on University Standing Committees and all others);
- (2) The tenure of each appointed committee member continues for the duration of that member's term or terms as Senator;
- (3) At or prior to the organizational meeting of the Faculty Senate, new members will be given opportunity to submit written committee assignment far as possible, and consistent with maintaining a reasonable balance in numbers and voting unit representation on each committee, will take these preferences into consideration in making the appointments to standing committees;
- (4) A member coming into the Faculty Senate in mid-year to replace a Senator who has resigned from the Senate will always be assigned for the remainder of the term to the same committee on which the Senator whose place he or she has taken was serving;
- (5) Each standing committee shall, unless otherwise provided for, elect its own chair for the year at the first regular meeting. Whenever a committee is without a chair, the Chair of the Faculty Senate shall appoint a convener. Promptly after this appointment, the convener shall call a committee meeting for the election of a new chair.

e. The number of members of the Executive Committee and the

Committee of Elections is determined by the Constitution;

- f. All standing committees except the Committee of Elections and the Committee on University Standing Committees shall meet at the call of one or more members of the committee;
- g. Each committee chair shall provide a summary report of the committee activities at the Faculty Senate.

Section 10. Meetings of the Faculty Senate

- a. The regular monthly meeting of the Faculty Senate will begin at 3:30 p.m.
- b. Regular meetings of the Faculty Senate will be held as prescribed by the Constitution;
- c. An official proxy shall be named for each voting unit. For voting units with one senator, the official proxy shall be the person with the second highest vote. For voting units with two senators, the official proxies shall be the persons with the third and fourth highest votes. In the event that both the senator and the official proxy cannot attend a meeting, the voting unit may send a non-voting representative;
- d. Regular meetings of the Faculty Senate are open to visitors, except that the Faculty Senate may, for any meeting, upon a motion approved by a three-fifths vote of all members present, go into executive session for discussion of a "personnel" matter, or any other matter allowable under the pertinent sections of the State's open meetings law;
- e. A visitor may only address the Faculty Senate if invited to do so by the Chair; and, unless the visitor is making a presentation to the Faculty Senate, a Senator may only address a visitor through the Chair;
- f. To facilitate the purpose and functions of the Faculty Senate, the President of the University shall be invited to address the Faculty Senate annually, and the Chair shall request that the President review the disposition of the Faculty Senate's recommendations of the past year during the address.

Section 11. Procedural Authority

As specified in the Constitution of the Faculty Senate.

Section 12. Quorum

As specified in the Constitution of the Faculty Senate.

Section 13. Agenda Procedures

- a. A new motion or resolution for the consideration of the Faculty Senate must be submitted in writing. It can be placed on the agenda of the Faculty Senate in one of the following ways:
- (1) By presenting the written motion or resolution to a member of the Faculty Senate for placement on the agenda of the next regular monthly meeting;
 - (2) By distributing the written motion or resolution to the membership of the Faculty Senate at least ten days prior to the next regular monthly meeting, in which case it will be placed on the agenda of that meeting;
 - (3) By giving the written motion or resolution to the Executive Committee not less than ten days prior to the next regular monthly meeting;
 - (4) By presenting the written motion or resolution at a meeting of the Faculty Senate together with a written motion for suspension of the rules and immediate consideration. The motion to suspend the rules must be approved by a three-fourths vote of all members present and voting.
- b. Motions concerning matters on the agenda may be made orally from the floor but must be presented in writing and delivered to the Secretary before the vote will be taken on them, if any Senator so requests.

ARTICLE IV: AMENDMENTS

These By-laws may be amended by placing a motion on the Faculty Senate's agenda as provided for in Section 13, if a majority of the members present and voting approves the motion.

Approved by Faculty Senate - April 11, 1991

Approved amendment to Section 9 (e) - May 2, 1991

Approved amendment to add e. (1) & (2) to Section 8 - October 13, 1994

AMENDMENT TWO

ARTICLE III: ORGANIZATION

Section 6. If a vacancy occurs in the Faculty Senate, the term of that senator shall be filled by the proxy from the voting unit. If the proxy cannot serve as senator, the term will be filled by special election. The new senator shall be assigned to the same Faculty Senate Committees as the senator who is being replaced. If the position of a proxy becomes vacant, the term will be filled by special election.

Approved by Eligible Faculty on November 10, 1994 by a vote of 171-8-1.

Delta State University Faculty Senate
Cleveland, Mississippi
Meeting of October 13, 1994
Ewing 329

Minutes

Senators Present:

Edward Bahr
Darvin Barnes
Joe Bentley (Proxy)
Burrow Brooks
James Brown
Robert Fleming
Ron Garrison
Vicki Hartley
Carol Hayes
Bill Hays
Curt Lamar
Mary Jean Lush
Tommy Sledge
Debra Smith
Bill Spencer
Margaret Tullos
Grady Williams
Myra Jo Wilson
Tony Wilson

Senators Absent:

Donna Banks
Robert Brown
Paul Crawford
Capt. Russell Jackson
Florence Ouzts
Dorothy Louise Seals
Capt. John Simmons
Kim Rushing

AGENDA

- I. Introduction
- II. Minutes
- III. Old Business
 - A. Report from Committee on General Academic Affairs on issues of due process, senior grades, and policy statements on plagiarism in *Graduate and Undergraduate Handbooks*
 - B. Report from Finance Committee on market value adjustment formula update
 - C. Report from Committee on University Services on issue of DSU Bookstore Policy
 - D. Report from Elections Committee on succession of officers
 - E. Review of *DSU Faculty and Staff Handbook*
- IV. New Business
 - A.

Agenda Business

- I. Introduction. Chair Sledge called the meeting to order at 3:30 p.m. The chair recognized proxies attending.

II. Minutes

The following corrections to the minutes of the meeting held September 8, 1994, were noted:

- a. Add Liz Peeler as proxy attending for Grady Williams.
- b. In senators present column beside Carol Boyd, delete (Proxy) and add (Representing Social Work).
- c. In senators present column beside Jerry Young, delete (Proxy) and add (Representing Curriculum and Instruction).
- d. On line one, Item I (Introduction), delete Chair Williams and add Chair Sledge.

Upon motion made by Senator Hartley and seconded by Senator T. Wilson, the minutes were approved as amended.

III. Old Business

- A. Committee on General Academic Affairs. Senator Smith reported on activities of the committee.
1. Due Process. The committee is in the process of gathering information regarding this issue. However, Academic Council has already addressed the matter at the August 24 meeting. Because the Committee on General Academic Affairs has some concerns regarding statements on this matter made by Academic Council at the August 24 meeting, this committee will continue to research and consider the issue.
 2. Senior Grades. The Academic Council asked the Faculty Senate to deal with this issue. Senator Smith distributed a recommendation from the committee (Attachment A) to Senators present. Discussion pro and con ensued. Senator Hays moved that the recommendation be forwarded to Academic Council. Senator Fleming seconded the motion. The motion carried unanimously.
 3. Merit Pay Guidelines. The committee has not addressed this issue. Senator Smith noted that the issue of merit pay was referred to the Finance Committee and that the issue of merit pay guidelines was referred to the General Academic Affairs Committee. She suggested that these issues might be more efficiently handled by one committee, perhaps the Finance Committee. Senator Sledge noted that this would probably be

appropriate. Because this item is also an issue for the Academic Council, Senator Sledge suggested that the matter be tabled at this time and placed on the November agenda.

- B. Finance Committee. Senator Sledge reported that copies of the College and University Personnel Association (CUPA) Report and the DSU Budget are now in the library for review.

Senator Wilson reported on the market value adjustment formula. He distributed and explained copies of DSU's Model for Faculty Salaries (Attachment C), a table from *The Chronicle of Higher Education* listing national faculty and staff salaries by rank and field (Attachment D), and a table from the Southern Region Education Board (SREB) showing weighted average salaries and salary rankings of full-time faculty for public four-year institutions during 1993-94 (Attachment D). Senator Wilson made the following notations:

- Dr. McArthur is willing to be flexible regarding suggestions for change in the DSU formula.
- Data from *The Chronicle's* table, when calculated, show that the nationwide average faculty salary is \$45,951; DSU's average faculty salary is \$34,741. Therefore, DSU is approximately \$11,000 under the national average faculty salary.
- Data from the SREB handout indicate that the DSU average is approximately \$2,000 above the Mississippi average faculty salary.

Senator Wilson suggested that senators review the CUPA Report and the DSU Budget (available in the Library), as well as the DSU Fact Book (available through department chairs) in order to have a better understanding of how DSU faculty salaries rank in both Mississippi and the nation. After discussion, the Senate decided to make no formal recommendation to Dr. McArthur until the Senators have had time to review these materials.

Senator Wilson suggested that the Finance Committee conduct an annual review of this situation. The Senate requested Senator Wilson to compute figures for all faculty ranks and report his findings at the November meeting.

- C. Committee on University Services. Senator Hartley reported on the status of the questionnaire on the DSU Bookstore Policy. It has been distributed; but because of delays in getting proper faculty addresses, additional time has been allocated for faculty to respond. Preliminary results of the survey, as of October 13, 1994, are shown in Attachment E. Senator Hartley noted that this is not a neutral issue. Concern has been expressed as to the motivation behind the survey.

D. Elections Committee. Senator Hays reported on the activities of the committee as follows:

1. Succession of Officers. Senator Hays distributed a proposed amendment to the By-Laws of the Faculty Senate of DSU (Attachment F) and a ballot sheet on the issue of a proposed Constitutional amendment for proxies to succeed senators (Attachment G).

Senator Hays explained that a constitutional amendment is not necessary for the issue of officer succession because the Senate is a parliamentary body. Therefore, the Elections Committee recommended that a section be added to the By-Laws as shown in Attachment F. Senator Lamar moved that the recommendation to change the by-laws be accepted. Senator Spencer seconded the motion. The motion passed unanimously.

Senator Hays also suggested that senators provide Attachment G to all division faculty to use as a ballot on the issue of the constitutional amendment. Senators will tabulate results and send reports to Senator Hays, 220A Kethley, as quickly as possible.

2. Faculty Eligible to Run for Office and Eligible to Vote. Senator Hays distributed Faculty Senate Eligibility Lists (by division). Senators should update their lists and return them to Senator Hays.

E. Review of DSU Faculty and Staff Handbook. Chair Sledge asked for recommendations for changes in the *Faculty and Staff Handbook*. No recommendations were offered.

IV. New Business

- A. Letter of Appreciation from DSU Alumni Association. Senator Sledge reported that the Senate has received a letter from Don Skelton, Director of the Alumni Association, reporting that he had received the Faculty Senate's letter of commendation and that he would share it with the members of the Alumni Association.
- B. Concerns about Campus Mail. Senator Hartley indicated that she had received concerns regarding campus mail. The Senate decided to table this matter for a future meeting.
- C. Change in Faculty and Staff Handbook Language Regarding DSU Bookstore. Senator Hays requested Senator Sledge to remind Academic Council about changing language concerning the DSU Bookstore in the *Faculty and Staff Handbook* so that faculty are not required to purchase textbooks and supplies from the DSU Bookstore. The wording would go from "must buy from the bookstore" to "may buy from the bookstore."

