MINUTES of the FACULTY SENATE of CLEMSON UNIVERSITY

May 1974 through April 1975
CLEMSON UNIVERSITY

MINUTES OF THE FACULTY SENATE 1974-75
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### Admissions & Scholarship Committee

**Committee Chairmen**

- L. T. Fitch *
- O. J. Jacobus
- J. L. McCollough
- E. L. Powers
- C. B. Russell
- G. C. Skelley
- M. A. Teklits
- A. S. Tombes

### Policy Committee

**Committee Chairmen**

- R. T. Benson
- J. A. Chisman
- H. J. Grove
- F. H. Hedden
- A. H. Holt
- A. L. Recouley
- C. W. Roberts *
- E. P. Arnold

### Research Committee

- J. C. Acton
- B. B. Bookmyer
- B. L. Edge
- D. O. Ezell
- J. G. Goree
- K. A. Holleman
- G. D. O'Dell *
- W. Witcher

### Welfare Committee

- W. Baron *
- V. D. Carmack
- T. E. Douglass
- P. T. Holmes
- M. W. Slann
- J. E. Matthews
- J. D. Maxwell
- C. Triche, III
President Dillon called the meeting to order at 4:16. He called attention to some errors in the minutes of the April 9 meeting: on page 1, third paragraph, last word, Department should be Development; on page 2, fourth paragraph, delete last sentence. The minutes were approved incorporating these changes.

President Dillon commented on the March 12 minutes which have been approved but need correcting: on page 5, fifth paragraph, President Fulton reporting on March 8 meeting of the Graduate Council... the Council had considered a policy whereby "All on-campus University employees may satisfy residence requirements by completing fifteen (15) semester hours of graduate credit during a twelve months' period." Dr. Camper, a member of this Council, advised that this applied only to those enrolled in magisterial programs. There is the possibility of a ruling on Doctoral programs later.

On page 4, second paragraph, relative to providing additional parking spaces, Vice-President Nicholas has received complaints that possibly additional trees would be removed in enlarging the parking lot in front of Long Hall. He stated that only one 10-foot holly tree would be removed and that there was no intention to use the wooded area to the west of Mrs. Poole's house for parking. The statement actually referred to parking on Mell Street rather than development of a new lot. He also stated that he is in full sympathy with all persons who are concerned about the removal of trees on campus and wishes to reiterate that, in the development of the campus, there will be no removal of any trees other than those which it is absolutely necessary to remove.

President Dillon announced that the following Senators will serve as alternates: Ray Barfield for A. L. Recoulley, Jacques Macy for L. E. Seamon, Richard Saunders for J. Y. LeBourgeois.

Committee Reports

Research - G. D. O'Dell, no report.

Admissions and Scholarship - L. T. Fitch, no report.

Welfare - W. Baron reported that the Welfare Committee is involved with the following three issues: TIAA, optional retirement system; leave policy for 12-month faculty; reduced fee system for families of faculty.

Policy - C. W. Roberts

The policy committee met in executive session on Monday, May 6th. Consideration of agenda items resulted in the following recommendations:
1. President Dillon will be requested to appoint an ad hoc committee to further the drafting of the proper form for and to define the proper use of the results of a faculty evaluation of Academic Administrators.

2. The chairman of the Policy Committee will continue investigating the possible implementation of the concept of Centralized Registration of students with Dean Vickery and other concerned persons.

3. The questions raised by the application of $28,715,397 of Revenue Sharing funds to the State Retirement System is referred to the Welfare Committee.

4. The Policy Committee invites written comment on paragraph 2 (a), page 27 of the Manual for Faculty Members—Appointments for which tenure is Attainable. This invitation is directed to all faculty and especially to the Senators. Please address the comments to Professor A. H. Holt, 804 Strode.

5. A draft resolution amending the term of office of Senators was discussed and the Policy Committee will continue to study.

   a) Alternate suggestions for solving the problem of the loss of outstanding officers are invited.

President's Report

President Dillon reported that the Undergraduate Council at its meeting on April 12 had received as information the report from the Committee on General Education requirements and Distinction between B. S. and A. B. Degrees. Departmental and college curriculum committees will review and report to the College deans who will in turn forward their report to Dean Green by October 1, 1974. The committee report on Class Attendance Policy was returned to the committee for further consideration. The Pre-veterinary Science Curriculum is being modified, and the students involved will transfer to majors in Animal Science, Dairy Science, Poultry Science, or Zoology before the end of the second semester of their freshman year. Each student who satisfactorily completes 3 years at Clemson and is then accepted by a Veterinary School and satisfactorily completes 1 year at that school may apply the B.S. degree from Clemson. Dean Vickery reporting on the Grading Policy recommended that the number of hours that can be taken Pass-Fail has been increased from 14 to 15 hours, and that students will be allowed to take courses in their major over those required on a Pass-Fail basis. He also requested that ABCDF grades, midterm grading and forgivable F for first semester freshmen be continued. The Study Committee on Improvement of Undergraduate Teaching is developing an evaluation form to be used for faculty evaluation by students. It was proposed that the information not be used for decisions on tenure, salary, or promotion. The information is to be used only for computerizing student evaluation. Confidentiality
will be assured and the rating will be returned only to the instructor along with his mean score, the departmental mean, the college mean and the university mean. President Dillon reported that he did not attend the meeting of the Undergraduate Council which was held on May 3.

At the Planning Council's meeting on April 16, President Dillon reported, The University Master Planner, Prof. Eflin, outlined a new statewide policy for selecting the architect for the Continuing Education Building. There is a proposal to study a system of directional and identification signs for the University, area ID, building ID, directional, and regulatory.

The Planning Council asked for an updated report on the development of the proposed student-faculty-staff recreational area on Lake Hartwell which will be located to the left of the road at the bridge.

President Dillon announced that the AFSC does not meet during the summer.

President Dillon stated that at the Educational Council meeting on May 6 President Edwards reported that the Review of Graduate Programs called for by the CHE has been published and delivered. President Edwards discussed the SCRS and TIAA-CREF at length covering many facets; he definitely supports the program, but he does not expect any action until possibly 1975. President Edwards stated that the Affirmative Action Plan will be delivered to HEW next week. This is a fairly large report and he expressed concern over the expense of this type of undertaking; and suggested that funds be requested to cover future projects of this magnitude. President Edwards announced that the CHE approved three new undergraduate programs: Community and Rural Development, College of Agricultural Sciences; B.S. in Economics, College of Industrial Management and Textile Science; Actuarial Science, College of Physical, Mathematical, and Biological Sciences.

President Dillon stated that he did not attend the Graduate Council meeting.

President Dillon reported that at the April 15 meeting of the Advisory Committee the following Senate Committees were structured:

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<tr>
<th>Admissions &amp; Scholarship Committee</th>
<th>Committee Chairmen*</th>
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<tr>
<td>L. T. Fitch *</td>
<td>R. T. Benson</td>
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<td>O. J. Jacobus</td>
<td>J. A. Chisman</td>
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<td>J. Y. LeBourgeois</td>
<td>H. J. Grove</td>
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<td>E. L. Powers</td>
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<td>C. B. Russell</td>
<td>A. H. Holt</td>
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<td>G. C. Skelley</td>
<td>A. L. Recoulley</td>
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<td>M. A. Teklits</td>
<td>C. W. Roberts *</td>
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<td>A. S. Tombes</td>
<td>L. E. Seamon (E. P. Arnold)</td>
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</table>
President Dillon announced that the Advisory Committee will meet on Tuesday, May 28, 3:00 p.m. in 114 Kinard Hall to select Faculty Senate representatives to the Landscape and Site Development Committee and the Traffic and Parking Committee. He recommended that no changes be made in the present Ad Hoc committees if present members agree to serve, except that a Senate representative should be added to the Committee on Faculty Evaluation of Administrators.

A discussion on the setting up of the Research Council revealed that the Faculty Research Committee and not the Senate Research Committee will be abolished.

President Dillon has requested that the Faculty Senate Secretary pull and have typed and assembled in a loose leaf notebook all resolutions from 1973-74 giving the resolution and number, Senate action pass/fail with votes recorded, and administration action as to whether it was accepted or rejected.

President Dillon announced that the Faculty Senate will continue to meet on the second Tuesday of each month at 4:15 p.m. in the second floor auditorium in Olin Hall. Actual meeting dates are as follows:

- May 14, 1974
- June 11
- July 9
- August 21
- September 10
- October 8
- November 12
- December 10
- January 14, 1975
- February 11
- March 11
- April 8

Committee chairmen should plan committee meetings sufficiently in advance of the Senate meeting to permit forthcoming resolutions to be received by the president in time for inclusion on the agenda. The agenda will be mailed one week prior to the Senate meeting.

President Dillon announced that there will be a monthly luncheon meeting of the Senate officers and chairmen of the standing committees at 12:00 noon each Monday prior to the Senate meeting.
President Dillon suggested that committees work on the following items:

**Policy** - Investigate the voice that faculty members have in selecting the selection committee for administrators.

**Research** - Begin working on those sections of the Faculty Manual which are out of date, i.e., rewrite the sections on Tax Sheltered Annuities (p. 59) and SCRS (p. 52). Review the manual, make it a loose leaf document. Clarify the responsibilities of the 9-month faculty members.

A discussion ensued as to the effectiveness of the Faculty Senate and how this body is viewed by both the Administration and the Faculty. Suggestions were made as to how the Faculty Senate might be more effective. The Senate is interested in what the Administration has to say. The Senate would appreciate receiving in writing reasons for the rejection of resolutions.

There being no further business, the meeting adjourned at 5:50.

Respectfully submitted,

T. R. Adkins, Jr.
Secretary

Minutes of the Meeting of the Faculty Senate

June 11, 1974

Olin Hall Auditorium

President Dillon called the meeting to order at 4:15 P.M. He called attention to some proposed changes in the May 14 minutes. After these changes were made, the minutes were approved as modified.

Committee Reports

Welfare Committee -- J. E. Matthews reported in the absence of W. Baron, Committee Chairman. He presented a recommendation from the committee relative to the formation of an ad hoc committee on retirement programs.

There followed much discussion on the differences between resolutions and recommendations and the Senate's position regarding the need for action in latter case.

A motion was made by Professor Roberts to delete the last paragraph from the recommendation. It was seconded and passed unanimously.

Policy Committee -- C. W. Roberts, no report.

Research Committee -- G. D. O'Dell, no report.

Admissions and Scholarship Committee -- L. T. Fitch, no report

President's Report

President Dillon reported on the Extension Council Meeting held May 26. The planning committee for the Continuing Education Center submitted a report on the Center requirements to President Edwards, who then appointed a building committee. Dean Willis will serve on this committee. Vice-President Wilson initiated procedures for securing architectural bids. A selection committee has recommended the architects to the President.

The Undergraduate Council met on May 3. At that meeting a class attendance policy was approved. There are slight differences between the Senate version, Resolution FS 74-3-1 Proposed Class Attendance Policy which passed 15 to 14 by the Senate.
The major difference between the two proposed policies is in paragraph two, line one, which deals with the instructors' responsibilities for informing the class of the attendance policy for his or her class.

Many senators voiced concern over the undergraduate council version. The Senate has already stated its position in the resolution passed last year. The Policy Committee was asked to look again at both proposals. Dean Victor Hurst will make the final approval on an attendance policy.

President Dillon attended the May 16 meeting of the Traffic and Parking Committee. He called on Professor R. L. Cross, member of this committee, to discuss the meeting. Professor Cross reported that the traffic barriers are being retained but that parking between the barriers is now permitted. Campus planner Eflin is looking into the possibility of making changes to these streets. Cross also reported that since the Clemson House is to be used for more extensive housing of students, Chief Weeden is being asked to contact the State Highway Department to see if the speed limit on Highway 93 between campus and the Clemson House could be lowered to 25 miles per hour.

Cross reported that during the last year the traffic and parking fines doubled. There is a feeling that enforcement is still a problem. More men are needed to handle this problem.

President Dillon reported that on May 28 no-zone parking and parking between barriers went into effect.

Following the report from the Traffic and Parking Committee, Professor O. J. Jacobus read to the Senate a 1973 report on abandoning or closing streets, roads, or highways in South Carolina. He stated that he is not aware of any court order to close streets in Clemson.

Chapter 5.1
Abandoning or Closing Streets, Roads or Highways

Section 33-521. Petition and notice thereof. Any interested person, the State or any of its political subdivisions or agencies may petition a court of competent jurisdiction to abandon or close any street, road or highway whether opened or not. Prior to filing the petition, notice of intention to file shall be published once a week for three consecutive weeks in a newspaper published in the county where such street, road or highway is situated. Notice shall also be sent by mail requiring a return receipt to the last known address of all abutting property owners whose property would be affected by any such change. (1962(52)2183.)

