MINUTES

of the

FACULTY SENATE

of

CLEMSON UNIVERSITY

November 1982 through April 1983
MINUTES OF THE FACULTY SENATE

April 12, 1983

I. Call to Order:

President Hood called the meeting to order at 3:32 p.m. Senator Sieverdes moved a motion to change the agenda by moving items A and B from Old Business to New Business. The motion was seconded and passed by unanimous voice vote.

II. Approval of Minutes:

The minutes of the March 8 meeting were corrected to show that proposed widening of Highway 93 would end at Newman Road. The minutes of the Special Meeting on April 5 were corrected to show the subject of FS Resolution 83-4-1. The minutes of both meetings were approved as amended.

III. Committee Reports:

A. Scholastic Policy:

Senator Melsheimer reported that the committee reached the conclusion that sufficient steps had been taken by the administration to protect the confidentiality of the teacher evaluation results completed by students. He commented on the perceived bias of the questionnaire which seemed to favor a "warm" (more open) teaching style versus a disciplinarian style. He also stated that some questions were redundant. See Attachment A. He moved the adoption of the report. The motion passed by unanimous voice vote.

Senator Melsheimer referred to Item A under New Business regarding the policy for "undropping courses." The committee recommends that the Provost's Office be the decision-maker in such cases. He also commented that the Satisfactory Progress proposal appears to be headed for approval by the administration and university committees. President Hood stated that all faculty should be receiving the Teacher Evaluation Forms from their department heads or the Provost's office. He pointed out that "unless a departmental guideline requires a teacher evaluation form, it is voluntary." He thanked the committee members and submitted the annual report (Attachment B).

B. Policy:

Senator Idol reported that the last meeting was March 30 at which time the committee discussed policies regarding the investigation of university personnel during audits. The committee referred the matter regarding the Provost's position on consulting to the Research Committee. The committee will reintroduce the proposal for a Grievance Counselor under Old Business. He thanked his committee and submitted the annual report (Attachment C).
C. Research:

Senator Cross reported that the Research Committee had discussed the movement of secretarial staff from departmental to administration positions. The committee found that only two moves took place since last spring which resulted in individuals moving from a Secretary II to a Staff Assistant II position. He stated that two new positions had been created, but this was understandable in light of the high volume of administrative changes that have occurred on campus the last few years. The committee concluded that the administration should have highly skilled individuals and that it would be counterproductive not to promote individuals or not to allow them to seek better positions.

He stated that two ways to ease the burden experienced by departments with high turnover of technical staff are (1) train more than one person the relevant skills needed by the department and (2) provide bonus money to employees. He stated that the state legislature is examining the latter possibility.

Reporting on funds for page charges, he stated that the Alumni Association provides money to faculty through the Provost's Office which possibly could be used to provide funds for such research-related expenditures. This issue will be referred to the new committee.

Senator Bennett took issue with the committee report by stating that loss of secretarial staff from the department was a serious problem. Senator Huffman noted that technical typing persons (those familiar with word processing equipment and computers) are difficult to train and are "lured away to better paying jobs." In response to comments regarding equalizing the pay grade of departmental and administration unclassified staff, it was noted that personnel change requests are usually not approved by the administration. The annual report can be seen in Attachment D.

D. Welfare:

Senator Senn gave a detailed report of the annual activities of the Welfare Committee. See Attachment E. He noted that the Welfare Committee had had an unusually busy year. The highlights of his report included the deferred income tax provision tied to participation in the state retirement system, faculty promotion even in the event that no special funds are available, the substitute resolution which allows faculty an option to receive promotion without a salary increase, annual leave policy for 12-month employees, state health insurance program and the health wellness program, the publication of faculty salaries in the Newsletter, the financial exigency report, the proposal for a Long Range Planning Committee, and the suggestion that ticket priorities be based on total contributions to the university in both academic and athletic programs.

E. Ad Hoc Committees:

No reports.

F. University Committees/Commissions/Councils:
Senator Cross (University Research Committee) reported that a draft of a letter regarding procedures to be followed during the review process of the Academic Planning Committee was sent to the Provost.

Senator Melsheimer (Athletic Council) stated that the Athletic Council adopted a proposal to upgrade the ticket priority of faculty and staff (Option B) so they have equal priority with $100 IPTAY donors for season tickets. The other option (Option A) called for the creation of a special section of the stadium for faculty and staff. This option did not seem to be practical.

Senator Bennett (Traffic and Parking Committee) stated that he was comparing the crosswalk laws in different states. He noted that one colleague suggested that a chain link fence fronted with shrubs be installed on the North side of Highway 93 except at crosswalks.

Senator Taylor (Commission on Graduate Studies and Research) reported that "action has stopped on adding requirements" for the Ph.D. degree. He also commented that the GS-2 Forms have been reviewed again. He noted that scholarships for graduate students had been allocated this year in an equitable manner across departments and colleges. No program was able to allocate more than four new scholarships.

Senator Overcamp stated that the Fire and Safety Committee did not meet during the past year.

V. President’s Report:

President Hood distributed a summary of the past year’s Senate activities. See Attachment F. He noted that it was important to elect members to the Advisory Committee shortly so that committee work may be continued.

President Hood stated that representatives from the NCAA are presently on campus conducting seminars for football coaches. He read a letter from Bobby Robinson, Associate Athletic Director, regarding his proposal for reducing class absences among athletes attending athletic events. He stated the all scheduled athletic competition must be approved by him and that no intercollegiate competition would be scheduled during the week prior to the regular examination period each semester.

President Hood reported that students would receive 1000 additional tickets on the South side of the stadium for football games. Date tickets will be allocated by a lottery system.

President Hood read a letter, dated April 11, from President Atchley expressing his thanks for the Faculty Senate’s support for him and Clemson University and its academic ideals. Attachment G.

President Hood commented on the recent Board of Trustees meeting. He said it was his impression that the Board members were serious about ensuring the welfare of Clemson University. It would benefit both the Board and the faculty and cultivate the academic mission of the University if the two groups would interact with each other more often
than is presently the case. For example, the Senate and the Board's Development Committee could perhaps meet occasionally to foster relations between faculty and Board members. Senator Idol added that too often Board of Trustees members in general are more aware of a school's buildings and structures rather than its faculty. President Hood stated that more meaningful interaction is a necessity in order to achieve better understanding.

President Hood thanked Senator Sieverdes for his work as Secretary of the Senate. He also thanked the members of the Advisory Committee for their work and support. He singled out Senator Hipp for his work with four grievances and he thanked the entire Senate for its tireless effort and cooperation. The Senators also expressed their appreciation to President Hood for his fine and effective leadership during the past year.

VI. Old Business:

Senator Ulbrich reported that she met with Provost Maxwell regarding the Senate's proposal for a Long Range Planning Committee. See Attachment H. She noted that Deans and Department Heads should be interested in such a committee since it could have long-term implications for their programs in terms of staffing, programs, and missions. She noted that Provost Maxwell does not favor the formation of such a committee, especially when it comes to budget matters. She said only one Dean supported such a committee and that the function and responsibility of the committee is still being negotiated. Some concern was raised that the agenda would be set by the Provost and that he would call all meetings. Senator Baron stated that the Provost sees the committee as adversarial; the Senate defines the committee as supportive. Senator Hipp moved a motion to refer the proposal back to committee. The motion was seconded and passed by unanimous voice vote.

Senator Idol moved a motion to adopt the Policy Committee report for a change in the Faculty Manual specifying a Grievance Counselor. See Attachment I. The motion was seconded. The first paragraph states that the counselor "does not render an opinion on the substance or merits of a case." Senator Hipp suggested that the term "counselor" implies an advisory function. A friendly amendment was proposed to change the words "to render an opinion" to "to render any decisions". The friendly amendment proposed by Senator Hipp was not accepted. The motion passed by a vote of 21 for and 8 against.

President Hood turned the Senate proceedings over to Senator Ulbrich who presented Professor Hood with a new watch as a token of the Senate's appreciation for excellent service as President of the Faculty Senate for 1982-83.

VII. New Business:

Senator Melsheimer moved adoption of FS Resolution 83-4-2 (Attachment J) on withdrawal policy. The motion was seconded. Senator Melsheimer stated that in the past some students had been reinstated in classes which they had dropped. Such reinstatement had been approved by the registrar although no policy on reinstatement exists. This resolution places rescinding of withdrawals in the hands of the Provost. The motion
passed unanimously.

Senator Senn moved adoption of FS Resolution 83-4-3 (Attachment K) regarding the South Carolina State Employees Association (SCSEA). Senator Camper seconded the motion. Senator Senn stated that the Senate needed to go on record supporting the dissemination of information on the SCSEA. The motion passed unanimously.

VII. Adjournment:

The meeting was adjourned at 5:13 p.m.

Respectfully submitted,

Christopher M. Sieverdes
Ex-Secretary of the Faculty Senate

Frederick W. Morgan
Secretary of the Faculty Senate

Attachments

Senators Absent (Substitute Present):
Welter, J.
Dixon, M. (Melsheimer, S.)
Burnett, W.
McGregor, D. (Conover, R.)
Hamby, J.
Sheriff, J. (Hipp, E.)
The Scholastic Policies Committee reviewed the Teaching Evaluation Form currently under development, and a study of the first trial applications of the form conducted by Dr. Kelly Crader. The committee also met with Chairperson Doris Helms of the Teaching Resources and Effectiveness which is developing the form, and with Dr. Crader. The findings of this Committee are as follows:

1. The procedures that have been developed to protect the confidentiality of the teaching evaluation forms appear to provide a satisfactory level of security. The information placed at the computer will have no identification of the individual faculty member - the only information linking the forms with the faculty member will be retained in the originating department, and held by one individual.

2. The form is intentionally slanted toward measuring student perceptions of the faculty member's style of teaching - enthusiasm, motivation, attention to responsibilities. A basic presumption is that other means are required to measure student achievement and the quality of what is taught. This committee concurs in this judgment, but observes that this makes even more important the caveat that student evaluations measure only one dimension of teaching capability, and in our estimation the least important one.

3. The committee is concerned that the current form shows implicit bias toward certain modes of teaching. Specifically, questions emphasize "encouragement" rather than "motivation" - that is, they seem to assume that a warm and friendly attitude toward students is desirable rather than a sterner, more demanding approach. Similarly, a question asks
whether the material was too difficult, but not whether it was too easy. This committee strongly urges that the questionnaire be re-written so as to ask questions whenever possible in a somewhat more style-neutral form. Appended to this report are some suggestions on rephrasing specific questions to be forwarded to the Teaching Resources and Effectiveness Committee.

4. The Committee recommends that an informational item be added requesting the student's anticipated grade. Experience in various departmental teaching evaluations indicates this to be of value to the instructor in interpretation of the results.

5. The Committee suggests that the form be reviewed with the objective of reducing the number of questions by eliminating redundancies.

Despite the concerns expressed in items (2) and (3) above, this Committee is favorably impressed with the care and effort that have gone into the preparation of the teaching evaluation form. With attention to the problems cited in (3), we feel that it can become a useful tool for aiding a faculty member to improve his or her teaching performance. Due to the limitations cited in (2), we would strongly encourage the Teaching Resources and Effectiveness Committee to investigate means for measuring the other dimensions of good teaching. We would also recommend that a statement describing the limitations of what the evaluation can measure be printed on each summary evaluation form. The results will be used in personnel evaluations by peer review committees and administrators, and these limitations need to be constantly before them when they are making their assessments of a faculty member's teaching performance.
Appendix: Specific Suggestions on Questions

1. Questions (4) and (8) should be replaced by a single question which avoids the use of "intimidation." Suggested wording:

   "The instructor shows understanding and consideration for students."

2. "Encourage" in question (19) should be changed to "motivate" - again, to be more style-neutral.

3. The word "each" in question (16) should be deleted - it seems to imply individual conferences, presumably unintended.
RESOLUTION

Be it resolved that the following policy statement on Course Withdrawals be forwarded to the Commission on Undergraduate Studies with the recommendation of the Faculty Senate that it be adopted as University policy and included in the undergraduate catalog.

Policy

To be added to the section on W-Withdraw, page 35, 1982-83 Catalog, after the first sentence.

Withdrawals cannot be rescinded.

Rationale: Problems have arisen as to the policy on re-adding courses, once dropped. This statement clarifies the policy. The balance of this section also makes it clear that any exceptions would be approved in the Provost's Office.
The principle activities of the Scholastic Policies Committee for the 1982-83 Senate year are summarized as follows:

1. The major effort of the year was drafting a "Satisfactory Progress" policy statement. Numerous meetings produced a policy that was adopted by the Senate at the March 8, 1983 meeting. It is now before the Commission on Undergraduate Studies, and its progress should be monitored by the incoming Scholastic Policies Committee.

2. A policy statement on "re-adding" courses was developed that prohibits the practice, with any exceptions approved in the Provost's Office. On the Senate agenda today.

3. A report on the "Teaching Evaluation Form" currently under development by the Teaching Resources and Effectiveness Committee has been prepared by the Scholastic Policies Committee. This Report, which is before the Senate today, is generally positive, but does suggest a number of revisions.

4. A number of other issues were addressed during the year with no formal outcome a + grading proposal; the policy on "excused absences"; revision of the ROTC policy; the General Education policy; the Intramural Transfer Policy. These all bear continued attention in the coming year.

5. The committee endeavored to monitor implementation of the new Academic Regulations. However, most of its policies will not be tested until the end of the Spring 1983 semester. It should be carefully monitored next year.

Respectfully Submitted,

Stephen S. Melsheimer
Chairman

SSM/mah
SUMMARY OF POLICY COMMITTEE ACTIVITIES

A. Cooperated with the Welfare Committee in calling for the implementation of a new means of communication, The Open Forum.

B. Drafted a revision of policy to bring the unspecified academic administrators under the provisions of the Faculty Manual procedures for appointing a search-and-screening committee (VI:29).

C. Proposed a revision to cover the question of leave without pay and sabbaticals (IV:16).

D. Proposed change in language on search-and-screening committees to reflect current legal understanding of minority and female representation on such committees (VI:30).

E. Called for the establishment of an ad hoc committee to check into faculty and administrative compliance in the use of the Faculty Manual.

F. Called upon the President of the Faculty Senate to express the Senate's concern about the unilateral decision to set aside numerical evaluations.

G. Proposed the implementation of a grievance counselor.

H. Considered, but tabled, a faculty request calling for disclosure of faculty meetings.
POLICY COMMITTEE MEETING

March 30, 1983

1. Drafted statement for Faculty Manual concerning the Grievance Counselor.

2. Heard report from committee member Davis McGregor on the investigation of University personnel as conducted by Internal Auditors. Committee agreed to refer the matter to the chair of the 1983-84 Policy Committee.

3. Tabled a request from a faculty member who asked that a policy be established calling for disclosure of faculty rankings.

4. Decided to refer to the Research Committee a question on the Provost's policy on consulting, book reviews, and the writing of books.
The Faculty Senate Research Committee studied the procedures used by the Academic Planning Committee to evaluate Ph.D. programs. A memo was drafted to the Provost recommending some changes in specific areas for future program reviews.

The committee also studied procedures used for selection of recipients of Provost and University Research Awards. There was no recommendation for changes in existing procedures. Transferring responsibility for selection to college committees was suggested as a possible alternative.

Information was collected relative to the classification system for staff and the movement, especially of secretaries, to higher level positions. The committee reported the results of the investigation and suggested further study in this area by the 1983-84 Faculty Senate Research Committee.
From April 1982 through March 1983, the Welfare Committee:

1. Reviewed and clarified state legislation which defers federal income taxes on employee contributions to the state retirement system.

2. Prepared a resolution (FS 82-6-1) on faculty promotion procedures which supported the present University practice of awarding promotions in rank on an annual basis accompanied by a salary increment. The resolution also called for promotions in rank to be awarded annually without being contingent on the availability of funds and for persons awarded such promotions to be granted salary increments at the earliest possible opportunity thereafter.

3. Proposed a substitute resolution for FS 82-6-1 in March, 1983 which called upon the Provost to offer individuals who would be promoted if funds were available the option of a promotion without a salary increase accompanied by a full explanation of the possible salary consequences of such a decision.

4. Considered a revision in the annual leave policy for 12 month faculty which would add an intermediate step to the present policy. Several discussions have been held with the administration, responses from a questionnaire assessing faculty opinion are being summarized, and the dialogue is expected to continue on this issue.

5. Consulted with the director of Redfern Health Center regarding physical examinations for faculty. Also met with Ron Herrin, Director of Payroll and Employee Benefit Programs, to discuss the state health insurance program and to plan a forum for faculty discussion of the health program. Finally, the Committee endorsed the concept of a "Health Wellness Program" for University employees. The implementation of such a program is presently under consideration by the Faculty Salary and Fringe Benefit Committee of the Faculty Affairs Commission.

6. Requested the reinstatement of the practice of publishing the annual Faculty Salary Report in the University Newsletter. The 1982-83 report was subsequently published.

7. Established a subcommittee to investigate procedures for reducing faculty positions and academic programs. At the request of Provost Maxwell this subcommittee broadened its scope of inquiry to include consideration of a furlough policy. As a result of these efforts the Welfare Committee moved the adoption of its report "Responses to Financial Exigency" at the September meeting of the Senate. Throughout the fall semester members of the committee met with administrators and faculty groups to clarify, explain, and solicit support for the report.
8. Proposed that a University Long-Range Planning Committee be established and charged with review of the educational philosophy of Clemson University and development of guidelines consistent with that philosophy for ongoing review of programs. This proposal was, in part, an outgrowth of the financial exigency report mentioned above. The functions, procedures, and composition of this proposed committee are currently being negotiated with the University administration.

9. Formed a subcommittee on Unified Giving for University Contributions. Among the items under consideration is the feasibility of establishing athletic ticket priorities based on total university contributions. This subcommittee has been meeting with University administrators and is currently developing a proposal with recommendations in this area.

10. Received reports from two campus representatives: (1) Stassen Thompson, Clemson University representative to the Governor's Committee on State Employee Fringe Benefits, and (2) Dwight Camper, Clemson University representative and board member of the South Carolina State Employees Association. In addition to an exchange of information, the Welfare Committee has introduced a resolution encouraging the regular dissemination of information on SCSEA programs and activities to all university employees.
ATTACHMENT F

CLEMSON UNIVERSITY

FACULTY SENATE

April 12, 1983

PRESIDENT'S REPORT

1. I discussed with Provost Maxwell the concern raised by the Senate relative to the deviation this year from approved faculty evaluation procedures associated with Evaluation Forms 1 and 3. I asked him to give the Senate his views on this issue and attached is his letter of explanation.

On a positive note, a committee of the Commission on Faculty Affairs (after study of many other University faculty evaluation procedures) has developed a draft revision of our current forms that will eliminate the numerical evaluation approach. I have discussed this with President-Elect Ulbrich and she intends to bring this before the Senate for your input and comment. I might add that Senator Idol served on the committee that drafted this proposal.

2. Attached is a memorandum of response from Provost Maxwell concerning the Senate substitute resolutions on Faculty Promotion Procedures under budgetary restraint conditions. In response to the Provost's memorandum, I sent a clarification to him in regard to his concern about the word "affirms". It is my understanding that he is not opposed to the intent of the substitute resolutions.

3. It is my understanding that the 2% faculty raises delayed from January 1 are scheduled to be reinstated for 9 month faculty during the last 3 pay periods of this year. For 12 month faculty it will be reinstated for the last 4 pay periods. This will establish a new base salary subject to any increases that are made available by the Legislature after July 1. Please note this point: Summer School pay this summer will be based on the old base pay rather than the new base. I am not sure that all faculty are aware of this.