- D. Change in Faculty and Staff Handbook Language Concerning Ceilings in Faculty Rank. Senator Hays made the following motion:

BE IT SO MOVED that Delta State University drop as its official policy any and all percentages, quotas, or ceilings on the number of faculty members who can hold the rank of Full Professor. To this end, the last sentence on page 13 and the first full sentence on page 14 of the current *Faculty and Staff Handbook* (which reads, "Full professorship is limited to fifty percent in each of the four schools. There is no limit on other ranks.") should be eliminated.

The motion was seconded by Senator Spencer. Discussion pro and con ensued. Senator Hays noted that stimuli for the motion were concerns about potential unfairness which might occur in cases where highly qualified minority and female faculty would not be able to advance, as well as concerns of providing protection for DSU from lawsuits which might result from these cases. The motion passed unanimously.

- E. Change in University Policy Regarding Last Day to Change to Audit. Senator Hays moved that University policy on when the last day a student may change from credit to audit or audit to credit without permission of the instructor be indicated in writing in all appropriate University publications. Senator Lamar seconded the motion. The motion carried unanimously.
- F. Last Day to Register. Senator Sledge reported that Academic Council has discussed the issue of registration. A possible revision under consideration is that the last day for students to register be changed so that only one day would be allowed for registration, and the grace period would also be eliminated. In this way, students would be expected to attend class from the first day.
- G. Summer Pay/Withholding. Senator Spencer noted that some inconsistencies in justification of relating enrollment to reduced pay levels exist. Senator Hartley suggested referring this matter to the Finance Committee. This item was tabled until the November meeting.

There being no further business to come before the Senate, the meeting was adjourned.

General Academic Affairs Committee Recommendation

The General Academic Affairs Committee recommends that graduating students' grades be due at the same time as other students' grades in order to ensure that the students actually complete the course content and in order to prevent undue hardship for the instructors and nongraduating students.

It is further recommended that commencement be the Saturday after final exams are completed and facsimile diplomas be given out at commencement. Graduates could later pick up diplomas at the Office of the Registrar or pay a small additional graduation fee to cover mailing costs.

It is expressly the opinion of the General Academic Affairs Committee that it is more valuable for graduating students to actually complete their courses than for them to receive their diplomas at the commencement ceremony.

MODEL FOR FACULTY SALARIES

A mathematical model has been developed to compute salaries for faculty at Delta State University. The model includes the factors of years experience, academic degree, academic rank, other duties, summer school, and merit. It is designed to give a faculty member as much salary as possible. Every attempt has been made to make the formula fair and equitable. Because the formula is expected to be refined and improved, suggestions for improvement are encouraged.

Although salaries were well funded by the 1994 Legislature, the funds were not sufficient to bring all faculty salaries to the amount calculated by the salary model. Some salaries are at the calculated value, others are not. As good funding years continue, all salaries will rapidly move toward the amount calculated by the model. It is the goal of the administration to refine the model and move all salaries toward to target amount as rapidly as possible.

How the model works. A quantitative factor is given for each of the elements in the formula. Those elements are summed and multiplied by the base salary. The base salary is set at an amount to give as many people as possible the largest raise possible.

Elements in the salary formula

Prior experience

Collegiate teaching. One year teaching = one year experience

Graduate teaching assistantship. One year = 0.50 year experience

Related experience. One year = 0.75 year experience
(includes high school teaching, business, industry, etc.)

The sum of years experience prior to coming to DSU is multiplied by 0.005.

Delta State experience. The number of years of full-time teaching is multiplied by 0.015.

Highest Degree. Factors for the degree are determined by the average differences in salaries by degree. National salary studies were used.

Bachelor	0.45	Master	0.50
Master+1	0.60	Master+2 (ABD)	0.70
Doctorate	0.90		

Academic Rank. Factors for the degree are determined by the average differences in salaries by rank. National salary studies were used.

Instructor	0.48	Assistant Professor	0.55
Associate Professor	0.68	Professor	0.86

Table 27

**Weighted Average Salaries and Salary Rankings of Full-Time Faculty
Public Four-Year 5 Institutions
SREB States, 1993-94**

	Professor		Associate Professor		Assistant Professor		Instructor		Other		Single Rank		All	
	Average	Rank	Average	Rank	Average	Rank	Average	Rank	Average	Rank	Average	Rank	Average	Rank
SREB Region	\$47,161		\$40,150		\$34,060		\$27,361		\$28,554		\$0		\$38,239	
Alabama	46,411	8	37,861	10	32,982	10	27,721	8	26,339	4			36,406	11
Arkansas	44,061	12	37,589	12	33,479	9	25,639	12					37,205	9
Florida														
Georgia	47,301	6	40,267	7	34,476	4	28,365	6					39,786	5
Kentucky	55,740	1	42,677	3	35,315	3	26,809	9	24,299	5			40,733	4
Louisiana	44,296	11	37,688	11	32,434	11	26,273	10					36,247	12
Maryland	53,104	3	43,335	2	38,770	1	30,651	3					40,991	2
Mississippi	40,528	13	35,478	13	31,921	12	25,980	11					32,861	13
North Carolina	53,317	2	42,649	4	36,209	2	32,081	1	31,056	2			40,940	3
Oklahoma	45,614	9	44,120	1	34,330	7	28,562	5					37,335	8
South Carolina	46,980	7	39,963	8	31,874	13	25,474	13	29,065	3			37,805	7
Tennessee	48,251	5	41,684	6	34,395	5	27,818	7					42,088	1
Texas	45,504	10	38,976	9	34,362	6	30,895	2	34,543	1			36,850	10
Virginia	48,695	4	41,980	5	33,580	8	30,045	4					39,305	6
West Virginia														

NOTES: Salaries reported as 11-12 month appointments have been converted to 9-10 month equivalence by reducing the reported amounts by 2/11. States with distinct 10, 11, and 12 month appointments have been converted by reducing the amounts by 1/10, 2/11, and 3/12, respectively. Data for Virginia do not include a 3.55 percent increase that went into effect December 1, 1993 (an annualized increase of 2.07 percent).

Faculty Senate Bookstore Survey Results (Preliminary 10-13-94)

Surveys sent out n=196
Surveys returned n=84

Reporting no problems questions 1-7 n=28
comments:

- restore faculty discount
- lower prices (5)
- require student ID during 1st two weeks
- more flexibility in changing texts (2)
- (?) board policies need to be changed

Reporting some problem questions 1-7 n=56
comments:

- problems with texts for athletes
- closing for inventory (too long)
- delay in books being shelved
- problems with supplemental texts/supplies (5)
- insufficient # of texts ordered (8)
- orders required too early (8)
- attitude/responsiveness (9)
- problems with changing texts (10)
- lower prices (17)
- time on orders/reorders (7)
- flexibility (2)
- communication during ordering/reordering (3)
- no longer use the bookstore (2)
- diversity of supplies (2)
- update systems

Proposed amendment to the By-Laws of the Faculty Senate of DSU

Proposed to add e. as specified below:

Article III: Organization

Section 8. Duties of the Faculty Senate Officers

e. Vacancies in Faculty Senate Offices.

- (1) If the office of Chair becomes vacant, the Vice Chair will become the Chair of the Faculty Senate. If the Vice Chair cannot serve as Chair, a new chair will be elected at the next meeting of the Faculty Senate.
- (2) If the office of Vice Chair or Secretary becomes vacant, the vacancy(ies) will be filled at the next meeting of the Faculty Senate.

b. Vice Chair of the Faculty Senate. The duties of the Vice Chair are:

- (1) To preside over meetings of the Faculty Senate in the absence of the Chair;
- (2) To substitute for the Chair, when necessary, at meetings of the Academic Council or other organizations or functions when the Chair would normally be present ex officio.
- (3) To monitor attendance at scheduled meetings of the Faculty Senate, to encourage future attendance of those members absent from consecutive meetings, and to recommend resignations from those who encounter scheduling conflicts and become unable to attend Faculty Senate meetings.

c. Secretary of the Faculty Senate. The duties of the Secretary are:

- (1) To keep a record of attendance at Faculty Senate meetings which shall be included in the minutes.
- (2) To prepare the minutes of Faculty Senate meetings for duplication and distribution by the Chair to all members of the Faculty Senate. The minutes are to be provided to the Chair within 2 weeks of the meeting. The Chair is to distribute the minutes at least a week before the subsequent meeting.
- (3) To maintain an archive in the Robert's Library of the records of the Faculty Senate, including all monthly meeting agendas, minutes and the Chair's advisory memoranda to the President of the University.

d. Executive Committee of the Faculty Senate. The Chair of the Standing Committees designated by the Constitution together with the four officers of the Faculty Senate comprise the Executive Committee of the Senate;

Section 9. Committees.

- a. Standing committees of the Faculty Senate may be authorized by the Constitution or the By-laws.
- b. Special (or ad hoc) committees may be established by resolution of the Faculty Senate. These committees shall be automatically terminated at the organizational meeting of the Faculty Senate unless continued by resolution of the Faculty Senate.

Proposed Amendment to the Constitution of the DSU Faculty Senate

Current reading

Article III: Organization

Section 6. If a vacancy occurs in the Faculty Senate, the term of that senator shall be filled by a candidate from the same voting unit who will be chosen by special election. The new senator shall be assigned to the same Faculty Senate committees as the senator who is being replaced.

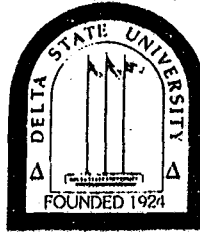
Proposed amendment

Article III: Organization

Section 6. If a vacancy occurs in the Faculty Senate, the term of that senator shall be filled by the proxy from the same voting unit. If the proxy cannot serve as senator, the term will be filled by special election. The new senator shall be assigned to the same Faculty Senate Committees as the senator who is being replaced. If the position of a proxy becomes vacant, the term will be filled by special election.

_____Yes

_____No



Cleveland, Mississippi 38733

SCHOOL OF BUSINESS
PHONE 846-4425

DIVISION OF COMPUTER
INFORMATION SYSTEMS
AND OFFICE ADMINISTRATION
P.O. BOX 3223

TO: Faculty Senate
FROM: Tommy Sledge, Chair
DATE: November 1, 1994
SUBJECT: FACULTY SENATE MEETING
Thursday, November 10, 1994
3:30 p.m.
Ewing 329

Please notify your proxy if you cannot attend.

