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## 1969-1970 University Senate Policy Committee meeting

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# University Senate Archives

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University Senate

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## Volume VI

### Minutes of the Policy Committee Meetings

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*Nelson*  
Minutes of the Policy Committee Meeting, February 4, 1970, 3:00 p.m.

Attending: Kastor, Van Walleghen, Hoag, Cutler, Merriman, Mood, Marsh, Haley, F. W. Nelson, Dominic, Throckmorton, Walters, Kidder, J. F. Butler, Wyatt, Coudie, Hammond, Erickson, Gregg, Hay, Meyers, J. L. Butler, Dunning, Floerchinger, Kitch, Konek, Neill, Schmidt, Williamson

#### Announcements:

Mr. Kastor announced that Bruce Cutler would serve as Acting Coordinator of Creative Writing for the spring semester. He noted regretfully that John Butler has resigned effective in June in order to take a post at Drexel Institute in Philadelphia. He was pleased to announce, however, that Jeffrey Neill has agreed to serve as Director of Composition beginning in September, 1970. Mr. Kastor asked the associate professors to caucus at the call of Miss Throckmorton in order to elect a representative from their rank to serve on the Nominating Committee, a post vacated by Mr. Kliever, now on leave.

#### Committee Reports:

Appointment and Tenure, Mr. Kastor. The department has made two new appointments for 1970-71: Frances Stephens (from Texas University) and Jonathan Katz (from Kent State University) as assistant professors. He asked that members of the Policy Committee make every effort to meet visiting candidates and to convey their impressions in writing to the Appointment and Tenure Committee as soon as possible after the visit.

Undergraduate Studies, Mr. Merriman. Two students, Erica Barron and David Cole, have taken and passed the master's comprehensive examination. The course load of teaching assistants is currently under study in the committee, and a proposal is forthcoming. Mr. Merriman reported that the effort to encourage graduate students to enroll only in 500-level courses has been so successful that such courses this semester are averaging 23 students apiece. The scheduling rhythm is now so arranged that each 500-level course may be offered at least once every two years.

Composition Committee, Mr. Butler. No report.

Creative Writing Committee, Mr. Cutler. The literary lecture series is now tentatively scheduled for April 9 and 10, and the committee is engaged in choosing and inviting the participants. A study of current creative writing students is under way; and a new proposal for an MFA program, based on currently offered courses, is in preparation.

English Education Committee, Miss Throckmorton. No report.

Social Committee, Mrs. Floerchinger. No report.

#### Old Business:

With the permission of the Policy Committee, Mr. Merriman offered, as a variation, in part, from the announced agenda, a proposal to amend the By-Laws of the Department of English in order to expand the membership of the Policy Committee to include full-time instructors. Mr. Nelson moved to amend the By-Laws as follows:

For the existing first paragraph, which reads

"Policy Committee: The Policy Committee, which shall serve as the electorate of the department, shall consist of all tenured members of the department and all other members of professorial rank."

Substitute

Policy Committee: The Policy Committee, which shall serve as the electorate of the department, shall consist of all full time members of the department holding the rank of instructor or any professorial rank.

The motion was seconded and, after discussion, passed without dissent.

Mr. Merriman moved to amend the By-Laws as follows:

For the present paragraph c, which reads

"Meetings shall be open to all instructors if they wish to attend as visitors, unless an executive session is called."

Substitute

c. Meetings shall be open to all part-time instructors, lecturers, and graduate teaching assistants if they wish to attend as visitors. Undergraduate and graduate students with a declared major in English who wish to attend meetings as visitors shall, upon application to the Secretary, be given written invitations. Visitors who wish to speak on matters before the Policy Committee shall indicate their wish by a note passed to the Secretary, and the Chairman shall acknowledge such requests at his discretion.

Mr. Hoag moved to amend the proposal by striking the word "written" from the second sentence. This amendment was seconded and, after discussion, carried. After further discussion Mr. Merriman's proposal, as amended, passed without dissent. Mr. Merriman then moved to amend the By-Laws by adding a paragraph g, as follows:

g. If the Policy Committee shall vote to go into executive session, visitors shall leave the meeting.

The motion was seconded and passed after discussion.

New Business:

Mr. Kastor introduced a proposal to amend the By-Laws as follows:

For the existing paragraph a, which reads:

"a. Membership: Director of Composition, chairman ex officio, without vote.  
Assistant Director of Composition, without vote.  
Three members elected by the Policy Committee from the department as a whole."

Substitute:

a. Membership: Director of Composition, chairman ex officio, without vote.  
Assistant Director of Composition, ex officio, without vote.  
Coordinator of Undergraduate Studies, ex officio.  
Chairman of the Department, ex officio.  
Four members elected by the Policy Committee, one from each regular academic rank.

Mr. Kastor explained his purpose as providing broader support and better communication between the department as a whole and the Composition Committee. He moved the adoption of the amendment. The motion was seconded, and discussion followed. Miss Haley raised the question of a possible tie vote in the committee as constituted in the amendment. Mr. Merriman moved to amend the proposal by adding:

In

In the event of a tie, the vote of the Chairman of the Department shall not count.