4. Commission on Faculty Affairs - March 29

The Commission approved the Senate revision of the Faculty Manual Committee. It will now go back through the President's Council at the April meeting. The Commission heard a report from the Faculty Salaries and Fringe Benefits Committee on the Health/Welfare program that was presented at a recent seminar. It is anticipated that Clemson will initiate such a program.

5. Council of Deans Meeting - April 4

--Monies restored to the University recently by the Legislature will be used in part ($100,000) to support the Library's critical needs.

(Over)
--The Council of Deans generally were not supportive of a Long Range Planning Committee for the University as proposed by the Senate. As I have suggested in the past, I encourage you to communicate frequently with your college deans on Senate issues. This particular issue, I believe, is vital to Clemson's future. My personal view is that we are wondering from crisis to crisis while another university down the road is taking our territory!


Attached is an outline of the major action items we considered in the Senate this year. I believe that approval in April 1982 by the Trustees of the Faculty Manual as the result of much hard work of the previous Senate (Roger Rollin, Steve Melshaimer, Holley Ulbrich, Mike Jutras and others) set the stage for the Senate to be fully active in pursuing its true function - to serve as "the representative assembly of the faculty".

The Senate was active this year in identifying areas of the manual that need improvement and updating. Resolutions on these items have been accepted by the Administration and are awaiting review by a Faculty Manual Committee before going to the Trustees for an update of the Manual.

Much of the energy of the Senate this year has been focused on financial problems that resulted in the Response to Financial Exigency and the Long Range Planning Committee Reports. Academic prerogatives of the faculty have been initiated through resolutions and other avenues. In some cases academic prerogatives were brought to the attention of the Administration when it appeared that academic standards were being modified without going through proper channels.

New communication channels have been opened this year. The Open Forum developed by an Ad Hoc Committee of the Senate is about to go to press for the first time. Direct lines of communication between the President and Provost were established with the Advisory/Executive Committees of the Senate through a series of 4 meetings during the year to examine major issues. The recent collegiate meetings with the President and Provost sponsored by the Senate appeared to be beneficial both to the faculty and Administration.

The Senate has rendered many hours of important service to the faculty and University as a whole this year in hearing 6 grievance cases. The Advisory Committee heard 2 GP I cases, one of which involved the first formal hearing since GP I has been in existence. The Grievance Board worked in a most professional and expeditious manner in processing 4 GP II cases involving primarily procedural matters related to promotion/tenure.

In my view the Senate this year has articulated principles fundamental to maintaining the academic integrity of this institution. The debate and position we took on the NCAA Probation and the support we give our President during recent days will, in my view, be recorded as significant contributions to this University.
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<tr>
<th>Date</th>
<th>Title</th>
<th>Disposition</th>
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<tr>
<td>6/8/82</td>
<td>FS-82-6-1, Faculty Promotion Procedures</td>
<td>Principle rejected by the Administration.</td>
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<tr>
<td>6/8/82</td>
<td>FS-82-6-2, A Resolution for changing May Commencement Exercises.</td>
<td>Rejected by the Administration.</td>
</tr>
<tr>
<td>7/13/82</td>
<td>Senate sponsored an Open Forum on the State Blue Cross/Blue Shield Health Insurance Program</td>
<td>Adopted by the Administration following the development of a description by a Senate Ad Hoc Committee.</td>
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<td>9/12/82</td>
<td>FS-82-9-1, Open Forum Resolution</td>
<td>This report provided the means for dialogue with the Administration that resulted in a decision not to cut faculty salaries to meet the budget cut in the fall.</td>
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<tr>
<td>9/14/82</td>
<td>Responses to Financial Exigency Report</td>
<td>This report served as a basis for discussions with the President and Provost and the Advisory/Executive Committees. Improved communications and understanding resulted from this report.</td>
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<td>11/9/82</td>
<td>Academic Planning Committee Procedures for Reviewing Academic Programs Report</td>
<td>Awaiting appointment of a Faculty Manual Committee</td>
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<tr>
<td>12/7/82</td>
<td>Revision of Faculty Manual Statement on Selection/Appointment of Academic Administrators (Policy Committee)</td>
<td>Positive support for the concept has been given by the President, with several redrafts of the original proposal, however, it has not been adopted at this time.</td>
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<td>12/7/72</td>
<td>FS-82-12-1, Resolution on Reorganization of the Athletic Council</td>
<td>(Over)</td>
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<td>9. 12/14/82</td>
<td>FS-82-12-2. Resolution Established an Ad Hoc Committee to investigate the NCAA charge of the improperly awarding of an academic scholarship.</td>
<td>Resulted in an Ad Hoc Committee Report adopted on 2/15/83 that recommended procedures that will minimize the possible misinterpretation or misuse of such awards. President Atchley accepted the recommendations of the report.</td>
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<tr>
<td>10. 1/11/83</td>
<td>FS-83-1-1, Senatorial Matrimony recognizing Senator Morgan's recent marriage.</td>
<td>It is understood that the honeymoon is still in progress.</td>
</tr>
<tr>
<td>11. 1/11/83</td>
<td>FS-83-1-2, Censure of Individuals responsible for NCAA violations. FS-83-1-3, Support for President and Phase 2 Reorganization FS-83-1-4, Disclosure of Investigative Panel Findings</td>
<td>These resolutions focused on the faculty's concern about the integrity of the total university and the restoration of public trust in the institution.</td>
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<tr>
<td>12. 2/15/83</td>
<td>University Long-Range Planning Committee Report</td>
<td>Under discussion with the Administration.</td>
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<tr>
<td>13. 2/15/83</td>
<td>Faculty Manual Change Recommendations I. Affirmative Action Coordinators II. Appointment and Selection to Search and Screening Committees III. Leave of Absence Without Pay and Sabbatical Leaves</td>
<td>Has the support of the Provost - awaiting the appointment of a Faculty Manual Committee.</td>
</tr>
<tr>
<td>14. 3/8/83</td>
<td>FS-83-3-1, Satisfactory Progress Resolution</td>
<td>Forwarded to the Commission on Undergraduate Studies.</td>
</tr>
<tr>
<td>15. 3/8/83</td>
<td>Substitute Resolutions for FS-82-6-1, Faculty Promotion Procedures</td>
<td>Under consideration by the Administration. After clarification, the Provost has indicated he has no problem with the resolution.</td>
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March 23, 1983

MEMORANDUM

TO: Dr. Clarence Hood
    President, Faculty Senate

FROM: W. David Maxwell
    Provost and Vice President for Academic Affairs

SUBJECT: Use of "Total Performance Rating" on Evaluation Forms 1 and 3

I appreciate the concern of the Policy Committee with respect to the subject entry on Evaluation Forms 1 and 3.

A number of faculty and department heads have pointed out to me that subject entry on Form 1 is derived by a mechanical process that defies logic (and is akin to taking the arithmetic average of percentages applied to different bases) and thus prevents the department head from indicating to the faculty member what the department head's actual evaluation of the faculty member's performance is. When this entry is mechanically transferred to Form 3 (as was, apparently, the practice) the department head is again constrained from indicating his or her actual evaluation of the faculty member's total performance.

I find nothing in the Faculty Manual's description of the annual performance evaluation that requires computation of the entry entitled "Total Performance Rating" on Form 1, nor do the "Faculty Evaluation Procedures" that are included in the Faculty Manual.

Since it would be difficult (at best) to justify the "Total Performance Rating" on Form 1 as a valid indication of the department head's evaluation of total performance, the "door" was already open to grievances if it could be established that this entry was used in personnel decisions. The University is much better served by not having to defend this number.

Thus I do not see that any University policy has been violated by informing deans and department heads that they do not have to compute this entry on Form 1 and then automatically transfer it to Form 3.

WDM/ep

cc: Academic Deans
    Dr. J. V. Reel
    Dean A. E. Schwartz
March 15, 1983

MEMORANDUM

TO: Dr. Clarence Hood
    President, Faculty Senate

FROM: W. David Maxwell
      Provost and Vice President for Academic Affairs

SUBJECT: "Dry" Promotions

I have no problem with the second resolution but the meaning of the first resolution is not clear to me. Specifically, what does "affirms" signify?

The first meaning given in my dictionary is to "validate or confirm." Does this imply that University policies that have not been the subjects of Senate resolutions are invalid or unconfirmed? If this is the meaning I cannot accept it.

Or does it simply mean that the Senate likes the present practice and (implicit) policy? If so, why not simply say so?

Please clarify.

WDM/ep

cc: President Bill L. Atchley
"HIGHWAY 93: A TIME FOR ACTION"

WHEREAS Gaylia Hamilton was recently struck and seriously injured while crossing Highway 93 in the crosswalk by Sikes Hall, and

WHEREAS this incident is only one in a chain of tragedies involving the crossing of Highway 93, and

WHEREAS many solutions have been proposed including: a pedestrian bridge, speed bumps, a pedestrian activated light, the "t-ing" of the intersection, highway "hummers", and even the rerouting of Highway 93, and

WHEREAS after much research by the faculty, staff, and students, the "t-ing" of the intersection with a corresponding traffic light has emerged through the Clemson University Master Plan as the most viable solution, and

WHEREAS the "t-ing" of the intersection, as proposed by the Master Plan is currently low-priority,

BE IT RESOLVED by the Clemson University Student Senate in regular session assembled the following:

1. That the "t-ing" of the intersection with a corresponding traffic light in front of Sikes Hall (and a set of highway hummers) be immediately made a top priority item by the entire University community.
2. That the University Traffic and Parking Committee, in congruence with the Master Plan, approve and present this proposal at the next President's Cabinet meeting.
3. That President Atchley concur and fund this proposal, and gain the approval of the South Carolina Highway Department for its speedy implementation.

Oran P. Smith
President of the Student Senate
To the Members of the Faculty Senate:

I want to express my heartfelt thanks for the support you gave to me personally, as well as to the office I hold, in your resolution last Tuesday. Even more importantly, I offer my thanks for your support for Clemson University as an institution of higher learning.

Last week was an extremely significant week for this University. As the voice of the faculty, you reaffirmed eloquently that Clemson's first priority must be academics and that all programs at this institution must be integrated within an academic environment. As the voice of policy for the University, the Board of Trustees added their own reaffirmation, unanimously, of those same principles. I cannot overemphasize how important it was to have those reaffirmations come in the same week, under the conditions that prevailed, from both the people who set policy for Clemson and the people who ultimately must fulfill Clemson's mission in the classroom.

The Board of Trustees last Friday did not discuss in great depth my proposal about revamping the Athletic Council, preferring to keep a tighter focus in their deliberations of that day. They are completely aware, however, of the importance I place on that proposal and of my belief that it will provide most of the checks and balances that were related to the athletic coordinator position, which, as you know, I have had to place on hold for the time being.

In any event, the Board's Student Affairs Committee has already conducted a preliminary review of the Athletic Council proposal and has requested some additional information. Dean Cox and I hope to meet with the committee soon to assist them in their evaluation and to work out any alterations. I remain confident that the committee will forward a positive recommendation about implementing the proposal to the full Board and that we will effect it by mid-summer with full Board approval. Within the next several months I believe you will see several new and positive things concerning the relationship of the athletic program to other areas of the University, and I look forward to talking with you in more detail about some of these things later.
I resumed work this week with a renewed sense of confidence about Clemson and about where we are going. A genuine spirit of unity emerged from the events of this past week, and I want to assure you of my intention to use that spirit of unity to help Clemson University overcome some big problems and get on with the business of building a great academic future.

Again, thanks for your support and your belief in the future of Clemson.

Sincerely,

Bill L. Atchley
President

xc: Mr. Thomas B. McTeer, Jr.
Provost W. David Maxwell
Functions, Operating Procedures, and Composition of the Proposed University Long Range Planning Committee

The University Long Range Planning Committee is an advisory committee to the Provost and through this officer to the President of the University. Its central role is continuing review of academic programs in the light of the mission of the University and the long term prospects for resources with which to carry out that mission. In that context, it is charged with review of the educational philosophy of Clemson University and development of guidelines consistent with that philosophy for ongoing review of programs. In particular, this committee will initially review and evaluate findings and recommendations of the last Self-Study, the Southern Association accreditation team, and the Academic Planning Committee and suggest directions consistent with those findings. Based on these other studies and its own findings, this committee may make recommendations to the Provost and through this officer to the President for initiation, expansion or enhancement, reduction and/or termination of programs; or it may make recommendations on needs for support services, facilities and staffing in such programs in the future.

Inextricably intertwined with academic program expansion or reduction is staffing. Of particular concern to the faculty, and to Deans and Department Heads as well, is the prospect of having to manage broadly based staff reductions during a time of financial exigency. In anticipating possible long term stringent resource constraints, and the program implications of such a situation, one function of this committee shall be to develop a set of recommended procedural guidelines for reduction in the size of faculty and staff should such action become necessary. The specific goal of the guidelines shall be to safeguard the integrity of the peer review process and to minimize the detrimental impact of any such reduction in force on the morale of the faculty and staff and the programs and mission of the University.
The academic program review function would somewhat parallel the physical planning of the Master Plan, now overseen by the University Planning Board. In addition, it would serve as a useful resource for the periodic self study and accreditation reviews for the Southern Association and other accrediting bodies and would be charged with following up recommendations arising from such reviews.

Because of its nature, the mandate of this committee is both open-ended and long-term. It will not deal with immediate budgetary questions unless specifically asked to do so by the President or the Provost. Explicitly, it is not a budget committee and will not participate in or review budget cuts, budget allocations or the process by which individual salaries, or increments thereto, are determined. Issues not directly programmatic in nature, however, may be considered by the committee insofar as they are pertinent to program and mission, e.g., the program implications of proposed enrollment limitations, the relationship of new institutes or endowed chairs to existing or planned programs, the relation of program development, expansion or reduction to physical plant needs, etc. Its recommendations may be forwarded to the President's Council when appropriate, at the discretion of the Provost and the President.

Operating Procedures

The committee is advisory to the Provost and through this officer to the President. The chairman will work closely with the Provost in establishing the agenda and both must approve the placing of an item or issue on the agenda. The chairman will schedule meetings as needed and will furnish copies of the minutes of these meetings to the Provost and to the President. The Provost will supply this body with such budgetary, financial and personnel information as he deems appropriate and pertinent to the matters at hand.
Part I: Preamble

If there is any task which deserves the combined attention of faculty and administration—the former responsible for setting academic goals, the latter responsible for meeting them—it certainly must be that of keeping our basic educational objectives in sharp focus and accommodating them to available means through a set of well-considered priorities. The importance of this task is only highlighted, not created, by our present budgetary problems. It is clearly something we should be prepared to do even in ordinary circumstances. Yet we have no designated instrument for undertaking this responsibility in a systematic and regular way; no ongoing body of faculty and administrators specifically charged with overseeing this philosophical/pragmatic decision making.

Without such a body, decisions about priorities and budget cuts will still be made when necessary; but they will be made without reflective consensus. Actions undertaken in this manner are often short-sighted and disruptive. Meeting the need for restraint is difficult enough in itself without that unnecessary additional source of uncertainty and discomfort. To avoid this undesirable state, the Faculty Senate proposes the creation of a permanent Long-Range Planning Committee, with the functions and composition indicated below. We suggest that the committee report to the President's Council, and that its chairperson be an ex officio member of that Council.

Part II: Functions of the Committee

It shall be the function of the University Long-Range Planning Committee to:

1. Provide consultation and assistance to the President and Provost in long-range institutional planning.

2. Review on a continuing basis the programs which make up the budget of the University in order to provide three- to five-year program budget recommendations.

3. Review educational philosophy of the institution and develop guidelines for initiating, implementing, and evaluating programs within that context.

4. Develop guidelines for reductions in the size of the faculty and staff should such action become necessary.

Part III: Composition of the Committee

1. Two deans or associate deans, selected by the Council of Academic Deans. Vice-provosts shall also be eligible for these positions.
2. Two department heads, chosen from colleges other than those represented in (1), by the Association of Department Heads.

3. Four faculty members, chosen from colleges other than those represented in (1) and (2), by the Faculty Senate. At least one of these faculty members shall be a faculty senator.

4. Two faculty members in non-administrative positions, selected from the two remaining colleges by the Provost.

5. A student representative selected by the Student Senate.

6. A representative of the classified staff.

Selection Guidelines

1. For the purpose of this committee, the library shall be considered a college, its director a dean.

2. The selection shall take place in the order given; Council of Deans first, then Department Heads, then Faculty Senate, and finally the Provost. No group shall make a choice until the prior group has announced its representatives in order to ensure representation of all colleges and also to allow for consideration of making the group broadly representative by the Faculty Senate and by the Provost.

3. In the event a vacancy arises on this committee, a replacement shall be selected by the appropriate selecting body, with the same college represented.

4. The committee shall elect a chairperson and a secretary from among its membership.

5. Except for the student representative with a one-year term, members shall be elected for two-year terms and shall be eligible for reelection. Initially, one individual each from groups 1, 2, and 4 and two from group 3 shall be given one-year terms (drawn by lot) so that one-half of the elected members shall rotate off each year.
The Grievance Counselor  
(Text for the Faculty Manual)

For faculty members seeking help in understanding the procedures to follow in filing a grievance, the Faculty Senate offers its good offices by providing the services of a grievance counselor. A counselor advises persons with potential grievances by giving advice on which of the grievance procedures to follow prior to the filing of a grievance. The counselor, however, does not render an opinion on the substance or merits of a case.

Ordinarily, three counselors, each from a different college, will be in office at the same time. These counselors are senior faculty members of full professor rank with a thorough knowledge of the Faculty Manual and the University's grievance procedures. They are appointed by the Advisory Committee of the Faculty Senate.

The counselors are authorized to talk with any persons involved in the potential grievance and are accorded the protection afforded faculty members involved in grievance procedures (see paragraph 2 of II:29 in the Faculty Manual).

The names of the counselors are available from the president of the Faculty Senate and the Provost of the University.

[Suggested placement in the Manual: after the final paragraph on II:24.]
RESOLUTION FS 83-4-2

Be it resolved that the following policy statement on course withdrawals be forwarded to the Commission on Undergraduate Studies with the recommendation of the Faculty Senate that it be adopted as University policy and included in the undergraduate catalog.

Policy

To be added to the section on W- Withdraw, Page 35, 1982-83 Catalog, after the first sentence.

Withdrawals cannot be rescinded.
WHEREAS, the South Carolina State Employees Association (SCSEA) is the legally constituted representative of state employees and retirees, and

WHEREAS, the SCSEA promotes and advances the welfare of state employees primarily as an advocate and information source before the state legislature.

NOW, THEREFORE, BE IT RESOLVED that the Faculty Senate encourages the regular dissemination of information on SCSEA programs and activities to all university employees through the University Relations and Communications Department (e.g., University Newsletter) and the Office of Personnel Administration.
MINUTES OF A SPECIAL MEETING OF THE FACULTY SENATE

April 5, 1983

I. Call to Order:

President Hood called the meeting to order at 4:23 p.m.

II. Special Agenda Item:

President Hood stated that the purpose of the meeting was to discuss a proposed resolution regarding the Senate's support for Dr. Bill Atchley as President of Clemson University. He suggested that it may be necessary for the Senate to go into executive session. Senator Huffman made a motion that the Senate go into executive session. The motion was seconded. The motion passed by unanimous voice vote. Executive session commenced at 4:24 p.m. Senator Palmer made a motion that the Senate move out of executive session. The motion was seconded and passed by a vote of 19 for and 9 against. The executive session ended at 4:59.