AGENDA

- I. Introductions
- II. Minutes
- III. Old Business
 - A. Report from Committee on General Academic Affairs on Issues of Due Process, and Merit Pay Guidelines
 - B. Report from Finance Committee on Market Value Adjustment Formula Update, and Merit Pay
 - C. Report from Committee on University Services on Issue of DSU Bookstore Policy Survey
 - D. Report from Elections Committee on Proposed Amendment to the DSU Faculty Senate Constitution
 - E. Review of *DSU Faculty and Staff Handbook*
 - F. Policy Statements on Plagiarism in *Undergraduate Handbook*
- IV. New Business
 - A. Summer Pay
 - B. Meeting of State Faculty Senate Chairs
 - C. Plus Grades
 - D. Student Entry of Data in Registrar's Office

Delta State University Faculty Senate
Cleveland, Mississippi
Meeting of November 10, 1994
Ewing 329

Minutes

Senators Present:

Donna Banks
Edward Bahr
Burrow Brooks
James Brown
Robert Brown
Pat Brown
Robert Fleming
Ron Garrison
James Gray (Proxy)
Vicki Hartley
Bill Hays
Liz Peeler (Proxy)
Tommy Sledge
Debra Smith
Bill Spencer
Larry Lee Thornton
Margaret Tullos
Tony Wilson

Senators Absent:

Darvin Barnes
Paul Crawford
Capt. Russell Jackson
Curt Lamar
Henry Outlaw
Florence Ouzts
Dorothy Louise Seals
Capt. John Simmons
Myra Jo Wilson

AGENDA

- I. Introduction
- II. Minutes
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 - C. Plus Grades
 - D. Student Entry of Data in Registrar's Office

Agenda Business

- I. Introduction. Chair Sledge called the meeting to order at 3:35 p.m. The chair recognized proxies attending.

II. Minutes

The following corrections to the minutes of the meeting held October 13, 1994, were noted:

- a. Donna Banks should be listed in "Senators Present" column.
- b. Old Business, Item E. Delete "No recommendations were offered." Add "See New Business, Sections C, D, and E."
- c. New Business, Item B, Line 3. Replace "table" with "defer."
- d. New Business, Item G, Line 4. Replace "tabled" with "deferred."

Upon motion made by Senator Hartley and seconded by Senator Tullos, the minutes were approved as amended.

III. Old Business

- A. Committee on General Academic Affairs. Senator Smith reported on activities of the committee. Senator Smith distributed a draft of a portion of a statement on due process to the members present. Discussion ensued. A copy of the handout (labeled "A" on Attachment A) is attached to these minutes. The committee will continue to work on this issue.
- B. Finance Committee.
 1. Market Value Adjustment Formula Update. Senator T. Wilson distributed an updated market value adjustment analysis sheet (Attachment B) to the members present. Discussion ensued.
 2. Merit Pay Criteria. Senator Smith read the committee's statement on this matter to the members present. A copy of the statement is labeled "B" on Attachment A. Senator Smith moved that the statement be accepted as read. The motion was seconded by Senator Hartley. The motion passed.
- C. Committee on University Services. Senator Hartley distributed survey results from the questionnaire on the DSU Bookstore Policy (Attachment C1). Discussion ensued. Based on results of the survey, a recommendation was distributed to the members present (Attachment C2). The Faculty Senate accepted the recommendation.
- D. Elections Committee. Senator Hays reported on a proposed amendment to the DSU Faculty Senate Constitution. Senator Hays reported that an official, final tally of ballots on the issue of

the constitutional amendment is not yet complete; however, an unofficial tally indicates that the amendment will pass. Copies of the new by-laws were distributed to the members present. Senator Hays noted that the last page contains a history of action taken on the by-laws.

- E. Review of DSU Faculty and Staff Handbook. No report.
- F. Policy Statements on Plagiarism in the Undergraduate Handbook. Senator Spencer introduced the following proposed policy for discussion:

CHEATING AND PLAGIARISM: Cheating and plagiarism are not tolerated. If it is established that a violation has occurred, the instructor may determine the penalty and should report the offense to the student's adviser, the division/department chair, and the dean of the school. Instructors may establish individual policies, but the usual penalty involves automatic failure in the course and a report in the student's official file. Repeated cheating or plagiarism will result in expulsion from the university.

Discussion pro and con ensued. Senator Spencer moved to add the policy to all appropriate university publications. The motion was seconded by Senator Hartley. The motion passed.

IV. New Business

Senator Spencer reported on the activities of the recent Academic Council meeting.

- The Council held a discussion on a Senate recommendation concerning senior grades. No decisions were made on the recommendation.
 - The Council discussed the last date in a semester to change to a grade of audit without instructor approval. The question being: "Is the faculty aware of the date? The Council does not see a problem in this area. The Senate has a request for the next Council meeting: Could the audit date be added to the official calendars? *and other publications*
- A. Summer Pay. Senator Spencer distributed a draft letter concerning summer pay and asked for input. Discussion ensued. Work on the letter will continue.
- B. Meeting of State Faculty Senate Chairs. Senator Sledge reported on activities at this meeting. Dr. Cleere, his future, and the timetable for the search for his replacement were discussed. The state Faculty Senate Committee is preparing a letter listing criteria, conditions, and/or characteristics to be considered in

selecting the replacement.

Senators should consult with their respective faculty members and list and prioritize five criteria to be considered in the selection process.

- C. Plus Grades. Senator Spencer introduced this topic for discussion. He asked faculty to think about the possible benefits of C+ and B+ options, as grades are completed for the Fall 1994 semester. Would it help? Is it a good idea? Additional discussion on this matter will follow at future meetings.
- D. Student Entry of Data in Registrar's Office. The security and privacy implications of the existing arrangement ^{are} was discussed. Senators Sledge and Hays were asked to meet with the registrar and to report on this issue at the next meeting.

There being no further business to come before the Senate, the meeting was adjourned at 4:48 p.m.

A.

General Academic Affairs Committee Report
Draft of a Portion of a Due Process Statement

The President will ask the Chair of the General Academic Affairs Committee to select a hearing committee. This committee will be selected according to the following criteria:

1. Hearing Committee members will be chosen from members of the Faculty Senate General Academic Affairs Committee.
2. Hearing Committee members may not be from the same department or division as the appellant. Other members of the General Academic Affairs Committee may disqualify themselves for cause.
3. Hearing Committee members will be chosen from the remaining pool by random selection.
4. In the event of fewer than five qualified Hearing Committee members, the alternates will be randomly selected from the general Faculty Senate population.

The hearing committee will elect its own chair.

B.

Recommendation on Merit Pay Criteria

After discussion pro and con, it was the consensus of the committee that it is inappropriate to discuss merit pay or merit pay guidelines until such time as Delta State University faculty salaries are commensurate with regional salary averages.

BOOKSTORE SURVEY RESULTS

Surveys Mailed - 196

Surveys Returned - 91 (46%)

NOTE: For questions 1-5, missing data were recorded as "N"; for questions 6 and 7, missing data were recorded as "a helpful". Missing data were not recorded for questions 8 and 9. Percentages have been rounded.

1. Have you had problems in receiving textbooks on time? If so, how often?

	<u>N</u>	<u>% of Return</u>	<u>% of Faculty</u>
None	52	57	26.5
1 time	21	23	10.7
2-3 times	11	12	5.6
More than 3 times	7	7.6	3.5

2. Have you had problems in receiving enough textbooks for each class? If so, how often?

	<u>N</u>	<u>% of Return</u>	<u>% of Faculty</u>
None	46	50.5	23.4
1 time	23	25.2	11.7
2-3 times	16	17.5	8.1
More than 3 times	6	6.5	3

3. Have you had problems with delays on reordering textbooks when supplies have run out? If so, how often?

	<u>N</u>	<u>% of Return</u>	<u>% of Faculty</u>
None	64	70.3	32.6
1 time	14	15.3	7.1
2-3 times	9	9.8	4.5
More than 3 times	4	4.3	2

4. Have you had Problems in changing textbooks? If so, how often?

	<u>N</u>	<u>% of Return</u>	<u>% of Faculty</u>
None	59	64.8	30.1
1 time	18	19.7	9.1
2-3 times	10	10.9	5.1
More than 3 times	4	4.3	2

5. Have you had problems in receiving supplementary texts/materials? If so, how often?

	<u>N</u>	<u>% of Returns</u>	<u>% of Faculty</u>
None	78	85.7	39.7
1 time	8	8.7	4
2-3 times	3	3.2	1.5
More than 3 times	2	2.1	1

6. How would you rate the bookstore staff?

	<u>N</u>	<u>% of Returns</u>	<u>% of Faculty</u>
Helpful	80	87.9	40.8
Not helpful	8	8.7	4
Variable	3	3.1	1.5

7. How would you rate the bookstore manager?

	<u>N</u>	<u>% of Returns</u>	<u>% of Faculty</u>
Helpful	68	74.7	34.6
Not helpful	18	19.7	9.1
Variable	5	5.4	2.5

Collapsed percentages - Questions 1-5
 [Some = (1) + (2-3) + (more than 3)]

		<u>N</u>	<u>% of Returns</u>	<u>% of Faculty</u>
1	None	52	57	26.5
	Some	39	42.4	19.8
2	None	46	50.5	23.4
	Some	45	49.4	22.9
3	None	64	70.3	32.6
	Some	27	29.6	13.7
4	None	59	64.8	30.1
	Some	32	35.1	16.3
5	None	78	85.7	39.7
	Some	13	14.2	6.6

Comments - Summary and Direct Quotes

8. Describe any major problems you have had with the bookstore this semester.

COMMENTS:

1. never/none (28)
2. No major (1)
3. % over cost (3) "Increasing prices, list price \$19.95, bookstore \$25 last year - \$26 this year"
4. Easy to work with/helpful/cooperative (2)
5. Text shortage (8)
 - Ordered less than requested
 - Refusal to acknowledge or explain shortage
 - 3 weeks to reorder
 - 10 texts short, 1 1/2 weeks to reorder, then complained student would not buy
 - Night class workbook, cleaned up in one week
 - Supplemental text, problem with publisher, not bookstore
6. Inadequate computer supplies
7. 10 day/2 week delay on ordering new supplies
8. getting books shelved by registration
9. "Wrong books ordered, was told repeatedly they were on back order, never got right ones"
10. "Don't fool with them anymore"
11. "A 'tomorrow' attitude"
12. "A 'don't bother me' attitude"
13. "Need to create a cooperative attitude"
14. "The manager has shown a lack of willingness to allow faculty to change books even when the old book being used is still in print - entitling the bookstore to a refund (if returned)"

9. In what ways could the University Bookstore improve its services to the faculty?

COMMENTS:

1. Probably try hard
2. Excellent (compared to 2 universities)
3. Pleased/best of help (4)
4. No improvement needed/exceptionally good/great job (4)
5. this morning helpful/helpful cordial/more helpful this semester than ever (4)
6. As well as most/better than some
7. Should provide service (4)
8. Restore faculty discount (5)
9. Never/rarely use (3)
10. Be more flexible/reasonable with demands
11. Lower prices/be more competitive (19)
 - APA Manual \$22, Cotton Row \$19.50