Section 33-522. Court to make determination. If the court shall determine that it is to be the best interest of all concerned that such street, road or highway be abandoned or closed, the court shall then determine in whom the title thereto shall be vested and issue an appropriate order. (1962 (52)2183.)
President Dillon reported that on May 27, President Edwards made several appointments to the Athletic Council effective July 1, 1974:

- J. V. Reel, Secretary, reappointed 3 years
- Corinne Sawyer, appointed 3 years
- R. C. Harshman, replace R. W. Moorman, end June 30, 1976
- Ernest Rogers, 1 year
- Dean K. N. Vickery, Chairman
- C. R. Dillon, representing Senate
- Continuing members, J. V. Brawley, T. D. Efland

The Planning Council met on May 21. President Dillon reported on the plans for the Faculty-Staff-Student Recreation Area which will include a marina, floating dock, grills and nature trails. Local funds are being used.

Dillon mentioned the parking area in front of Long Hall. Eighty-five new spaces will be gained while over 100 will be lost behind Long Hall.

President Dillon asked the Planning Council to check into the availability of garden plots for faculty and students. Water would need to be available.

The Faculty Senate Advisory Council met on May 28. The following committees were approved:

**Faculty Work Load**
- Paul Holmes, Chairman
- T. R. Adkins, Jr.
- B. L. Edge
- K. E. Carpenter
  - A. H. Holt
  - W. E. West
  - E. L. Powers

**Faculty Evaluation of Academic Administrators**
- W. E. West, Chairman
- R. D. Shannon
- E. B. Rogers
- H. D. Adams
  - Eugene Park
  - M. W. Jutras
  - W. Baron

**Continuing Education Center**
- J. E. Matthews, Chairman
- V. Carmack
- J. C. Mullins
- R. D. Shannon

The advisory committee approved the discharge of the motor pool committee.

H. J. Grove was appointed to the Traffic and Parking Committee and the Landscape and Site Development Committee. This appointment was approved by Dean Hurst on May 31.
On May 31, President Dillon met with the Welfare Committee and all 12-month Senators. The leave policy was discussed and a new plan was proposed. The main element has the right to accumulate 45 days leave. The proposed policy was presented to Dean Hurst on June 3.

On June 10, President Dillon met with Dean Hurst to discuss the new student handbook. Revisions to the Faculty Manual was also discussed. It was decided that any revisions should be forwarded to Dean Hurst by November or December.

Old Business

It was called to everyone's attention that an error was made in the date for the August Senate meeting. The correct date should be August 20 instead of August 13.

President Dillon will not be present at the July meeting. Vice-President Carpenter will chair the meeting.

New Business

Professor Teklits asked about the Senate's role in relation to other councils. President Dillon urged all Senators to read the constitution and by-laws of the Senate to better understand its function. One role of the Senate is to form academic policies and to represent the entire faculty in these matters.

The Policy Committee was asked by President Dillon to study the question of whether or not a senator may continue to serve if he or she has been made acting head of a department in the absence of a head.

There being no further business, the meeting adjourned at 6:05 P.M.

Respectfully submitted,

Veronica D. Carmack
Acting Secretary

Attachment #1

RECOMMENDATION ON THE FORMATION OF AN AD HOC FACULTY SENATE COMMITTEE ON RETIREMENT PROGRAMS (FS-74-6-1-Rcm.):

The Welfare Committee of the Faculty Senate recommends that the Faculty Senate request the President of the Senate to form an ad hoc committee on retirement programs. The objective of said committee shall be:

1. To review the present South Carolina State Employees Retirement System and to work with the administrators of the State Retirement System for the further improvement of said system.

2. To investigate the need for an optional alternative to the State Retirement Program for university faculty and to work with the administrators of the South Carolina Retirement System and other interested parties to implement said optional retirement program.

The Welfare Committee recommends that the President of the Senate be responsible for the appointment of a chairman and five additional faculty members to said ad hoc committee. It is recommended that at least two members of the committee be members of the Faculty Senate.

Senate action: Accepted unanimously, June 11, 1974.
Vice-President Carpenter called the meeting to order at 4:15 P.M. and asked for changes or amendments of the June 11 minutes. After three changes in the spelling of names, the minutes were approved.

Committee Reports

C. W. Roberts reported on eight items of business that were considered by the Policy Committee on June 26. These were:

1. The senate is requested to consider the attached resolution (PC-74-7-1) (FS-74-7-) concerning acting administrators. This is an amendment to the Faculty Senate by-laws (see page 68 - Article II, Section I).

2. Prior to rewriting the sections of the Faculty Manual entitled -- Councils, Committees -- the Senate is urged to approve the resolution (PC-74-7-2) (FS-74-7-) concerning the role of the Faculty Senate in reviewing policy recommendations of University Councils and Committees.

3. The president of the Faculty Senate is requested to appoint the secretary as Parliamentarian for the Senate. It is further suggested that the business meetings of the Senate be conducted according to Robert's Rules of Order and that investigations be made of the appropriate use of the U. S. House of Representatives' Rules of Order. Specific reference is made to rules for Roll Call votes.

4. The Policy Committee
   a. Opposes the computerization and memory storage of student evaluations of faculty data.
   b. Supports and will continue to investigate more effective alternative uses of these data.

5. Preliminary investigations of the tenure policy as stated and practiced at Clemson show that we are in accord with AAUP recommendations. Further input and comment are again requested to be directed to Professor A. H. Holt, 804 Strode.

6. Long range evaluation of the structure of the Senate and its present responsibilities require changes in (1) terms of office and (2) total number of senators.

7. The Senate should evaluate the mechanisms available to it to record its positions by way of resolutions, recommendations and/or motions. This item is referred to the Advisory Committee.
8. On behalf of the president of the Senate, the Policy Committee recommends that substantive resolutions be accompanied by adequate supportive information to facilitate favorable consideration by the administration of the University.

Relative to item number 1, the amendment will be voted on at the August meeting. The amendment is as follows:

Amendment of the By-Laws
of the Faculty Senate
(FS-74-7-)

Be it resolved that Article II, Section 1. Membership be amended as follows:

1. Present Provisions
"Any member of the faculty of a college or school may be eligible for membership on the Faculty Senate excluding administrative personnel."

Amended Statement
"................. excluding regular administrative personnel. Senators appointed to a temporary or interim administrative position for a period of three or more months or of longer indeterminant duration shall request a leave of absence from the Senate; and, a temporary substitute shall be appointed by the appropriate Dean of the College concerned."

After much discussion, item number 2 above was tabled for further study.

Welfare Committee

W. Baron indicated that the following memorandum was being circulated to all faculty and staff:

1. Recently the Annuities Committee of the Welfare Committee of the Faculty Senate made an analysis of the Tax Sheltered Annuity program offered at Clemson University. Each of the twenty-one companies authorized to sell tax sheltered annuities on campus was sent an extensive questionnaire. A summary of the results of these questionnaires and subsequent analysis by the Annuities Committee is made in a report entitled "Tax Sheltered Annuities". The report is quite comprehensive and the results indicate that there are significant differences among the annuity programs being offered. We would suggest that anyone owning or considering the purchase of a tax sheltered annuity read this report. If you cannot obtain a copy of the report through your department head, call on your faculty senator. A list of the companies and their local representatives (if any) is included in the report. The report was distributed to all department heads.
2. The enrollment period for purchase of tax sheltered annuities has been changed. It is now the first 15 days of the months August through November and January through March. This permits appropriate deductions in the first paycheck of the following month.

Senator Baron also indicated that a package of documents on benefits available to the faculty and staff is being prepared for circulation at a later date. Also, faculty manuals from other Universities are being obtained.

Senator Baron then introduced the following note of thanks which received unanimous approval of the Faculty Senate.

A NOTE OF THANKS
TO THE ALUMNI ASSOCIATION
FROM THE FACULTY SENATE

The Alumni Association through its initiation of the Alumni Master Teaching Award, has recognized the primary role of Clemson University as an educational institution and as such its need for fine teachers. Through the establishment of this award, the Association has in a very meaningful way acknowledged the importance of good teaching to the University. The Faculty Senate wishes to express its thanks to the Alumni Association for its concern and recognition of the importance of good teaching.

Research Committee
No report.

Admissions and Scholarship Committee
No report.

President's Report
Vice President Carpenter gave the president's report in the absence of President Dillon.

President Dillon's poll of the faculty senate concerning the Proposed Class Attendance Policy for undergraduates as approved by the Undergraduate Council on May 3, 1974, resulted in a 23 to 5 vote of approval. With this as background, President Dillon voted approval of the attendance policy at the Educational Council.
The Advisory Committee of the Faculty Senate nominated Professor J. Y. LeBourgeois to fill the 2-year term vacated by Professor W. F. Steierer on the Student Relations Committee. The Advisory Committee has also made the following committee nominations:

- O. J. Jacobus - Traffic and Parking Committee
- C. W. Roberts - Safety and Fire Prevention/Poisonous Chemicals and Radioactive Materials Committee
- Charles Triche III - Archives Committee

President Dillon wrote to Dean Hurst on June 20, 1974 concerning an item in the current Higher Education and National Affairs publication (6/14/74). Dean Hurst was requested to consider initiating "ground work" for the establishment of this University as the state environmental center. The item referred to in the above publication is reproduced below:

ENVIRONMENTAL CENTERS - The Senate passed and sent to the House June 12 a bill (S1865) to encourage the establishment of state and regional environmental centers at higher education institutions or consortia of such institutions. The centers would plan and implement environmental research, train professionals, and operate comprehensive environmental education programs. The bill authorizes grants, which could total as much as $137 million to $150 million over five years, to participating states.

A memorandum from Dean Hurst concerning "Changes in Rates for Official Travel for Fiscal Year 1974-75" was read by Vice President Carpenter. Since this information has now received wide circulation, the rates will not be itemized herein.

The Undergraduate Council met on June 25, 1974 and among the agenda items approved was the policy concerning "Elective Credit and Eligibility for Course Enrollment for Undergraduates". The policy as approved is as follows:

"The College and the Department in which a student is enrolled determine what courses a student may use for elective credit toward an undergraduate degree. The College and the Department in which a course is taught determine the eligibility for enrollment in a course". Basically, this policy gives to the College and the Department the perogative of refusing to enroll a student in a lower numbered course after having completed a higher numbered course. As an example the student could be refused admission into Math 100 after taking Math 103.

New Business

Copies of the Faculty Senate Resolution on the Honor System (FS 73-6-4) and the Student Senate Bill, B-74-48 Honor System will be circulated at the August meeting of the Faculty Senate for vote on acceptance, rejection or change of the Student Senate Bill.
There being no further business, the meeting adjourned at 4:58 P.M.

Respectfully submitted:

Glen D. O'Dell
Acting Secretary

MINUTES OF THE MEETING OF THE FACULTY SENATE

August 20, 1974

I. Call to order and approval of the minutes

President Dillon called the meeting to order at 4:15 p.m. and asked for corrections or additions to the July 9 minutes. After four minor changes, the minutes were approved.

II. Committee Reports

a. Admissions and Scholarship

Committee chairman Fitch introduced Resolution on Student Senate Bill B-74-48 (FS 73-6-4) concerning the "Honor System." Senator Roberts moved that the second sentence of Section II c be changed to "Should the instructor persist in his opinion that an act of cheating did occur he will note all known particulars in memorandum form; forward to the appropriate Associate Dean of Students, through the Department Head and Dean of College." A spirited discussion followed whereby some serious questions concerning Section IV were raised. Senator Roberts moved that the resolution be tabled; the motion to table passed unanimously.

b. Welfare

No report.

c. Policy

No report.

d. Research

No report.

III. President's Report

President Dillon read a letter of resignation from Dr. Knapp who has recently been named acting head of the Department of Sociology. President Dillon accepted the letter but offered Dr. Knapp a leave of absence.

President Dillon read a letter from Dean Cox announcing the election of two new senators who will represent the College of Liberal Arts:

Prof. Thomas Douglass, English, replacing Senator Cross
Prof. Martin Slann, Political Science, interim replacement for Prof. Knapp
President Dillon announced the following appointments:

Senator Jacobus - Traffic and Parking Committee
Senator Roberts - Fire and Safety Committee
Senator Triche - Archives Committee

On July 19 President Dillon wrote a letter to Mr. Joe Sherman, Director of Alumni Relations, expressing appreciation for the Alumni Teaching Award.

President Dillon attended the Graduate Council Meeting on August 7, but had no report.

President Dillon discussed with Dean Vickery the possibility of including more decorum and pageantry along with the awarding of the Faculty and Norris medals. They discussed the possibility of redesigning the small medals so that they would be more easily seen during the ceremony. Dean Vickery suggested that the faculty not leave the auditorium before the stage party exits. Senator Baron discussed the lack of pageantry and decorum and the state of confusion at the last commencement exercise and requested: that the Administration consider the possibility of reinstating the practice of having an invited commencement speaker; that they eliminate the handing out of diplomas to individual students; that a rotational system be devised for faculty attendance. In view of these suggestions, President Dillon appointed Ad Hoc Committee E to study the commencement problem: Senators Douglass (chairman), Slann, Baron and Goree. This committee solicits written suggestions from the faculty, (please send them to Senator Douglass).

The Health Maintenance Organization (HMO), considered by the Welfare Committee in 1972, is coming to fruition through the S. C. Dept. of Health and Environmental Control. President Dillon referred this matter to the Welfare Committee.

Dean Hurst has approved the printing of an additional 150 copies of the TSA study. If there are questions on TSA faculty and staff should call Mr. Ron Herrin's office.