Senator Ulbrich introduced a proposed Faculty Senate Resolution expressing support for President Atchley. See Attachment A. The motion was seconded. Senator Taylor proposed an amendment to change the wording of the fourth paragraph as follows:

BE IT THEREFORE RESOLVED that the Faculty Senate hereby expresses it desire that President Atchley and the Board of Trustees work together in such a way as to enable him to continue to resolve Clemson University's difficulties with the Athletic program.

The motion was seconded. During the discussion of the proposed amendment, Senator Baron stated that the issue focused on alleged dissention between the administration and the faculty. He sought language in a resolution that would express the fact that the president and the faculty stand together regarding the solution of problems in the athletic department. Senator Huffman stated that the faculty supports President Atchley's efforts to improve the academic programs. Senator Taylor stated that the Senate "cannot evaluate everything the President does" and that it is not our function to evaluate President Atchley (thus a vote of confidence regarding Atchley's performance is not in order). Senator Ulbrich stated that the context of the resolution is that some members of the Board of Trustees (according to a recent newspaper report) claimed that the faculty are split in their support of President Atchley. She urged the Senate to show the Board that the faculty indeed support the efforts of President Atchley with regard to the reorganization of the athletic department. The amendment did not pass; the vote was 7 in favor and 22 opposed.

The question was called. The vote was 17 for calling the question and 9 against. Senator Taylor stated that he did not have sufficient time to study the issue. He moved a motion to table the proposed resolution.
The motion was seconded and failed by a vote of 2 for and 27 against.

Senator Huffman made a statement supporting the proposed resolution by stating that President Atchley's performance rated him at 9 1/2 on a 10 point scale. Senator Idol also spoke in favor of President Atchley's efforts and stated that "he is an academician and is trying to make Clemson University into a first rate academic institution." Senator Wainscott suggested that we may express a lack of confidence in the Board of Trustees. Senator Baron stated that "we don't know what the Board wants to do -- we are meeting as a result of heresy." Senator Bennett stated that paragraph is irrelevant, and that we should only address the broader issue. Senator Overcamp disagree by stating that paragraph four is the central issue. Senator Huffman said that "we are not dealing with facts. The allegation that there is dissention between Atchley and the faculty must be answered." Senator Baron pointed out that we have made a proposal to the Board regarding the Athletic Council reorganization which has received a favorable response thus far. The Senate should continue to work with them.

Senator Bennett moved an amendent to add the words "integrity and" in paragraph four between the words academic greatness. The motion was seconded. Senator Hipp made a friendly amendment to rephrase the last part of the last sentence of paragraph four as follows: ...Clemson University's quest for integrity and academic greatness. Senator Rollin stated that the language was semantically incorrect. The friendly amendment was not acceptable and the amendment failed by unanimous voice vote. The proposed resolution passed in its original form. The vote was 24 in favor, 2 opposed, and 3 abstained.

III. Adjournment:

The meeting was adjournded at 5:31 p.m.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Attachment

Senators Absent
D. Alverson
D. Cross
B. Nocks
SENATE RESOLUTION FS 83-4-1

WHEREAS, in its January 1983 meeting the Faculty Senate expressed its strong support for President Atchley's efforts to reorganize the University's athletic program.

AND WHEREAS, it is the consensus of the Faculty Senate that President Atchley also has the strong support of the faculty in his establishment of the absolute priority of the academic and academic related missions and programs of the University (without diminishing other University missions and programs).

AND WHEREAS, it is the view of the Senate that President Atchley's four years of service have been characterized by vigorous leadership, improved communications, increased openness, and marked responsiveness.

BE IT THEREFORE RESOLVED that the Faculty Senate hereby expresses its confidence in President Atchley and its desire that he and the Board of Trustees work in such a way as to enable him to continue to lead Clemson University's quest for academic greatness.

AND BE IT FINALLY RESOLVED that the copies of this resolution be forwarded forthwith by the President of the Faculty Senate to President Atchley, to each member of the Board of Trustees, and to the Student Senate President.
I. Call to Order:

President Hood called the meeting to order at 3:30 p.m.

II. Approval of Minutes:

The minutes of the February 15 meeting of the Faculty Senate were approved.

III. Special Report:

President Hood introduced Marvin Carmichael from the Financial Aid office as a special guest to make a presentation and then answer questions regarding scholarships, financial aid, and related student aid programs. Mr. Carmichael expressed pleasure for having the opportunity to discuss his program. He noted that his office awarded approximately $500,000 in scholarships to 500 students in 1982-83. Furthermore, approximately 35% of Clemson students receive federal support and 60% of all Clemson students receive some sort of financial aid through a variety of financial support programs. He noted that during 1982-83, Clemson experienced a significant drop in college work-study aid received from the federal government. He noted that the Reagan administration seems to favor work-study programs.

He also outlined the procedures that a donor should follow in order to fund a scholarship at Clemson. A contract is prepared with awarding procedures, selection criteria, and definitions. The Scholarships and Awards Committee then screens the applicants and makes the awards.

During the question and answer session, Senator Miller asked if students on work-study were working in the Physical plant. Carmichael stated that currently no students are working in the Physical Plant, a few are working in the Security Department, and most are working in academic departments.

Senator Idol commented that in light of the fact that the Federal Government is attempting to force college financial aid offices to deny financial aid to students who have not registered for the draft, some people are considering a class action suit against the federal government regarding the registration of males and females. Carmichael also stated that Clemson students had a very low default rate on federal student loans. Carmichael stated that there are two types of loan programs. (1) students may borrow money from independent lenders (banks) which is coordinated through the Clemson financial aid office. This is the most common form of student loan. (2) The National Direct Loan is a federally sponsored program which is administered by the financial aid office. The national default rate is approximately 12%; the Clemson rate is only 2%.
In response to a question about need description restrictions, Carmichael stated that approximately 50% of Clemson's scholarships are need related and the balance are not. He stated that many scholarships are restricted; some of the restrictions may not be in the best interests of the students since the criteria may fit only a very narrow sector of the student body. In response to a question about the National Merit Scholarship program, Carmichael stated that Clemson has made a commitment to the program for at least four years (minimum allowed). The size of the award is $250 per student (non-need related) and $500 per student (need related). The program provides good publicity for the University.

Answering a question about Clemson's early deadline for an applicant's response regarding acceptance of a major scholarship, Carmichael stated that the early deadline actually favors acceptance among high quality candidates.

Carmichael reported that 1600 students are recipients of Pell Grants (federal grants) at Clemson. They qualify as long as they continue to have satisfactory academic progress and establish need.

A question dealt with the waiver of out-of-state fees for the top level scholarships. It was noted that such a procedure is an excellent recruiting device. Currently Clemson has 30 such scholarships.

IV. Committee Reports:

A. Scholastic Policy:

Senator Melsheimer reported that the committee will meet on March 10 and consider course drop procedures.

B. Policy:

Senator Idol reported that the Policy Committee met on March 3 to consider the role of the mediator in grievance procedures. The committee discussed issues raised by the Provost and the Senate and recommended the position be titled, Grievance Counselor. The committee also considered the question of Provost Maxwell's directive to set aside the numerical rating in faculty evaluations. He asked the Senate to support the committee's recommendaton that President Hood informally discuss the issues created by the directive in accordance with the Faculty Manual. The issue revolves around the procedures to change procedures and not the content of the changed procedures.

C. Research:

Senator Cross reported that the Research Committee noted a high percentage of overlap and repetition between the Provost Research Awards and the University Research Grants. He noted that the original purpose of the URG's was to promote research interests among new faculty and provide them with enhanced funding. He stated that a bias carries over from the PRA to the URG in terms of selection criteria, but that his committee could see no fault with the committee stucture since it consists of one represenatative from each
of the nine colleges. Questions were raised as to how the committee members made the selections without discussion and the qualifications of those judging proposals. The rhetorical question was posed: "Who can judge research proposals outside his or her own field?"

D. Welfare:

Senator Senn reported that the Welfare Committee met on March 1 to discuss four areas of concern. (1) Senator Camper (a board member of the South Carolina State Employees Association) met with the committee to discuss the activities the SCSEA and review its legislative program. Camper noted the relative lack of support from the administration for the SCSEA. (2) The Fringe Benefits subcommittee prepared a questionnaire for distribution to all 12-month faculty regarding annual leave preferences. (3) A subcommittee on Unified Giving for University Contributions will propose a unified approach to all gifts and contributions. (4) The Committee will present a substitute resolution regarding individual choice for a "dry" promotion under Old Business. The next meeting of the Welfare Committee is scheduled for March 28.

E. Ad Hoc Committees:

No reports.

F. University Committees/Commissions/Councils:

Senator Bishop (Scholarship Committee) reported that awards have been made and accepted for the Pool Scholarship and Kenyon Scholarship. Invitations have been sent to three additional four-year Edward's Scholarships for minority recruitment. Additional Clemson Alumni Presidential Scholarships have been accepted and names have been sent to the college representatives. The committee also voted on Recipients for the Algernon Sidney Sullivan Student Awards. The committee nominated a candidate for the Norris Medal. The winner will be announced at the May graduation ceremony.

Senator Melsheimer (Athletic Council) stated that a subcommittee of the Athletic Council had reviewed procedures and prepared a final report regarding (1) a special section of the football stadium for faculty and staff seating (2) the possibility of increasing faculty ticket priorities in comparison to IPTAY priorities. He reported that members of the Athletic Department are examining the possibility of meeting with members of the faculty. Senator Miller raised the question of letters of salutation to the Athletic Department.

Senator Taylor (Commission on Graduate Studies and Research) stated that the commission will take another look at the GS-2 form.

Senator Bauer (Cooperative Education Committee) reported that this year the program has more students interested than it has sponsors.

Senator Ulbrich (University Planning Board) reported that the suggestion has been made to widen Highway 93 to four lanes from US 123 to Newman Road. The Board also recommended additional parking
at Calhoun Courts. In response to a question, she indicated that the plan for an electric billboard near Sikes Hall had been discarded. Senator McGregor (Commission on Public Programs) stated that TV monitors would be installed at various points on campus to inform persons of campus events.

Senator Nocks (Committee to Plan the Visitors Center) reported that the Visitor's Center would be located in a room in Tillman Hall.

V. President's Report: (Attachment A)

President Hood commented that Governor Connolly was on campus today to make a presentation on behalf of the Thurmond Center and the fund-raising drive. Approximately $5 million of the projected $10.8 million has been pledged.

President Hood reported that Provost Maxwell does not favor the implementation of the Long Range Planning Committee. President Hood stated that it was his perception that the University could benefit from such a committee and that Senators should discuss this matter with their department heads. There was some agreement that deans and department heads would favor the proposed committee. The Council of Deans has not addressed the issue at this point.

President Hood stated that the furlough issue is still under discussion. Another suggestion has been to require furloughs between the end of the examination period and before graduation. The possible consequences of a furlough at that time were defined as negative. The state legislature has not legalized furloughs.

President Hood noted that the Satisfactory Academic Progress proposal is still under review.

President Hood introduced an updated proposal outlining the makeup and duties of a Faculty Manual Committee. The original proposal could be interpreted to define more authority for the committee (veto power) than was the original intention. Furthermore, the Commission on Faculty Affairs would also have more authority than was originally intended. The new proposal would ensure that the Faculty Manual remains under the domain of the Faculty Senate in compliance with the provisions of the Faculty Manual.

Senator Melsheimer made a motion to suspend the rules of order. The motion was seconded and passed by unanimous voice vote. Senator Melsheimer moved a motion to adopt the updated Faculty Manual proposal (see Attachment B). Senator Idol seconded. The motion passed by unanimous voice vote.

President Hood reported that during the last Council of Deans meeting, "some confusion still exists" regarding the evaluation process. The routing slip has helped clarify matters to some extent, but some evaluative statements on recommendations for tenure and promotion submitted to the Provost continue to be very superficial.

President Hood noted that the new senators would be joining the Senate
in April. Senator Ulbrich suggested that a brief orientation of new senators be scheduled before the next meeting.

VI. Old Business:

Senator Melsheimer moved the adoption of the Satisfactory Academic Progress proposal. Senator Bauer seconded. (See Attachment C) Senator Baron raised a question regarding the five year limit at which point students may be required to take additional courses. Senator Burnett asked who would be making the decision regarding what additional courses would be taken after the fifth year. It was noted that this policy is already in the catalogue. The change required in this proposal deals with financial aid (last sentence). It was stated that the NCAA regulations require full time enrollment of 12 hours each semester and the student must pass 24 hours each year, but this proposal also affects students not associated with the NCAA. This proposal would be used by students seeking financial aid. Senator Baron moved an amendment changing the "five" to "seven" (years). The motion was seconded, but failed by voice vote. A friendly amendment was suggested by Senator Idol regarding the phrasing of the third sentence. To maintain eligibility for financial aid requiring full-time enrollment, students must annually accrue 24 credits applicable to their selected degree program.

The friendly amendment was accepted. The motion passed by a vote of 32 to 2.

Senator Idol moved a motion to discuss the matter of the Grievance Counselor. Senator Camper seconded. See Attachment D. Senator Bauer suggested a wording change in Section D. Senator Hipp stated that the document could be counter-productive because it calls for conclusions be be drawn by the Grievance Counselor. He stated that the Faculty Manual is quite explicit regarding grievance procedures. He also noted the term "Counselor" should be replaced with "Interpreter" or some other term which does not imply an advice giving functionary. The definition of the Counselor's traits (Section B) were questioned. Senator Idol stated that the Policy Committee would review the proposal.

Senator Senn introduced the proposed substitute resolution for FS 82-6-1. See Attachment E. The proposed resolution allows for individual choice with regard to "dry" promotion (promotion without salary increase). Senator Senn moved the adoption of the substitute resolution. Senator Baron seconded. Discussion centered on the merits of individual choice, the stigma of a long length of time in grade, the Provost's opposition to "dry" promotion, the fact that Clemson has never promoted faculty without some "moisture," and that faculty can leave the university if they do not feel that they are being rewarded properly.

The motion passed by a vote of 21 for and 10 against.

VII. New Business:

President Hood reported that the collegiate meetings with the President and Provost were quite successful and allowed for a useful exchange of information. Senator Idol stated that the NCAA report on recruiting violations is available in the President's Office and open to anyone to read. The names and other personal identifiers have been deleted from
Senator Idol, reporting for the Policy Committee, responded to a memorandum from Provost Maxwell stating that the numerical rating system had been set aside for 1982-83. He asked President Hood to convey to the Provost that this change is a deviation from approved faculty evaluation procedures specified in the Faculty Manual and cannot be set aside or changed without faculty review. See Attachment E. The reason for the Provost's decision came about as a result of objections raised by department heads.

President Hood declared the floor open for nominations for Vice-President/President-Elect. Senator Melsheimer moved that the nominations be closed and received a second. The motion passed by unanimous voice vote. The three candidates, Senators Baron, Bauer, and Senn, made presentations. Senators Bauer and Senn were selected for the run-off. Senator Senn was elected by secret ballot. Senators Bishop, Morgan, and Overcamp were candidates for Secretary. Senators Morgan and Overcamp were on the second ballot, and Senator Morgan was elected Secretary of the Faculty Senate.

VIII. Adjournment:

The meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Attachments

Senators Absent
None
President's Report

1. The four collegiate meetings with the President and Provost sponsored by the Senate are moving forward. I appreciate the work of the Senators in gathering questions and assisting with the various forums. The last meeting will be with the Library and College of Sciences Faculty on March 9 at 3:00 p.m. in Daniel Hall Auditorium.

2. President Atchley has given a positive response to our "Open Forum Proposal". Several details of the proposal are still under discussion.

3. Commission on Faculty Affairs Meeting - February 22
   - Bill Baron reported that the Faculty Salaries and Fringe Benefits Committee is bringing a resource person to the campus on March 10 to talk about a pilot Health/Wellness Program.
   - A Committee is studying Faculty Evaluation Procedures. John Idol is a member of the committee. Please give your input to him.

4. Council of Deans Meeting - February 21
   - The latest version of the Routing Sheet for Faculty Personnel Action developed by the Faculty Senate was reviewed with several comments. I believe that most colleges will be using this form in conjunction with the reviews that are currently underway.

5. President's Council Meeting - February 24
   - The Faculty Manual Committee proposal was approved by the Council (copy attached).
   - A certificate for visiting scholars was endorsed by the Council.
   - The Admissions and Continuing Enrollment Committee proposed and the Council adapted the following clarification of paragraph 5 of the Continuing Enrollment Policy (Announcements 1982-83, p. 39-40):
     However, a student on probation who averages at least 2.3 grade-point ratio since most recently entering probationary status and passed a minimum of 12 credits each fall and spring semester of enrollment during that period will be permitted to continue enrollment on probation even though his/her cumulative grade-point ratio is below the standard given above.
This clarifies the policy in the following ways:

a. A student could attend summer school to obtain the 2.3 average.
b. The 12 credits would not necessarily apply to summer school.

- Graduate Program proposals approved by the Council:

a. To continue current university-wide minimum PhD requirements, that every PhD program detail its own minimum program requirements in a form to be published in The Graduate School Announcements and that every program/department formulate a set of guidelines (handbook) to aid and assist PhD students.
b. A Graduate Student Academic Grievance Committee Policy was approved.
c. The following Drop Policy for Graduate Students was approved: Withdrawal from graduate coursework beyond the first few weeks of a course is strongly discouraged, particularly from courses listed on a student's CS-2 form, and should only be made for unusual academic reasons or for pressing medical or personal reasons. Withdrawals are permitted up to the fifth week before the end of the semester. A course dropped after four weeks have elapsed will result in a W (withdraw) on the record.

Permission to withdraw should be obtained from the faculty advisor on a form available from the Office of Admissions and Registration. A decision by the advisor to not grant permission to withdraw may be appealed to the Department Head. A refusal by the Department Head can be appealed to the Dean of the Graduate School.
FACULTY MANUAL COMMITTEE: This committee shall regularly review the Faculty Manual to ensure that its contents are current and accurate, and may draft proposed revisions for submission to the relevant authorities for their consideration. All changes recommended by the appropriate authorities as described on page I:1 of the Manual shall be referred to this committee to be edited into the proper form. The edited changes are then forwarded through the Faculty Senate to the Provost for final action. The committee shall report to the Commission on Faculty Affairs on its activities annually or on request.

Membership consists of the Chairperson of the Policy Committee of the Faculty Senate; three faculty members from different colleges nominated by the Faculty Senate and appointed by the Provost for staggered three-year terms; one academic dean, associate dean, or assistant dean selected by the Council of Academic Deans for a one-year term; and a non-voting staff resource person appointed by the Provost. The Chairperson shall be elected annually.
Faculty Manual Committee: This committee shall regularly review the Faculty Manual to ensure that its contents are current and accurate, consider proposed changes brought to its attention, and forward its recommendations through the Faculty Senate and the Council of Academic Deans to the Commission on Faculty Affairs for their consideration. Membership consists of the Chairperson of the Policy Committee of the Faculty Senate (ex officio); three faculty members from different colleges who are nominated by the Faculty Senate and appointed by the Provost for staggered three-year terms; one academic dean, associate dean or assistant dean, selected by the Council of Academic Deans, for a one-year term; and a non-voting staff resource person appointed by the Provost. The Chairperson shall be elected annually by the voting members of the Committee.
RESOLUTION

Be it resolved that the following policy statement on Satisfactory Progress for undergraduate students be forwarded to the Commission on Undergraduate Studies with the recommendation of the Faculty Senate that it be adopted as University policy and included in the undergraduate catalog.