- Prohibitive prices prevent me from requiring supplemental texts/materials for classes
 - Prices for supplies should be at least as low as they are at other suppliers in the area
 - Through mail \$20 - Bookstore \$32
 - Through mail \$40 - Bookstore \$62
 - Why above retail?
 - Art supplies are too costly
 - Severely inflated if not physically imprinted by publisher
 - Prices higher than at other bookstores or those quoted by sales reps and those buying used books
 - Higher than other stores, large and small
 - Find new way to calculate prices
12. Get rid of 2 semester rule for changing texts - be more flexible in rule - change texts at shorter notice - change policy for adopting nex texts (13)
 - "The practice of selling all copies of the previous edition of book before putting the new ones on the shelf or ordering the new edition is unsafe in aviation texts. When the rules change; safety (and life) is at stake. Only the current edition can be sold-ever!"
 - "The bookstore's lead time on changing books for courses taught once a year makes it difficult to teach from a current book. Can be third year in print to get new text.
 13. "Be prompt, efficient, energetic and cooperative"
 14. "Shouldn't close 5 working days for inventory"
 15. "The problem you are getting at base is bigger than this questionnaire addresses. You need to investigate the bureaucratic procedures established by the board. Start there."
 16. "Have more supplemental books available without being linked to a specific course" (2)
 17. "Greater diversity in what can be ordered"
 18. Orders go in too early (11)
 - September 30 for Spring, before Spring Course Schedule finalized
 - "Don't want to be locked in choosing novels for literature class a semester ahead"
 - Delay till we have preregistration numbers (2)
 - Upgrade ordering system
 19. Order numbers requested, shortages too frequent (4)
 - "Have students show ID to purchase books at beginning of semester to decrease purchases at that time by community for resources"
 - "not informed of new editions"
 - "Communicate better when problems arise, i.e. when books are out of print, on back order, insufficient copies available, notify faculty member so adjust class timelines" (4)
- (s)he can
- "They act reluctant to order specially needed materials for classes/often trying to solicit a guarantee that the students will purchase all that is

ordered so that they are not left with extra stuff on shelves. I understand their position, but certainly cannot offer guarantees about students purchases"

20. -Treat faculty with respect/improve attitude (4)
21. -"They make me feel like I'm asking too much, just to get books for my students"
22. -"I've had problems with athletes being required to turn in books at the end of each semester when they need the same texts and workbooks for the next semester. Workbooks with personal, journal type entries don't need to be recycled... We've been told they can get the same books back, but it doesn't work that way."
23. -"Do we have a setup to create a textbook from various articles or selections - costs of texts are high - if we could combine texts - print our own (Duke University bookstore does this)" (Also Kinko's nationally)

RECOMMENDATION:

On the basis of Bookstore Survey, the University Services Committee recommends that a delegation from Faculty Senate meet with Mr. Williams about our concerns. We suggest the delegation to include the chair of the Senate and the Chair of our committee. The major concerns seem to be:

1. amount of time to change textbooks
2. prices of textbooks and supplies (profit)
3. text shortages
4. delays on reorders
5. orders due so early.

RESULTS OF MEETING WITH DR. NETTLES ON BOOKSTORE SURVEY

The Faculty Senate Chair and Chair of the University Services Committee met with Dr. Bob Nettles Wednesday, November 30, to discuss the results of the bookstore survey. Dr. Nettles was given a background of the study with a list of the four major concerns expressed. Below are his responses to the concerns.

1. Amount of time to change textbooks (see Faculty Handbook)
 - A. Courses taught every semester - 2 notices required. These notices must be when text is ordered as well as at end of semester.
 - B. Courses taught once a year or less often - one notice will be sufficient, but must be given when book is ordered and at end of the semester.
2. Prices: The bookstore manager was asked last summer to conduct a comparison with other university bookstores. He reported to Dr. Nettles that prices were comparable.
 - A. Markup on books - 24-40%. Usually determined by publisher.
 - B. Markup on supplies - up to 100%, determined by perishability (shelf-life), theft, handling costs, volume.
 - C. Rental system - The bookstore manager also investigated the use of a rental system. Such a system would result in even less flexibility, especially in changing texts.
3. Deadlines for submitting orders: Purchasing department has set initial deadlines. Bookstore has to process orders, before sending to purchasing. Dr. Nettles will look into extending purchasing deadlines.
4. Insufficient numbers ordered: (see handbook for procedures) Bookstore manager determines number to order based on departmental estimates, books on hand, and probability of books being sold back. He may order fewer than a department requests if the department has a history of overestimating.
5. Reorders - No written procedures for reorders. Dr. Nettles requested that Senate suggests wording for Faculty Handbook on this issue.

INSTRUCTIONAL RESOURCES

UNIVERSITY CATALOGS AND CLASS SCHEDULES

The continuous planning by the faculty of courses to meet the aims and objectives of the university is summarized and recorded in catalogs and class schedules. These documents are produced in the Office of the Vice President for Academic Affairs and are distributed to the faculty and public for the purpose of disseminating information.

Catalogs and bulletins are issued each year. Bound copies of all volumes may be found in the University Library.

Class schedules, undergraduate and graduate, are issued approximately one month prior to preregistration. These pamphlets contain class schedules, examination schedules, the calendar of the year, abbreviation for buildings, cafeteria schedule, and registration instructions.

Textbooks and Materials

All books and instructional materials to be bought by the students must be purchased through the University Bookstore. No member of the faculty or staff is to prepare for sale or sell directly to the student any textbooks, manuals, syllabi, or other articles for classroom use.

Requisitions for the purchase of textbooks originate with division/department chairmen on the form Textbook Requisition. Accurate completion of the form necessitates consultation with the Manager of the University Bookstore. At this conference every effort should be made to determine copies on hand, anticipate return of second-hand books, and number of books to be ordered, if any. With appropriate information, the requisition is submitted to the dean of the appropriate school for approval. From the dean's office, it is routed to the business office for purchase. New titles and changes in textbooks must be discussed with and approved by the appropriate dean prior to initiating a requisition. The Manager of the University Bookstore must have one calendar year notice (at least two offerings of the course) when a textbook is to be changed.

It is expected that faculty members will make it necessary for students to purchase the textbooks ordered for their individual classes.

Library Services

Library Services is an academic support unit which includes the W.B. Roberts Library, Audiovisual Services, and the Instructional Resources Center. Operating under the supervision of the Director of Library Services, these areas seek to serve in a coordinated fashion the total informational needs of the academic program of Delta State University.

The Library

Method of Ordering Books. All requests for library book purchases must be filed with the Coordinator of Technical Services on order cards signed by the division/department chairman. Order cards are supplied by the Library upon request.



Cleveland, Mississippi 38733

SCHOOL OF BUSINESS
PHONE 846-4425

DIVISION OF COMPUTER
INFORMATION SYSTEMS
AND OFFICE ADMINISTRATION
P.O. BOX 3223

TO: Faculty Senate
FROM: Tommy Sledge, Chair
DATE: December 2, 1994
SUBJECT: **FACULTY SENATE MEETING**
Thursday, December 8, 1994
3:30 p.m.
Ewing 329

Please notify your proxy if you cannot attend.

AGENDA

- I. Introductions
- II. Minutes
- III. Old Business
 - A. Report from Committee on General Academic Affairs on Issues of Due Process
 - B. Report from Committee on University Services
 - C. Report from Elections Committee on Proposed Amendment to the DSU Faculty Senate Constitution
 - D. Plus Grades
 - E. Student Entry of Data in Registrar's Office
- IV. New Business
 - A. Request for Input From IHL Board on the Search for a New Commissioner of Higher Education
 - B. Procedures for Nonacademic Student Disruptions
 - C. Commencement Child Care
 - D. Status Reports
 - 1. Last Day to Audit
 - 2. Plagiarism Policy
 - 3. Administrator Evaluations



Cleveland, Mississippi 38733

COMMERCIAL AVIATION

(601) 846-4205

January 3, 1995

Dr. Janet Greenwood
Heidrick & Struggles
1301 K. Street NW
Suite 500 East
Washington, D.C. 20005

Dear Dr. Greenwood:

Attached are the suggestions from the faculty at Delta State University regarding the search for a new Commissioner of Higher Education for the State of Mississippi.

Sincerely,

Faculty Senate Chair

Attachment A1

1. The candidate should have had significant, recent classroom experience as a university/college educator. (We should not have a bureaucrat or a technocrat in this position.)
2. The candidate should make his/her philosophy known on unified systems of higher education v. autonomous units that report directly to the IHL board.
3. The candidate should make his/her philosophy on formula funding known. Would the candidate be willing to modify the current formula that is more favorable to the "comprehensive" universities?
4. The candidate should make his/her views known on private supplements to the salaries of university CEO's.
5. The candidate's attitude should be that he/she is an advocate for the universities as his/her primary responsibility (and not primarily, for example, the legislature's servant.)
6. Faculty members from all eight universities should be involved in the screening and interviewing process.
7. The candidate should be someone who will meet at regular intervals with faculty and students to listen to their views and receive their input.

MEMORANDUM

TO: Tony Wilson
Assistant Professor of Accounting

FROM: Eugene K. Owen
Assistant Professor of Accounting

DATE: December 2, 1994

SUBJECT: Your Memo of December 2 concerning qualifications of the Commissioner of Higher Education.

I offer the following suggestions.

1. Preferred minimum experience:

Experience with financial administration as well as academic administration.
Experience in dealing with the legislative processes such as appropriation proposals and budget allocations.

2. Education:

Academic work should include management and administrative course work.

3. Other characteristics:

Candidates should have an appreciation for the mission of both regional as well as comprehensive institutions and not be biased toward one type of institution.

Re: Summer School Pay

The Faculty Senate respectfully requests a 31% increase in summer school pay. We feel that this is a reasonable request based on a number of factors: a substantial increase in the University's revenue from summer school tuition payments, an increase in the cost of living since the last raise, and the increase in the minimum amount of time that faculty members are required to be in class. Furthermore, the recently increased IRS withholdings from summer session paychecks cause the actual amounts of summer paychecks to be shockingly low. Since the IRS is not likely to alter its policy, a pay raise seems the only method to remedy this demoralizing situation. If teaching in the summer is again to be an attractive proposition for faculty members, a pay raise is necessary.

In the summer of 1995, undergraduate tuition at DSU will be at least \$83 per credit hour, and graduate tuition will be at least \$110 per credit hour. In the six-year period since 1989, the year that summer school pay was last increased, undergraduate tuition has increased nearly 60% and graduate tuition has increased over 110%. Additionally, credit hour production for summer school during the same period has remained reasonably constant. Therefore, it is reasonable to conclude that the University's income from summer school tuition payments has increased at similar rates as well. A look at the budget confirms that summer sessions are in fact quite profitable for the university. These facts alone make a raise request justifiable, but there are other factors to consider.