President Dillon read Dean Claud Green's letter on the Review of Undergraduate Programs: No program will be discontinued; low enrollment is not a problem. Dean Green suggested that total course enrollment should be watched very carefully.

President Dillon recognized Senator Tombes who is a member of the planning council. Senator Tombes reported that the Council had discussed the pedestrian campus concept; that the road in front of the library would be closed between 7 a.m. and 5 p.m.; and that plans for a university golf course are under study. Senator Baron requested that the planning commission show justification for supporting the
closing of the street in front of the library. He pointed out that
the barricade is not aesthetic and that cars can drive up to both
sides of the barricade. He can see no real justification for the
barricades, but if we must have them that they be in effect from
8:30 a.m. until 3:30 p.m. A discussion followed during which it was
pointed out that streets are named but none is labeled except on a
map.

President Dillon briefly explained the organization of the
Affirmative Action Committee and discussed its functions. The
university-wide AA Officer is Col. Tyndale, Administrative Assistant
to the President. The coordinator for the academic area is Dean
Sam Willis; the AA specialist working with Dean Willis is M. A. Sturgis;
the coordinator for the non-academic area is Mr. Ray Thompson, Associate
Director of Personnel. There are 23 A.A. Unit Coordinators. The A.A.
Committee is a university standing committee which is appointed by the
President on the recommendation of the five Vice Presidents. The
Committee advises the A.A. officer on matters relating to equal employ­
ment opportunity and the affirmative action program. It is suggested
that each faculty and staff member read pages 16-17-18 through C of the
Affirmative Action Plan. All Clemson University faculty members should
be aware of the fact that should a case of overt discrimination in the
classroom by an individual professor against any minority group -- not
just black, female, etc., but athletes, military students, etc. may be
in violation of the Affirmative Action Plan. A violation of the A.A.
will jeopardize federal funding at the University, and we will commit
no acts which will jeopardize federal funding. (Such discrimination
probably violates the tenet of academic freedom as well, but the ten­
dency is to overlook that).

President Dillon referred to the Research Committee the House
of Representatives Bill S 1865, Environmental Centers Act of 1974
with instructions to discuss with Dean Henningson possible action.

In answer to a complaint concerning the Poole Scholarship
Award, President Dillon announced that the new application will
carry the admonition that the scholarship may be awarded as early
as mid January. Other Clemson scholarships are applied for by
February 15. The Poole Scholarship is not applied for but is awarded.

President Dillon recognized Senator Jacobus who reported briefly
on the activities of the University Traffic Committee: Vehicles can
be parked up to the barricades; the fine for passing a barricade can
be up to $100 plus 4 points off the offender's license; there are
approximately 200 extra parking places which resulted when 175 green
T (graduate assistants) and 50 graduate research assistants parking
decals were removed; radar will be used to control traffic speed in
the 25 and 35 mph zones on Highway 93 between the Clemson House and
Sikes Hall; there are 240 students in the Clemson House and parking
there will be critical, and all parking regulations will be enforced 24 hours per day; three traffic and parking maps -- student, bicycle, and Faculty -- are available. Senator Jacobus pointed out that bicycles, pedestrians and emergency vehicles are the only traffic that can legally penetrate the barricades.

President Dillon briefly reported on the Board of Trustees meeting. The greatest changes at Clemson have occurred over the last 4 years, there has been more centralization which has resulted in less flexibility for action on the campus. The Council of Presidents has presented to the CHE the need for a master plan for Higher Education in South Carolina. It was pointed out that the number of institutions for higher learning has increased from 6 in 1938 to 78 in 1974. President Edwards and the Board have offered their enthusiastic support of the arrangement whereby Clemson and the USC will solidify their relationship and reduce competition in all areas except in the athletic arena. Trustees Coker and Waddell of Clemson will help work out the solidified position. Clemson University might have problems complying with Title IX which removes all discrimination due to sex. All rules must affect both sexes identically.

IV. Old Business

Senator Roberts moved that Resolution FS-74-7-2 concerning the role of university councils and committees in faculty policy matters be removed from the table for acceptance or rejection. The motion was seconded and passed unanimously. President Dillon asked that in the absence of Vice President Carpenter, Secretary Adkins assume the Chair. Secretary Adkins announced that the floor was open for discussion and recognized President Dillon who spoke against the Resolution pointing out that the Senate is represented on the Educational Council by the President of the Senate. No academic policy becomes effective unless approved by that Council. The President of the Senate votes in the Educational Council to reflect the attitude of the Senate. Further, matters of academic policy which arise in other councils and committees are referred to the Senate by Dean Hurst through the President of the Senate. Senator Baron pointed out that the policy related to Academic Affairs on requirements for B.S. and B.A. was never presented to the Senate for their reaction. In answer it was pointed out that the policy in question did not arise on campus at all but came to the university as guidelines set down by the accrediting agency. During the ensuing discussion, it was pointed out that there was no objection to the Resolution per se, only to the way it is worded. Senator Roberts spoke in favor of the resolution and called for the Question. The Question to bring the matter to a vote failed (15 opposed and 12 in favor. The floor then was open for further discussion. Senator Baron called for the Question which was approved unanimously. The resolution was defeated (16 opposed and 9 in favor).
Senator Roberts moved that the Senate approve the attached Amendment of the By-Laws of the Faculty Senate (FS-74-7-3) which makes provisions for a Senator who has been appointed to a temporary or interim administrative position to request a leave of absence from the Senate and a temporary substitute be appointed by the appropriate Dean. The motion received a second, and during the discussion the use of the term regular administrator was questioned. It also was pointed out that if the resolution passes, it will not be official until approved by the Faculty at its next meeting. There was a call for the question which was unanimously approved. The motion to submit the amendment to the Faculty was approved unanimously.

V. New Business

There was no new business from the floor.

President Dillon reported that he is going over the Faculty Manual page by page and he requested that each Senator read each section and make suggestions on what changes should be made. Sections should be revised or rewritten and sent to President Dillon at least by October. President Dillon requested that the Senators make suggestions on some type of loose-leaf arrangement for the Manual so that periodic changes can be made as they become necessary. One suggestion has been made that the Manual be reprinted each year and the changes be incorporated at that time.

VI. Adjourn

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

T. R. Adkins, Jr.
Secretary

Senators absent: Bookmyer, Carpenter, Goree, and O'Dell.
Be it resolved that Article II, Section 1. Membership be amended as follows:

1. Present Provision

"Any member of the faculty of a college or school may be eligible for membership on the Faculty Senate excluding administrative personnel."

Amended Statement

"........................excluding regular administrative personnel. Senators appointed to a temporary or interim administrative position for a period of three or more months or of longer indeterminant duration shall request a leave of absence from the Senate; and, a temporary substitute shall be appointed by the appropriate Dean of the College concerned."
MINUTES OF THE MEETING OF THE FACULTY SENATE

September 10, 1974

I. Call to order and approval of the minutes

President Dillon called the meeting to order at 4:17 p.m. and asked the Secretary to read the August 20 minutes. A motion was made to dispense with the reading of the minutes; there was a second and the motion carried unanimously.

II. Committee Reports

a. Policy

No report.

b. Research

Chairman O'Dell announced that his Committee has been subdivided into smaller more workable groups, and that they are working on the South Carolina Retirement System, TSA, and the Environmental Control Center of the State.

c. Admissions and Scholarship

Chairman Fitch moved that the Resolution on Student Senate Bill B-74-48 (FS 73-6-4) concerning the "Honor System" be removed from the table. The motion received a second and it was approved unanimously. Chairman Fitch moved that the following changes be approved under IIc outlined in 20 August minutes and III as follows:

Penalties. B. A student guilty of the second offense of cheating will receive a grade of "F" for the course and will be permanently dismissed from the University; IV. Administrative Action. E. Written Records of Proven Honor Code Violations will be retained by the Vice President for Student Affairs. The motion received a second. The question was called for and approved and the motion to approve the changes was approved unanimously.

d. Welfare

No report.

III. President's Report

a. President Dillon announced that Senator LeBourgeois resigned from the Senate as of September 2 which created a vacancy on the Student Relations Committee. The Advisory Committee was contacted and approved the nomination of Senator Bookmyer to fill this position.
b. President Dillon announced that he was appointing an Ad Hoc Committee on Retirement and that he is requesting that the Senate approve the addition of one more member to this Committee. The members will be: A. L. Recouley, English; K. T. Wallenius, Mathematics; W. Witcher, Plant Pathology; Peter R. Lee, Architecture; J. C. Hite, Agricultural Economics; R. Thompson, Nursing; and Susan Brown, Industrial Management. Prof. Brown will chair the Committee.

c. President Dillon called for reports from the various Ad Hoc Committees.

Traffic and Parking - Jacobus - No report
Faculty Work Loads - Holmes - No report

d. President Dillon discussed the various committees of faculty involvement that are to be included in the Faculty Manual: Vending Machine Committee; Disciplinary Committee; Committee on Laboratory Animal Welfare; Union Governing Board. The Ethics and Religion Committee was abolished by executive action.

e. President Dillon reported on the September 2 Educational Council meeting: the class attendance policy for undergraduate students was approved; the announcement was made that the groundbreaking ceremonies for the $5.4 million Jordan Hall will take place on October 16.

f. President Dillon announced that the Advisory Committee nominated the following individuals to the Disciplinary Committee: Senator M. A. Teklits, Nursing; Professor B. R. Ingram, Zoology.

g. President Dillon announced that Senator B. L. Edge would be the Senate representative on the Union Governing Board and that one other faculty member is needed for this Board. Dr. Dillon explained that this Board consists of 2 faculty members, 10 students, 1 alumnus, the Union Director (Mr. Trent), and the Program Director (Mr. Hartzog).

h. President Dillon reported that the Administration has requested that the faculty cooperate in seeing that faculty with student offspring park and adhere to student regulations when a student drives a faculty member's car. In cases where a student drives a faculty member's car, the car should have 2 decals: one for faculty and one for student. The vehicle should be parked in the student parking lot if the student is driving the vehicle that day. The Administration realizes that this arrangement is unenforceable except through the cooperation of the faculty.
The Senate has been asked for an opinion as to whether University Committees should elect a chairman for the succeeding year prior to appointment of new members of the Committee. (Referred to Welfare Committee.)

President Dillon announced that the President of the Faculty Senate will have a permanent phone number to be listed in the University phone book: 656-2456. This line will be passed to succeeding presidents.

President Dillon has asked Professor Claire Caskey to act as editor in the revision of the Faculty Manual.

President Dillon announced that he has sent to the faculty a memorandum requesting comments and suggestions on the tenure policy as outlined in the Faculty Manual. He requested that these comments be forwarded to Senator A. H. Holt, English Department.

President Dillon suggested that the Senate invite Dean Schwartz and others to address the Senate at some future meeting and explain the expanding computer facility and increased availability of the computer to students.

President Dillon received a letter from Mrs. H. J. Grove, President, Clemson University Woman's Club enclosing a letter from President of Woman's Auxiliary of U.S.C. The letter requested that children of faculty be exempted from academic fees. Mrs. Grove also suggested that the exemption be extended to the remission of academic fees for one course per semester for spouses of Clemson University faculty members. A discussion ensued during which time the question was raised as to what the policies are at other State or Land Grant Institutions. The matter is under consideration by the Welfare Committee.

President Dillon reported that he had asked Dean Willis to write a section for the Faculty Manual clarifying summer earning opportunities for 9-month faculty members.

President Dillon asked for Senate permission to move the new faculty orientation up to Thursday. New faculty orientation is a function of the Senate, and complaints have been registered from new faculty members that this activity takes all day and then some colleges also have Saturday orientation. The Senate approved.

Dean Green advised President Dillon that he has asked that the computerized evaluation of faculty be dropped from consideration by the Committee for Improvement of Undergraduate Education.
r. President Dillon will go on a tour with Dean Hurst to the Agricultural Experiment Stations throughout South Carolina on October 30 and November 1.

s. President Dillon reminded the Senate that each Senator is to act as an ombudsman for the faculty in his or her college.

IV. Old Business

a. President Dillon, in answer to a question concerning the annual leave policy for 12-month faculty, reported that the issue is very viable and that a ruling should be forthcoming soon.

b. There was a discussion on the release of average salary information. Senator Adkins suggested that all salaries be converted and reported either on a 12-month basis instead of on a 9-month basis or on a biweekly pay period basis. President Dillon informed the Senate that Dean Hurst asked that there be no change in the salary information format.

V. New Business

a. President Dillon announced the assignments on the Faculty Manual revision have been made
   1. Page 14 - to Dean Hurst for updating
   2. Pages 15-16, Academic Administration - Admission and Scholarship Committee.
   3. Pages 17-24, University Councils and Committees - Policy Committee.
   4. Policy statements
      Pages 25-26, Academic Freedom and Preamble - Welfare Committee
      Pages 26-27, Regulations Paragraph 1 and Paragraph 2 - Policy Committee; Paragraph 3-9 - Welfare Committee
      Pages 32 - 33, Faculty Ethics - Welfare Committee
      Pages 33 - 40, Hours of Work, Holidays and Leave for Academic Personnel - Research Committee
      Pages 40 - 42, Faculty Appointments and Promotions - Admission and Scholarship Committee
      Pages 43-44, Retirement and Faculty Participation in the Selection of Academic Administrators - Research Committee
      Pages 45-46, Political Activities of Faculty, outside work by Faculty Members, Title of Emeritus - Welfare Committee
      Pages 47-49, Policy and Procedures for Selecting Honorary Degree Recipient, Patent Policy, Research Foundation - Policy Committee
Most of the Manual will not require changing. If changes are needed, they should be typed and brought out on the Senate floor. President Dillon will send to committee chairmen the changes that have already been recommended. Upon leaving the Senate, all changes will be reviewed by a committee formed by Dean Hurst (this committee will include a faculty member). President Dillon set November 1974 as the target date for submitting the reorganized Faculty Manual to Dean Hurst.