Satisfactory Progress

Students are expected to progress steadily and expeditiously toward a degree. If all work toward a degree is not completed within five years after entrance, the student may be required to take additional courses. To maintain eligibility for financial aid which requires full-time enrollment, at least 24 credits annually accrue; 24 credits applicable to their selected major must be accrued annually which are applicable to the degree program in which the student is enrolled. Further details on the satisfactory progress requirements for financial aid programs, including requirements for part time aid programs, initial eligibility determination, etc., are available from the financial aid office.
A Grievance Counselor

Further thought on the subject of a mediator in relation to Clemson's grievance procedures has led the Policy Committee to change its earlier proposal and to suggest a position designed to offer advice to any faculty member considering lodging a grievance.

The position now contemplated would probably not demand a change in the authorized grievance procedures and would likely accomplish most of the ends the Committee originally had in mind.

A. Function:
The counselor(s) would advise persons with potential grievances prior to the filing of a grievance.

B. Traits of the Counselor(s)
Preferably one or more senior faculty members of full professor rank with a thorough knowledge of the Faculty Manual and Clemson's grievance procedures.

Person(s) of unquestioned integrity
Person(s) free of conflict of interest
Person(s) acquainted with the mission of Clemson and its policies and standards of operation

C. Power of Counselor(s)
Should be authorized to talk with any persons involved in the potential grievance.

D. Number of Counselor(s)
Preferably three, to be appointed by the Advisory Committee of the Faculty Senate from three different colleges.

E. Protection of Counselor(s)
See paragraph 2 of II:29 in the Faculty Manual for the statement on protection accorded faculty members involved in grievance procedures. The same protection should be guaranteed. Additionally, counselor(s) should be accorded adequate liability insurance by the University.
Proposed Substitute Resolutions for FS 82-6-1
Faculty Promotion Procedures

Whereas promotions in academic rank are commonly accepted throughout academia as recognition of achievement in one's professional discipline by peers and academic administrators; and

Whereas such advancements in rank enhance the prestige of both the individual and the institution; and

Whereas such advancements have traditionally been recognized with additional salary increments; therefore,

Be it resolved that the Faculty Senate affirms the present University policy of awarding promotions in rank on an annual basis and the practice of recognizing all promotions with a salary increment.

However,

Whereas the budgetary outlook for the current year and possibly future years raises the possibility of no salary increases to accompany promotions in rank, and

Whereas for some individuals the promotion is desired in and of itself with or without an accompanying salary increment, while for others this is not the case; therefore,

Be it resolved that the Faculty Senate calls upon the Provost to offer individuals who would be promoted if funds were available the option of a promotion without a salary increase, accompanied by a full explanation of the possible salary consequences; and also calls upon the faculty member(s) so affected to provide written response to the Provost of their preference in the matter.
Attachment F

A Deviation from Approved Faculty Evaluation Procedures

The Policy Committee requests that the Faculty Senate instruct President Hood to convey to Provost Maxwell its concern over the Provost's decision to direct the academic deans to set aside for 1982-83 the numerical rating system in force in Forms 1 and 3 of the faculty evaluation procedure.

Even though the Provost's memorandum (dated 13 January 1983) no doubt will be strongly backed by administrators and faculty alike, a deviation from the authorized modus operandi opens doors to potential grievances. More importantly, however, a unilateral administrative decision to correct a problem arising from an existing policy or procedure violates the principle of consultation and agreement among faculty, administrators, and Board of Trustees on questions of import to the University.
MINUTES OF THE FACULTY SENATE

February 15, 1983

I. Call to Order:

President Hood called the meeting to order at 3:35 p.m.

II. Approval of Minutes:

The minutes of the January 11 meeting of the Faculty Senate were corrected to show that Grievance Procedure I is in the final stages of reevaluation. A statement by Senator Overcamp was clarified regarding his opinion about Clemson being placed on NCAA probation for a second time. The minutes were approved as amended.

III. Committee Reports:

A. Scholastic Policy:

Senator Melsheimer noted that the committee has prepared a statement on the Satisfactory Progress Policy. This proposal will be introduced under new business. The committee is also considering a proposal regarding a change in the grading system to allow plus and minus course grades. The committee also met with members of the Teaching Effectiveness and Resources Committee regarding the teaching evaluation form which proposed that the current form be used in all colleges this Spring. Concerns expressed during the Senate's discussion of this report included questions regarding the compilation of data and confidentiality of findings and reports. It was stated that the departmental secretary will eventually hold the data and would be able to link an instructor to a particular course. Senator Bennett wanted assurances that "information will be divulged to no one except the individual (instructor)."

B. Policy:

Senator Idol stated that the AAUP is sponsoring a public forum on the subject of teacher evaluations on February 23. He reported that the Policy Committee met on January 26 and considered several matters: (1) leave without pay and its relation to sabbatical leave, (2) the role of a mediator to intervene in grievance matters, (3) the policy regarding the administration's news releases during impending investigations of mismanagement or illegal activities by university personnel, (4) a request for the formation of an ad hoc committee to interpret and update policies in the Faculty Manual, and (5) steps taken by the administration to merge departments.
C. Research:

President Hood requested the Research Committee to study the movement of classified personnel between departments. He asked them to examine the classification system and to determine what steps could be taken to increase the income ceilings of classified personnel and still retain them in current positions rather than force the individual to seek employment in better paying jobs in other locations on the campus. The purpose of this proposal is to avoid the unnecessary movement of staff from department to department.

D. Welfare:

Senator Senn reported that the Welfare Committee met on February 1 to discuss (1) faculty benefits, (2) the published holiday schedule which called for a two day break in the Fall for 9-month but not 12-month faculty, and (3) the Long-Range Planning Report which will be considered under Old Business. A brief discussion regarding the two day Fall break took place during which it was suggested by Senator Bennett that the break should be eliminated or combined with Thanksgiving vacation.

IV. Ad Hoc Committees:

Senator Melsheimer commented on a report prepared by an Ad Hoc Committee to Investigate the NCAA charges regarding the awarding of an academic scholarship to a student. He reported that the scholarship in question was not awarded by the Scholarship Committee. Money for the scholarship was taken from a discretionary fund. The fund has been used in a variety of ways including the funding of scholarship money for handicapped students or students with special needs. The funds are provided by anonymous donors with the specification that they be used in a discretionary way. See the report for committee recommendations. (See Attachment A) Senator Bennett asked why the scholarship fund was not available to all students and announced in the catalogue. It was noted that no scholarships are listed in the catalogue, but that they are listed in a booklet in the Financial Aid Office. It was suggested that Mr. Marvin Carmichael should be invited to appear before the Senate to discuss financial aid.

A question was raised regarding differences in the Ad Hoc Committee report and previous reports regarding the qualifications of the recipient. President Hood noted that one possible reason for the discrepancy in the reports heard by the Advisory Committee and the Ad Hoc Committee is that President Atchley may not have been fully apprised of the situation when he spoke with the Advisory Committee since the incident took place during the previous administration. Senator Melsheimer moved the adoption of the report. The motion passed by unanimous voice vote.

V. University Committees/Commissions/Councils:
Senator Bishop (Scholarship Committee) reported that recipients have been selected for the Pool Scholarship ($3000) and Kenyon Scholarship ($2500). Fifteen persons were considered for the awards and only two scored under 1390 on the SAT. Presidential Scholars are also being selected. Next year the University will enroll one Rhodes Scholar and compete for National Merit Scholars.

Senator Ulbrich (Undergraduate Studies Commission) stated that the commission recommended that information on financial aid and scholarships be increased in the catalogue. Senator Baron noted that our deadline for acceptance to the university with scholarship funding is rather early and forces many high quality prospective students to make an early decision regarding admission. A later deadline would enable the University to matriculate more excellent students who failed to receive scholarships from other colleges.

Senator Bennett (Traffic and Parking Committee) stated that the committee recommended the $20 fine for most parking violations. If the fine is not paid within seven days, the amount of the fine would be $30. He stated that 22,000 warnings and 18,000 tickets were written last year. He said "students need to respect law and order." There were only six $50 violations (handicapped parking). He also reported that he had been named to a committee to study future parking on campus and set policies. One recommendation from the President's Cabinet reviewed by the Traffic and Parking Committee was that the student would receive nine warnings plus a message to the student and his or her parents; the tenth ticket could result in dismissal from school. Senator Bennett also discussed Highway 93 and the crosswalk laws in numerous states.

Senator Melsheimer (Athletic Council) reported that the council is considering football ticket allocations for next year. One proposal was to reserve space for new faculty in the new upper deck. The council is also examining the policy which allows each faculty member to buy a ticket for each dependent without restriction. The restriction would define a dependent as age 18 and under and living in the same household as the faculty member.

President Hood reported that the Athletic Council recommended that the scholarship funds awarded to the University in the name of Terry Kinard be reserved for funding scholarships for minority students.

A comment was made regarding the necessity of students standing in long lines for tickets. The current procedures cause students to miss classes and become susceptible to illness.

Senator Ulbrich reported that as Vice-President/Present-Elect of the Senate, she has been appointed to the University Planning Board.

President Hood asked Jack McKenzie to introduce Betsy Russell, News Editor of the Tiger.
VI. President's Report: (Attachment B)

President Hood acknowledged the work done by Senator Ulbrich on the apportionment based on full-time tenure track faculty. Senator Senn stated that Visiting appointments are used more in certain colleges and that these faculty are disenfranchised. Senator Melsheimer stated that the policy was recently reviewed (last year) and that Visiting appointments should not exceed one year.

President Hood commented that the routing slip (Request for Faculty Personnel Action) would aid in reducing confusion regarding tenure and promotion matters. See Attachment C. The form complies with personnel action policies specified in the Faculty Manual.

President Hood stated that the Commission on Faculty Affairs is recommending to the President’s Council the formation of a standing committee to review and update the Faculty Manual. The Senate will continue to review all changes and updates of the Faculty Manual.

President Hood stated that President Atchley will meet with specified divisions and colleges of the university in an open forum. Staff and faculty are invited. The first of the meetings at which faculty and staff submit questions to the President and Provost will take place on Friday, February 18.

VII. Old Business:

Senator Huffman moved a motion that the Senate go into executive session. The motion passed by unanimous voice vote. The executive session commenced at 4:58 and ended at 5:14.

Senator Senn moved the adoption of the Welfare Committee's Long Range Planning Committee Report. See Attachment D. Senator Bauer noted that the report should address "additions" as well as reductions (page 2, item 4, Part II). Senator McGregor offered a friendly amendment by substituting the word "changes" instead of "reductions." It was also noted that Vice Provosts shall also be eligible for these two positions by Senator Ulbrich. This was also considered a friendly amendment.

Senator Wainscott suggested the elimination of a student representative (Item 5, Part III). Senator Senn stated that a student is only one of 11 representatives. The student viewpoint should be represented on the committee. Some discussion followed regarding the merits and shortcomings of student representation on the Long Range Planning Committee. Senator McGregor suggested that a staff member should be on the committee. Senator Melsheimer proposed an amendment which called for staff representation on the Long Range Planning Committee, be worded as follows: Item 6. A representative of the University’s staff.

Senator Taylor stated that since the staff is not well organized and that little control would occur with regard to the staff person selected for the
Senator Dixon moved an amendment to remove the first paragraph of the preamble. The motion was seconded. Senator Idol suggested a friendly amendment to modify the first sentence of the second paragraph and add the word "staff." The friendly amendment was not accepted. The amendment passed by unanimous voice vote. The motion passed by unanimous voice vote.

Senator Idol discussed changes in the Faculty Manual (See Attachment E). He moved a motion calling for wording changes in Section I. The motion passed by unanimous voice vote. Senator Idol moved a motion to adopt Section II. He discussed the definition of minority status (black) as it applies to Clemson University and its geographic region. The motion to adopt Section II passed by almost unanimous voice vote. Senator Idol moved a motion to adopt Section III. After some discussion the motion passed by voice vote.

Senator Idol moved a motion to postpone action on the remaining sections until the next Senate meeting. The motion was seconded and passed by unanimous voice vote.

President Hood asked the Senate to consider FS 82-6-1 (Faculty Promotion Procedures). Senator Baron stated that the issue continues to be the availability of funds for promotion as well as the situation that the Provost cannot provide adjustment money after a faculty member has been promoted without appropriate monetary compensation. It was suggested that the Provost may even use the policy of "wet" promotion as a lever to get money from the state for faculty salaries. Another suggestion was to leave the decision up to the candidate regarding "wet" or "dry" promotions. It was the consensus of the Senate that FS Resolution 82-6-1 will stand.

VIII. New Business:

Senator Morgan moved the adoption of the report regarding the Open Forum. See Attachment F. The motion was seconded and passed by unanimous voice vote.

Senator Bauer nominated Jim Hite, Alumni Professor of Agricultural Economics and Senator Wainscott nominated Roger Rollin, Lemon Professor of Literature to serve on the President's Council. Hite was elected in a secret ballot.

Senator Melsheimer moved a motion to place on the March 8 Senate meeting agenda, the proposal regarding the Satisfactory Progress Policy. The motion was seconded and passed by unanimous voice vote.

IX. Adjournment:
The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Attachments

Senators Absent (Substitutes Present):
- D. Cross
- M. Vatalaro (G. Witherspoon)
- E. Hipp
- E. Olive
- D. Miller
REPORT

Faculty Senate Ad Hoc Committee to Investigate NCAA Charges Regarding Academic Scholarships

The committee met with Dr. Corinne Sawyer, Chairman of the University Scholarships and Awards Committee, and with Dr. Bill Atchley, President of the University. The committee findings regarding the academic scholarship charged by the NCAA with being awarded to the girlfriend of a prospective athlete in 1978 as an inducement for the athlete to sign an athletic grant-in-aid are as follows:

1. The girl involved was enrolled and on scholarship at another college at the time. She applied for financial aid at Clemson as a transfer student.

2. The student was not selected for an academic scholarship at Clemson. Although she had a creditable academic record, it was not sufficient in the competitive scholarship environment at Clemson. Thus, established procedures for awarding academic scholarships were not compromised in any respect.

3. The student was subsequently awarded a grant-in-aid from the President's Special Discretionary Fund. Such grants have been typically awarded to several students each year for various special reasons. Recent examples include a student inadvertently and incorrectly notified of receipt of a regular scholarship; a handicapped student with special needs; a female student with children abandoned by her husband. No reason is known for the selection of the student in this case other than her association with the football prospect. There was a note in her file in the Financial Aid Office regarding an inquiry from an Athletic Department official. At the same time, however, sworn statements from the student and the prospect state that no commitment was made to the player regarding a scholarship for the girlfriend.

4. The football player left the University after two years. The girl's scholarship was continued until her graduation. Graduation records show that she did not graduate with honors.

Dr. Atchley has indicated that the President needs to have the flexibility to deal with cases of merit or need which cannot be met through other financial aid programs, and thus he must retain the prerogative of making such discretionary awards from his office. Further, some of the funds involved are from an account designated by an anonymous donor specifically for this purpose. However, Dr. Atchley also indicated that he desires procedures for handling such awards that will minimize the possibility of misinterpretation or misuse, and asked for recommendations on such procedures.

This committee recommends the following procedures be adopted:

1. Upon tentative selection of a proposed recipient by the President, the selection and its rationale should be referred to both the Office of the Vice President for Academic Affairs and the Office of the Vice
President for Student Affairs for review before final selection is made. Presumably, one official in each office (e.g., the Dean of Admissions and Registration, and a Vice Provost) could be designated to screen such cases expeditiously and advise the President if they perceive potential problems.

2. At the end of each academic year, a report on all such awards including names of recipients, amounts, and selection rationale should be made to the University Scholarships and Awards Committee.

3. To ensure best use of the available funds, all members of the University Scholarships and Awards Committee should be annually apprised of the existence of this route for aiding students with special problems, and encouraged to bring meritorious cases to the attention of the President through the Chairman of the Scholarships and Awards Committee.

These steps will subject proposed awards to a rapid and confidential review for potential problems, and will place all awards on record with the appropriate faculty committee.

John L. Idol, Jr.
Meredith A. Nicholson
Stephen S. Melsheimer, Chairman
PRESIDENT'S REPORT

1. I want to extend my thanks to the Senate for the cooperative spirit that was evident at the last Senate meeting. This was a great support to me in presiding under difficult circumstances. I am proud of each Senator for the hard work and struggle that you went through to hear your constituents and then to express and vote your convictions in an open forum. Contrary to what some have recently said, the Faculty Senate is the representative assembly of the Faculty and does have the responsibility to articulate faculty positions on issues of general concern within the University.

2. College elections for faculty senators will occur in March. The Advisory Committee is in the process of working with the Provost's office to examine the allocation of seats according to the provisions of the Faculty Manual (pages VI:6-VI:7).

3. Faculty Senate election of officers will occur at the regular Senate meeting in March. A Vice-President (President Elect) and Secretary will be elected. The Advisory Committee will be meeting shortly after the Senate meeting of February 15 to prepare a list of nominees for each elective office. The Advisory Committee desires input from the Senate membership on potential candidates for these offices.

4. Advisory/Executive Committee Meeting with the President and Provost – January 25

- A major topic of discussion was our budget situation. In summary, the University is awaiting action by the Legislature in regard to sales tax proposals and legislation which would authorize salary reductions. It may be March before we know the outcome of this legislation.

- The issue of promotions with or without salary increments was discussed. Based on this discussion, it appears advisable for the Senate to review its position taken in FS-82-6-1 in June on this issue. Please note that this has been placed on the Agenda under Old Business.

- The President and Provost are anxious to communicate with the faculty and staff during these difficult financial times. They have asked for input from the Senate on ways this could best be accomplished.
5. **Athletic Council Meeting - February 1**

- For the 1983-84 season, Faculty/Employees will pay 60% face value of tickets (rounded to nearest dollar) with the Athletic Department paying S.C. tax and Bond Fee. This is the same rate per game as for the 1982-83 season.

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- Three committees are at work in the Council at this time. One is looking at football seating for faculty/staff and a second at football seating for students taking into account the stadium expansion. A third committee is looking at a policy on retiring jerseys.

6. I have received a memorandum from Dr. Malcolm Skove, Alumni Professor of Physics, requesting that the Senate elect a replacement for him to complete his term (1 1/2 years) on the President's Council. This is because of his schedule and upcoming sabbatical. We will need to elect a holder of a titled professorship or chair at our February 15 meeting. Please think about this and if you would like to nominate someone, please contact them to see if they would be willing to serve.
REQUEST FOR FACULTY PERSONNEL ACTION

This form should accompany each personnel file being reviewed. After review at the departmental level, the department head should present the form to the faculty member for signature and then return it to the file.

For: __________________________________________
(Name) (Position) (Dept/Unit) (College/Division)

Personnel actions being considered:
(1) Yes  (2) Yes  (3) Yes  (2) No  (3) No
Reappointment Promotion Tenure

REVIEW OF FILE at the departmental level:

Peer Review Committee __________________________________________________________
Reappointment Yes No NA
Tenure Yes No NA
Promotion to the rank of _______________________________________________________
Yes No NA

Department Head/Supervisor _____________________________________________________
Reappointment Yes No NA
Tenure Yes No NA
Promotion to the rank of _______________________________________________________
Yes No NA

Chair, Peer Review Comm. Date __________________________________________________
Dept. Head/Supervisor Date ____________________________________________________

On the basis of the review at the departmental level, I (do) (do not) wish to have this file forwarded to the Dean or Director for further consideration.