Most faculty members teach summer school for one reason: they have to. We teach these classes to make ends meet, and we work at a rate far lower than what we are paid under our regular nine-month contracts. The annual inflation rate has averaged 4% for the last six years, but there has been no increase in summer school compensation during this period. Therefore, at the moment, we are, in practical terms, working for less money.

Finally, and of greatest importance, since the summer of 1993 we have been required to work longer hours. The contact minutes for a three-hour class during the summer at DSU was raised from 2070 to 2400. This is an increase of nearly 15%. Since faculty summer school pay has not been increased, we have been working for less compensation, considerably less.

Because summer pay is considered as "supplemental" pay by the IRS, because it is a flat rate not connected to a faculty member's nine-month salary, and because of the often-maintained position that "summer school must pay for itself," it does not seem appropriate to tie a summer pay raise to a reduction in funds available for regular salaries. We hope and believe that a summer pay raise can be granted without affecting the recent gains in nine-month salaries.

Attachment B

RESOLUTION

Be it known that the Delta State Faculty Senate firmly supports the university policy on giving final exams only at the officially scheduled times. The Faculty Senate recognizes that offering exams early, during dead week, encourages students to neglect their other classes. Thus, we are urged to this resolution through a sense of courtesy and professional respect for our colleagues and for the courses which they teach.

Delta State University Faculty Senate
Cleveland, Mississippi
Meeting of January 19, 1995
Aviation Building, Room 129

Minutes

Senators Present:

Joe Abide (Proxy)
Edward R. Bahr
Darvin Barnes
Burrow Brooks
James O. Brown
Robert Brown
Bryan Depoy (Proxy)
Robert F. Fleming
Vicki Hartley
Carol A. Hayes
Bill Hays
Curt Lamar
Mary Jean Lush
Henry Outlaw

Florence Ouzts
Louise Seals
Debra Smith
Bill Spencer
Margaret Tullous
Ed Williams
Tony Wilson
Myra Jo Wilson

Senators Absent:

Paul Crawford
Ron Garrison
Capt. Russell Jackson
Maj. W. A. Rademacher

Agenda

- I. Introductions
- II. Minutes
- III. Old Business
 - A. Report from Committee on General Academic Affairs on Issues of Due Process
 - B. Request for Input From IHL Board on the Search for a New Commissioner of Higher Education
 - C. Commencement Child Care
 - D. Status Reports
 1. Plagiarism Policy
 2. Administrator Evaluations
 - E. Plus Grades
 - F. Summer Pay
- IV. New Business
 - A. Limitations for Adjunct Faculty at the Library and Other Aspects of Campus Services
 - B. Attendance at Faculty Senate Meetings
 - C. Resolution of the Faculty Senate Regarding Adhering to the Final Exam Schedule

Agenda Business

I. Introduction. Chair Sledge called the meeting to order at 3:30 p.m. The chair recognized proxies attending.

II. Minutes

The following corrections to the minutes of the meeting held December 8, 1994, were noted:

- a. Under Senators Present, add (Proxy) beside David Schubert.
- b. Under Senators Absent, delete Pat Brown and Capt. John Simmons and add Maj. W. A. Rademacher.
- c. On page 3, item 3(1), line 4: add a backslash between audit/credit, and follow with "or credit/audit"
- d. Attachment A, item 5, line two: add . . . the Senate . . . ; add . . . for the Faculty

Upon motion made by Senator Bill Spencer and seconded by Senator Debra Smith, the minutes were approved as amended.

III. Old Business

- A. Committee on General Academic Affairs. No report.
- B. Request for Input From IHL Board on the Search for a New Commissioner of Higher Education. Chair Sledge reported that the requested input has been sent in a letter to the IHL Board, as well as the employment committee. Dr. McArthur has heard nothing as of this date.

Senator Hays moved that the collective correspondence that was sent to the board members and the Washington, D.C. committee be made a permanent part of the Faculty Senate record. Senator Hartley seconded the motion. The motion carried. The correspondence are attached hereto (Attachments A1, A2, and A3).

unanimously

- C. Commencement Child Care. Senator Hartley has scheduled a meeting on this matter next week, and, therefore, offered no report.
- D. Status Reports
 1. Plagiarism Policy. Chair Sledge reported that Academic Council has met and tabled this item.
 2. Administrator Evaluations. ~~Chair Sledge reported that he had spoken with Dr. McArthur about this issue. The outcome of this discussion is that it is a dead issue, since the SACS recommendations have been satisfied by having faculty evaluate their Chairs.~~ Chair sledge reported that he had spoken with Dr. McArthur, who indicated that administrator evaluations are a dead issue, since the SACS recommendations have been satisfied by having faculty evaluate their Chairs. In response to this report, various Senators pointed out that some important provisions of the Faculty Senate recommendation have not been met, so the issue should not be considered as settled. Chair Sledge read aloud the passed motion, the text of which is reprinted below:

As a clarification and enhancement of the SACS Self-Study suggestions regarding faculty evaluation of administrators, it is recommended that all chairs and deans be evaluated biannually (every spring semester of odd-numbered years) by their constituent faculties. It is also recommended that all administrators above the deal level be evaluated individually every two years by all full-time faculty members (again, every spring semester of odd-numbered years). Furthermore, regarding the evaluation instrument, it is recommended that in all cases it be similar to the form used to evaluate the Dean of Arts and Sciences in 1993 as part of the SACS Self-Study or similar to the form used currently by the University of Southern Mississippi Faculty Senate.

- E. Plus Grades. Senator Spencer asked fellow senators to consider the advisability of a plus grade option as a potential motivator for students. Discussion pro and con ensued. The following actions will be taken:
1. Senator Outlaw will contact professional schools to determine how they feel about plus grades.
 2. Chair Sledge will contact other schools to determine what they are doing in this area.
 3. Senators will poll their departmental/division faculty to get their views.
- F. Summer Pay. Senator Spencer distributed a copy of a draft letter of request for summer pay increase (Attachment B). Senator Spencer moved that the Faculty Senate submit a request for a summer pay raise not below 31% and that Chair Sledge draft a persuasive letter of request for that increase and deliver the letter to President Wyatt. The motion was seconded by Senator Outlaw. Discussion ensued. The motion carried. unanimously

IV. New Business

- A. Limitations for Adjunct Faculty at the Library and Other Aspects of Campus Services. Chair Sledge reported that Senator Rushing's concerns had been resolved and that the item should be dropped from the agenda. Senator Myra Jo Wilson added that Dr. McArthur had sent the library a list of persons who should receive "Friends of the Library" cards; however, if they are teaching class, they should go to the Bursar and obtain an identification card.
- B. Attendance at Faculty Senate Meetings. Chair Sledge thanked those Senators present for attending today and encouraged them to continue attendance.
- C. Resolution of the Faculty Senate Regarding Adhering to the Final Exam Schedule. Senator Spencer noted student and faculty concerns about students skipping class during dead week to take final exams in other classes. He distributed a nonbinding resolution (Attachment C). Senator Spencer also made a motion to request faculty to consider the feelings of other faculty and students in deciding to give early exams.

The motion was seconded by Senator Hays. The motion carried. unanimously

- D. Commendation for Campus Security. Chair Sledge reported that the two officers involved in the recent incident, Officers Haney and Hayes, displayed professional calm and perseverance in this very difficult situation. Chair Sledge moved that the Faculty Senate commend these officers. Senator Spencer seconded the motion. The motion carried. Chair Sledge will draft a letter of commendation and have it published in the campus paper. *unanimously*

There being no further business to come before the Senate, the meeting was adjourned at 4:20 p.m.

Delta State University Faculty Senate
Cleveland, Mississippi
Meeting of February 9, 1995
Aviation Building, Room 129

Minutes

Senators Present:

Donna Banks
Burrow Brooks
James O. Brown
Robert Brown
Robert F. Fleming
Ron Garrison
Vicki Hartley
Bill Hays
Curt Lamar
Mary Jean Lush
Kim Rushing
David Schubert (Music Rep.)
Louise Seals
Tommy Sledge
Debra Smith

Bill Spencer
Margaret Tullos
Tony Wilson
Myra Jo Wilson

Senators Absent:

Darvin Barnes
Paul Crawford
Carol A. Hayes
Capt. Russell Jackson
Henry Outlaw
Florence Ouzts
Maj. W. A. Rademacher
Ed Williams

Agenda

- I. Introductions
- II. Minutes
- III. Old Business
 - A. Report from Committee on General Academic Affairs on Issues of Due Process
 - B. Report from Election Committee
 - C. Status Reports
 1. Plus Grades
 2. Summer School Pay
 3. Last Date to Change from Credit to Audit or Audit to Credit
 4. Administrator Evaluations
 5. Percent of Full Professorship
- IV. New Business
 - A. Discipline/Removal of Students for Nonacademic Reasons

Agenda Business

I. Introduction. Chair Sledge called the meeting to order at 3:30 p.m. The chair recognized proxies attending.

II. Minutes. The following corrections to the minutes of the meeting held January 19, 1994, were noted:

- a. Under Senators Present, add (Proxy) beside Joe Abide and Bryan DePoy; capitalize the "P" in DePoy.
- b. Under Senators Absent, change "Tullous" to "Tullos."
- c. Add "unanimously" after "carried" in the following locations:
 1. Under "Old Business," item B, paragraph two, line 5
 2. Under "Old Business," item F, last line
 3. Under "New Business," item C, paragraph 2, last line
 4. Under "New Business," item d, line 6

Upon motion made by Senator Debra Smith and seconded by Senator Myra Jo Wilson, the minutes were approved unanimously as amended.

III. Old Business

- A. Report from Committee on General Academic Affairs on Issues of Due Process. Senator Debra Smith distributed a proposed recommendation (Attachment A) concerning DSU's statement on due process in the case of faculty dismissal. Discussion ensued. Senator Smith moved that the Faculty Senate adopt the recommendation with amendments. The motion was seconded by Senator Bill Spencer. The motion carried unanimously.

Senator Bill Spencer recommended that Chair Sledge provide Academic Council with a copy of the recommendation as soon as possible.

- B. Report from Election Committee. Senator Bill Hays distributed a printout of the updated Faculty Senate database for members present to review. Elections will be held this year for the following areas: Accounting; Biology; Curriculum and Instruction; Health, Physical Education, & Recreation; Home Economics; Languages and Literature; Library; Marketing and Management; Mathematics; Military Science; Music; Psychology; and Social Science. Please give changes or corrections to Senator Hays within one week, so he can get the notices distributed on time.

C. Status Reports

1. Plus Grades. Chair Sledge distributed a list of objections and questions about plus grades (Attachment B) compiled by Senator Vicki Hartley for senators to consider on this issue. Discussion ensued.