President Dillon asked if there were any other items of new business. Senator Slann reported that one of his constituents voiced objection to the presence of an armed guard at the book store. A discussion ensued during which it was brought out that the armed guard presumably was present because of the large sum of money that was handled rather than a show of force to keep order. Senator Bookmyer reported that there was still some dissatisfaction with the operation of the book store. Senator Baron asked if there was a university policy on the release of the book list to a privately owned book store. The Senate is interested in what really happens to profits from the book store. It was stated that profits from the bookstore are relegated to the General Fund for University-wide distribution.

There being no further business, the meeting adjourned at 5:49 p.m.

Respectfully submitted,

T. R. Adkins, Jr.
Secretary

Members absent: D. O. Ezell, K. E. Carpenter, J. A. Chisman, B. L. Edge, and C. W. Roberts
I. Call to Order and Approval of the Minutes

President Dillon called the meeting to order at 4:19 p.m. and asked for corrections or additions to the August 20 minutes. After four minor changes, the minutes were approved.

II. Report by Campus Master Planners, Robert Eflin and Benjamin Rook

Professor Eflin explained the meaning of a pedestrian or walking campus: It is the separation of automobiles and pedestrians as much as possible. Professor Eflin suggested that several benefits would be evident if the pedestrian campus were instituted: safety; aesthetic; sociological; health; economic. He further stated that it would tend to compact the campus by keeping the physical area smaller by the elimination of parking spaces. He maintained that the elimination of automobiles on the campus would result in better landscaping and more consideration to walkers. A question and answer session followed in which Professor Eflin clarified points presented.

III. Committee Reports

A. Welfare

Chairman Baron announced that the Welfare Committee is interested in cooperating with the Economics Department Faculty in the development of a program of personal finances, advice and assistance for all faculty and staff. He has circulated a questionnaire to the faculty to test the market for demand and suggestions on format. The Welfare Committee is studying the possibility of obtaining funds for a Consumer Advisor. The committee is also looking into the need for a series of seminars on finances, taxes, TSA, retirement options, etc.

The Welfare Committee was charged with the responsibility of studying the problem of the procedure that a committee should follow when electing its chairman. It was recommended that the decision be left up either to the individuals who make up the committee or to the organization or officer to whom the committee reports. During the discussion which followed, the point was made that new members on the committee had no voice in the election of the chairman under whom they would be subsequently serving; the counter-point was made that these members will eventually have the opportunity to participate in the selection of a chairman. The recommendation stands as stated.
Chairman Baron reported that the Welfare Committee has been asked to examine the new dining hall policy whereby only students, faculty and visitors who have business with faculty members are allowed to eat in the facilities. Chairman Baron checked with ARA Slater and was sent to Mr. Henry Hill, Director of Auxiliary Enterprises, who informed him that the policy was passed in 1969 and is now being enforced. The primary reason for enforcing the policy is that the facilities become very crowded, particularly on weekends because of people coming in from the outlying area. Other problems developed such as numerous phone calls about the menu for each meal. Mr. Hill suggested that the Clemson House facilities should be utilized by towns people et al., and that the dining hall facilities should be utilized by students, by faculty and by official visitors. Chairman Baron stated that the Welfare Committee plans to drop the issue unless there are requests for further action. In the ensuing discussion the following points were made: Faculty members and their official visitors are allowed to eat lunch at Schilletter Hall only during working hours; Senator Roberts questioned the economics of not serving meals on weekends to outsiders; Chairman Baron had suggested that they charge outsiders more for meals.

Chairman Baron announced that a Flu Clinic would again be available for faculty, staff and their families. He reported that the Welfare Committee is looking at the Faculty Manual, putting together documents on faculty benefits, and studying the possibility of remission of fees for faculty children who attend Clemson.

B. Policy

No report

C. Research

No report

D. Admission and Scholarship

Chairman Fitch reported that his committee is diligently working on its Faculty Manual revision assignment: Qualifications; Personnel Evaluation; Appointments and Promotions. The Committee also is studying the role that the Faculty Senate should play in the selection of the President of the University. Senator Baron posed the following question - "Who will select the Presidential Search Committee?" (Secretary's Note: The Board of Trustees will appoint the search, nominating and selection committee(s). The interests of the faculty are recognized by appointing the President of the Faculty Senate as a full fledged member of the committee(s). See page 44 of Faculty Manual.)
IV. President's Report

1. President Dillon requested that the chairmen of several Ad Hoc Committees or representatives on committees report on their activities.

   a. Senator Douglass - Chairman of Ad Hoc Committee on Commencement

      The committee is looking into increased pagentry and formality at the May commencement. A survey of recent graduates and their parents is being conducted by Dean Vickery relative to the impression on those groups by the present arrangement. It is suggested that the hooding of doctoral candidates could be restored and perhaps the hour for the start of the ceremony might be changed.

   b. Senator Grove - Representative on Landscape and Site Development Committee

      The Committee met on September 22 and took several actions. It now meets each month on a regular basis and cooperation among the Committee, the Master Planner and the Physical Plant is becoming evident. Senator Grove announced that two large magnolia trees in front of the Student Union are slated for removal.

   c. Senator Holt - Tenure Policy

      A questionnaire has been submitted to the Faculty, and the results will be summarized at a later date.

   d. Senator Carpenter - Alternate Representative on Athletic Council

      Senator Carpenter reported on the September 22 meeting. There was no violation in connection with the recruiting of Moses Malone. A committee will be appointed to study the need for a single set of colors for Clemson University. There are many different shades of colors being used. The question was raised - "What is orange?" The price of tickets to football games will be increased to $8.00 next season. A copy of the minutes are available.
2. President Dillon announced that John LeBourgeois has resigned to become the assistant swimming coach and that Professor Larry McCollough of Philosophy has been elected as his replacement. He also will serve on the Admission and Scholarship Committee. Senator Recoulley has been asked to serve on the Advisory Committee.

3. The Research Committee has asked the President of the Faculty Senate to request that Clemson University be designated as the Environmental Research Center.

4. President Dillon read a letter from Haskell Monroe, Dean of Faculties at Texas A&M University, praising our Faculty Manual.

5. President Dillon announced that President Edwards has appointed Senator Bookmeyer to the Student Relations Committee.

6. President Dillon requested that the Policy Committee meet with Professor Spurgeon Cole, of the Ad Hoc Committee on Improvement of Undergraduate Education, to reconsider the computerization of Faculty Evaluations.

7. President Dillon reported on the October 13 meeting of the Graduate Council. The wording of the residence requirement policy and guidelines and policies for admission of graduate students is being considered for inclusion in the new Graduate School Manual.

8. President Dillon announced that the Presidents, Administrative Officers, and Academic Deans of Clemson and the University of South Carolina met on September 26 to study ways to increase cooperation between the two institutions.

9. President Dillon reported on a meeting of the Planning Council on September 19. It will become necessary to fence off certain areas around the McAdams Hall, Agricultural Administration Building and RPA complex for construction purposes. Reference was made to an article in The Tiger re. resolution before Planning Council to begin planning of a Commons Area. After discussion, the Senate indicated approval of an initiation of planning (a recommendation to study, not for action).

10. President Dillon reported on the September 25 meeting of the Administration-Faculty-Students Committee. It was a formative meeting where the members discussed suggested topics for consideration this year: improved communication among AFS; improvement of attitude among AFS; the increasing numbers of students who graduate with honors; the problems inherent in Title IX of Civil Rights Act. Along these same lines, President Dillon asked that we all try to improve communications and attitudes in our relationship with students, faculty and staff. Most complaints appear to result from the lack of communication.
11. President Dillon suggested that one reason for lack of communication is that the Senate is not represented on many of the various standing committees and councils. He has discussed this with Dean Hurst, and a memorandum has been forwarded asking for representation on the following committees and/or councils:

- Affirmative Action Committee
- Archives Committee
- Audio Visual Committee
- Computer Advisory Committee
- Extension Council
- University Research Council
- Fine Arts Committee
- Graduate Council
- Honors Program Council
- Library Committee
- Patent Committee
- Schedule Committee
- Scholarship and Awards Committee
- Undergraduate Council
- Energy Conservation Committee

12. Dean Hurst has recommended that a Faculty Manual Revision standing committee be established in the Senate. This action will become necessary now that the manual will be revised on an annual basis. It is suggested that an annual "cutoff" date be established, revisions be made and the manual be printed in time for delivery to the faculty at the beginning of the academic year. President Dillon suggested that the Senate officers and chairpersons of the Senate Standing Committees comprise the Manual Revision Comm.

V. Old Business

There was none

VI. New Business

President Dillon recognized Senator Jacobus who introduced the attached Resolution on Parking (FS-74-10-1) and moved that it be approved. The motion received a second and the following points were made during the discussion: There are students who have accumulated several tickets which are still cheap parking at $2.00 each; a towing policy is now in effect; most offenders are chronic violators; parking problems may develop in the area of Long Hall and Sikes Hall because of a construction fence which will be installed October 14. The resolution was amended to sum violations on a semester basis rather than on an annual basis. The amended resolution was approved (1 opposing vote was cast).

VII. Adjourn

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

T. R. Adkins, Jr.
Secretary

Senators absent: Acton and Matthews
Resolution on Parking
(FS-74-10-1)

Whereas parking facilities have been provided for all University personnel, and

Whereas the number of parking spaces available to any designated group is predicated upon the number of individuals registered in that group, and

Whereas violators of parking privileges undermine attempts to provide adequate parking for all personnel, be it

Resolved that the Clemson University Traffic Code be rigorously enforced as regards parking privileges, and, be it further

Resolved that parking violators during a single semester be fined in progressive amounts, e.g., first offense, $2; second offense, $10; third offense, $20; fourth offense, $25 and loss of parking privilege.

SUPPORTING DATA

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<th>Group</th>
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</tr>
<tr>
<td>Resident Students</td>
<td>2,893</td>
<td>2,900</td>
</tr>
<tr>
<td>Commuter Students</td>
<td>1,350</td>
<td>2,800**</td>
</tr>
</tbody>
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*Less 207 as of 10/14/74.
**Additional parking being made available at the present time.

(University Traffic and Parking Committee Minutes of Sept. 26, 1974)

VIOLATIONS

Over 1,000 tickets/week currently.

Second and third time offenders the rule rather than the exception.
MINUTES OF THE MEETING OF THE FACULTY SENATE

November 12, 1974
Olin Hall Auditorium

I. Call to order and approval of the minutes

President Dillon called the meeting to order at 4:15 p.m. and asked for corrections or additions to the September 10 minutes. After three minor corrections, the minutes were approved.

II. Report by University Publications Editor Beulah Cheney

Mrs. Cheney discussed the development of a visual identification system for the University as one part of an overall communications support program. The identification program utilizes the new Clemson University symbol (C, U and flame) approved by the Board of Trustees in March 1973. The symbol was introduced through development program materials and used more recently on general University printed pieces such as Facts, Campus Guides and press kit folders. Mrs. Cheney presented a concept for using the symbol on letterheads and envelopes and showed examples of how stationery items might look. She explained that the stationery for the administrative parts of the University and the academic units would be different (the academic units would be identified more prominently than in the past), but consistent in the way Clemson University is identified. She also showed how a consistent identification could be carried out on various department brochures and flyers using illustrations for each of the nine colleges. She said a graphics manual will eventually be published indicating the correct ways to use the identification system. Assistance in using the new graphics is available now. She explained the function of the University Publications Office which is a part of the Public Relations Department. This office offers professional help to the faculty and staff in editing, designing and printing (from competitive bids) all types of printed materials such as brochures, flyers and catalogs. A question and answer session followed in which Mrs. Cheney clarified points presented.

III. Committee Reports

A. Admissions and Scholarship

Chairman Fitch presented the recommended changes in the Faculty Manual. (See Attachment 1).

Chairman Fitch referred to a letter from Dr. C. E. Littlejohn, Jr., which expressed concern over the increased number of A's, the higher GPR's, and the larger numbers of students who are graduating with honor. Copies of an article "Too many A's" from page 106 of the November 11, 1974, issue of TIME were distributed which succinctly pointed out that too many A's may result from pass/fail options in difficult courses, higher grades given to help students escape the draft or get into graduate school, and attempts by faculty to bribe students to give faculty better evaluations. Students are finding out that
they work hard to get good grades to help them get into graduate school and then find out that everybody has good grades.