_________________________________________ ________________________________
Signature of Applicant Date

REVIEW BY DEAN OR DIRECTOR

Reappointment Yes No NA
Tenure Yes No NA
Promotion to the rank of _______________________________________________________
Yes No NA

Dean or director Date

REVIEW BY PROVOST

Reappointment Yes No NA
Tenure Yes No NA
Promotion to the rank of _______________________________________________________
Yes No NA

Provost Date

REVIEW BY THE PRESIDENT OF THE UNIVERSITY

Reappointment Yes No
Tenure Yes No
Promotion to the Rank of _____________________________________________________
Yes No NA

President of the University Date

This form should be included in the applicant’s permanent personnel file.
UNIVERSITY LONG-RANGE PLANNING COMMITTEE

A Report of the Faculty Senate Welfare Committee, February 15, 1983

Part I: Preamble

Today's world is one we all find uncomfortably different in some ways from that of more expansive days just past. With increasingly limited resources, our possibilities shrink; and so must our ambitions. Universities everywhere have had to reexamine their mission in light of altered conditions of stewardship, recognizing that they no longer have the mandate of attempting everything that is educationally worth doing. Like others, Clemson has found this a difficult readjustment and has begun to encounter the need for a guiding light in these dark new waters of fiscal and aspirational restraint. Unable to see the outcome, we nevertheless perceive that the future might be very much worse without guidance than with it. We see too that the guidance can only come from a well defined sense of importance toward the multiple and sometimes conflicting purposes we set for ourselves as an institution.

If there is any task which deserves the combined attention of faculty and administration—the former responsible for setting academic goals, the latter responsible for meeting them—it certainly must be that of keeping our basic educational objectives in sharp focus and accommodating them to available means through a set of well-considered priorities. The importance of this task is only highlighted, not created, by our present budgetary problems. It is clearly something we should be prepared to do even in ordinary circumstances. Yet we have no designated instrument for undertaking this responsibility in a systematic and regular way; no ongoing deliberative body of faculty and administrators specifically charged with overseeing this philosophical/pragmatic decision making.

Without such a body, decisions about priorities and budget cuts will still be made when necessary; but they will be made without reflective consensus. Actions undertaken in this manner are often short-sighted and disruptive. Meeting the need for restraint is difficult enough in itself without that unnecessary additional source of uncertainty and discomfort. To avoid this undesirable state, the Faculty Senate proposes the creation of a permanent Long-Range Planning Committee, with the functions and composition indicated below. We suggest that the committee report to the President's Council, and that its chairperson be an ex officio member of that Council.

Part II: Functions of the Committee

It shall be the function of the University Long-Range Planning Committee to:

1. Provide consultation and assistance to the President and Provost in long-range institutional planning.

2. Review on a continuing basis the programs which make up the budget of the University in order to provide three- to five-year program budget recommendations.
3. Review educational philosophy of the institution and develop guidelines for initiating, implementing, and evaluating programs within that context.

4. Develop guidelines for reductions in the size of the faculty and staff should such action become necessary.

Part III: Composition of the Committee

1. Two deans or associate deans, selected by the Council of Academic Deans. Vice-provosts shall be eligible for at least one of these positions.

2. Two department heads, chosen from colleges other than those represented in (1), by the Association of Department Heads.

3. Four faculty members, chosen from colleges other than those represented in (1) and (2), by the Faculty Senate. At least one of these faculty members shall be a faculty senator.

4. Two faculty members in non-administrative positions, selected from the two remaining colleges by the Provost.

5. A student representative selected by the Student Senate.

6. A representative of the classified staff.

Selection Guidelines

1. For the purposes of this committee, the library shall be considered a college, its director a dean.

2. The selection shall take place in the order given; Council of Deans first, then Department Heads, then Faculty Senate, and finally the Provost. No group shall make a choice until the prior group has announced its representatives in order to ensure representation of all colleges and also to allow for consideration of making the group broadly representative by the Faculty Senate and by the Provost.

3. In the event a vacancy arises on this committee, a replacement shall be selected by the appropriate selecting body, with the same college represented.

4. The committee shall elect a chairperson and a secretary from among its membership.

5. Except for the student representative with a one-year term, members shall be elected for two-year terms and shall be eligible for reelection. Initially, one individual each from groups 1, 2, and 4 and two from group 3 shall be given one-year terms (drawn by lot) so that one-half of the elected members shall rotate off each year.
Proposed Additions to or Changes in the Faculty Manual

I. Affirmative Action Coordinators:

The demise of the Affirmative Action Committee and the formation of a new oversight and implementation system require the addition of the following words to II, Section H, page 11. It will appear as the first paragraph.

Affirmative action units, each unit having its own coordinator, establish and monitor employment goals and timetables. The unit coordinator bears the responsibility for ensuring that each department in the unit complies with both the letter and spirit of the Clemson's affirmative action program. Specifically, each unit coordinator helps to implement affirmative action policy as related to individual units and serves as liaison between his/her own administrative unit and the Office of Human Resources.

Unit coordinators are appointed by the President.

II. Appointment and Selection to Search-and-Screening Committees

Recent legal interpretation of affirmative action guides require a change in the wording of paragraph five on page 30. The words in italics replace those underlined in the following paragraph.

The selection and appointment of all academic administrators shall be accomplished in conformity with applicable University Affirmative Action policies and procedures. In particular, in the selection of each search-and-screening committee, consideration shall be given to representation of protected minorities and females.

Black and female representatives shall be included whenever feasible.

III. Leave of Absence Without Pay and Sabbatical Leaves

The Policy Committee moves the adoption of the following sentence to paragraph two under the heading: Extended Leaves of Absence Without Pay (IV: 16).

Time spent on leave of absence without pay may not, however, be counted toward eligibility for sabbatical leave.

IV. A Mediator or Mediators for the Grievance Procedure
The Policy Committee proposes the creation of the office of mediator as an alternative method of resolving potential grievances. Once the office has been created, the Committee plans to describe the procedures for implementation and operation.

(Words in italics are changes made since the version distributed last November.)

A. Function

The mediator(s) would attempt to bring the parties to a mutually agreeable resolution of the potential grievances before they are routed through the formal grievance procedure.

B. Traits of the Mediator(s)

Preferably one or more senior faculty members of full professor rank with a thorough knowledge of the Faculty Manual and Clemson's grievance procedures.

Person(s) of unquestioned integrity

Person(s) free of conflict of interest

Person(s) acquainted with the mission of Clemson and its policies and standards of operation

C. Power of Mediator(s)

Should be empowered to call all parties to a grievance for informal discussion.

Should have access to all relevant documents and data.

Should be empowered to negotiate between or among all parties.

D. Number of Mediators

Preferably three

Preferably one each from three different colleges

E. Method of Selection

Nomination of one candidate by each college

Election of three by the Faculty Senate

Staggered terms for first slate elected; three-year terms (renewable) for all subsequent winners

F. Release Time for Mediator(s)

Release time will be negotiable depending upon whether the workload becomes heavy.
G. Protection of Mediator(s)

See paragraph 2 of II:29 in Faculty Manual for statement on protection accorded faculty members involved in grievance procedures. The same protection should be guaranteed.

Additionally, mediator(s) should be accorded adequate liability insurance by the University.

H. Procedures will be addressed when put in faculty manual when and if the office of mediator wins approval.
I. Description

The Open Forum is a publication of the Department of Information and Public Services distributed on an irregular basis to the employees of Clemson University. This publication provides a medium for members of the faculty, staff and administration to express opinions and exchange ideas on matters concerning Clemson University. The publication consists of letters from individual employees with editorial comments, if appropriate. The selection of the letters to be published is the responsibility of the Open Forum Committee of the Faculty Senate.

II. Editorial Committee

The Open Forum Committee consists of three faculty members, two of whom are faculty senators. The faculty senators are selected by the Faculty Senate Advisory Committee to serve staggered two-year terms. The third faculty member is appointed by the Provost to serve a one-year term with succession allowed up to three terms. A staff person from Internal Communications is appointed by the Executive Director of University Relations to assist the Committee. The Committee is chaired by the second-year faculty senator.

III. Editorial Policy

Letters to Open Forum may concern a topic featured in a previous issue, or may address any topic seen as important
to those who work for Clemson University, in any capacity.

The editors reserve the right to select letters for publication on the basis of relevance to the University community at large.

Any letter libelous or in bad taste will be rejected, or at the very least returned to its originator for changes before it can be published.

Communications to Open Forum should be typed, double spaced. Letters should be limited to 250 words in length. The author of a letter must sign it and include his or her University address and phone number.

Please send letters to Open Forum, 103 Fike, Clemson University, Clemson, South Carolina 29631.
MINUTES OF THE FACULTY SENATE

January 11, 1983

I. Call to Order:

President Hood called the meeting to order at 3:36 p.m. He acknowledged the presence of visitors and members of the press and proceeded to read section VI, paragraph 8 from the Faculty Manual regarding the opportunity for visitors to speak at a Faculty Senate meeting. He noted that in accordance with the Faculty Manual, a visitor must be invited to speak by a member of the Advisory Committee.

II. Approval of Minutes:

The minutes of the December 7 meeting of the Faculty Senate were corrected (typographical error in a proposed resolution). The minutes were approved. The minutes of the December 14 meeting were corrected to show that Senator Miller seconded a motion made by Senator Baron regarding the formation of a committee to investigate the allocation of scholarships. The minutes were approved as corrected.

III. Motion to Reverse the Order of the Agenda:

Senator McGregor moved a motion to reverse the order of the agenda by switching items 5 (Old Business) and 6 (New Business). Melsheimer seconded. Senator Huffman suggested a friendly amendment to reverse items A and B under New Business which was accepted. The motion passed 31 to 3.

IV. Committee Reports:

A. Scholastic Policy:

No report.

B. Policy:

Senator Idol requested suggestions regarding Grievance Procedure I which is in the final stages of reevaluation.

C. Research:

Senator Cross reported that the Research Committee is continuing its review of policies regarding the Provost Research Award and the University Research Grants.

D. Welfare:

Senator Senn reported that the Faculty Salary Report for 1982-83 will be published soon in the Newsletter. He reported also that the
"Reduction in Force Policy" (Section X, Subject C) was not a new policy but had been in effect for University employees (classified personnel) since October 1, 1979. Senator Senn also noted that the committee is revising the report on the Long-Range Planning Committee which will be resubmitted to the Senate for its consideration.

V. Ad Hoc Committees:

Senator Melsheimer reported that the Scholarship Committee had not had an opportunity to meet.

VI. University Committees/Commissions/Councils:

Senator Taylor reported that the Commission on Graduate Studies and Research was considering a policy which would call for minimum number of credit hours required for a doctoral degree. He requested recommendations from the Senate regarding this proposal.

Senator Ulbrich reported that the Undergraduate Studies Committee seeks recommendations and suggestions for revisions of the General Information section of the University catalogue.

VII. President's Report: (Attachment A)

President Hood stated that the expected budget cut is 3.5% of the annual budget or approximately 7% of the remaining funds for the fiscal year ending June 30. He stated that the budget situation is being continually reviewed by the administration. President Hood reported that he has had conversations with the Faculty Senate presidents at two other state universities, Dr. Hendricks at the University of South Carolina and Dr. Patterson at the Medical University of South Carolina, regarding budget matters. Senator Baron asked if the state legislature is going to mandate furloughs for all state employees. It is noted that the use of Spring Break affects only faculty and not all state employees and that the university employees should be treated just like all state employees regarding furloughs. Senator Idol raised the question of cutting salaries for one pay period or several pay periods.

VIII. New Business:

Senator Ulbrich moved a motion to adopt a resolution recognizing the altered marital status of Senator Morgan. See Attachment B.

The motion was seconded by Melsheimer and passed by acclamation (with applause). Senator Morgan noted that if the first ten years are anything like the first ten days, it will be wonderful.

Athletic Department Resolutions:

Senator Melsheimer moved the adoption of a proposed resolution regarding Athletic Department matters prepared by the Advisory Committee. Overcamp seconded the motion. A draft of the proposed resolution is contained in Attachment C. Senator Melsheimer moved the
division of the resolution into four parts. Senator McGregor spoke against division while others stated that it was very appropriate to divide the resolution since separate items were being addressed and that some Senators strongly supported some of the items and not all of them. Senator Idol’s proposed friendly amendment to correct certain grammatical and typographical errors in the proposed resolution was ruled out of order. The motion to divide the resolution passed 30 to 4.

It was suggested that each part be read out loud before discussion. President Hood agreed to do so.

Part 1

Senator Idol moved that the "RESOLVED" portion of Part 1 read as follows:

"RESOLVED, that the Faculty Senate of Clemson University does hereby censure all of those individuals who have acted in violation of NCAA regulations."

The original draft included the following language:

"RESOLVED, that the Faculty Senate of Clemson University does hereby censure all of those individuals responsible for the administration of said football program."

Senator Bennett felt that the phrase should stay as it appeared in the proposed draft since they were not only focusing on those who actually acted in violation of NCAA regulations but also persons responsible for those who actually committed violations. Senator Baron said the discussion should focus on the responsibility of all administrators without mentioning names and specific accusations. Senator Huffman asked how one can censure someone for the omission of an act. Senator Baron said that he agreed with Senator Bennett’s point, that persons administering programs have responsibility for persons under their supervision, that no specific names are mentioned, and that he favored the paragraph in the proposed draft. The vote on amendment as proposed by Senator Idol failed 12 to 20. The motion to approve Part 1 passed 27 to 7. The roll call vote was 27 to 7 (See 1st roll call in Attachment E). See FS-83-1-2 contained in Attachment D.

Part 2

Senator Idol proposed amending first paragraph of Part 2 to read:

"WHEREAS, the President of Clemson University has made extensive efforts in the direction of correcting the problems in the Athletic Department which contributed to sanctions being levied against the Clemson University Football Program, be it therefore".... This statement would replace the first WHEREAS in the proposed draft of Part 2. Senator Graham seconded the amendment. Senator Dixon suggested in a friendly amendment that the word "commendable" be used instead of "extensive" but Senator Idol preferred the wording as proposed. The amendment passed by unanimous vote.
Senator Ulbrich proposed the following amended language for the "Resolved" portion of Part 2:

"Resolved, that the Faculty Senate hereby declares its confidence in and support of the President in his efforts to correct this situation and in particular expresses its strong support for the Phase 2 reorganization presented to the Faculty on December 20 as one essential component of the response to the NCAA findings."

Senator Alverson proposed a friendly amendment to strike the word "essential." The friendly amendment was accepted. The amendment to Part 2 passed by a vote of 33 to 1.

Senator Melsheimer proposed that the following statement be added to Part 2:

"RESOLVED, that the Faculty Senate further urges the prompt implementation of this plan and petitions the Board of Trustees to encourage and support President Atchley in this endeavor." Senator McGregor seconded Morgan's friendly amendment to add the words "And be it further RESOLVED". The amendment passed 32 to 1. Part 2 as amended passed 33 to 1.

Senator Senn made an amendment to put "essential" back in Part 2. The amendment passed 19 to 11. The motion passed 19 to 11. See FS-83-1-3 contained in Attachment D.

Part 3

Senator McGregor moved that Parts 3 and 4 be tabled. Senator Bennett said they had voted to divide the resolution. The motion was ruled out of order on the advice of the Parliamentarian who stated that one resolution should be considered at a time.

Senator McGregor moved to table Part 3. Senator Cross seconded. The motion to table failed by a vote of 15 to 19. Senator McGregor called for a roll call vote which showed the same vote outcome. See roll call vote number 2 in Attachment E.

Senator Palmer moved to amend the "Resolved" portion of Part 3 to read:

be it RESOLVED that, the Faculty Senate calls upon the President to dismiss from service to the University all persons who as a result of the NCAA investigation have been found guilty of direct participation in and/or complicity with serious and deliberate violations of NCAA regulations pertaining to the recruitment of student athletes.

Senator Morgan seconded. Senator Miller commented that the consensus of opinion among his constituents was that persons or offices should not be named in a resolution. Senator Idol commented that the purpose of the Senate was to seek truth and promulgate it, and suggested that as yet it had not gotten to the bottom of the investigation and been given information on which to act. He said their ultimate purpose should be
to discover who is responsible. He went on to say that during his 19 years at Clemson that he had continually been told that Clemson was one family occupying the same house; he suggested that some members of "the family" need to clean up their rooms.

Senator Morgan commented that he felt that to the best of his knowledge, which is limited, the Athletic Director should be dismissed. He stated that he felt that President Atchley has sufficient information to make such a move (or not make such a move), but that if President Atchley does feel it is the best thing for Clemson University not to dismiss Bill McLellan, then his constituents should support the President. Senator Baron suggested that Part 3 be passed as submitted with no amendments. A comment was made that it appeared that a compromise supposedly had been made between President Atchley and the Board of Trustees regarding the Athletic Department reorganization (not to fire McClellan but to take away a lot of his responsibilities) was breaking down due to articles appearing in local papers recently. Senator Taylor commented that problems in athletics were long standing and that the common factor during all the problems was the Athletic Director. Senator Cross noted that the Senate was voting to support the President with Part 2 and then trying to tell him to fire the Athletic Director. Melsheimer discussed the definition of the term, "dismiss." He pointed out the difference in dismissal from a position and dismissal from the University. Senator Baron commented that he felt it was appropriate for them to give the President a suggestion, and that is what the Faculty Senate is expected to do. Senator Bishop noted that the President is the chief executive of the University. The Senate is commending him for his efforts in FS Resolution 83-1-3. She noted that Senate does not have all the facts, but that it is necessary to have faith that the President is going to make the appropriate decisions. The Senate cannot take positions without having complete information. Senator Palmer stated that the amendment would not be undercutting the President in any way, instead it would be offering him an option. His constituents feel that dismissal of the Athletic Director would be appropriate if the facts support such a move, but dismissal would not be appropriate if the facts do not support such a move. The vote on the amendment was 13 for, 19 against, and 2 abstentions.

Senator Huffman said he was against all of Part 3. He stated the Senate was calling for the dismissal of an individual who had not even appeared before the Faculty Senate and that President Atchley has the facts and has not seen fit to dismiss him. He said that he felt what the Faculty Senate should do is support the President. Senator McGregor said his constituents voted not to suggest dismissal of Bill McLellan. Alverson said a head-hunting trip is demeaning. Roger Rollin (with permission to speak from Senator Idol) commented that what they were doing was advising the President to dismiss a person whose department has been involved in a scandal twice in the past seven years. He said it is a question of ethics. Senator Overcamp commented that if this was the first time it could be overlooked and may be excusable, but this is the second time Clemson's athletic program has been placed on probation. Senator Taylor commented that the dismissal of Bill McClellan was more important than reorganization. Senator Huffman said that the issue was a question of who is running
the University. It was the Senate's position that Bill Atchley should and if the Senate began recommending to him that he dismiss the Athletic Director, it would be telling him how to run the University. Senator Wainscott commented that the Senate should do this and that it was time that the Senate stopped acting like the NCAA violations were minor offenses.

In response to a comment regarding Bill Mclellan's loyalty to Clemson University, Senator Baron commented that they were not questioning Mclellan's loyalty, but in advising the President, that the Senate had taken exception to his decisions on occasions and that the President expects it. The President sees the Faculty Senate as the voice of the faculty. He noted that the important issue was whether the Phase 2 reorganization would be supported by the people who are responsible to the President. Senator Bennett stated that they were only making a "recommendation" to the President. Senator Idol commented that accreditation criteria for a Phi Beta Kappa chapter includes a review of academic and athletic programs. The administration must be sensitive to the needs of all students including those participating in minor sports. Senator Overcamp stated that 100 percent of the violations occurred under the present Athletic Director, even though a certain percentage of the violations were committed by persons who are no longer employed by the University. The motion regarding Part 3 failed to pass by a vote of 15 to 19. The third roll call vote yielded the same results. See Attachment E.

Part 4

Senator Burnett moved a motion to table Part 4. Senator Huffman seconded the motion which passed 18 to 14 with 2 abstentions. A roll call vote showed the same results. See Attachment E for the results of the 4th roll call vote.