Senator Bill Spencer made the following motion:

To enable faculty to more accurately indicate students' performance levels, to be fairer to students whose performance ranks them in the higher end of a grade category, and to enhance student motivation, I

propose that the Faculty Senate endorse a change in Delta State's grading system so that it includes the additional options of B+ and C+ grades, where a B+ = 3.5 and a C+ = 2.5. (On the recommended university scale, a grade of 91-93 would be a B+ and a grade of 81-83 would be a C+.)

The motion was seconded by Senator Bill Hays.

After discussion pro and con, a vote was taken resulting in an eight to eight tie. After stating, "Personally, I don't have a problem with it, but my faculty is against it" the Chair voted against the motion. Thus, the motion failed.

2. Summer School Pay. Chair Sledge distributed a memorandum he submitted to Academic Council (Attachment C) and reported that Academic Council was positive toward the Faculty Senate's suggestion on this issue. However, he was informed that only a certain amount of money is available for salaries. Therefore, any increase in summer pay would result in a decrease in nine-month salaries. This report met with widespread disapprobation from the Senate. Senators pointed out that because summer pay is considered as "supplemental" pay by the IRS, because it is a flat rate not connected to a faculty member's nine-month salary, and because of the often-maintained position that "summer school must pay for itself," it does not seem appropriate to tie a summer-pay raise to a reduction in funds available for regular salaries.
3. Last Date to Change from Credit to Audit or Audit to Credit. Chair Sledge reported that Dr. McArthur has indicated that he had checked into this issue, and very few people have done this. Therefore, it is not currently a problem; but if we publish the date, a problem may evolve. The Faculty Senate asked Chair Sledge to continue to endorse the idea of publishing this date.
4. Administrator Evaluations. Chair Sledge reported that he has expressed to Dr. McArthur that the faculty has strong feelings that they wish to evaluate administrators in alternate spring semesters. However, Dr. McArthur has been told that we are complying with the SACS recommendation; therefore, he indicated that the evaluation procedure will continue as it is currently performed.

One senator indicated that this is neither the will nor recommendation of the Faculty Senate, and stated that the Senate has been ignored on this issue. Another senator indicated that administration may not be honoring the 1994 Self-Study recommendation (i.e., at least informally, we should have the opportunity to evaluate our administrators). Chair Sledge will keep this issue open by meeting again with Dr. McArthur and by pointing out the relevant passages in the self-study document. Chair Sledge will emphasize that this request is for positive purposes.

5. Percent of Full Professorship. The Faculty Senate requested that all references to the number of full professors allowed within a department/division be eliminated. Dr. Wyatt is opposed to this idea because the current procedure "gives him flexibility and the ability to keep a department from becoming top heavy." Chair Sledge will also keep this issue open.

6. Budget Hearings. Chair Sledge met with Dr. McArthur and was told that the Faculty Senate budget hearing will be March 24 at 1:00. Chair Sledge asked senators to provide recommendations for budget revision to him prior to March 24. Senator Hays suggested the possibility of including an item for a telephone in the Faculty Senate Office.
7. Ayers Decision. Chair Sledge indicated that a decision on this case is imminent and that Dr. Wyatt has agreed to meet with the Faculty Senate to discuss the decision when it is rendered. Chair Sledge will call a special meeting for this purpose.

IV. New Business

- A. Discipline/Removal of Students for Nonacademic Reasons. Senator Spencer made the following motion:

"I move that the Academic Council be asked to formulate and then publish in the Faculty and Staff Handbook a clear statement of procedures for faculty members to follow in cases where they see the need to have a student disciplined or expelled from a course for disruptive behavior. (Although there is a reference to disciplining of disruptive behavior in the student handbook, the procedure for faculty members to follow needs to be spelled out clearly in the Faculty and Staff Handbook.)

The motion was seconded by Senator Curt Lamar. The motion carried unanimously. Chair Sledge will take the recommendation to Academic Council.

- B. Resolution for Security Officers. Chair Sledge distributed a resolution on Officers Hays and Haney (Attachment D). This resolution will be forwarded to the newspapers.
- C. Smoking Policy. Senators Donna Banks and Vicki Hartley asked that the March agenda include a "Smoking Policy" item.

There being no further business to come before the Senate, the meeting was adjourned at 5:05 p.m.

The Faculty Senate General Academic Affairs Committee endorses the attached procedural statement concerning due process in the cases of faculty dismissal.

In our recommendations on the composition of the hearing committee, we were guided in part by the "Statement on Procedural Standards in Faculty Dismissal Proceedings" from the AAUP Policy Documents & Reports (1990), which recommends that the hearing committee be "a standing or ad hoc committee elected by the faculty" and which further recommends that "the committee should elect its own chair" (12-13).

Furthermore, we concluded that if the administration were to appoint the hearing committee, questions of fairness might arise because of the implicit conflict of interest.

Because of the diverse and representative makeup of the Faculty Senate and because the General Academic Affairs Committee is traditionally a relatively large committee that has already been charged with hearing tenure appeals cases, this committee seemed to be the most logical pool from which to draw the hearing committee. Finally, the fact that the General Academic Affairs Committee is a standing committee should both clarify and expedite the appeals process.

DRAFT OF PROPOSED
DUE PROCESS FOR DISMISSAL FOR CAUSE

FACULTY DISMISSAL

This section applies to all faculty members who have tenure rights or untenured faculty members prior to the expiration of their appointments.

Dismissal will be preceded by:

at least one of the following:

- the UP of Academic Affairs*
1. discussion between the faculty member and ~~the~~ department head or chair, the dean, and/or the president, looking toward a mutual settlement; (in particular, the administration will seek and consider the recommendation of the faculty member's ~~chair~~); *immediate supervisor*
 2. the furnishing by the president of a statement of particular charges, in consultation with the department head or chair and dean. The statement of charges will be included in a letter to the faculty member indicating the intention to dismiss, with notification of the right of a formal hearing. The faculty member will be given 10 academic days to request a hearing.

If the individual does not request a hearing within 10 academic days, no further action shall be taken. Further, at the request of the individual the proceedings provided for herein may be terminated at any time. Similarly, the administration may drop dismissal proceedings at any stage.

Suspension of the individual from normal duties or reassignment to other duties during the proceedings will occur only if an emergency exists which threatens harm to the individual, to others, or to the university. Determination of an emergency shall be made by the president. Such suspension shall be with pay.

Hearing Committee

If a hearing is requested, the president will ask the chair of the faculty senate general academic affairs committee to select a 5-member hearing committee. This committee will be selected according to the following criteria:

1. Hearing committee members will be chosen from members of the faculty senate general academic affairs committee.
2. Hearing committee members may not be from the same department or division as the appellant. Other members of the general academic affairs committee may disqualify themselves for cause.

3. Hearing committee members will be chosen from the remaining pool by random selection.
4. In the event of fewer than five qualified hearing committee members, the alternates will be randomly selected from the general faculty senate population.

The hearing committee will elect its own chair. The committee chair will convene a hearing no sooner than 14 days and no later than 30 days from the date the faculty member files an appeal. Notice of the hearing of at least 14 days will be made in writing.

The burden of proof that adequate cause exists rests with the institution.

In addition to the members of the committee, only the person requesting the hearing and his or her representative who may be an attorney, the president and/or his designee, witnesses called by the committee, and an institutional representative charged with recording the proceedings are permitted to attend the hearing.

The committee will seek witness lists from all parties involved.
The president of the university shall have the option to attend or not attend the hearing, and he may designate an appropriate representative to assist in developing and presenting the case. The committee shall determine the order of proof and shall supervise the questioning of witnesses.

An institution representative will record (suitable for transcription) all hearings. In the event of charges of incompetence, the testimony shall include that of faculty and other scholars.

The committee shall formulate its recommendation in private on the basis of the hearing. The president of the university and the individual shall be notified of the recommendation in writing, and a copy of the record of the hearing shall be available to both parties.

A copy of the record of the hearing and the recommendations of the hearing committee shall be furnished to the president of the University for his decision. The decision of the president shall be transmitted in writing to the individual involved.

A faculty member who wishes to extend the appeals process to the Board of Trustees shall follow the process outlined under Conditions of Appeals to the Board of Trustees as shown below.

PLUS GRADES- SOME OBJECTIONS AND QUESTIONS

1. Several grading scales are being used on campus. How will plus grades be designated on nonstandard grading scales?
2. Transfer students will be put at a disadvantage.
3. Will this actually help students? Will more Bs become B+s or more "mercy" As become B+s?
4. Will graduate schools factor in the fact that some schools use plus grades and others don't?
5. Are grades based on two or three tests (as is common in many classes) precise enough to use plus grades?
6. What about classes such as practicum, methods and other more subjective classes?
7. How much will this complicate calculation of partial GPA as required in some schools/divisions?
8. Why can't professors adjust current grading on a class by class basis to reward performance? Each professor determines in each class how grades are derived: a professor may alter that system as he/she desires.
9. Does this not open the door for greater possibility of clerical error in transcribing grades?
10. Graduate schools may doubt the credibility of Delta State's preparation if plus grades are inconsistent.
11. How many C+s would it take to raise GPA into acceptable levels for acceptance into specialized programs (i.e. 2.5 for admission to teacher education program) or even to allow graduation (artificially inflated to 2.0).

RE: Summer School Pay

The faculty senate respectfully requests a 33% increase in summer school pay based on the following factors:

1. Inflation has increased 22.1% since the last summer school pay increase in 1989.
2. Tuition has been increased nearly 60% for undergraduate courses and over 110% for graduate courses.
3. Contact minutes in the classroom have been increased from 2070 to 2400, an increase of 14.25%.
4. Some departments are having trouble getting faculty to teach in the summer because they can make twice as much teaching the same classes at other institutions in this state.
5. The change in 1994 of the withholding rules by the IRS meant a large decrease in the take-home pay of the faculty that taught last summer, making teaching summer school even less attractive.

While the senate realizes the administration has no power over what the IRS does, it would be greatly appreciated if every effort were made to approve a summer school pay increase.

Attachment C



Cleveland, Mississippi 38733

COMMERCIAL AVIATION

(601) 846-4205

Resolution of the Faculty Senate

The Delta State Faculty Senate would like to recognize officers Harold F. (Hank) Hays Jr. and Robert E. Haney of the Delta State Police force for outstanding performance in the field of law enforcement. Officer Hays and Haney's professionalism and sound judgement when faced with a potentially life-threatening situation on campus resulted in the avoidance of possible severe injuries or even the loss of life to the students and staff of DSU. The faculty senate would like to thank the officers as they continue to provide everyone on campus a safe and secure environment in which to live and learn.