B. Policy

Chairman Roberts distributed a report on the October 21 meeting of the Policy Committee (See Attachment 2). He reported that the committee is still in the process of rewriting the Faculty Manual sections on Committees (pages 21-24) and Councils (pages 17-20). He requested permission to circulate to the faculty the comments that the committee received on Tenure. President Dillon announced that he plans to retype the entire revised manual and distribute it to the faculty for their perusal and written comments.

Chairman Roberts called attention to Item No. 5 of the report and made the following motion:

A roll call vote may be called for as a motion from the floor, seconded from the floor and that only 20 percent of the voting Senators present voting in support of the motion are required to pass the motion.

The motion received a second; however, during the discussion the point was made that this resolution might be classified as a By-Laws amendment and that it may have to be submitted to the Faculty at their next regular meeting. The motion and second were withdrawn and the matter was presented as information.

Chairman Roberts presented the following Resolution on the Establishment of an Advisory Committee to the Bookstore (FS-74-11-1)

Whereas the faculty has asked for the establishment of an Advisory Committee to the Bookstore and

Whereas the administration is in accord with the request, be it

Resolved that the Dean of Student Affairs and the Dean of the University be asked to establish such a committee according to the committee description attached (See Attachment 3).

A motion was made, seconded, and unanimously approved to change bookstore to University in the second line of the third paragraph. The amended resolution received a second and was approved unanimously.
Senator Baron asked if President Dillon has had an opportunity to inquire if the University would cooperate with a privately owned bookstore. President Dillon stated that he will try to have an answer on this by the next meeting of the Senate.

C. Research

Chairman O'Dell reported that all but two of the Faculty Manual revisions referred to the Research Committee have been completed.

D. Welfare

Faculty salaries (nine-month basis) for academic year 1974-75 were distributed to the Senate.

Chairman Baron reported that questionnaires in behalf of the Economics Department had been distributed to the faculty. Out of 200 replies 90 percent indicated that they were interested in a short course or seminar. The Department is organizing a short course through Continuing Education.

The Welfare Committee invited Banks McFadden, Director of Intramural Programs, to discuss the usage of the new field house. He reported that the facilities will be available to students, faculty and staff and probably families particularly as far as the pool is concerned. He discussed the possibility of setting up a fee system (maybe $30 per year) to cover usage of the facilities.

E. Ad Hoc

President Dillon recognized Senator Douglass who presented the following report on Ad Hoc Committee on Commencement:

The committee suggests that the Faculty Senate recommend the following changes in the May commencement exercises:

1. The time of the commencement exercises shall be changed to 12:30 or 1:00 p.m.

2. A brief commencement address shall be given by a nationally known and interesting speaker.

3. The hooding ceremony shall be reinstated as a justifiable addition to the commencement pageantry.

4. The faculty shall be required to attend the commencement exercise on a rotating basis.

5. All persons taking part in the commencement shall conduct themselves in a dignified, decorous manner.
President Dillon suggested that clarifying statements be presented before the Senate takes action on the committee's recommendation.

IV. President's Report

1. President Dillon asked for a volunteer to serve on the Book Store Committee. Senator Bookmyer accepted the responsibility.

2. President Dillon reported on several trips that he made since the last meeting:
   
   To Benedict College in Columbia as the representative of Clemson University at the inauguration of its new president.
   
   To Hobcaw Barony and the Experiment Stations to confer with Faculty who are assigned to these units.

3. It was announced that the office of the Master Planner through the Dean of Student Affairs Office has been offered $15,000 in $5,000 increments for implementation of a bikeways program if the proposal study merits support.

4. A letter was read from the Student Union President requesting that the faculty take an active part in the Student Union.

5. A letter was acknowledged from Dr. H. Scott, Associate Professor of Bio-engineering concerning the S. C. Pension Plan for State Employees. The letter is being forwarded to Dean Hurst and Adm. McDevitt for their reply.

6. A letter was read from the Student Senate concerning the Multiple Sclerosis program and which requested the support of the Faculty Senate. The Senate pledged support of these activities and instructed President Dillon to send word that it is in agreement with their objectives.

7. President Dillon reported on the November 7 meeting of the Vending Machine Committee which has the responsibility of disbursing profits generated by vending machines. It is his opinion that the Faculty and Staff also should receive some benefit from these funds. He pointed out that the Physical Plant staff receives funds for a picnic each year; whereas, the faculty and staff have received very little. He asked that the faculty consider the possibility of having a Faculty-Staff dance which might cost $2500 to $3000.

8. The Senate President will attend the Board of Trustees meeting November 15.
9. According to Undergraduate and Graduate Council minutes, both councils have been asked to study and identify areas of apparent course duplication.

10. The Dean of Undergraduate Studies has revised the Faculty Evaluation forms to cover librarians.

11. The Planning Council met on October 15. At this meeting a model of Jordan Hall was displayed, unanimous approval was given to begin planning of the Commons Area. Manned barriers on Palmetto Blvd. were discussed.

12. President Dillon announced that the following Committees and Councils will have Faculty Senate representation:

   - Computer Advisory Committee - P. T. Holmes
   - Extension Council - F. H. Hedden
   - University Research Council - A. S. Tombes
   - Fine Arts Series Committee - K. E. Carpenter
   - Graduate Council - J. D. Maxwell
   - Honors Program Council - M. T. Slann
   - Library Committee - J. L. McCollough
   - Scholarships and Awards Committee - A. L. Recoulley
   - Undergraduate Council - G. C. Skelley

13. On October 8, Dean K. N. Vickery, Chairman of the Athletic Council, appointed the following committee to study the need for a single set of university colors: Professor T. D. Efland, Chairman, Dr. J. V. Reel, and Dr. Corinne Sawyer.

14. President Dillon read letters from Reginald Brantley, Student Body President, and Walter Cox, Vice President for Student Affairs, concerning the "honor system." The consensus was that cases involving academic dishonesty should not be heard in student courts as they do not, or should not, have the capacity to hear cases in which faculty members will be involved.

15. President Dillon referred to President Edwards' October 11 letter to Peter E. Holmes, Director for Civil Rights, containing comments pertaining to putting into effect Title IX of the Educational Amendment. He stated that there is "... no basis for different treatment of races in athletics, but there are logical and compelling reasons for (different treatment) in the instance of sexes in athletics."

16. President Dillon formed an Ad Hoc Committee on Definition of "Relevant Experience" as referred to on page 41 of the faculty manual. The committee is charged with defining as rigorously as possible the term relevant experience. The committee will consist of Senators Maxwell, Tombes and Edge.
17. President Dillon introduced Dr. George Carter, Jr. and Dr. E. T. Sims, Jr. who were sitting in for Senators Witcher and Ezell respectively.

V. Old Business

President Dillon called for old business.

The question on the status of the annual leave policy for 12-month faculty was raised. It was pointed out that numerous faculty members have accrued annual leave in excess of the 18 days presently allowed for carry-over, and that they desperately need to know if they should take these days prior to December 31, 1974. President Dillon will try to obtain an answer on this matter as soon as possible.

Senator Roberts, Faculty Senate representative on the Safety Committee, stated that he has requested that the Safety Committee consider the need for emergency medical facilities.

VI. New Business

There was no new business.

VII. Adjourn

The meeting adjourned at 6:08 p.m.

Respectfully submitted,

T. R. Adkins, Jr.
Secretary

Senators absent: Carmack, Ezell, Witcher, Chisman and Goree
Attachment 1

REPORT OF ADMISSIONS & SCHOLARSHIP COMMITTEE, 24 OCTOBER 1974

With respect to its assigned task in examining sections of the current Faculty Manual, the committee recommends the following:

Page 14  Appropriate lines should be added to the diagram so that it becomes clear, for example, that the bookstore manager is responsible to someone.

Page 15  No Change

Page 16  Dean of University Extension should be modified to remove references to specific extension centers. We suggest Dean Hurst be consulted for a fix on this.

Page 40  General Qualifications, No change recommended.

Page 41  Third paragraph currently reads:

"For the rank of instructor, the appointee is expected, as a general rule, to have the master's degree. In employment of instructors, preference is given to those with plans to pursue the terminal degree."

The committee recommends that the second sentence be altered to read:

"In employment of instructors, preference is given to those possessing or actively pursuing the terminal degree."

Last paragraph on page 41 reads:

"The experience requirement may be lowered because of illustrious achievement or professional activity of regional or national recognition."

The committee recommends adding international, the last part to read:

"...professional activity of regional, national or international recognition."

Page 42  The committee recommends that the first paragraph be deleted as non-commensurate with Clemson's standing as a university. Second paragraph which currently reads:

"As is implied above in the section on "General Qualifications," the qualities to be recognized through appointments and promotions, extend far beyond, and in some cases may be independent of, the possession of advanced degrees and
years of experience. These important though less tangible factors can be regularly evaluated but can hardly be meaningfully enumerated on a rank-by-rank basis. The omission of such a rank-by-rank statement of policy on intangible factors is not intended in any way, however, to minimize their importance."

Should be joined to the section on national recognition and modified to read:

"As is implied above in the section on "General Qualifications," such qualities, recognized through appointments and promotions extend far beyond, and in some cases may be independent of, the possession of advanced degrees and years of experience. These and similar intangible factors will be considered in an evaluation, but their number and complexity precludes rank by rank enumeration here."

PERSONNEL EVALUATION PROGRAM

The committee recommends that this section read:

"In 1955, the Board of Trustees directed the implementation of a program of annual evaluation of the instructional staff in academic areas.

Under the program, the department heads complete personnel evaluation forms on all members of their staffs annually. These are reviewed by the deans of the colleges (and directors where appropriate) who, in consultation with the department heads and directors, will indicate any differences of opinion on the original ratings. Completed forms are transmitted to the office of the Dean of the University for examination."

These forms become part of a confidential personnel file kept by the dean. The faculty member shall see and sign the form before it is transmitted to the Dean and shall retain one copy of the final form; moreover he shall have the right to examine his file upon request.

Separate forms are used for instructional staff, research staff, extension staff, and administrative staff."
PROCEDURES FOR APPOINTMENTS AND PROMOTIONS

The committee recommends that this read:

"Recommendations for promotions, renewal of appointments, or granting of tenure shall originate with the department head. He will appoint an advisory committee, to assist him in reviewing the qualifications of departmental personnel on an annual basis. He shall then be responsible for advising the committee of the nature and outcome of his recommendations.

Department heads shall have conferences with faculty members to discuss the professional development of individuals. These conferences will allow individuals to become aware of their strengths and weaknesses and to plan constructively their future development."

Pages 50-43 The committee recommends no change in this wording.
The Policy Committee met in executive session on Monday, October 21. Consideration of agenda items resulted in the following:

1. A definitive oral report was received from Professor Spurgeon N. Cole, Chairman, Student Evaluation of Faculty Teaching Committee, who wished us to reconsider our previous position on "computerization" of evaluation reports. We recommended that further work be done on the specific mechanisms to be used for tabulating the data and for protecting the faculty. We shall review this and report to the Senate.

2. A review of the present status (10-21-74) of our rewrite of the Faculty Manual--Councils and Committees--shows that there are still sixteen items to complete.

3. We were asked to review the present mechanism for election of Chairmen and Chairwomen of University Committees and Councils; the present system appears adequate to provide proper leadership.

4. The statements on "Terms of appointment" and "Appointments for which tenure is attainable" were presented as ably rewritten by Professor A. H. Holt (after digesting more than two hundred written comments from the Faculty). The Policy Committee submits these statements to the Senate with this report. We request permission of the Senate to distribute these statements to the Faculty for meaningful comment in time to incorporate any further ideas for final submission to the administration. See attached statements. (PC-74-10-1)

5. In the matter of the operating rules of order of the Senate the Policy Committee submits:

   BE IT RESOLVED THAT:

   "A roll call vote may be called for as a motion from the floor, seconded from the floor and that only 20 percent of the voting Senators present voting in support of the motion are required to pass the motion."
1. Statement of Terms of Appointment

a. The terms and conditions of every appointment to the faculty will be confirmed in writing by the dean of the college and a copy of the appointment document will be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understanding, or any notices incumbent upon either party to provide, will be confirmed in writing by the dean of the college and a copy will be given to the faculty member.

b. With the exception of special appointments - for example: military personnel, post doctoral research appointments, consultants, part-time appointments, lectureships, adjunct professorships, and visiting professorships (clearly limited to a brief association with the institution), and reappointments of retired faculty members on special conditions - all regular full-time appointments are to the rank of instructor or higher. The initial employment at Clemson University in any of these ranks is probationary. Tenure may be granted under the provisions of paragraph 2 below. Tenure, having been granted, is continuous thereafter. A revocation of tenure must be treated as a dismissal under the terms of paragraph 5 below.

c. Except for faculty members who have tenure status, every person with a teaching, research, or extension appointment will be informed each year in writing of his appointment and of all matters relative to his eligibility for the acquisition of tenure. Any special standards adopted by the faculty member's department or school will also be brought to his attention immediately.