Senator Baron moved a motion for a proposed resolution. The motion was ruled out of order. Senator Overcamp moved a motion to suspend the rules of order. Bennett seconded the motion which passed by more than the required 2/3's majority (22 to 7). Senator Baron then moved a motion calling for further disclosure by the Clemson "Blue Ribbon" Panel regarding the specific nature of the NCAA recruitment violations. He stated the failure to disclose details led to rumor and speculation. Senator Idol said he was in agreement to having truth uncovered. A comment was made that the lack of information was the result of NCAA policy not to publicly disclose results of its investigations. Since the University is involved in a lawsuit names were stricken from the NCAA investigation report. Senator Miller commented on the fact that the NCAA supports student athletes as students and should give out information. It's stance was hypocritical. Senator Huffman moved amending proposed resolution by striking out everything under "Resolved" after the word "panel" (last 3 lines) and add the words, "and NCAA report." The amendment passed 30 to 2. The vote on the amended resolution was 31 to 2 in favor. See Attachment D (FS Resolution 83-1-4).

IX. Old Business:
The proposed resolution introduced and tabled by Senator Baron at the December 14 meeting was not reintroduced after agreement by Senator Miller, the seconder.

Senator Wainscott moved to remove from the table the proposed resolution which had been introduced by Senator Hipp (for Senator Wainscott) at the December 14 meeting. There was a lack of clarity regarding the vote on this proposed resolution and a roll call vote was requested. The result of the vote to remove the proposed resolution from the table was 15 for and 19 against. This was the fifth roll call vote and the results are shown in Attachment E.

X. Adjournment:

The meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Attachments

Senators Absent (Substitutes Present):
None
Faculty Senate Resolution (83-1-1)
Senatorial Matrimony

WHEREAS, Marriage is an honorable estate, already entered into by most of Fred Morgan's fellow senators, and

WHEREAS, Fred Morgan is held in high esteem and warm affection by his fellow senators, and

WHEREAS, Fred Morgan did enter into the honorable estate of matrimony without prior consultation with his fellow senators, be it nevertheless

RESOLVED, that we, the Faculty Senate of Clemson University, do hereby extend our heartiest congratulations to Fred and Kim Morgan on the occasion of their marriage and which them a long and joyous life together.
ATTACHMENT C

DRAFT

Proposed Faculty Senate Resolution on Athletic Matters (Question Divided)

1. WHEREAS, the disclosure of serious and persistent violations of NCAA regulation governing intercollegiate football are a source of embarrassment and serious concern to the entire Clemson University community, and
   WHEREAS, the integrity of an entire institution rests upon the integrity of its component parts, be it therefore
   RESOLVED, that the Faculty Senate of Clemson University does hereby censure all of those individuals responsible for the administration of said football program.

2. WHEREAS, the President of Clemson University had made appropriate efforts in the direction of correcting the problems in the Athletic Department which resulted in football probation, be it therefore
   RESOLVED, that the Faculty Senate hereby declares its support of the President in his Phase 2 reorganization proposal presented to the Faculty on December 20th as one essential component of response to the NCAA findings.

3. WHEREAS, faculty, staff and administrators may be dismissed from their positions for bringing the University into disrepute and or for violating regulations by which they had previously agreed to abide, and
   WHEREAS, the faculty and the public have been presented with clear evidence that such violations have occurred and such disrepute has come about, and
   WHEREAS, the administrator responsible for a program is accountable for the performance of his or her subordinates regardless of whether he or she has direct knowledge of their actions, be it therefore
   RESOLVED, that the Faculty Senate calls upon the President of the University and the Board of Trustees to extend the process of reform by dismissing the Athletic Director under whose leadership both the basketball program and the football program have been placed on probation for flagrant violations of NCAA rules.

4. WHEREAS, the Faculty Senate is most concerned that this matter should be promptly and satisfactorily resolved in order to restore the integrity and credibility of this institution, be it therefore
   RESOLVED, that if satisfactory changes are not made to put the University's athletic house in order within a reasonable time, that the Senate will consider disassociating the faculty from the athletic program and will so notify the NCAA and the ACC.
Faculty Senate Resolution 83-1-2
Censure of Individuals Responsible for NCAA Violations

WHEREAS, the disclosure of serious and persistent violations of NCAA regulations governing intercollegiate football are a source of embarrassment and serious concern to the entire Clemson University community, and

WHEREAS, the integrity of an entire institution rests upon the integrity of its component parts, be it therefore

RESOLVED, that the Faculty Senate of Clemson University hereby censure all of those individuals who have acted in violation of NCAA regulations.

Faculty Senate Resolution 83-1-3
Support for President and Phase 2 Reorganization

WHEREAS, the President of Clemson has made extensive efforts in the direction of correcting the problems in the Athletic Department which contributed to sanctions being levied against the Clemson University football program, be it therefore

RESOLVED, that the Faculty Senate hereby declares its confidence in and support of the President in his efforts to correct this situation, and in particular expresses its strong support for the Phase 2 reorganization presented to the faculty on December 20th as one essential component of response to the NCAA findings, and be it further

RESOLVED, that the Faculty Senate urges the prompt implementation of the plan and petitions the Board of Trustees to encourage and support President Atchley in this endeavor.

Faculty Senate Resolution 83-1-4
Disclosure of Investigative Panel Findings

WHEREAS, the investigations of the Clemson Athletic Program by the NCAA and the Clemson "Blue Ribbon Committee" were done behind closed doors, and

WHEREAS, the results of the investigations by the Clemson Panel were never made public and the NCAA results were made public in a confusing and misleading manner, and

WHEREAS, the lack of information has led to rampant speculation and rumor and as this has been a great disservice to the student body, faculty, alumni and other supporters of the University and most of all to the members of the Clemson Athletic Department, be it therefore

RESOLVED, that the Faculty Senate requests that the President of the University make a full disclosure of the findings of the Clemson University investigative panel (and that the Faculty Senate President advise the NCAA of its displeasure with the way the NCAA investigative results were made available and that he request a more complete disclosure of their findings) and NCAA report.

(Secretary's note: the portion of the resolution within the parentheses was removed by amendment.)
## Roll Call Votes

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| Vote Totals           | 27 yea | 15 yea | 15 yea | 18 yea | 15 yea |
|                       | 7 nay  | 19 nay  | 19 nay  | 14 nay  | 19 nay  |
|                       |        |         |         |        | 2 abstain |
MINUTES OF THE FACULTY SENATE

December 14, 1982  Student Court Chambers

I. Call to Order:

President Hood called the meeting to order at 4:28 p.m.

II. Approval of Minutes:

A preliminary draft of the Faculty Senate minutes for the December 7 meeting was distributed, but was not subject to approval.

III. Old Business:

Senator Rollin made a motion to adopt a letter of condolence containing a resolution from the Faculty Senate to the family of T. Kenneth Cribb, a member of the Clemson University Board of Trustees. The motion was seconded and passed by unanimous voice vote. See Attachment A.

President Hood announced that Jim Strom, the Director of Development for the Clemson University Foundation would be invited to make a presentation at the January 11 meeting of the Senate.

The next item on the agenda was the NCAA and ACC probation and possible responses by the university to reorganize the Athletic Department and make appropriate changes in staff and policies. A motion was made by Senator Melsheimer to move into executive session. The motion passed unanimously and the executive session commenced at 4:32. Senator Morgan moved the Senate go out of executive session. The motion passed unanimously and the executive session ended at 5:18 p.m.

Senator Baron made a motion for a proposed resolution regarding the formation of a special ad hoc committee to investigate the awarding of scholarships. The motion was ruled out of order. Senator Senn made a motion to suspend the Rules of Order. The motion was seconded and passed unanimously. Senator Baron again made a motion regarding scholarships which was seconded by Senator Miller. See Attachment B. He noted that "we have the responsibility, but no authority." "We make recommendations, but they can be stonewalled". Senator Miller made a motion to amend the proposed resolution by empowering the ad hoc committee to carry out it's investigation on campus and off campus. The amendment was seconded. The discussion dealt with the breadth of the investigation and the implications of moving into an adversarial relationship with the administration. The vote for the amendment was 5 for and 21 against. The resolution (FS Resolution 82-12-2) then passed by a unanimous vote.
Senator Baron introduced a second proposed resolution regarding faculty involvement in athletic programs. See Attachment C. After some discussion the proposed resolution was tabled until the next meeting.

Senator Taylor made a motion to adopt a proposed resolution which is in large part a rephrased version of FS Resolution 82-12-1 adopted at the December 7 meeting. See Attachment D. The motion was seconded by Senator Nicholson. Discussion centered on the differences between the two resolutions in terms of their premises, resolves, and definitions of terms. The measure of harm done to the professional integrity of the school and its academic programs was discussed at length. Since the matter was covered with the previously tabled motion, Senators Taylor and Nicholson withdrew the last statement of resolve. The motion failed by a vote of 2 for and 24 against.

Senator Hipp reintroduced a proposed resolution which had been introduced at the December 7 meeting by Senator Wainscott. The proposed resolution called for the dismissal of persons found guilty of NCAA regulations.

**PROPOSED RESOLUTION**

WHEREAS, the infractions of NCAA recruiting rules are of such a serious nature as to have extremely adverse effects upon Clemson University, and

WHEREAS, actions having extremely adverse effects upon Clemson University constitute grounds for dismissal, be it

RESOLVED that the Faculty Senate calls upon the President to dismiss from service to the University all persons who as a result of the NCAA investigation have been found guilty of direct participation in and/or complicity with serious and deliberate violations of NCAA regulations pertaining to the recruitment of student athletes.

Discussion dealt with several items: the definition of a serious violation, the parallel situation in which faculty found guilty of wrongdoing have been dismissed from the University in accordance with the Faculty Manual, the lack of information regarding the culpability or competence on the part of the Athletic Director and other administrators and staff in the Athletic Department, and the political and ethical implications of the total issue of wrongdoing and how the Senate should respond to it.

In a vote to call the question, the outcome was 12 for and 14 against. Senator Melsheimer made a motion to table the proposed resolution; Senator Miller seconded it. The vote to table the
proposed resolution passed 23 to 5.

Senator Melsheimer made a motion which was seconded for a proposed resolution as follows:

PROPOSED RESOLUTION

* * * * *** * *** * *

WHEREAS, in order to convey to the members of the Atlantic Coast Conference the deep concern of the Faculty of Clemson University for the proper conduct of intercollegiate athletics at Clemson and that the Faculty is supportive of efforts to Clemson, be it

RESOLVED that the actions of the Faculty Senate relative to this matter be conveyed to the Chairpersons of the Athletic Councils of the Atlantic Coast Conference member institutions and to the Commissioner of the Atlantic Coast Conference.

* * * * *** * *** * *

Senator Miller made a motion to table the proposed resolution. The motion was seconded and the vote to table the motion was 24 for and 3 against.

IV. Adjournment:

The meeting was adjourned at 6:26 p.m.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Attachments

Senators Absent (Substitutes Present):
D. Alverson
W. Burnett
D. Cross
D. Graham
S. Wainscott (R. Rollin)
December 15, 1982

Mrs. Troy Kenneth Cribb
529 Sherwood Circle
Spartanburg, SC 29302

Dear Mrs. Cribb:

On behalf of the faculty at Clemson University, I want to share with you the deep sadness we feel in the passing of Mr. Cribb. He was a personal friend to myself and many faculty members across the campus.

The Faculty Senate meeting on December 14, 1982 passed the following resolution which they requested that I forward to you:

To the family of Mr. Troy Kenneth Cribb: The Clemson University Faculty Senate expresses its sincere condolences on the loss of a fine husband and father. Mr. Cribb's untimely death has cost the State of South Carolina an outstanding citizen and Clemson University the support of a Trustee who was evermindful of the academic mission of the University and firmly dedicated to its pursuit of academic excellence. He will be deeply missed.

We want you to know that our prayers and thoughts are with your family during this time of grief.

Sincerely,

Clarence Hood

Clarence Hood
Faculty Senate President
FS RESOLUTION 82-12-2

INVESTIGATION OF ALLEGED IMPROPER AWARING OF ACADEMIC SCHOLARSHIPS

RESOLUTION:

WHEREAS, it is both the prerogative and responsibility of the faculty to award academic scholarships; and

WHEREAS, the NCAA in its investigation of the Clemson University Athletic program has charged that an academic scholarship was awarded improperly,

THEREFORE, be it resolved, that the President of the Faculty Senate appoint a three person ad hoc committee, to be chaired by the Chairman of the Faculty Senate Scholastic Policies Committee, to investigate said allegations and to recommend to the Faculty Senate what actions it might take in regard to said alleged improprieties.
WHEREAS the violation of NCAA rules by Clemson University is an embarrassment to all members of the University community, and
WHEREAS honesty and fair play are qualities critical to all facets of university life, be it
RESOLVED that substantive and comprehensive alterations of the athletic department's administrative structure, operational procedures, and personnel be made immediately so as to protect against future violations of NCAA regulations and as a step in restoring Clemson's reputation, and
WHEREAS the pressures upon any athletic department are such as to make violation of NCAA regulations a constant temptation, and
WHEREAS the NCAA and the academic goals of this University require faculty participation in the development and implementation of athletic policies, be it
RESOLVED that the Athletic Council be reorganized by providing Faculty Senate election of the six non-ex-officio faculty members on the Council from nominations by the Collegiate Faculties, and by providing that the Chairperson of the Athletic Council (and institutional representative to the ACC and NCAA) be one of the elected faculty members, and be it further
RESOLVED that the Athletic Council be charged with oversight of the athletic program and with advising the President on its operations and policies, and be it further
RESOLVED that if sufficient and timely changes not be made that the Faculty Senate publicly divorce itself from endorsement or acceptance of the University's athletic policies and procedures.
PROPOSAL FOR DEFERRED ACTION WITH REGARD TO FACULTY INVOLVEMENT IN ATHLETIC PROGRAMS

WHEREAS, the Faculty of the University is presumed to have some responsibility for the University's Athletic programs; and

WHEREAS, the Faculty Senate has recognized the Faculty's lack of authority and thus, its inability to carry out said responsibility; and

WHEREAS, the Faculty Senate has proposed a revised procedure of selecting the members of the Athletic Council for the purpose of providing some measure of authority to the Faculty.

THEREFORE, be it proposed that the Faculty Senate take no further action in regard to Clemson University's Athletic programs until such time as the Administration may respond to the Senate's proposal; and

BE IT FURTHER PROPOSED, that if there has been no response to the Senate's proposal or if said response is negative then the Senate shall consider a resolution at its March 1983 meeting wherein the Senate shall disassociate the Faculty of this University from all further responsibility for the University Athletic programs, and shall so advise the faculty and the Administration of the University, the NCAA and the ACC of it's action and further that, henceforth that individual faculty members on the Athletic Council are acting as individuals and not as representatives of the Clemson University Faculty.
MINUTES OF THE FACULTY SENATE

December 7, 1982

I. Call to Order:

President Hood called the meeting to order at 3:38 p.m.

II. Approval of Minutes:

The minutes of the November 9 meeting of the Faculty Senate were corrected. (1) Ad Hoc Committee to Update the Faculty Manual. Senator Ulbrich stated that the procedures regarding candidate's withdrawal from promotion or tenure consideration must be made more explicit. (2) Additional issues addressed by the Ad Hoc Committee on Graduate Studies (not Dean Schwartz) pertained to withdrawal policy for graduate students, graduate grievance board, and course and credit hour requirements for doctoral degree candidates. The minutes were then approved.

III. Committee Reports:

A. Scholastic Policy:

No report.

B. Policy:

Senator Idol reported on four activities of the Policy Committee. (1) Selection of the Director of the Honors Program. Provost Maxwell rejected a subcommittee interpretation of the Faculty Manual regarding the appointment of a search-and-screening committee for the director of the Honors Program. The subcommittee decided that paragraph 7 (VI:29) was operative; the Provost decided that paragraph 2 (VI:29) was operative. The Policy Committee disagreed with the Provost's interpretation and will offer a revision for paragraph 7 to cover all academic administrative officers not presently specified. The proposal will be introduced under New Business. (2) Mediation of Faculty Grievances. The committee is considering the roles, functions, and traits of a mediator to serve as an alternative in the grievance procedure. (3) Sabbatical Leaves and Leaves Without Pay. A question came before the committee regarding time credited toward eligibility for sabbatical leave for faculty who are on leave without pay. The committee proposed this statement for inclusion in the Faculty Manual:

Time spent on leave of absence without pay, however, may not be counted toward eligibility for sabbatical leave. The proposed addition would appear as the last sentence in paragraph 2 under the heading, Extended Leaves of Absence Without Pay. (IV:16).
(4) Affirmative Action Committee. The Affirmative Action Committee has been disbanded and unit coordinators will be appointed to continue the program. The Policy Committee voted to request that President Hood express to President Atchley its unhappiness over the revamping of the affirmative action program without seeking the advice and help of the Senate.

C. Research:

No Report.

D. Welfare:

Senator Senn reported that the Welfare Committee met on November 23. At that meeting they discussed information received from Jack Mullins (State Personnel Director) that each state agency was required to submit a "Reduction in Force Plan" in January 1981 to the State Personnel Office. The committee requested that President Hood ask for a copy of the University report. Senator Senn distributed a proposal which provides for the establishment of a Long-Range Planning Committee. This committee would be responsible for planning and policy review with regard to such matters as reduction in force and budgetary oversight. The latter function was suggested at the October 19 meeting of the Senate. The proposal will be introduced under Old Business.

IV. Ad Hoc Committees:

Senator Morgan, reporting for the Ad Hoc Publications Committee (other members include D. Camper, R. Underwood, R. Allen), stated that the Open Forum should be in production by mid-February. The publication will have a letter-to-the-editor format.

V. University Committees/Commissions/Councils:

- Senator Idol as the Senate's Affirmative Action representative stated that the Affirmative Action plan has been under study for some time. The guidelines will be available in a handbook for use by deans and unit directors and coordinators. Some materials will also be placed in the Faculty Manual. The committee dealt with the question of the University's interpretation of AA and how it coincides with federal guidelines. The federal guidelines state that demographic factors define the nature of "protected minorities" based on the size of the minority group in the geographic region. This matter is yet to be fully resolved.

- Senator Bennett noted that Highway 93 was again the subject of discussion at the Traffic and Parking Committee meeting. Some committee members proposed that pedestrian activated traffic lights be installed at crosswalks. See Attachment A. Parking during extra-curricular events was also discussed. Senator Morgan raised a question regarding the source of funds to repair Bowman Field following extra-curricular events on campus. It was also suggested
that the district engineer of the Highway Department be invited to meet with the Traffic and Parking Committee to discuss measures to make Highway 93 safer for pedestrians and motorists.

- Senator Melsheimer, reporting for the Committee on Admissions and Continuing Enrollment, stated that 2300 freshman will be admitted in Fall 1983 and that 300 students will be given a conditional admission (these students must take 9-10 hours of credits in summer school). Three classes of students are being admitted. (1) Restricted - students majoring in Engineering, Mathematical Sciences and Computer Science, and Pre-Med. These applicants must have a 2.3 projected grade point ratio (GPR) regardless of in-state or out-of-state residency. (2) Partially Restricted - students with projected GPR of 2.3 among out-of-state and 2.2 among in-state. (3) Non-restricted - student with 2.3 projected GPR from out-of-state and 2.1 among in-state applicants. In-state applicants with a projected GPR of 2.1 can be conditionally accepted in restricted and partially restricted majors if they attend summer school. At present, all housing assignments except for Calhoun College have been filled. It was noted that housing spaces are assigned based upon the sequence of applications (except for honors students). Therefore, a student may receive a housing assignment before he/she knows whether or not admission to the University is forthcoming. It was also noted that the possibility exists that no significant problems exist regarding housing assignments. President Hood asked the Scholastic Policy Committee to examine the matter of admission to the University and access to on-campus housing and block assignments.