Tommy Sledge
Tommy Sledge
Chair
DSU Faculty Senate

Attachment D

Delta State University Faculty Senate
Cleveland, Mississippi
Meeting of April 13, 1995
Aviation Building, Room 129

Minutes

Senators Present:

Donna Banks
James Brown
Robert Fleming
Susan Allen Ford
Vicki Hartley
Bill Hays
William Hey
Garry Jennings
Mary Jean Lush
Sondra Rakes
Kim Rushing
David Schubert
Tommy Sledge
Debra Smith
Larry Thornton
John Tiftickjian
Margaret Tullos

Tony Wilson
William Ray Wilson
Myra Jo Wilson

Senators Absent:

Paul Crawford
Capt. Russell Jackson
Curt Lamar
Henry Outlaw
Louise Seals

Guest

Dr. Kent Wyatt

Agenda

- I. Introductions
- II. Minutes
- III. DSU President Addresses Faculty Senate
- IV. Old Business
 - A. Due Process--Status Report
 - B. Withdrawal Forms Report
 - C. Academic Council Report
 - D. Need for Follow Up on Academic Grievances Statute of Limitations
- V. New Business
 - A. Report on Faculty Senate Leaders Meeting
 - B. Excused Absences for Groups During Exam Week.
 - C. Election of Officers (All candidates will be expected to give their platform and be responsive to questions from the body.)

Agenda Business

- I. Introduction. Chair Sledge called the meeting to order at 3:30 p.m. The Chair recognized guests, proxies, and representatives attending.
- II. The agenda was amended to allow Dr. Kent Wyatt to address the group ^{first}. Dr. Wyatt noted that DSU has enjoyed another good year as a result of the faculty's good work with our students. He also discussed the Ayers case; the budget; capital improvements; Faculty Senate initiatives on due process and smoking policy; graduation; and the ceiling on full professors.

- Ayers. A three-person committee has been formed to work to help desegregate ^{university with DSU} DSU. Since that time, the president of the Faculty Senate and two others from DSU have met with Mississippi Valley. The goals are to gain a greater white presence at Valley and enhance black faculty representation at DSU. The out-of-state tuition increase is a hot topic of discussion by the plaintiffs, who believe it to be just another way to increase segregation. However, the legislature mandates that the amount of money we get for a student should be comparable to the out-of-state fee. We are trying to reach this in increments. Chambless is petitioning this week to get relief from this new out-of-state fee. The judge will make a ruling on out-of-state tuition this week.

As for the appeal, the 60-day appeal period will end on June 19 or 20 because of the change-of-admission-standards date change.

- Budget. The current year was fantastic for DSU, especially for faculty salaries. The average of the percent of money put into instruction has increased from 52% in previous years to 54% this year. Even though we are still behind national averages, we have been able to become more competitive in our salary position.

"We put so much into salaries last year that it put us in a tough position for the rest of the institution. Additionally, our enrollment is 75 students below last year. Graduate enrollment is up; undergraduate enrollment is down. We may have to look at declining areas. As we prepare the budget for this year, we are having to make up that deficit."

- Capital Improvements. The only addition this year was \$4.5 million for the Library. We now have \$9 million because the State Supreme Court would not allow to stand the Governor's veto of the bond project which contained another \$4.5 million for the DSU Library. This will take care of the computer center needs that we were unable to get into the Broom project. Other projects include \$8.5 million for the Fine Arts building; \$3.2 million for the Broom renovation (The architect has completed his portion, and the work should start in the Fall; the Annex will be totally replaced with a new structure.); \$231 thousand to reroof Ewing; \$525 thousand to renovate Zeigel and Wright; approximately \$300 thousand in repair and renovation over and above Broom Hall; and a special allocation of \$2.2 million for the Archives Building.

- Due Process Proposal. Dr. Wyatt indicated that he plans to meet with Dr. McArthur soon to discuss this matter.

- Smoking Policy. The Staff Council has reviewed this proposal, and Dr. Wyatt plans to have the Student Government provide input on the issue as well.

- Graduation. Ambassador Jennette Hyde, a DSU English major graduate (1961-62), will speak at graduation. She is ambassador to Barbados. Dr. Wyatt encouraged all faculty to attend graduation ceremonies. *expected*
- Ceiling on Full Professors. Dr. Wyatt indicated a concern that the university needs the flexibility afforded by having such a ceiling. We don't require faculty to either "up or out," so we need this flexibility. However, Dr. Wyatt did note that the guidelines have been lessened. Dr. Bill Hays expressed legal concerns involving females and minorities. Dr. Wyatt indicated that he would be happy to review the issue again, should the Faculty Senate like to bring it forward.

III. Minutes. The following correction to the minutes of the meeting held April 13, 1995, was noted:

- Page 3, Item III(F): add "of forged Ws"

Upon motion made by Senator T. Wilson and seconded by Senator K. Rushing, the minutes were approved unanimously as amended.

IV. Old Business

- A. Due Process--Status Report. T. Sledge will provide Dr. Wyatt a copy of the full proposal (not the compromise proposal. Sledge has informed Dr. McArthur that the Faculty Senate has rejected the amended proposal.
- B. Withdrawal Forms Report. No report.
- C. Academic Council Report. B. Spencer reported that Academic Council met for two hours, and over one hour was devoted to Faculty Senate issues.
 - Moving Graduation to a Later Date. Tabled.
 - Plagiarism Wording in Undergraduate Bulletin. The Council agreed to remove the second sentence. They recommended that the Faculty Senate or English Department develop a handout on plagiarism which all faculty could attach to their syllabi.
 - Disruptive Student Procedures. This issue was referred to Student Affairs for action. They agreed to add some statement that the procedure to follow is to contact Student Affairs or, in emergencies, call the Police.
 - Smoke-Free Building. They affirmed the policy that employees can, by simple majority vote, declare their buildings smoke free.
 - Smoking Ban in Common Areas of Union. Referred to Student Affairs.
- D. Need for Follow Up on Academic Grievances Statute of Limitations. B. Hays gave background on this issue for the benefit of new Senators. Academic grievances statute of limitations should be in the Faculty and Staff Handbook, conceivably by the Fall.

- E. Materials for New Senators. B. Hays distributed to new Senators copies of materials assembled by the Election Committee (Committee Preference Form, copy of corrected March minutes, copy of the Senators & Proxies list, and copy of Report Card on activities).

V. New Business

- A. Report on Faculty Senate Leaders Meeting. B. Spencer attended a meeting in Washington, DC. He distributed and discussed a handout on Faculty Senate Power Tools (Attachment A) which he received during the meetings.
- B. Excused Absences for Groups During Exam Week. One of the faculty members had objected to a student organization being allowed to go on a trip during exam week. It was noted that athletic groups are not allowed to be absent during exam week. B. Hays moved that this issue be assigned to the General Academic Affairs Committee for study and development of a recommendation by October, 1995. The motion was seconded by V. Hartley. The motion carried unanimously.
- C. Election of Officers. T. Sledge opened the floor for nominations for Faculty Senate Chair. D. Smith nominated V. Hartley. No other nominations were forthcoming. D. Smith moved that nominations be closed. V. Hartley was elected by acclamation.

T. Sledge opened the floor for nominations for Faculty Senate Vice Chair. S. Ford nominated B. Hays. No other nominations were forthcoming. M. Tullos moved that nominations be closed. B. Hays was elected by acclamation.

T. Sledge opened the floor for nominations for Faculty Senate Secretary. M. Tullos nominated S. Ford. No other nominations were forthcoming. M. Tullos moved that nominations be closed. S. Ford was elected by acclamation.

T. Sledge turned the meeting over to V. Hartley, who welcomed the new Senators and commended T. Sledge for creating a positive atmosphere in which the Faculty Senate could work. She promised that she will strive to move in a similar direction. She requested that Senators consider their committee selections and actively participate in committee work.

There being no further business to come before the Senate, the meeting was adjourned at 4:55 p.m.

Delta State University Faculty Senate
Cleveland, Mississippi
Meeting of May 4, 1995
Aviation Building, Room 129

Minutes

Senators Present:

Donna Banks
James Brown
Robert Fleming
Susan Allen Ford
Vicki Hartley
Bill Hays
William Hey
Garry Jennings
Mary Jean Lush
Sondra Rakes
Kim Rushing
David Schubert
Tommy Sledge
Debra Smith
Larry Thornton
John Tiftickjian
Margaret Tullos

Tony Wilson
William Ray Wilson
Myra Jo Wilson

Senators Absent:

Paul Crawford
Capt. Russell Jackson
Curt Lamar
Henry Outlaw
Louise Seals

Guest

Dr. Kent Wyatt

Agenda

- I. **Introductions**
- II. **Minutes**
- III. **DSU President Addresses Faculty Senate**
- IV. **Old Business**
 - A. **Due Process--Status Report**
 - B. **Withdrawal Forms Report**
 - C. **Academic Council Report**
 - D. **Need for Follow Up on Academic Grievances Statute of Limitations**
- V. **New Business**
 - A. **Report on Faculty Senate Leaders Meeting**
 - B. **Excused Absences for Groups During Exam Week.**
 - C. **Election of Officers (All candidates will be expected to give their platform and be responsive to questions from the body.)**

Agenda Business

- I. **Introduction.** Chair Sledge called the meeting to order at 3:30 p.m. The Chair recognized guests, proxies, and representatives attending.
- II. The agenda was amended to allow Dr. Kent Wyatt to address the group first. Dr. Wyatt noted that DSU has enjoyed another good year as a result of the faculty's good work with our students. He also discussed the Ayers case; the budget; capital improvements; Faculty Senate initiatives on due process and smoking policy; graduation; and the ceiling on full professors.
 - **Ayers.** A three-person committee has been formed to work to help desegregate the universities in the Delta. Since that time, the president of the Faculty Senate and two others from DSU have met with Mississippi Valley. The goals are to gain a greater white presence at Valley and enhance black faculty representation at DSU. The out-of-state tuition increase is a hot topic of discussion by the plaintiffs, who believe it to be just another way to increase segregation. However, the legislature mandates that the amount of money we get for a student should be comparable to the out-of-state fee. We are trying to reach this in increments. Chambliss is petitioning this week to get relief from this new out-of-state fee. The judge will make a ruling on out-of-state tuition this week.

As for the appeal, the 60-day appeal period will end on June 19 or 20 because of the change-of-admission-standards date change.
 - **Budget.** The current year was fantastic for DSU, especially for faculty salaries. The average of the percent of money put into instruction has increased from 52% in previous years to 54% this year. Even though we are still behind national averages, we have been able to become more competitive in our salary position.

"We put so much into salaries last year that it put us in a tough position for the rest of the institution. Additionally, our enrollment is 75 students below last year. Graduate enrollment is up; undergraduate enrollment is down. We may have to look at declining areas. As we prepare the budget for this year, we are having to make up that deficit."
 - **Capital Improvements.** The only addition this year was \$4.5 million for the Library. We now have \$9 million because the State Supreme Court would not allow to stand the Governor's veto of the bond project which contained another \$4.5 million for the DSU Library. This will take care of the computer center needs that we were unable to get into the Broom project. Other projects include \$8.5 million for the Fine Arts building; \$3.2 million for the Broom renovation (The architect has completed his portion, and the work should start in the Fall; the Annex will be totally replaced with a new structure.); \$231 thousand to reroof Ewing; \$525 thousand to renovate Zeigel and Wright; approximately \$300 thousand in repair and renovation over and above Broom Hall; and a special allocation of \$2.2 million for the Archives Building.
 - **Due Process Proposal.** Dr. Wyatt indicated that he plans to meet with Dr. McArthur soon to discuss this matter.
 - **Smoking Policy.** The Staff Council has reviewed this proposal, and Dr. Wyatt plans to have the Student Government provide input on the issue as well.
 - **Graduation.** Ambassador Jennette Hyde, a DSU English major graduate (1961-62), will speak at graduation. She is ambassador to Barbados. Dr. Wyatt expected all faculty to attend graduation ceremonies.

