

Faculty Handbook Revisions Committee November 28, 2012

Members Present: Cynthia Waskowiak, Bill Roach, Alan Bearman, Gordon McQuere, Lisa Jones, David Sollars, Matt Arterburn, Monica Scheibmier, Nancy Tate, Carol Vogel

Discussion:

Nancy presented the minutes from the Roles and Responsibilities Sub-Committee. They are currently revising the section on faculty load. The following is the Committee's discussion:

- The sub-committee revised the last line of the general policy regarding deviation from a normal load to say that adjustments will be made in future semesters. This is to give Deans some flexibility when addressing faculty who might spend lots of time with student research projects and have a higher load one semester than the next.
- Faculty are not allowed to "bank" hours, the adjustment is to occur in the next semester or year, as the Dean sees fit.
- The committee discussed eliminating the individual department detail that's currently listed. Since not all areas are addressed, the list is incomplete. The committee prefers to eliminate this and instead use accreditation guidelines.
- We need to keep the generic sections that are universal across departments like lab or independent study. Nancy thought the sub-committee would be amendable and she will take our feedback to them for revision.
- We wondered how one-half equated hour per student was determined. It's been used since the 60s. While an arbitrary number, it works out to six students per three credit hour class. In CAS, the average cost to pay for a class is 12 students.
- We discussed collecting data to support that determination, but decided that it wasn't necessary.
- It would be best for departments to follow their accrediting body for guidance on load, even if they aren't accredited. It's good to have standards outside of WU.
- They are collecting input from graduate programs regarding load. Currently, it's only addressed as "negotiated by the Dean of the school."
- Of course, there are differences between departments as some require students to do research to graduate, while in the MBA program there is no load credit for independent study. There are also differences within departments, depending on professors' individual philosophies about study research, etc.
- It's possible that graduate loads are less to allow professors more research time or supervision. We will check to see the norm at like institutions (Truman, Northern Iowa).

- At the next HLC review, we'll be held to our determination of how we determine credit hours for non-normal courses like internships or study abroad. We need to address definitions for this like measuring seat time plus outside work. This should probably be in the faculty handbook, but we'll consider if it fits in another policy manual.
- The sub-committee is doing the R&R sections in pieces. The sections not noted on any of the minutes are left unchanged. In the future, these changes will be presented to the Committee in track-changes form.

Decisions:

- We want to eliminate department specific details in the faculty load section
- We need to create definitions for student credit hour determinations for HLC
- One-half equated hour per student will remain the standard for now.

Next Meeting: Dec. 12, Shawnee Rm.