- Senator Mccollough reported that the Honors Committee members met with the new program director, Jack Stevenson at which time he stated his intention to "preserve and strengthen" the activities of the committee.

VI. President's Report: (Attachment B)

- President Hood stated that the Faculty Workload Report is under review by college deans. A question was raised as to whether it dealt with only teaching or if it included other faculty activities.

- President Hood suggested that the senators meet with their deans to make sure the workload includes activities other than teaching and that it accurately reflects the activities of the faculty. The report is based on a trial "first-run." President Hood was requested to obtain a status report from Dean Schwartz on the workload analysis survey.

- President Hood acknowledged a letter of thanks from Wade Allen of the Student Senate for the successful participaton in the fundraising benefit football game with the Faculty Senate.

- On university budget matters, President Hood stated that the Budget
and Control Board guidelines called for high-technology areas (Computer Science, Engineering, Mathematics, Physical Sciences, and Nursing) to receive priority funding. A portion of the general funds ($720,000) will be set aside for high-technology programs and used to draw matching funds to the University.

- The Teaching Evaluation Form has been distributed on a trial basis to the Colleges of Nursing, Forestry and Recreational Resources, and the Department of Sociology. The question was raised if the student evaluation results would be used for evaluation purposes. President Hood responded by stating that the information would "go into the computer." The information would be compiled by college but not identified by person. Exogenous factors will serve as control variables. Senator Vatalaro stated that faculty in the College of Architecture had difficulty with interpreting quantitative results of the survey. This was particularly true in team-taught courses where it was difficult to apply findings to a specific instructor. In Nursing the evaluation procedure would require students to complete eight different evaluation forms for each teacher in some courses. Problems also arose because the form was only available the last two class-days of the semester and thus became a source of disruption. A question also arose regarding the option of voluntary use of the survey and voluntary release of survey results.

- President Hood noted item 3 in the President's Report. The Advisory and Executive Committees will meet Friday, December 10 at 4:00 p.m. The committees will examine the NCAA Report of Violations and discuss reorganization of the Athletic Program and the composition of the Athletic Council.

VII. Old Business:

- Senator Senn moved the adoption of the Welfare Committee report calling for the formation of a University Long-Range Planning Committee. (See Attachment C.) Senator Baron moved the adoption of three amendments:
  (1) The proposal should contain a preamble or a background statement at the beginning of the report.
  (2) Deletion of item 2 under Selection Guidelines.
  (3) Modify item 6 under Selection Guidelines to provide for 3 year instead of 2 year terms. Discussion of item 2 included the contention that "implied quotas will not work" (Baron). The representation, composition, and size of the committee was also discussed. Senator Senn stated that the consensus of the Welfare Committee was to limit the size of the committee to 10-12 individuals selected from the faculty, administration, and student body. A number of senators discussed the merits of graduate versus undergraduate representation on the committee. On one hand, student representation was questioned since their perspective may be short-term. On the other hand, undergraduates were defined as being more in touch with University matters. Others saw graduate students as filling the role of both teachers and students and,
thus, offering better representation. Still others considered graduate students too busy to bother with university planning. In light of the variety of issues discussed, Senator Coston made a motion to table the report. The motion passed by unanimous voice vote. Senator Senn requested suggestions and wording changes from the Senate.

- Senator Idol introduced a revision of the Faculty Manual regarding the selection and appointment of all academic administrators. Attachment D) The statement, "not specified elsewhere," was added to the document as a point of clarification. The motion to accept the committee report was passed by unanimous voice vote.

VIII. New Business:

- Senator Ulbrich reporting for the Ad Hoc Committee on Faculty Manual Update, discussed changes and updates in the Faculty Manual: Attachment E) the description of the Christmas holiday period, the policy on sexual harassment, procedures by which a candidate (with early tenure or promotion consideration) may withdraw from further consideration in the review process, renewal of appointment, and inclusion of Interdisciplinary Institutes (Thurmond Institute is not officially in existence at this date.) Senator Ulbrich made a motion to accept the report (with typographical corrections to be made later). The motion passed by unanimous voice vote.

- Senator Idol made a motion to adopt Faculty Senate Resolution 82-12-1 regarding Intercollegiate Athletics. See Attachment F. Discussion centered around the purpose, function, and composition of the Athletic Council. Specific attention was directed at the nature of faculty representation on the committee and the fact that faculty members were appointed in addition to the current president and two immediate past presidents of the Senate. Senator Melsheimer stated that the Athletic Council has done little in terms of setting policy. In the past year the Athletic Council was asked to take up two matters: the price of football season tickets and the termination of scholarship support for women's field hockey and men's fencing programs. The Athletic Council does not have a budget review function. The Chair of the Council was and continues to be the Dean of Admissions. President Hood stated that the Athletic Council calls for faculty representation, then faculty representatives should genuinely represent faculty interests. At present the ACC By-Laws contain a provision whereby the university's representative to the ACC may be a faculty representative or representative of the administration.

Other discussion included the matter of "damage to the university" and "harm to the integrity of the university." It was noted that some faculty perceive that if the matter of probation is not handled with a sense of responsibility and integrity, the entire matter could become a professional liability.

- Senator Wainscott moved to amend the resolution as follows:
WHEREAS, the infractions of NCAA recruiting rules are of such a serious nature as to have extremely adverse effects upon Clemson University, and

WHEREAS, actions having extremely adverse effects upon Clemson University constitute grounds for dismissal, be it

RESOLVED that the Faculty Senate calls upon the President to dismiss from service to the University all persons who as a result of the NCAA investigation have been found guilty of direct participation in and/or complicity with serious and deliberate violations of NCAA regulations pertaining to the recruitment of student athletes.

The motion was withdrawn when President Hood noted that the Advisory and Executive Committees would meet with President Atchley to discuss his response to this matter.

The FS Resolution 82-12-1 passed by an almost unanimous voice vote.

- Senator Miller moved the following motion:

The Faculty Senate President should appoint a five member ad hoc committee from among the Senate membership. The committee shall investigate allegations that scholarships have been awarded to relatives of prospective student-athletes on bases other than scholastic achievement or need. The committee shall report their findings to the entire Senate by Spring recess.

Senator Miller withdrew the motion.

- Senator Bennett questioned the reason that names are identified when there is alleged wrongdoing in academic matters, but no names are identified in athletic wrongdoing. He stated the need for parallel treatment. President Hood noted that the Policy Committee may want to develop a policy and procedures for internal investigations of wrongdoing.

- President Hood noted that the Senate will meet on Tuesday at 4:15.

- Senator Bennett questioned the structuring and classification of staff positions on campus which encourages competent staff to have to leave current positions in order to receive higher ranked classifications and larger salaries. President Hood stated that he would discuss the matter with the Personnel Office and possibly appoint an ad hoc committee.

IX. Adjournment:
The meeting was adjourned at 5:58 p.m.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Attachments

Senators Absent (Substitutes Present):
V. Burkett
D. Graham
M. Nicholson (P. Kline)
1. Problems with Highway 93 came up again at this meeting. This problem concerns a near accident between a pedestrian and a vehicle at the crosswalk near Sikes Hall. President Atchley suggested a review of the situation to include considering the installation of a pedestrian-actuated traffic signal. Chief Ferguson felt that part of the problem stems from the state law on crosswalks which does not require a motorist to stop at a crosswalk until the pedestrian is actually in the roadway in their lane of traffic. He felt that pedestrians may be better served if the crosswalk law was similar to the law concerning stopped school buses. He also indicated that traffic citations could be issued after the fact to motorists who drove through a crosswalk in which a pedestrian was walking provided the witness secured the license tag number and reported it to the Security Department. It was decided that an article concerning the law and prosecution of same be placed in the Tiger, read over WSBF, and distributed to the residents of the Clemson House. A motion was passed to recommend that President Atchley draft a letter to encourage the legislature to review the crosswalk law for the purpose of making it similar to the present law governing school buses.

2. A request was made to open visitor parking spaces to students after 5:00 PM. Since the number of visitor spaces is small, the request was denied.

3. Since approximately 50 individuals visit the nursing center each week, it was requested that a designated parking area be provided. The committee recommended that the visitors be directed to the timed parking lot located east of the Redfern Health Center. The Department of Security will give special consideration to vehicles parked in the lot, particularly those without decals, and if a visitor to the nursing center receives a ticket, he or she should turn it in to the nursing center to be forwarded to Chief Ferguson for appropriate action.
December 7, 1982

PRESIDENT’S REPORT

1. Council of Academic Deans - November 15

(a) A progress report on the development of the Curriculum Information System and Student Data Base Project was presented. It is scheduled for completion in 1983/84. The student and course data bases are designed to be on-line, organized, and accurate collections of information to serve as a foundation for degree progress reporting and student advising.

(b) A Faculty Workload Report on all faculty members for the 1982-83 fall semester is now in the hands of the college deans for their review.

(c) The University Research Grant Committee received 84 proposals for consideration in November.

2. The Charity Football game between the Faculty Senate and the Student Senate ended in a 13-13 tie. I appreciate your support for this worthy cause.

3. I met with President Atchley on November 30 to discuss the NCAA and ACC rule violations within the football program. The Advisory Committee of the Senate met on the same afternoon at which time I reported on my discussions with the President. An Ad Hoc Committee was appointed to bring forward a resolution at the December 7 Senate Meeting dealing with this matter.

4. The General Faculty Meeting will be held at 10:00 AM on Monday, December 20 in Tillman Hall Auditorium.

5. The Faculty Senate reception for the Board of Trustees is scheduled for January 14 at 5:00 PM at the Alumni Center.
Memorandum

To: Clarence Hood, President
    Faculty Senate

From: David J. Senn, Chairman
      Welfare Committee

Re: Agenda Item for December 7 Faculty Senate Meeting

November 24, 1982

For the past couple of months the Welfare Committee has been reviewing the recommendations in the Senate adopted "Financial Exigency" Report. Recommendation four calls for the establishment of a committee which would "... make recommendations on procedures for eliminating positions should that become necessary."

At the October 19 Senate Meeting, Roger Rollin moved "that the Advisory Committee of the Senate consider formation of a Budget Oversight Advisory Committee to review the budget of the university, make recommendations, and inform the Senate regarding those recommendations."

It has become increasingly clear to me that the University needs a Long-Range Planning Committee to consider issues such as the above. This Committee's emphasis would be on institutional programs and budgets and would not duplicate the Master Planning Committee's work on physical facilities and development of the campus growth. The Welfare Committee is in agreement with this idea and approved the attached report at its meeting yesterday, November 23. We would like for this report to be placed on the agenda for the December 7 Faculty Senate meeting. It is old business in the sense that it is responsive to the issues mentioned above. It is new business in that the concept of a Long-Range Planning Committee has not previously been considered. Either place on the agenda is fine with me.

Thank you for your consideration of this request.

cc: Roger Rollin
    John Idol
UNIVERSITY LONG-RANGE PLANNING COMMITTEE

A Report of the Faculty Senate Welfare Committee, December 7, 1982

Part I: Composition of the Committee

1. Two deans or associate deans, selected by the Council of Academic Deans. Vice-provosts shall be eligible for at least one of these two positions.

2. Two department heads, chosen from colleges other than those represented in (1), by the Association of Department Heads.

3. Four faculty members, chosen from colleges other than those represented in (1) and (2), by the Faculty Senate. At least one of these faculty members shall be a faculty senator.

4. Two faculty members in non-administrative positions, selected from the two remaining colleges by the Provost.

5. The President of the Faculty Senate.


Selection Guidelines

1. For the purposes of this committee, the library shall be considered a college, its director a dean, and persons of appropriate rank as department heads.

2. All of the selecting bodies shall be aware of the need to provide adequate representation by rank, tenure status, years of service, sex and other relevant criteria; however, no quotas shall be imposed.

3. The selection shall take place in the order given; Council of Deans first, then Department Heads, then Faculty Senate, and finally the Provost. No group shall make a choice until the prior group has announced its representatives in order to ensure representation of all colleges and also to allow for consideration of making the group broadly representative by the Faculty Senate and by the Provost.

4. In the event a vacancy arises on this committee, a replacement shall be selected within sixty days by the appropriate selecting body, with the same college represented and with due attention to the composition of the committee in terms of the aforementioned criteria.

5. The committee shall elect a chairperson and a secretary from among its membership.

6. Members shall be elected for two year terms and shall be eligible for re-election. Initially, one individual each from groups 1, 2, and 4 and two from group 3 shall be given one year terms (drawn by lot) so that one-half of the elected members shall rotate off each year.
Part II: Functions of the Committee

It shall be the function of the University Long-Range Planning Committee to:

1. Provide consultation and assistance to the President and Provost in long-range institutional planning.

2. Review on a continuing basis the programs which make up the budget of the University in order to provide three- to five-year program budget recommendations.

3. Review educational philosophy of the institution and develop guidelines for initiating, implementing, and evaluating programs within that context.

4. Develop guidelines for reductions in the size of the faculty and staff should such action become necessary.
REVISION OF FACULTY MANUAL

The selection and appointment of all academic administrators shall be accomplished in conformity with applicable University Affirmative Action policies and procedures. In particular, in the selection of each search-and-screening committee, consideration shall be given to representation of protected minorities and females. Black and female representatives shall be included whenever feasible.

For the selection of a Vice-Provost, the Director of University Research, or an academic dean, other than a college dean, or other academic administrators not specified elsewhere, the Provost, after consultation with the Advisory Committee of the Faculty Senate, shall appoint a committee which includes at least one student. The Provost shall make the appointment to the position from the list submitted by the committee, subject to the approval of the President of the University.
The Committee recommends:

1) A permanent oversight mechanism of some sort be developed, perhaps as a committee under the Commission on Faculty Affairs.

2) New pages be issued for the items dealing with sexual harassment, forwarding of tenure and promotion recommendations, notification times for renewal of appointment, interdisciplinary institutes, the retirement system, and affirmative action in the selection of academic administrators.

3) That the remaining corrections on page 8 of this report be issued as a list of errata, to be inserted in the Manual by lazy faculty and hand corrected by industrious faculty; the discs will be corrected for future reissue.

4) In addition to these items, several changes are under consideration by the Policy Committee, from which recommendations will eventually emerge for Senate consideration. These deal with affirmative action policies, counting leave without pay toward tenure, promotion, or eligibility for sabbatical, and the possibility of mediation in GP2 proceedings.

Pages 2, 3, 4, 5, 6, and 7 of this report deal with sexual harassment, interdisciplinary institutes, and complying with affirmative action guidelines, forwarding recommendations and notification of renewal. The following change needs to be made on page IV:5 to make the description of the retirement system accurate:

In the second paragraph, delete from the first sentence the words "as early as age sixty" from the second line. On the last line of the same page, after the words calendar year the following sentence should be added "Beginning July 1, 1982, contributions are tax-deferred for Federal income tax purposes only."

It will also be necessary to reissue the master list of page dates with the new issue dates. Those pages with errata can be marked with an asterisk and a footnote added indicating that there are corrections to those pages listed on the errata sheet.
III.P. Policy on Sexual Harassment

Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment. Harassment of an employee on the basis of sex violates this Federal law. The Equal Employment Opportunity Commission has issued guidelines as to what constitutes sexual harassment of an employee under Title VII.

Title IX of the Education Amendments of 1972, as amended, prohibit sexual discrimination in any educational program or activity receiving Federal financial assistance. Clemson University receives such assistance. The Office for Civil Rights which is responsible for enforcement of Title IX has not issued guidelines as to what constitutes sexual harassment under that law.

The Board of Trustees has determined that the Title VII guidelines on sexual harassment against employees shall be equally applicable in the instance of sexual harassment of students by faculty or staff, and has issued the following guidelines.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or submission to or rejection of such conduct by an individual is used as a basis for employment or for arriving at academic decisions affecting an individual; or such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Sexual harassment of University faculty, staff or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. In the event a claim of harassment arises, the claimant may utilize University grievance procedures which have been established for faculty, staff and students, as appropriate.

In addition to the guidelines stated above, the Board of Trustees, believing that sexual harassment is not merely a one-direction transgression, has determined the Clemson University's policy on sexual harassment prohibits faculty and staff from sexually harassing a supervisor and a student from sexually harassing a faculty or staff member. If such harassment occurs, the offended person may seek redress through the use of appropriate University grievance procedures.
J. Procedures for Renewal of Appointment, Tenure, and Promotion

Because the faculty of a department or equivalent academic unit is the primary judge of the qualification of its members, peer evaluation is essential in recommendations for appointment, renewal of appointment, tenure, and promotion. All peer recommendations regarding any individual holding faculty rank in a department shall, therefore, originate with the faculty of that department. Individual departments at Clemson University establish different procedures and committee structures in order to facilitate peer evaluation. Such departmental procedures for peer evaluation shall be in writing and shall be available to the faculty, the department head, the dean of the college, and the Provost. Each department's peer evaluation process shall receive formal approval by the faculty, the department head, the dean of the college, and the Provost. To the maximum extent possible, the procedures followed and criteria used shall be explicit.

The department head shall ensure that any faculty member eligible for renewal of appointment, tenure, or promotion is given an opportunity to be reviewed. The appropriate committee reviews each case in accordance with departmental procedures and policies and renders a formal recommendation. The department head shall render a separate recommendation as to the disposition of the case. The head shall fully inform the faculty members charged with the peer review as to the nature of his/her recommendations. The department head shall also ensure that the affected faculty member is promptly informed as to the results of and rationale for both recommendations.

In the cases of early tenure or promotion consideration, the candidate may withdraw from further consideration at this point.

The head forwards both recommendations to the dean of the college along with the supporting evaluations and the candidate's dossier. A routing slip shall be attached to provide a record of the review at all administrative levels.

The dean of the college shall review the recommendations by the departmental committee and the department head and shall forward the complete file to the Provost in all cases, along with a separate recommendation. A committee or committees may be established within the college to assist the dean in such reviews.

The Provost reviews the complete file and in all cases forwards a recommendation for final action to the President of the University.

In the case of proposed new appointments of regular faculty, the primary peer evaluation of candidate's qualifications is made by the appropriate search-and-screening committee. However, appointment with immediate tenure, or with probationary periods of two years or less, or immediate appointment to a rank higher than Assistant Professor must be reviewed in accordance with the department's regular tenure-and-promotion peer evaluation process.

(Note: Paragraph 3 in altered sequence from present Manual for clarity.)
K. Notification of Renewal and Non-Renewal of Appointments

The dean of the college shall notify regular non-tenured faculty members of the terms and conditions of the renewal of their appointments no later than May 16. Because the University budget requires legislative approval, salary notification may be delayed until after the General Assembly has acted.

Regardless of the stated term or other provisions of any regular appointment, written notice that a non-tenured appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment, according to the following schedule: 1) not less than three months in advance of the appointment's expiration if the faculty member is in the first year of service; 2) not less than six months in advance if in the second year of service; 3) at least twelve months before the expiration of an appointment after two or more years of service at Clemson.

In order to reach decisions regarding appointment renewal/nonrenewal, all non-tenured regular faculty are reviewed annually as provided in II.J.

Special appointments do not require notice of non-renewal since such appointments are for stated periods of limited association with the University. The University does renew special appointments on a year to year basis in some instances. In such cases the University endeavors to provide reasonable notice of subsequent non-renewal.