- Ceiling on Full Professors. Dr. Wyatt indicated a concern that the university needs the flexibility afforded by having such a ceiling. We don't require faculty to either "up or out," so we need this flexibility. However, Dr. Wyatt did note that the guidelines have been lessened. Dr. Bill Hays expressed legal concerns involving females and minorities. Dr. Wyatt indicated that he would be happy to review the issue again, should the Faculty Senate like to bring it forward.

III. **Minutes**. The following correction to the minutes of the meeting held April 13, 1995, was noted:

- Page 3, Item III(F): add "of forged Ws"

Upon motion made by Senator T. Wilson and seconded by Senator K. Rushing, the minutes were approved unanimously as amended.

IV. Old Business

- A. Due Process--Status Report. T. Sledge will provide Dr. Wyatt a copy of the full proposal (not the compromise proposal). Sledge has informed Dr. McArthur that the Faculty Senate has rejected the amended proposal.
- B. Withdrawal Forms Report. No report.
- C. Academic Council Report. B. Spencer reported that Academic Council met for two hours, and over one hour was devoted to Faculty Senate issues.
 - Moving Graduation to a Later Date. Tabled.
 - Plagiarism Wording in Undergraduate Bulletin. The Council agreed to remove the second sentence. They recommended that the Faculty Senate or English Department develop a handout on plagiarism which all faculty could attach to their syllabi.
 - Disruptive Student Procedures. This issue was referred to Student Affairs for action. They agreed to add some statement that the procedure to follow is to contact Student Affairs or, in emergencies, call the Police.
 - Smoke-Free Building. They affirmed the policy that employees can, by simple majority vote, declare their buildings smoke free.
 - Smoking Ban in Common Areas of Union. Referred to Student Affairs.
- D. Need for Follow Up on Academic Grievances Statute of Limitations. B. Hays gave background on this issue for the benefit of new Senators. Academic grievances statute of limitations should be in the Faculty and Staff Handbook, conceivably by the Fall.
- E. Materials for New Senators. B. Hays distributed to new Senators copies of materials assembled by the Election Committee (Committee Preference Form, copy of corrected March minutes, copy of the Senators & Proxies list, and copy of Report Card on activities).

V. New Business

- A. Report on Faculty Senate Leaders Meeting. B. Spencer attended a meeting in Washington, DC. He distributed and discussed a handout on Faculty Senate Power Tools (Attachment A) which he received during the meetings.

B. Excused Absences for Groups During Exam Week. One of the faculty members had objected to a student organization being allowed to go on a trip during exam week. It was noted that athletic groups are not allowed to be absent during exam week. B. Hays moved that this issue be assigned to the General Academic Affairs Committee for study and development of a recommendation by October, 1995. The motion was seconded by V. Hartley. The motion carried unanimously.

C. Election of Officers. T. Sledge opened the floor for nominations for Faculty Senate Chair. D. Smith nominated V. Hartley. No other nominations were forthcoming. D. Smith moved that nominations be closed. V. Hartley was elected by acclamation.

T. Sledge opened the floor for nominations for Faculty Senate Vice Chair. S. Ford nominated B. Hays. No other nominations were forthcoming. M. Tullos moved that nominations be closed. B. Hays was elected by acclamation.

T. Sledge opened the floor for nominations for Faculty Senate Secretary. M. Tullos nominated S. Ford. No other nominations were forthcoming. M. Tullos moved that nominations be closed. S. Ford was elected by acclamation.

T. Sledge turned the meeting over to V. Hartley, who welcomed the new Senators and commended T. Sledge for creating a positive atmosphere in which the Faculty Senate could work. She promised that she will strive to move in a similar direction. She requested that Senators consider their committee selections and actively participate in committee work.

There being no further business to come before the Senate, the meeting was adjourned at 4:55 p.m.

FACULTY SENATE POWER TOOLS

"Getting results is not about the truth; it's about power."

- I. Endorse the Concept of Shared Governance:
Have the attitude that it is the RIGHT and DUTY of faculty to share in university governance. Confidently insist upon the wisdom of this concept.
- II. Remember the 5 P's:
 1. Be Proactive.
 2. Be Persistent.
 3. Be Prepared.
 4. Be Political.
 5. Deal directly with the Power.
- III. Build Coalitions:
There is power in organization and in numbers. Consider coalitions with students, staff, alumni, retired faculty, university committees, certain administrators, community organizations, and other faculty senates.
- IV. Use the Power of the Press:
Get publicity/coverage in student and local newspapers and in the faculty newsletter (Campus Update). Consider printing a faculty senate newsletter. (Faculty leaders can take strong, principled stands on issues such as work load and tenure, whereas the President has to be more careful not to offend anyone.)
- V. Remember that Knowledge is Power:
Stay informed on university, state, and national issues affecting education. Request information from your Institutional Research Office; appoint a library research officer; read the Chronicle of Higher Ed. and similar publications; ask an insider to keep you posted; contact national education association offices/hotlines; check the AAUP Internet Bulletin Board; use your long distance phone budget or Internet connections to get information from other faculty senate leaders.
- VI. Remember that Money is Power.
- VII. Form a Political Arm:
Form an active AAUP chapter which will respond strongly and swiftly to administrative/legislative proposals and decisions. (Faculty senates are formed as deliberative bodies rather than as political parties. "Faculty must be able to talk and to fight. The Faculty Senate can talk. But you also need an independent political party to fight.") In extreme cases, ask for an AAUP investigation.

The Nation

FACULTY AND STAFF

- Faculty salaries by rank and field
- Employment policies and perquisites for presidents

29 OF 55 DISCIPLINES

Average Faculty Salaries by Rank in Selected Fields at Four-Year Institutions, 1993-94

DSU
MKT VAL
...50

(AVG
45,76)

ALL RA
SALARY
FACTO

	Professor	Associate professor	Assistant professor	New assistant professor	Instructor	All ranks	INSTRUCTOR - 30,000 10,000	INSTRUCTOR - 24,334 24,334	ALL RA SALARY FACTO
Accounting									
Public	\$95,033	\$55,131	\$49,507	\$53,874	\$30,838	\$51,293	.54	.27	1.18
Private	65,578	62,810	44,515	47,025	32,177	50,972			
Anthropology									
Public	57,237	44,420	35,695	32,954	-	47,739	-	-	1.04
Private	60,018	43,807	35,848	32,869	-	48,197			
Business and management, general									
Public	62,702	52,823	48,320	48,402	32,134	53,430	.61	.33	1.16
Private	70,032	60,758	42,875	43,305	32,142	62,844			
Business management and administrative services									
Public	63,702	52,238	48,309	49,118	29,988	53,185	.50	.24	1.16
Private	70,803	61,591	47,030	41,710	39,605	54,888			
Business marketing									
Public	63,399	52,822	48,727	47,718	30,833	53,842	.54	.27	1.14
Private	72,482	65,441	50,297	48,123	31,717	65,898			
Chemistry, general									
Public	58,084	43,410	39,661	33,272	28,118	48,699	.41	.16	1.06
Private	68,890	41,800	34,481	32,589	27,198	48,921			
Communications									
Public	54,027	42,877	35,009	34,538	27,208	48,978	.36	.12	.89
Private	61,742	41,374	33,568	32,181	26,488	38,721			
Computer and information sciences									
Public	64,421	51,588	45,093	43,612	30,563	51,370	.53	.26	1.12
Private	59,563	46,425	40,248	38,751	29,835	45,587			
Economics, general									
Public	61,509	49,145	42,810	42,040	31,010	52,030	.55	.28	1.13
Private	68,015	47,092	41,102	40,808	33,569	52,758			
Education									
Public	53,403	42,473	35,130	34,549	27,427	42,870	.37	.13	.93
Private	51,530	39,502	33,014	31,438	27,034	39,460			
Engineering									
Public	68,097	53,805	46,007	44,648	33,212	57,398	.66	.37	1.25
Private	74,717	54,788	47,181	44,142	33,308	62,280			
English language and literature									
Public	53,450	42,228	33,312	31,667	24,234	41,397	.21	.00	.90
Private	72,504	39,658	32,470	30,440	25,833	41,340			
Foreign languages and literatures									
Public	55,789	43,083	34,085	31,874	20,245	42,322	.31	.08	.92
Private	53,732	41,884	34,116	31,024	27,474	41,038			
History, general									
Public	55,357	43,232	33,484	32,823	27,405	48,373	.37	.13	1.01
Private	54,828	41,845	33,883	32,248	28,002	45,337			
Life sciences									
Public	58,391	44,717	36,946	34,861	27,100	47,474	.36	.12	1.03
Private	53,952	40,805	34,133	32,189	28,313	44,380			
Mathematics									
Public	58,809	44,891	36,084	34,773	26,225	45,802	.31	.08	.99
Private	68,114	42,881	35,450	33,370	28,847	45,000			
Music, general									
Public	52,271	40,892	32,558	30,900	27,205	42,000	.36	.12	.91
Private	47,928	37,977	31,818	31,324	25,483	38,787			
Nursing									
Public	53,005	42,929	35,548	34,747	30,528	38,334	.53	.26	.83
Private	50,034	40,084	33,955	32,160	30,139	38,105			
Philosophy and religion									
Public	58,386	43,136	33,546	31,955	26,644	47,515	.33	.10	1.03
Private	57,843	40,847	33,218	31,489	27,271	43,489			
Physical sciences									
Public	56,797	42,851	35,928	32,871	26,281	48,807	.31	.08	1.02
Private	61,329	43,555	35,795	33,609	-	48,277			
Physics, general									
Public	61,000	40,391	37,717	34,821	27,455	51,959	.37	.13	1.13
Private	62,888	45,028	38,013	34,275	28,788	52,860			
Political science, general									
Public	57,523	43,997	34,782	33,009	28,028	48,892	.40	.16	1.02
Private	68,939	43,048	35,348	32,973	31,232	48,776			
Psychology									
Public	56,259	43,849	34,817	33,013	28,525	48,548	.43	.18	1.01
Private	54,288	41,714	33,870	31,981	28,880	44,164			
Social sciences, general									
Public	55,812	45,108	35,152	31,992	28,044	45,883	.30	.24	1.00
Private									

.01 + .07

.21

.25

.04

.60

.29

.12

.31