2. Appointments for Which Tenure Is Available

Probationary appointments may be for one year, or for other stated periods, subject to renewal. Faculty with the rank of assistant professor or higher and professional librarians are eligible for tenure. Time credited toward tenure shall be counted from the July nearest the first day of work. A minimum of 4 academic years of service at Clemson University is a prerequisite for tenure at any rank for those individuals not previously tenured at some other institution. Those individuals who have held tenured positions at other institutions may be tenured at Clemson University after 2 academic years of service. Previous full-time service with the rank of assistant professor or higher in other accredited institutions may be applied up to 3 years of service beyond the required minimum of 4 years at Clemson University. For those eligible for tenure, the total period of full-time service at Clemson University without tenure will not exceed 7 years. If at the end of 6 academic years, tenure has not been granted to an individual at the rank of assistant professor or higher, the individual's appointment will terminate at the end of the
seventh academic year. Time spent on leave of absence will not count as service unless the individual and institution agree to the contrary at the time leave is granted.

3. Schedule for Notification of Status

Regardless of the stated term or other provisions of any appointments, written notice that a non-tenured appointment is not to be renewed will be given to the faculty member in advance of the expiration of his appointment, as follows: (1) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that academic year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination; (2) not later than December 15 of the second academic year of service, if the appointment expires at the end of that academic year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination; (3) at least twelve months before the expiration of an appointment after two or more years of service at the institution. Clemson University will notify faculty members of the terms and conditions of their renewal by March 15; however, because the budget requires legislative approval, notification of salary may be delayed until after the General Assembly has acted.
-13-  
Attachment 3  
Advisory Committee to the Bookstore  
(FS-74-11-1)  

This committee consists of the Manager of the Bookstore, ex officio, one faculty member from each of three separate colleges nominated by the deans of the colleges and appointed by the Dean of the University for a term of three years; one member of the Faculty Senate from a separate college nominated by the President of the Faculty Senate and appointed by the Dean of the University in the first year of the Senator's senate tenure to serve for the period of that tenure; one member of the Student Senate nominated by the Student Senate and appointed by the Dean of Students; one member of the Graduate Student Association nominated by that body and appointed by the Dean of the University. The student members of the committee shall serve for one year. The committee shall elect its chairperson from the faculty members annually.

At the end of a faculty member's tenure on the committee new nominations shall arise from colleges which have not had representation on the committee in the preceding three years. This is to insure that memberships rotate through all colleges of the University.

The committee advises the Manager of the Bookstore on the determination of the needs of the University, the formation of bookstore policies and other such matters as may be referred to it by the Manager of the Bookstore or the Dean of Students.

(Initial appointments of faculty shall be one for one year, one for two years and one for three years beginning with representatives nominated from the three colleges with the largest number of faculty.)
I. Call to order and approval of the minutes

President Dillon called the meeting to order at 4:19 p.m. and asked for corrections or additions to the October 8 and November 12 minutes. After minor corrections were made, both sets of minutes were approved.

II. Committee Reports

A. Admissions and Scholarship -

Chairman Fitch reported that his Committee met with Dean Deloney, Dean Coakley, and several representatives of the student senate to discuss the cheating policy, FS 73-6-4, which has been approved by the Faculty Senate. The consensus was that the Faculty-Student Relations Committee would make a better fact finding board in cases of cheating than the student court.

B. Welfare -

Chairman Baron urged the faculty to join the S. C. State Employees Association. He reminded the faculty that this association does represent us and that is could use our support. Senator Ezell requested that Mr. Luke Hamilton, our representative SCSEA, be invited to talk to the Senate.

A discussion ensued on the Extension Senate, and Senator Holleman agreed to prepare a report on its functions.

C. Research - No report

D. Policy -

Chairman Roberts reported that the Policy Committee is working on the assignment involving the rotation of department heads.

He recommended that the Faculty Senate Welfare Committee form a joint Ad Hoc Committee with the University Safety and Fire Prevention Committee to re-open and truly assess the necessity for and the impact of improved emergency and ambulance service. He also requested a report of the relationship of the University family with the Redfern Health Center.

E. Other Reports -

President Dillon announced that the Senate now has representation on every standing committee and council in the university. Each representative should report action of interest to the Senate or should convey Senate wishes to his or her respective committee or council.
Senator Hedden, Representative on the Clemson University Extension Council, reported that Dean Sam Willis is the presiding officer. At the last meeting, the council discussed the awarding of Continuing Education Units for courses taken in high school or vocational schools. The council also is studying duplication of effort throughout the university. The Continuing Education Center is still in the planning stage.

Senator Russell announced that there will be a show of audio-visual equipment at the Clemson House in the near future. He suggested that the faculty consider the possibility of obtaining some specialized equipment placed in a loan center.

III. President's Report

a. The revised Tenure Policy as submitted by Senator Holt was presented for Senate consideration (see Attachment A). It was suggested that a statement be included on the status of Visiting Professors and Lecturers, and that the rank of Lecturer be clarified. There was a conflict of opinion on whether the four years of service at Clemson should be consecutive or non-consecutive (A show of hands revealed 13 pro and 13 con). After further discussion, it was decided that the statement should be presented for Faculty and Administration consideration as follows: "A minimum of four (non) consecutive academic years of full time service . . ."

b. Senator Roberts was recognized. He referred to pages 2 and 10 of the November 12, 1974, Faculty Senate minutes and made the following motion:

A roll call vote may be called for as a motion from the floor and that only 20 percent of the voting Senators present voting in support of the motion are required to pass the motion.

The motion received a second, and during the discussion it was brought out that this change could be made as a procedural addendum rather than a By-Laws amendment. The resolution was approved unanimously.

c. The membership on the Bookstore Committee was corrected. Senator Bookmyer's college was already represented; therefore, she was replaced by Senator Chisman whose college was not represented.

d. The following comments are offered in answer to a previous inquiry about the operation of a private bookstore.

1. The University feels that it must operate a bookstore for students.
2. The University certainly would not be antagonistic to a private bookstore.
3. Cooperation of the University would depend upon who the operators are and the type of cooperation required.
4. It was suggested that the interested individual(s) contact Dean Walter Cox for further clarification.
e. Initial indications are that President Edwards will support the hooding of doctoral candidates. It was suggested that the Dean of the Graduate School do the hooding. Past experience has shown that time and speaker arrangements are much more satisfactory as presently arranged (See FS minutes, Nov. 12, 1974, page 3, item III-E).

f. As of January 1, 1975, the College of Physical, Mathematical, and Biological Sciences will be changed to College of Sciences.

g. An interim reply to the letter written by Professor H. Scott re. questions on retirement has been received. A meeting will be arranged between Adm. McDevitt, Dean Hurst, and the President of the Senate to discuss the situation relative to the South Carolina Pension Plan as outlined in Professor Scott's letter (See FS minutes, Nov. 12, 1974, page 4, item IV-5.).

h. The Secretary of the Faculty Senate has been asked to act as secretary at the Faculty Meeting, December 16.

i. In the Student Senate Minutes of November 26, 1974, the announcement was made that R-74-75-15 "Exam Policy Reviewed and Revised" was passed. This allows seniors who are candidates for graduation and who have a minimum of a "B" average in a course to exempt the final examination at the discretion of the professor. The matter was referred to the Admissions and Scholarship Committee.

j. The typing of the revised Faculty Manual will be completed in December for distribution to the Senate in early January. Three meetings are scheduled in January to discuss the revisions: 14th, 21st and 28th.

k. Mr. Jim Strom will be invited to address the Senate in January to discuss gifts, restricted gifts and gift distribution.

l. President Dillon read a letter from Senator Roberts to Dr. J. N. Beard, Jr., Chairman of the University Safety and Fire Prevention Committee. The letter was referred to the Welfare Committee.

IV. Old Business

In answer to questions on the status of the 12-month annual leave policy, President Dillon stated that President Edwards will probably discuss this at the next Faculty Meeting.

There was no other old business.

V. New Business

There was none.
VI. Adjourn

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

T. R. Adkins, Jr.
Secretary

Senators absent: O'Dell, Acton, Maxwell, Matthews, Powers, Douglass, and Tombes.
ATTACHMENT A
TENURE POLICY

APPOINTMENTS FOR WHICH TENURE IS AVAILABLE

All untenured appointments are probationary appointments. Probationary appointments may be for one year, or for other stated periods, subject to renewal. Faculty with the rank of assistant professor or higher and professional librarians are eligible for tenure. (Instructors previously tenured at Clemson will retain tenure.)

CONDITIONS AND REQUIREMENTS PERTAINING TO TENURE

Time credited toward tenure shall be counted from July 1 nearest the first day of full time work. A minimum of four (non) consecutive academic years of full time service (including a maximum of two years spent as an instructor) at Clemson University is a prerequisite for tenure at any professorial rank for those individuals who have not been tenured at some other accredited institution. Those individuals who were tenured (except as a tenured instructor) at other institutions may be tenured at Clemson University after two academic years of service. For those eligible for tenure, the total period of full time academic service at Clemson University without tenure will not exceed seven years. If during the sixth academic year tenure has not been granted to an individual at the rank of assistant professor or higher, the individual will be notified on March 15 of that year that he (she) will either be tenured or terminated at the end of the seventh academic year. Time spent on leave of absence will not count as service unless the individual and the institution agree to the contrary at the time leave is granted.
Dr. Charles R. Dillon  
President, Faculty Senate  
Campus  

Dear Ron:

The preliminary grade cards which were sent last month to the faculty were not alphabetized within sections. This situation, the first such occurrence since we began using this reporting system in 1948, was unfortunate and we regret the inconvenience to faculty members.

During the past few months, sorting space on the computer has been very critical. When this job was run in the Computer Center during the late shift, the necessary sort did not occur due to the lack of sorting space, but unfortunately the other production steps were completed. Not only were sections not alphabetized but neither were the header cards with the faculty members names placed with the appropriate sections. These cards were placed by hand with the sections in order that the cards could be distributed. A very few of the largest sections were sorted on the sorter in this office, but there was not time for the alphabetizing of a significant number by this means.

In the past month we have had several meetings with Dean Schwartz and the Computer Center personnel and have been assured that priorities and production controls have been reordered to prevent a recurrence of this situation. Please be assured we shall exercise every precaution in this office to insure that this mistake is not repeated.

Sincerely,

[Signature]

E. N. Vickery, Dean  
Admissions and Registration  

KNV/dm
MINUTES OF THE MEETING OF THE FACULTY SENATE

January 14, 1975
Olin Hall Auditorium

I. Call to order and approval of the minutes

The meeting was called to order by President Dillon at 4:15 p.m. The minutes of December 12 were approved after minor corrections were made.

II. Report by Visitors

Mr. James L. Strom, Director of Planning and Corporate Relations, discussed gifts and gift distribution. He pointed out that Clemson University's Development Programs are committed to providing a financial base which will assure that all educational programs will be characterized by and recognized for their excellence. He reminded the Faculty that basically Clemson is a tax-supported institution and that inflation affects the purchasing power of the dollar and recession might make fewer dollars available. Today more private dollars are essential if Clemson is to maintain excellence. He suggested that the Faculty solicit gifts from industry, foundations or individuals. He explained that gifts do not have to be in the form of cash, but can be "in-kind" such as buildings, real estate, securities, equipment, services, supplies, etc. Donors should be made aware of the fact that their gifts can be either unrestricted, or restricted to a department or for a specific purpose. In answer to a question on the establishment of a value on an in-kind gift for tax purposes, Mr. Strom stated that the donor establishes the value of the gift.

Mr. L. C. Hamilton, a member of the Board of Directors of the S. C. State Employees' Association at Clemson, discussed the SCSEA and explained its objectives and goals. He stated that the organization promotes the welfare of state employees and pointed out that it is the recognized voice of state employees and represents state employees before the Legislature. He urged faculty members to join and support SCSEA because only by maintaining a high percentage of membership can recognition, prestige, and influence be expected to continue. He outlined previous legislative accomplishments and revealed the following current legislative objectives: a 12% salary increase, the adoption of cost-of-living increments, retirement after 30 years of service or at age 60, a reduction from 15 to 10 the number of years required for vesting in the retirement system, an increase in the travel allowance to $25 per day in state and $40 per day out of state, the development of training programs, and the adoption of a State Personnel Act. Other Board of Directors' members at Clemson are Mr. Herbert Campbell and Mrs. Mary W. Mungall.
III. Committee Reports

A. Admissions and Scholarship - No report.

B. Policy - No report.

C. Research - No report.

D. Welfare

Chairman Baron reported that his committee had examined the problem of the University maintaining an emergency vehicle. An investigation revealed that it would cost at least $60,000 per year to maintain an emergency vehicle equipped and manned by trained personnel as prescribed by State law. The small number of true emergencies (4 in 1973) precludes this investment, particularly when satisfactory service is being rendered by the Central Rescue Unit. The Welfare Committee recommends that the issue not be given further consideration.

E. Other Reports

President Dillon requested that Ad Hoc Committees present a report on their activities at the March meeting.

Senator Maxwell, Senate Representative to the Graduate Council, reported that the Council plans a special meeting to consider raising the admission requirements for graduate students, residency requirements for Clemson University employees, and duplication of courses.

IV. President's Report

1. The Educational Council met on January 13. President Edwards discussed the increased demand for veterinary science training throughout the U. S. and indicated that it appears likely that Clemson will cooperate with the University of Georgia in the teaching of veterinary science courses.

Decals will be placed on the doors of all state vehicles for identification purposes.