(NOTE: Also paragraphs 1 and 2 reversed from present Manual.)
The following is a description of institutes at Clemson which will constitute a new section at the end of Part VII. The Thurmond Institute has not yet received official authorization and is therefore not included.

VII.M. Interdisciplinary Institutes

There are several institutes at Clemson University which have been created with the approval of the Budget and Control Board and which involve faculty and staff from more than one college of the University. At present there are four such institutes; the Energy and Resource Development Institute (ERDI), the South Carolina Energy Research and Development Center, the Clemson University Housing Institute, and the Water Resources Institute.

The Energy and Resource Development Institute is a cooperative venture between the Southern Appalachian Research/Resource Management Cooperative and Clemson University. The Institute's purpose is to stimulate and coordinate research in the areas of energy, conservation, resource management pertaining to energy, and socioeconomic implications of energy availability and energy policy in the Southeast. The emphasis is on a regional approach to energy research and energy management. ERDI is located in Lehotsky Hall of Professor Robert Becker.

The South Carolina Energy Research and Development Center was established in July 1981 as a state-supported institute whose purposes are to promote, encourage and expedite energy conservation, general energy educational activities, and energy-oriented development research in this state; to promote coordination and cooperation between government agencies at all levels, industry, and higher education institutions in energy matters; to adapt energy technology developed elsewhere to the needs of South Carolina; and to contribute to national energy issues in selected areas. The Director of the Institute reports directly to the President of the University.

ERDC designates Center Fellows in various disciplines for periods of one year or more who provide leadership and advice on current and proposed ERDC projects in their areas of expertise. These Fellows may come from within the University or from other universities, other state agencies, or private industry.

The Energy Research and Development Center is currently housed in Riggs Hall. Director is Professor J. Charles Hester.

The Clemson University Housing Institute was formed in 1973 with interdisciplinary representation. Its purpose is to bring together in an identifiable and cohesive manner the various interests and abilities available within the University relating to residential housing. The governing board is made up of the deans of the six participating colleges: Agriculture, Architecture, Commerce and Industry, Engineering, Forest and Recreation Resources and Liberal Arts. This Institute provides a mechanism for developing, coordinating and executing an interdisciplinary research and educational outreach program in housing which draws on the expertise of all of the relevant components of the University community.

The Water Resources Research Institute was created in July 1964 as the state agency to work with the Office of Water Research and Technology of the U.S. Department of Interior. WRRI assigns priorities to specific water resources-
related problems in the state and seeks to resolve these problems, primarily through grant-funded research projects. At present, three grant funding programs exist at all state institutes or centers for water resources research; a matching fund program for major (2-3 year) studies, an annual cooperative program for shorter term studies, and a focused research program (totally Federally funded) for specific urgent water-related problems. The Institute is interdisciplinary in nature, involving work in several different colleges. The Policy Board consists of the deans of the Colleges of Agriculture, Engineering, and Sciences, which in turn reports to the Provost. The WRRI Office is 310 Lowry Hall; the Director is Professor Paul Zielinski.
For the selection of a Vice-Provost, the Director of University Research, or an academic dean, other than a college dean, or other academic administrators not specified elsewhere, the Provost, after consultation with the Advisory Committee of the Faculty Senate, shall appoint a committee which includes at least one student. The Provost shall make the appointment to the position from the list submitted by the committee, subject to the approval of the President of the University.

The selection and appointment of all academic administrators shall be accomplished in conformity with applicable University Affirmative Action policies and procedures. (See II-H). In particular, in the selection of each search-and-screening committee, Black and female representatives shall be included whenever feasible.
Other changes, not requiring issue of new pages.

Page IV:16, at the end of the third full paragraph, insert "(See II:L)"

Page VI:20, The Affirmative Action Committee description should be deleted; it is not now valid and never has been. New policy under consideration.

Page II:25, first line, delete the words "teaching and research faculty," which can be erroneously interpreted to exclude extension faculty. It is also redundant. Change the word member to members on first line for grammatical consistency.

Typographical errors, spelling and other minor editorial changes:


Part I. I:5, under the entry for 1934, add a sentence "they are currently being used as experimental forest and farms."

I:6, 2nd line, add the following statement "Seven thousand acres of experimental forest and farms were lost. Purchase of the Simpson Station replaced some of those agricultural lands."

PI:1, spelling of procedure; p.I:6, the correct name of the department is Department of Recreation and Park Administration.

Part II. P.II:15, line 25, "year-to-year"; p.II:29, insert the word "department" at the beginning of the third line from the bottom of the page.

Part III. pl, line 12, spelling of attendance; page 4, lines 41 and 45 spelling of indispensable; p.8 line 34, twelve-month.

Part IV, p.8, 6th paragraph, 1st line; add between $3000 and life the words "group term"

Part IV:12, line 22 after Christmas holidays insert "(from the day of the general faculty meeting at the close of fall semester until orientation for Spring semester.)"

Part V, p.1 add comma on line 7 after Pennsylvania, on line 8 after South Carolina.

Part VI, p.2 Clemson should be capitalized; p.12, line 29, should read "three-year term"; p.27, line 13, delete the word a at the end of the line.

Part VI:12, add President of Extension Senate and chairpersons of its two standing committees to the President's Council.

Part VI:22, add Chairperson of Scholarships and Awards Committee to the Athletic Council.

Index. p.iv, the entry for Financial Exigency should be II:28, and for Human Subjects Policy III:19. The following items should be inserted in the index:

Resolution on Intercollegiate Athletics

WHEREAS the violation of NCAA rules by Clemson University has greatly harmed the integrity of the University, and has been a source of embarrassment and a professional liability for faculty, staff, students, and alumni, be it

RESOLVED that substantive and comprehensive reforms of the athletic department administrative structure and operational procedures be immediately implemented so as to protect against future transgressions and as a first step in restoring the credibility of the University, and

WHEREAS a cornerstone of intercollegiate athletics is a strong faculty role in overseeing the conduct of intercollegiate athletics, be it

RESOLVED that the Athletic Council be reorganized by providing Faculty Senate election of the six non-ex-officio faculty members on the Council from nominations by the Collegiate Faculties, and by providing that the Chairperson of the Athletic Council (and institutional representative to the ACC and NCAA) be one of the elected faculty members, and be it further

RESOLVED that the Athletic Council be charged with oversight of the athletic program and with advising the President on its operations and policies.
MINUTES OF THE FACULTY SENATE

November 9, 1982

I. Call to Order:

President Hood called the meeting to order at 3:35 p.m.

II. Approval of Minutes:

It was noted that the adjournment time for the October 12 meeting was 3:50 p.m. The minutes of the October 12 and October 19, 1982 meetings of the Faculty Senate were approved as amended.

III. Committee Reports:

A. Scholastic Policy:

Senator Melsheimer stated that the Scholastic Policy Committee will finalize the report on the satisfactory academic progress rule.

B. Policy:

Senator Idol reported that the Policy Committee is examining the draft of the policy statement on sexual harassment before it is placed in the Faculty Manual. The intent of the committee is to be sure the wording and style of the document blends with the Faculty Manual.

C. Research:

Senator Overcamp stated that the Research Committee met on November 4 and drafted a memorandum to the Provost regarding procedures for the Academic Planning Committee. The memorandum will be introduced under new business.

D. Welfare:

Senator Senn reported that at its October 26 meeting, the Welfare Committee discussed various strategies to follow-up on the "Responses to Financial Exigency" report. Of particular concern was the section of the report dealing with reductions in force. A subcommittee has served as a liaison between the Senate and the Administration on matters dealing with salary reductions. It was suggested that an additional committee be formed to review and deal with the possibility of reductions of academic programs.

The Welfare Committee has requested the Provost to publish the 1982-83 Faculty Salary Report in the University Newsletter. A
subcommittee will determine the feasibility of counting all contributions to the University (IPTAY and Annual Fund) toward athletic ticket priorities. The next meeting of the Welfare Committee is scheduled for November 16.

IV. Ad Hoc Committees:

- Senator Ulbrich, reporting for the Ad Hoc Committee to Update the Faculty Manual, stated that policies regarding the withdrawal from tenure or promotion consideration by a candidate (at the department or college level) must be made more explicit. She also stated that a section on University Institutes should be added which would include the Water Resources Institute, The Thurmond Institute, and the Energy Institute. The committee plans to make a report to the Senate in time for the Board of Trustees meeting in January.

- Senator Baron noted that the Christmas break is not clearly defined in the Faculty Manual. Senator Ulbrich requested suggestions for improving the manual.

V. University Committees/Commissions/Councils:

- Senator Miller reported that the Housing Committee met. A copy of the Housing Committee’s minutes of the meeting is attached. See Attachment A.

- Senator Bennett commented on the loud noise in the dormitories and the fact that students cannot study at night thus making it impossible to provide an academic atmosphere on campus.

- Senator McGregor stated that the Public Programs Commission recommended against the installation of lighted signs publicizing public events on campus. Senator Coston reported that the Landscape Committee also made a similar recommendation.

- Senator Bennett noted the continuing danger of motorists not giving pedestrians the right of way at crosswalks on Highway 93 near Sikes Hall. President Hood noted that sidewalks were installed on McMillan Road and South Palmetto Blvd. as a safety precaution for students housed on the east side of campus.

- Senator Taylor reporting for the Commission on Graduate Studies and Research, stated that the commission (and Dean Schwartz) plans to give a report to the Ad Hoc Committee on Graduate Studies in response to the committee report prepared last summer. Additional issues addressed by the commission pertained to (1) withdrawal policy for graduate students - shortened to four weeks, (2) graduate grievance board, and (3) course and credit hour requirements for doctoral degree candidates - at present no requirements are specified.

- Senator Melsheimer, reporting for the Commission on Undergraduate Studies, commented on the teaching evaluation form. He stated that the report was completed from the Spring semester trial survey and three more colleges will be included in the Fall semester trial survey. The survey will include a number of exogeneous factors in addition to the teaching evaluation questions. He noted that the committee plans to review the University Catalogue and, perhaps, improve the arrangement of subjects and indexing.
VI. President's Report: See Attachment B.

- President Hood stated that he planned to find out the present disposition of the General Education Proposal. He announced that a meeting regarding this matter is scheduled for November 17 in the P&AS Building at 3:30.
- President Hood reported that members of the Advisory and Executive Committees met with President Atchley and Provost Maxwell to discuss the Academic Planning Committee PhD report and the CHE proposals on graduate programs at Clemson.
- President Hood noted the report from the Library regarding the allocation of the E&G funds. See Attachment C.
- President Hood commented on the CUBO 613 Form (Activity Reporting Form) completed by faculty, staff, and graduate students. Sentiment among faculty members is to file a report each semester or every six months instead of monthly as is now the case.
- Jim Strom of the University Foundation Office will be invited to meet with the Senate at its January meeting.
- The Senate has been challenged by the Student Senate to participate in a fundraising benefit football game on Thursday afternoon, November 18. Senator Bauer was appointed Head Coach.

VII. Old Business:

None

VIII. New Business:

Senator Overcamp, reporting for the Research Committee, distributed a memorandum addressed to President Atchley and Provost Maxwell regarding the procedures of the Academic Planning Committee. See Attachment D. He noted the concerns of the faculty regarding the opportunity of faculty members to provide information to the committee since the committee's findings affect important programs on the campus and the mission of the university.

Considerable discussion centered on the committee's procedures and data collection, the relevance of questions, the criteria for drawing conclusions, the conclusions, and the opportunity for faculty and departments or programs to provide rebuttal information. The administration's official and unofficial distribution of the report and its purpose was discussed at length. It was noted that an "internal" report should be constructive and give information regarding suggestions to correct deficiencies. Senator Melshieimer made a motion to adopt the memorandum. Senator Hudson seconded the motion. Senator Taylor made a Friendly Amendment to add a lead phrase, "The Faculty Senate recommends." The friendly amendment was accepted. Senator Petersen made a motion to modify item 1 as follows: "...the faculty of all degree programs being reviewed have an opportunity to respond...." The motion passed 21 to 7. Senator Bennett made a motion to rearrange the items in the memorandum so as to make item 1 appear as item 4 (the last item in the draft memorandum).
The motion passed by an overwhelming majority vote. A fifth item was added to the memorandum and the motion passed by overwhelming voice vote. The final form of the memorandum is included as Attachment E.

IX. Adjournment:

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Attachments

Senators Absent (Substitutes Present):
Dee Cross
Doyce Graham
University Housing Committee Meeting, October 27, 1982

The housing committee consists of three (3) executives of the housing office staff, seven (7) students, of which four (4) represent the student senate and one (1) each the graduate students, residence assistants and dorm supervisors. There is also one (1) representative of the faculty senate.

Minutes of the meeting (the first such) list the following:
1. The organizational chart was displayed (Mrs. A. Boettner).
2. The 1983 Fall Admissions/Housing policy read (Mr. C.M. Richardson).
3. The Ad Hoc Committee on International Student Services and Graduate housing was discussed (Mrs. Boettner).
4. Questions were entertained. I asked how utilities use was charged.
   Answer: It is spread over all the rental units.
   I remarked that this was quite a liberal policy. I then asked were the rental charges also uniform over all units.
   Answer: The rentals are graded according to the desirability grade of appointments.
   I asked whether this was right since the lower priced rentals would then be paying a larger share of utilities.
   The matter was taken under consideration.
   I then suggested the possibility that GPR be factored into the selection of housing assignments.
   Answer: There is such a factor in selection for the new Calhoun College honor housing. However, for most students dorm life is a means toward good social adjustment.
   I asked if not charging each rentor for utilities use by that rental unit helped with this adjustment.
   No Answer.

The meeting was adjourned until resumed as requested by members.
I got the impression this was intended to be quasi-final.
PRESIDENT'S REPORT

November 9, 1982

1. The Advisory Committee has approved the appointment of Senator Alverson to the Research Committee.

2. The Advisory Committee has appointed an Ad Hoc Publications Committee to recommend to the Senate policies to operate the Open Forum Senate Special. The Committee members are:

   Fred Morgan - Chairman
   Dwight Camper
   Richard Underwood
   Robert Allen

3. I have asked Senators Ulbrich, (Chairperson), Melsheimer and Idol to serve as an Ad Hoc Faculty Manual Committee to consider revisions to the Faculty Manual. Please submit suggestions to this Committee.

4. President's Council Meeting - October 29
   The following recommendations from the Commission on Public Programs were adapted by the Council:

   (a) That the Commission on Public Programs recommends that all public programs be coordinated and scheduled through the Department of Information and Public Services through the University master calendar coordinator, and that the Commission also encourages university organizations and departments to avoid scheduling programs that conflict with University-wide public programs.

   (b) That the type of electronic sign (as described in the Newsletter survey article) not be used as a means of promoting public programs.

   (c) That a study be made to investigate the cost and feasibility of closed-circuit TV as a means of promoting public programs.

5. The Advisory and Executive Committees will meet at 3:00 p.m. prior to the Senate Meeting on November 9.
MEMORANDUM

November 8, 1982

TO: President Atchley
   Provost Maxwell
   Vice-Provost Keel
   Faculty President Hood

FROM: Joseph F. Boykin, Jr.
      Director of Libraries

SUBJECT: Library Issues: Briefings for Faculty and Administrators

Attached is a copy of the latest issue of Library Issues: Briefings for Faculty and Administrators. I have marked and numbered several passages in the article "Library Material Price Update" and below are my comments on those passages:

1. Clemson University Libraries are expending $712,537 for serials out of a total budget of $851,165 or 83.7% of our budget is used to maintain serial subscriptions.

2. The application of the total integrated library system NOTIS we are acquiring for Clemson Libraries will greatly assist the library and the user with serials control. In addition, the system will assist in other areas as well: purchasing of materials, circulation of materials and most importantly, access to the materials by use of an online catalog.

3. On the state level we are working with USC and Winthrop to develop a pilot state wide union list of periodicals. This list will be computerized and should permit the other academic and some public libraries to join and add their holdings in the future. All of three of the initial libraries must convert their periodical bibliographic and holding records into machine readable form. We have received a grant of $20,000 from the State Library to assist us in this conversion.

Since this retrospective conversion will be done via OCLC Online Computer Library Center in Columbus, Ohio and because over 2,000 libraries nationwide are connected to the OCLC data base, we will be making our holdings known nationally.
As other libraries do likewise and literally hundreds are in process of doing so, we will have expanded capability to borrow more material thereby reducing the number of titles we will need to acquire.

4. Very closely related to sharing of serial resources is the matter of document delivery or once you identify who has it, how do you physically get it in a timely manner. There is growing evidence that our participation in OCLC will pay off in this regard. The technology for a new form of facsimile transmission is now available to make that method of document delivery viable. Hopefully we will be able to take advantage of that technology and utilize the OCLC telecommunications network to be the carrier of the facsimile transmissions.

5. As exciting as the future appears to be in regard to resource sharing and effective document delivery, we must remember that these improvements will not supplant the necessity to maintain subscriptions to those journals used frequently for teaching and research by students and faculty. As noted in the article, we must deal with the outrageous inflation rate. We have cut over 600 serial titles and we are now down to those basic titles we must maintain. This will require infusions of continuing money in the library's material budget.

6. Clemson University Libraries receive 1.42% of the University's E&G budget.

[Signature]

JFBSJr/dg
Attachment
Proposed Memorandum

TO: W. David Maxwell, Provost

FROM: Faculty Senate

SUBJECT: Academic Planning Committee's Procedures for Reviewing Academic Programs

Since the faculty have responsibility in academic matters such as curriculum, requirements for earned degrees and academic regulations, the faculty feel that the review of degree programs is a matter of great importance and that the review should involve direct input from the appropriate faculty. Considerable concern has been expressed relative to the Doctoral Program Review that was prepared by the Academic Planning Committee. In view of this, following are some points that we would like for you to consider presenting to the Academic Planning Committee as they continue their task of reviewing academic programs.

(1) It is recommended that the report not be designated as final until the faculty of degree programs categorized as (1) continue with warning, (2) consolidate or (3) terminate have opportunity to respond to the Academic Planning Committee's initial report.

(2) Every attempt should be made by the committee chairman to involve all committee members in the voting process. In the doctoral program review only twelve of the eighteen committee members actually voted.

(3) Department heads or program leaders should be encouraged to solicit faculty input in providing requested information to the Academic Planning Committee.

(4) It is recommended that the committee communicate to the faculty, perhaps in the CU Newsletter, that they are now in the process of reviewing masters degree programs and give some indication of procedures that will be utilized and the timetable to be followed during the review process.
ACADEMIC PLANNING COMMITTEE PROCEDURES
FOR REVIEWING ACADEMIC PROGRAMS

A Report Adopted by the Faculty Senate on November 9, 1982

Since the faculty have responsibility in academic matters such as curriculum, requirements for earned degrees and academic regulations, the faculty feel that the review of degree programs is a matter of great importance and that the review should involve direct input from the appropriate faculty. Considerable concern has been expressed relative to the Doctoral Program Review that was prepared by the Academic Planning Committee. In view of this, following are some points that we would like for the Provost to present to the Academic Planning Committee as they continue their task of reviewing academic programs.

The Faculty Senate recommends that:

(1) Every attempt be made by the Committee Chairman to involve all Committee members in the voting process.

(2) Department heads or program leaders be encouraged to solicit faculty input in providing requested information to the Academic Planning Committee.

(3) The Committee communicate to the faculty, perhaps in the CU Newsletter, that they are now in the process of reviewing masters degree programs and indicate the procedures and criteria to be utilized and the timetable to be followed during the review process.

(4) The report not be designated as final until the faculty of all degree programs being reviewed have an opportunity to respond to the Academic Planning Committee's initial report.

(5) A summary of the final evaluation of each graduate program be provided to the Department head or leader of that program.