This amendment was seconded and passed. After further discussion, Mr. Kastor's proposal, as amended, passed without dissent.

Mr. Kastor explained the method of assigning the salary increase allotment as determined by the Appointment and Tenure Committee and operative for next fall. He said that three steps in the assignment of funds would be followed: 1) adjustments of inequalities; 2) standard percentage raise for all; and 3) merit increases. The Appointment and Tenure Committee would help the chairman establish each year the standard percent and the distribution of merit raises. He explained that the committee, with 6% general increases to work with this year, assigned 1% for adjustments and 5% for standard, across-the-board raises. In future, the department should try to establish categories and policies for merit raises. Mr. Kastor suggested that merit be based on yearly performance rather than a longer view of personal performance. He also suggested, as a general guide, that the large categories set by the university be followed. These categories, in the order of priority, are: achievement in teaching and professional activities; service to the university; service to the community. But these, he said, need to be spelled out in more detail. How, for instance, can we effectively measure achievement in teaching? Teaching is hard to judge, and thus not as readily awarded as is publication. A general discussion of these matters followed. Mr. Kastor asked for approval of the method outlined for determining salary increases. Mr. Nelson observed that, under Kansas law, only merit raises are permitted in colleges and universities and that, in our discussion, we are clearly using the term merit in a quite different sense. An informal show of hands indicated unanimous support of the policy. Mr. Kastor announced that an ad hoc committee would be appointed to study the question of departmental merit.

Mr. Kastor entertained a motion to approve Mr. Mood's procedures for library acquisitions. Such a motion was made, seconded, and passed unanimously.

Miss Haley raised the question of the possibility of tie votes on other departmental committees besides the Composition Committee. The secretary was instructed to place the issue on the agenda of the next meeting.

The meeting adjourned.

Respectfully submitted,  
Gerald Hoag  
Secretary of the Policy Committee

Minutes of the Policy Committee Meeting, March 11, 1970, 3:00 p.m.

Attending: Dominic, Erickson, Floerchinger, Goudie, Gregg, Haley, Hammond, Hay, Hoag, Kastor, Kidder, Kitch, Marsh, Merriman, Meyers, Neagle, Neill, Schmidt, Smith, Throckmorton, Walters, Wyatt

It was moved and seconded to accept the minutes of the last meeting as circulated. The motion carried.

Committee Reports:

Appointment and Tenure, Mr. Kastor. The chairman announced regretfully the resignation of Michael Van Walleghen, who will take a position at the University of Illinois. He announced a new appointment, that of John McKee, of Syracuse University, to the rank of assistant professor, with specialties in literary criticism, eighteenth century, and Renaissance. Mr. Kastor explained that Mr. McKee was interviewed at the MLA meeting in December and that the need for haste made it impossible to bring him to the campus before the appointment, as is the usual procedure.

Undergraduate Studies, Miss Hammond. The committee has been meeting and will have recommendations to place before the Policy Committee at the next meeting.

Graduate Studies, Mr. Merriman. A document on the goals of the graduate program is now being prepared for distribution.

Composition Committee, Mr. Butler. A report is forthcoming.

Creative Writing, Mrs. Floerchinger for Mr. Cutler. The MFA program is still in preparation. Vance Bourjaily, the novelist, and Warren French, the critic, will speak under the auspices of the department on April 10 and 11. The committee asks the cooperation of all members in publicizing the events. Mr. Kastor interjected that Ralph Ellison will also meet with a small group of faculty and students during his stay on campus in connection with the Black Arts Program.

English Education, Miss Throckmorton. The committee is meeting every two weeks, and will have a report in the future.

Social Committee, Mrs. Floerchinger. A party for sometime after Easter is in the planning stages. Mr. Kastor announced that the department will host a poetry reading in the Shocker Club on April 27 in connection with the anniversary celebration of the University.

Nominating Committee, Miss Walters for Mr. Cutler. The committee nominated:

Mr. Meyers as the professors' representative on the Composition Committee;

Mrs. Kitch to replace Mrs. Taggart, who has resigned as the instructors' representative on the Composition Committee;

Mr. Kliever to serve on the Creative Writing Committee; and

Mr. Kidder to serve as an acting member of the Creative Writing Committee in Mr. Kliever's absence.

Mr. Merriman moved acceptance of the entire slate of nominees. The motion was seconded. It was moved and seconded to suspend the rule on secret ballots in elections. The motion passed. The Merriman motion to accept the slate passed.

Old Business: Mr. Marsh moved that the chairman appoint an ad hoc committee to make specific recommendations on the size and membership of standing committees, in order to resolve the problems involving the expanded membership of the Policy Committee and the possibility of unresolvable tie votes in various committees.

New Business: Miss Hammond explained the proposal of several members for a standard form for reporting absences from class (see attached sheet). Discussion and questions followed. The form would be applicable to any situation when an instructor does not meet his class in the regular place at the regular time. Miss Hammond moved that the proposal be adopted as departmental policy and that such a policy go into effect immediately. The motion was seconded and passed.