Adm. McDevitt gave clarification on the Buckley Amendment. Students have the right to examine their personal records at an institution. They can challenge the accuracy of records, but they cannot challenge the validity of the grade recorded. Persons may request copies of records at their own expense. Both records and lists of types of records maintained must be provided. Third parties may not ask for copies of records of any person. It is recommended
that only minimum records be kept. Records which are in the sole possession of a professor are not subject to inspection provided that these records are not accessible or revealed to other persons except a substitute. Letters of recommendation are subject to inspection. There is no chance for a liable suit for a subjective evaluation if written in a fair and objective manner, i.e., it contained no flippant remarks. Letters of recommendation written prior to January 1, 1975 need not be disclosed. Students may waive the right to see their recommendation, but this may not be required of the student. Unsuccessful applicants may not see their record packets.

2. Dean Hurst has asked that faculty members of the Bookstore Committee be appointed by the Dean of Students rather than by the Dean of the University as the bookstore comes under the authority of the Dean of Students.

3. A letter from Senator Holt regarding recommendation of AAUP on faculty termination due to financial exigencies was read and forwarded to Dean Hurst.

4. In order that all committees and councils have a common starting point, it is suggested that Faculty Senate appointments to councils and committees be made at the May Senate meeting.

5. Dean Hurst's committee for study of Faculty Manual revisions consists of the following individuals:

   Dean  H. E. Vogel          Prof. Ralph Knowland
   Assist. Dean  H. Herbert Brantley    Dr. Earl T. Carpenter
    Dr. Arline Duvall          Adm. J. B. McDevitt
     Col. E. H. McCarter    President of Faculty
                                            Senate ex officio

6. Dr. J. E. Hair has released a directive relative to emergency medical service on campus for employees.

7. Dr. John P. McKelvey, Head of Department of Physics forwarded a proposal for a minor change in grading policy which may forestall grade inflation. It was referred to the Admission and Scholarship Committee.

8. President Edwards has given tentative approval to hooding of doctoral candidates by the Dean of the Graduate School pending opinions from graduating seniors through the Dean of Undergraduate studies.
V. Old Business

The revised Faculty Manual was distributed to members of the Senate. It consists of 174 pages. It is requested that the Senate reconvene at 4:15 p.m. on January 21 to approve the revisions. If sections are to be revised, Senators are requested to bring with them sufficient copies of double spaced copy for distribution to the Senate. If these are approved, they can be substituted in the revised manual.

One Senator expressed concern over the new University logo in that it is gaudy and in bad taste.

In answer to a question on the annual leave policy, Dr. Dillon announced that it is his understanding that the policy is effective as of January 1, 1975.

VI. New Business

A senator expressed the opinion that "red tape" is hampering activities and it is getting difficult to get the job done. Line positions are hampering the Academic Deans to the extent that they are becoming ineffective. Trying to get a new course approved is a major undertaking. A discussion ensued on the relationship of the Graduate Council and the Graduate Dean and policy making for the Graduate School. It was suggested that someone look at the organization of the University and see if it can be reorganized professionally. The problem was referred to the Welfare Committee.

President Dillon mentioned that he had received a copy of the letter from Dr. W. M. Epps, Head of the Department of Plant Pathology, to Senator Witcher concerning the policy on insurance coverage for privately owned vehicles being used for University business. A meeting will be held to discuss the problem, the results of which will be reported back to the Senate and to Dr. Epps.

VII. Adjourn

The meeting adjourned at 6:04 p.m.

Respectfully submitted,

T. R. Adkins, Jr.
Secretary

Senators absent: Ezell, Grove and Roberts.
MINUTES OF THE MEETING OF THE FACULTY SENATE

February 18, 1975 Olin Hall Auditorium

I. Call to order and approval of the minutes

President Dillon called the meeting to order when a quorum was established at 4:30 p.m. The minutes of the January 14 meeting were approved as circulated.

II. Committee Reports

A. Admissions and Scholarship - no report

B. Policy

Chairman Roberts presented Professor Spurgeon Cole's rewrite of a new plan for the computerization and use of the results from "Faculty Evaluation by Students." The Policy Committee supported the presentation of this item to the Faculty Senate for its consideration. Chairman Roberts distributed copies of the plan and requested that each Senator obtain his or her Dean's permission to duplicate and distribute the plan to members of the faculty. Copies are available from Professor Cole's office. During the ensuing discussion the following points were raised: Whether the plan will be voluntary or mandatory; The validity of some of the questions was questioned, i.e., no. 7., an outline may not be necessary; The Senate has gone on record opposing a similar plan; The students apparently plan to conduct their own evaluation. The suggestion was made that Professor Cole be invited to address the Senate.

Chairman Roberts reported that the Policy Committee held preliminary discussions on the feasibility of recommending favorable consideration for the concept of "rotation of Department Heads and/or Chairmen." He suggested that further, in depth, studies by other committees of the Senate and the Policy Committee be conducted.

C. Welfare

Chairman Baron advised the faculty senate that vesting in the South Carolina system does not mean the same as it does under Federal law or at other institutions. A person who is vested in a retirement system can normally expect that if he dies before retirement age, his estate will receive the employer's contribution as well as his own contribution at some reasonable interest rate. Under the South Carolina system a person who is vested and dies before retirement, even if eligible for retirement, receives only his contribution to the system, with 4% interest. Chairman Baron stated that the State Employees Association was lobbying for a reduction in the vesting
time from 15 to 10 years. He expressed concern over the fact that we were likely to win a change in the vesting period, which would be of little or no benefit to state employees, at the expense of other changes such as a change in the value of the retirement benefits. Chairman Baron indicated that more than one study had shown that the cash benefits received from the S. C. Retirement system were quite poor compared to other retirement systems.

D. Research - no report

E. University Standing Committees

Senator Grove, Senate representative on the Landscape and Site Development Committee, listed the various buildings which are under construction on the campus. He reported that pigeons on buildings were exterminated by shotguns over the Christmas holidays and expressed concern over the safety aspects of such a practice. A motion was made, seconded and passed to refer this matter to the Safety Committee. It was brought out that no budgeting for grounds is allowed for when funds for the construction of a building is budgeted. A Senator raised the question as to how much planning was involved in the building of the fence around the greenhouses which shaded them and rendered them virtually useless.

III. President's Report

1. It has been requested that Senate formation of committees and new appointments to University Standing Committees and Councils be made by April 15 in order to conform with other appointment deadlines. This action will insure listing of current membership in new academic year publications.

2. Dean Vickery has supplied the Senate with the Cooperative Institutional Research Program Summary of Data on Entering Freshmen for Fall 1974. He will make comparative observations available to Senators who feel the data may be valuable.

3. Vice President Carpenter attended the Clemson Board of Trustee's meeting January 21 and reported that the main item of business involved the transfer of three parcels of land. Vice President Melford A. Wilson made a report on funding with an observation that cost of utilities is causing some problems. Dean Walter Cox reported on the profile of incoming students and that their decision to choose Clemson University was based primarily on good academics.

4. The following title changes in the College of Agricultural Sciences were announced:
Director of Experiment Station to Associate Dean and Director...
Director of Cooperative Extension Service to Associate Dean and Director...
Director of Resident Instruction to Associate Dean and Director...

5. The Advisory Committee to the Bookstore consists of the following individuals:

Dr. R. K. DeHaven  Ag.Ec.
Dr. J. L. Allen       Chem. & Geol.
Dr. J. A. Chisman    Faculty Senate
Prof. J. W. Barnhill History
Mr. John Zimmerman Graduate Student
Mr. Jack McKenzie    Undergraduate student
Mr. Sam Burn         Undergraduate student

6. Professor Bill West, Chairperson of ad hoc Committee on Faculty Evaluation of Administrators has advised the President of the Senate that an evaluation form has been developed. He has been asked to present this to the Senate during the March meeting.

7. Vice President S. G. Nicholas' letter concerning the new Clemson University logo was read.

8. On January 23 the President of the Senate meet with the Vice Presidents of Student Affairs, Academic Affairs and Business and Finance to discuss the University Motor Pool. Items covered were insurance coverage and the 1974 Faculty Senate recommendations concerning the motor pool. Shortage of vehicles in the motor pool have been caused by an increase in requests and the failure of personnel to return vehicles on time.

9. The Senate was asked to approve the suggested statement on "Compensation for the Summer Period for Academic Year Personnel." (See Attachment A). During the ensuing discussion it was brought out that faculty can earn up to one-third of their salary during the summer. This is calculated by taking one-third of the amount received for working between May 17 and August 14, minus legal holidays, and converting to a daily rate.

One Senator objected to the statement on the basis that it could result in "clock punching." A motion was made and seconded to accept the statement. A motion to strike the last sentence of the statement was made and seconded and approved. The motion to accept the amended version of the statement passed (three negative votes were cast).
10. On February 21 the President of the Faculty Senate, accompanied by former President Ernest Rogers, will meet with a faculty, student, administrative group headed by Dean Cox to discuss "Use of Fike Recreation Center". Of particular concern is the matter of charges for other than fee paying students, and whether faculty families be allowed to use the facilities.

11. The following were considered at the February 3 meeting of the Educational Council meeting:
   
a. July 4 or some equivalent day will be observed during the summer session. The day will be made up on the following Saturday.
   
b. Letterheads with new logo were adopted.
   
c. The announcement was made that the Budget and Control Board passed a resolution freezing positions.

12. The announcement was made that the current mean GPR for Poole Scholars is 3.81 ± .25.

13. At the February 15 meeting of the Athletic Council the following standardized colors were suggested: Burnt Orange and Northwestern Purple.

14. The Senate was asked to consider changing the meeting time from 4:15 p.m. to 3:30 p.m.

IV. Old Business

There was none.

V. New Business

There was none.

VI. Adjourn

The quorum was lost and the Senate adjourned at 6:00 p.m.

Respectfully submitted,

T. R. Adkins, Jr.
Secretary

Senators absent: Ezell, Hedden, Benson, Powers, Douglass, Tombes, Jacobus, and Bookmyer.
January 20, 1975

COMPENSATION FOR THE SUMMER PERIOD FOR ACADEMIC YEAR PERSONNEL
(SUMMER PAY)

The Budget and Control Board directive relating to summer pay dated February 17, 1966 states:

"Compensation for teaching and/or sponsored research performed during summer months (between academic years), and not related to a regular six-weeks summer session, shall be as follows:

(1) for an employee whose base period is a semester or academic year, compensation shall be at the same rate as for the base period."

In order to have this policy uniformly implemented, the following procedure should be used.

(1) Calculate a daily compensation rate for the faculty member by dividing the number of working days during the summer period (May 17 through August 14, inclusive) into one-third of the faculty member's base pay for the immediately preceding academic year. The faculty member is then paid at this rate for each working day that he is employed by the University during the summer period. If he is employed for each working day during the entire summer period, he would earn a full one-third of his preceding academic year's salary. If he is employed for less than full-time or for only a part of the summer period, his compensation would be proportionately less.
The working days between May 17 and August 14, inclusive, for the years 1975 through 1980 are as follows:

1975-64
1976-65
1977-64
1978-64
1979-64
1980-64

(2) Where a legal or declared holiday happens to fall on a work day during the summer period, it should be considered as a paid holiday if the individual concerned has been or is to be employed for a minimum of thirty continuous working days which includes the holiday(s) in the summer period.

If the period of employment is less than thirty continuous working days, the holiday shall not be considered as a paid holiday.

(3) Summer compensation at the daily rate as calculated above is to be paid to each academic year faculty member for the actual days employed.
MINUTES OF THE MEETING OF THE FACULTY SENATE

March 11, 1975

Olin Hall Auditorium

I. Call to order and approval of the minutes

The meeting was called to order by President Dillon at 4:22 p.m. The minutes of the February 18 meeting were approved after a minor correction was made. President Dillon recognized four visitors: Professors Spurgeon Cole, W. E. West, Leon Roswal and C. C. Shuler.

II. Report by visitors

A. Professor Spurgeon Cole, Chairman of the Committee for Improvement of Undergraduate Teaching.

Professor Cole introduced the new plan for the computerization and use of the results from "Faculty Evaluation by Students." It was moved and seconded that Resolution FS-3-75-1 (See Attachment A) be accepted. During the ensuing discussion Professor Cole stated that he was introducing the plan because it was recommended by the Committee for Improvement of Undergraduate Teaching. He explained that the computer will be used only to tabulate the data which would be printed out in summary form to give faculty members an idea of how they were performing in comparison to others. The summary would include means, frequency distributions, and standard deviations. He pointed out that there will be adequate safeguards in that identification will be removed before the forms are submitted to the computer center, and that administrators will not be able to use the information for making decisions on promotion, raises or tenure.