Mr. Merriman, for the Graduate Committee, moved as a matter of departmental policy that under ordinary circumstances, six hours shall be the minimum course load as a student carried by Teaching Assistants. Exceptions may be made by application to the Graduate Committee. The motion was seconded and passed after discussion.

Mr. Kastor introduced a document drafted by the Appointment and Tenure Committee on the specifics of merit raise criteria. Discussion followed, and Mr. Dominic suggested that members make suggestions for revision or addition to the document and that discussion be continued at a later meeting.

The meeting adjourned.

Respectfully submitted,  
Gerald Hoag  
Secretary of the Policy Committee

Proposal to the Policy Committee from Professors Goudie, Hammond, Hoag, Kastor, Merriman, Meyers, and Nelson.

One of the areas in which a large department like ours is vulnerable to outside criticism of a destructive nature, whether warranted or not, is in regard to classes missed by teachers. Reports by students of such missed classes often become exaggerated; for instance, two missed classes may be translated into, "We never knew whether he was going to show up." This becomes, in the next account to a dean or chairman, "They say he missed half his classes."

As unfair and unreasonable as this may be, it is hard to deal with fairly and reasonably; and most difficult for the Department itself is that when such reports finally get back to us we have no information with which to refute them. All we can do is to express our faith in the particular teacher and say that we are quite sure he didn't miss classes. This argument never convinces the person passing on the complaint, and we clearly cannot say that the matter is of no importance, especially in light of the University policy as stated in the Faculty Handbook (1969, page 27): "Anticipated absences from class on the part of the instructor must be reported to the department head and the dean of the college prior to the meeting of the class."

In view of these circumstances, we present the following proposal:

Whenever a teacher in the English Department misses a class he must fill out or call the English office and have filled out for him a card (one for each class missed, sample below). A file of these cards will then constitute an up-to-date, official record of all missed classes, such file to be consulted only by persons specifically designated by the chairman.

Proposed draft of the card:

Name _____	Course _____
Date, day, time of missed class _____	
Reason for absence _____	
Check appropriate spaces below:	
I. a. Someone taught the class for me (name) _____	
b. Someone gave a test or written work _____	
c. Someone met the class and dismissed it _____	
d. Other provisions were made (specify) _____	
e. No provision could be made _____	
II. a. Students were told ahead of time that the class would not meet _____	
b. It was not possible to notify the class _____	
Further comments:	

NOTICE OF MEETING

Policy Committee  
Monday, April 20, 3:00 p.m.  
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AGENDA

1. Approval of the minutes.
2. Announcements.
3. Reports of Committees (in connection with the report of the Graduate Studies Committee, see the attached statement on the Master of Arts program).
4. Old Business.
  - a) Proposal of the Creative Writing Committee for a Master of Fine Arts in Creative Writing (copies will be distributed; please bring yours to the meeting), Mr. Cutler.
  - b) Proposals of the ad hoc committee on committee structure and voting to amend the By-Laws of the Department of English (see attached sheet), Mr. Hoag.
5. New Business.
  - a) Proposals of the Undergraduate Studies Committee for certain adjustments in catalogue statements (see attached sheet), Miss Hammond.
  - b) Proposal for an English Department "faculty enrichment" series in 1970-71 (statement to be distributed), Mr. Hoag.
  - c) As may arise.

Proposal for Changes in the By-Laws of the Department of English, Presented by the Ad Hoc Committee on Committee Structure and Voting (Messrs. Merriman, Kidder, Neill, and Hoag [Chairman])

Add to section 5, "Meetings of Committees," the following:

In case of tie votes in committees, the issue in question shall be considered defeated. (See, however, provision for mandatory items on the agenda of the Policy Committee, section 1b.)

In section 8, "Committee on Nominations," insert in the appropriate place the following:

one instructor, elected by the instructors

Also in section 8, line 2, strike the word three and insert the word four.

In section 10, "Committee on Undergraduate Studies," strike the word Three and insert the word Four.

The Undergraduate Studies Committee recommends the following substitute entrees in the catalog for English 221, 222, 251, 252, 301, and 302:

- 252. Modern American Writers. (3).
- 260. Major British Writers I. (3). Required of all English majors.
- 261. Major British Writers II. (3). Required of all English majors.
- 262. Major American Writers. (3) Nineteenth century. Required of all English majors.
- 301a. American Authors: Emphasis on Hawthorne and Melville. (3).
- 301b. American Authors: Emphasis on Emerson, Whitman, and Dickinson. (3).
- 301c. American Authors: Emphasis on James and Twain. (3).
- 301d. American Authors: Emphasis on Eliot, Stevens, and Frost. (3).
- 301e. American Authors: Emphasis on Faulkner and the Moderns. (3).
- 301f. American Authors: Emphasis on writers selected by the individual instructor. (3).
- 302a. American Fiction: Development.
- 302b. American Fiction: Thematic and other approaches.

Changes in the statement on requirements for the English major (based on above):

Major Author Courses: One of the following: One of the 301 series (a, b, c, d, e, f), 430, 431, 433, 434.

Studies in Literary Types: One of the following: 302a, 302b, 303, 321, 323, 324, 331, 332, 333.