Senator Baron asked how teachers are judged and stated that professors are always expressing concern that they are evaluated on more concrete criteria such as publications and research grants rather than on classroom performance. Professor Cole suggested that the individual faculty members might take the evaluation forms in and show them to their department heads, which could be used to their advantage. It was pointed out that if forms were not shown to the department head, it might imply that the instructor had received low ratings. One Senator remarked that a faculty member might skew the results by discarding the unfavorable forms. Senator Carpenter requested information on the background of the Committee and why the Committee voted unanimously to have the evaluation. Professor Cole stated that the evaluation was originated by the faculty and not the administration, and that the Committee felt that the faculty would benefit from the evaluation. Professor Roswal questioned the statement that the evaluation would provide a tested and statistically proven instrument to evaluate teaching performance in an objective manner. Senator Brandt questioned the origin of the questions and remarked that some appeared to be vague and ambiguous. Professor Cole stated that a large number of
questions was submitted to students and the list was reduced
to the fifteen that they thought would be of most value to them.

Senator Baron offered two amendments to the pending
resolution:

(1) The results of the evaluation forms will be returned
to the instructor and his/her department head.

(2) The use of the form will be made mandatory.

Each amendment received a second. During the discussion it was
brought out: that a large sample is needed if the evaluation is
to be meaningful; Amendment 1 would violate the stipulation in
the original resolution that the evaluation would not be used by
the administration; some of the questions should be modified.

A motion to table Amendment 1 was made and seconded, so that
it could be held in abeyance until a decision could be reached on
Amendment 2. The question was approved by a 13 to 12 vote; the
motion to table passed by a 16 to 10 vote.

The question on Amendment 2 was called for and approved
unanimously, and the amendment was approved by a 15 to 10 vote.

A motion to call Amendment 1 from the table was made, seconded
and approved unanimously. The amendment was defeated 13 to 11.
Therefore, the original resolution was amended to make its use
mandatory, but it does not have to be turned in to the department
head.

The discussion continued on the original resolution as amended.
Professor Shuler was recognized and spoke against the resolution.
He expressed doubts that the information will be safeguarded; it
borders on the establishment of data files which has recently
fallen into disrepute. He questioned the capability of students
to answer the questions objectively; evaluations are usually by
peers. He expressed concern that the evaluation process will
degenerate into a popularity contest between professors and students,
and he could not see how this will be an advantage to the faculty.

A motion was made to approve the amended resolution. The
resolution was approved by a 17 to 9 vote.

B. Professor W. E. West, Chairman of Ad hoc Committee on Evaluation
of Academic Administrators.

Professor West explained that he was on the committee as a
carryover from the previous Senate. He stated that the committee
was split on the type of evaluation and that he was presenting
the form for the Senate to review (See Attachment B). Professor West reminded the Senate that this is peer evaluation and is quite different from student evaluation.

President Dillon received the report as information and recommended that the committee not be dissolved.

III. Committee Reports

1. Admissions and Scholarship - No Report

2. Policy - No Report

3. Welfare

On the Retirement System Chairman Baron introduced Resolution FS-3-75-2 (See Attachment C) which was in the form of a letter to the President of Clemson University from the Faculty Senate. He explained that the resolution originated in the Welfare Committee and that the first part is a request for information and the second part asks that something be done. President Dillon suggested that the Senate direct the Chairman of the Welfare Committee to talk with President Edwards and Dean Hurst and obtain a personal update. The Senate declined the suggestion.

A motion was made and seconded that the resolution be amended to delete the first "Whereas." A rather spirited discussion followed during which a plea was made that the Senate should take a stand on this matter regardless of possible repercussions. The motion to amend the resolution failed. The unamended Resolution was approved by a large majority.

4. Research Committee

Chairman O'Dell recommended that the Senate consider eliminating the Research Committee now that we have the Research Council, and that these members be added to the other committees. He reported that his committee had had little business to conduct and was relatively nonfunctional. This action would require a change in the By Laws.

5. Ad Hoc Committee Reports

a. Continuing Education Chairman Matthews stated that his committee was set up to monitor the Continuing Education Center, and he has no report because nothing has happened. He remarked that a request has been made for additional funds. One Senator expressed the opinion that the Committee also was charged with the responsibility of looking at Continuing Education Units. A check on the original motion forming this Committee revealed that its responsibility involved only the monitoring of the Continuing Education Center (FS-73-11-1).
b. Work Loads

Chairman Holmes reported that work load questionnaires have been distributed to the deans of the colleges and that he plans to report on the results at the next meeting.

c. Book Store

Representative Chisman reported that the University Bookstore Committee was organized on February 5, 1975, and consists of the following members: Professors J. F. Alden, J. W. Barnhill, J. A. Chisman, R. K. DeHaven, Bookstore Manager J. C. Cureton (non-voting); Undergraduate Students S. Bruce and J. McKenzie; Graduate Student J. Zimmerman. Dean W. T. Cox serves in an advisory, non-voting role. Professor Chisman and Mr. Zimmerman were elected chairman and secretary, respectively.

The charge given to this committee by Dean Cox was to consider any and all matters (fiscal, policy and otherwise) and to advise the administration on any changes which the committee feels are required to make the bookstore a more serving and efficient enterprise.

Plans are underway to poll the faculty and students to determine their evaluation of the bookstore operation.

The bookstore manager has been asked to prepare a document stating clearly and explicitly what the bookstore operating policies are and giving financial statements for the past few years. This document will be made available to all interested parties.

Resolutions which have been passed by this committee are as follows:

(1) Desk copies of texts will continue to be made available to faculty through the bookstore.

(2) Faculty will be required to pay for desk copies acquired at the bookstore with the understanding that, when the faculty member receives his desk copy from the publisher, he can exchange it for a refund from the bookstore if done within 60 days of the initial acquisition. (This latter resolution was necessary because of the bookkeeping problems and "bad accounts" which occur under the present system.

The committee also is studying faculty discounts, credit to faculty members, and whether or not book lists can be requested a month earlier than they are now requested. Senator Chisman requested that the Senators talk with their constituents to
determine their feelings on these matters. Senator Chisman proceeded to poll the Senate to determine their feelings (as faculty members only and Senators) on the faculty discount problems. He explained that problems had arisen because faculty and graduate students are eligible and staff are not. At this point the question arose as to whether this poll was in order.

Senator Roberts moved the question of adjournment. The motion received a second and was approved by majority vote. Before President Dillon declared adjournment, Senator Jacobus made a motion to reconsider the previous vote on Resolution FS-3-75-1, "Faculty Evaluation Computerization."

President Dillon announced that the next Senate meeting will be held on April 1, 1975, and at this time the Resolution FS-3-75-1 will be reconsidered.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

T. R. Adkins, Jr.
Secretary

ATTACHMENT A

FACULTY SENATE RESOLUTION
(FS-3-75-1)

FACULTY EVALUATION COMPUTERIZATION

BE IT RESOLVED, THAT

The revised (2-13-75) program for the computerized treatment of the Faculty Evaluation by students data be recommended for implementation to the University Undergraduate Council by the Faculty Senate. All of the written safeguards attached are to be enforced. Any and all modifications of these procedures will be subject to review by the Faculty Senate prior to implementation.

ACTION: Approved by Senate March 11, 1975. To be reconsidered at next meeting April 1, 1975.
Faculty Evaluation of Academic Administration

Many faculty members at Clemson feel that some impersonal way of evaluating academic administrators would be in the best interest of the total mission of the University. Such an evaluation should be done not only by faculty administrators, but also by the faculty, since an administrator's attributes, good or bad, may be more evident to faculty.

So that administrative officials may be aware of faculty opinion, good or bad, and may take action to reward good and correct bad, it is believed that any evaluation should be sent both to the administrator being evaluated and to his administrative superior.

For such evaluation to be meaningful, broad participation is necessary. Therefore, it is recommended that the President of the Faculty Senate send a letter to each faculty member about March 1 of each year encouraging each person to fill out evaluation forms on administrators. Adequate forms should be made available through department offices. Faculty should submit evaluation forms between March 15 and March 30 of each year.

Ad Hoc Committee Faculty Senate

W. E. West, Chairman
R. D. Shannon
E. B. Rogers
H. D. Adams
Eugene Park
M. W. Jutras
W. Baron
C. R. Dillon, President Faculty Senate

ACTION: Submitted to Senate as information only.
This evaluation form presents various personal and professional qualities generally considered to be desirable in administrators of colleges and universities. The purpose of this questionnaire is to provide information that may lead to the improvement of administration of each academic unit of Clemson University. All faculty are encouraged to evaluate those administrators that they are in a position to judge.

The form consists of two parts. You may complete either part A or part B, or part A and part B. Do not put your name on the evaluation form. The results are to be used only for the improvement of administration of academic units, and will be shown to others only at the discretion of the academic administrator being evaluated.

INSTRUCTIONS-------

1. Part A.
   a. For each of the administrator skills to be evaluated, write your evaluation.
   b. Please evaluate the administrator in the same thoughtful manner you would expect to be evaluated by others.

2. Part B.
   a. For each of the traits or skills to be evaluated in part B., place an (X) in the appropriate space on the right hand side of the page.
   b. If additional clarifying comments are made, please print.

3. Return evaluation form to the academic administrator being evaluated.

Date of Evaluation

Administrator's Name

Administrative Title

College (if applicable) Department (If applicable)

(OPTIONAL)
My evaluation of this academic administrator is based on contact resulting from my teaching research extension administrative responsibilities. (Circle appropriate areas of work)
Decision Making
1. Skill in securing group action: presents appropriate material for group action; encourages democratic participation; adheres faithfully to group decision.
2. Ability to organize: uses generally appropriate administrative methods; knows and adheres to stated policies of the University; understands the missions of the University.
3. Renders equitable decisions regarding recommendations for appointments, promotions, salary, and tenure.

(Please Comment)

Communication
1. Ability to inspire confidence: communicates effectively with group members both up and down the line; open and public in sharing rationales for his actions; open and receptive to all points of view.
2. Promotes a good public relations image: is an accurate and positive representative of the University.

(Please Comment)
Faculty
1. Ability to maintain faculty performance: recognizes superior performance; and attempts to reward it; recognizes poor performance and attempts to correct it.
2. Attitude toward faculty: cooperative; assigns work fairly and suitably.
3. Effectiveness as a recruiter and fund raiser.
(Please Comment)

Professional Values
1. Respects the professional rights of the faculty.
2. Exhibits an appreciation for and a sense of balance in all phases of the University program.
3. Strives to achieve an exciting, open environment in which each person can develop toward professional excellence.
(Please Comment)
On the basis of your own experience and judgement, rate the administrator as high, fairly high, average, fairly low, or low in each quality by marking a cross (X) in the appropriate space on the right hand side of the page.

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<th>Fairly Avg.</th>
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<td>10. Trustworthiness(Honesty, Reliability)</td>
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<td>14. Ability to Evaluate Faculty Performance</td>
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<td>16. Appearance(Appropriate Dress &amp; Grooming)</td>
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<td>18. Communicates Effectively with Group Members</td>
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<td>22. Assigns Work Fairly &amp; Suitably</td>
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<td>23. Makes Fair Decisions on Promotions &amp; Salary</td>
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<td>24. Makes Contributions to his Academic Field</td>
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<td>25. Uses Generally Appropriate Administrative Methods</td>
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<td>26. Overall Rating of Administrator</td>
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TO: The President of Clemson University

FROM: The Faculty Senate

SUBJECT: The Retirement System

Whereas the South Carolina State Employees Retirement System provides insufficient retirement benefits for faculty retirees, and

Whereas faculty members do not have the option of selecting an alternate retirement plan, and

Whereas the Ad Hoc Faculty Senate Committee on Retirement Programs has been inactive, and

Whereas the Committee to Evaluate the South Carolina Retirement System and the Optional Retirement System, TIAA, CREF, appointed by the Council of Presidents, has recommended that an optional retirement program be made available, and

Whereas the Faculty Senate continues to be gravely concerned with this matter, be it

Resolved that the President of the University be requested to report to the Faculty Senate on actions taken by the Council of Presidents with respect to the retirement program, and be it further

Resolved that the President of the University be requested to initiate whatever action is deemed appropriate and necessary in order (a) to improve the South Carolina State Employees Retirement System, and (b) to provide for an optional retirement plan for those who desire it.

ACTION: Approved by Senate March 11, 1975
Minutes of the Meeting of the Faculty Senate

April 1, 1975

I. Call to Order and Approval of the Minutes

The meeting was called to order by President Dillon at 4:17 p.m. The minutes of the March 11 meeting were approved as circulated. President Dillon introduced the newly elected Senators:


Sciences - J. K. Luedeman, Mathematical Sciences
W. R. Boland, Mathematical Sciences
T. M. McInnis, Botany

Engineering - S. S. Melsheimer, Chemical Engineering

Agricultural Sciences - R. Noblet, Entomology & Economic Zoology
R. K. DeHaven, Agricultural Economics
J. H. Palmer, Extension Plant Sciences

Liberal Arts - J. M. Melton, Languages
F. L. Day, English
R. L. Saunders, History
M. W. Slann, Political Science

Two visitors were present: Professors R. T. Byrns from Economics and W. W. Menke from Industrial Management.

A motion was made to alter the orders of the day and elect new Senate Officers as the next item of business. A show of hands revealed only five were in favor of maintaining the orders as published, so President Dillon ruled in favor of going directly to the election of Senate Officers.

II. New Business

Election of Senate Officers

President Dillon announced that the Advisory Committee of the Senate had nominated the following candidates for office in the new Senate:

President: O. J. Jacobus
G. C. Skelley
Vice President: C. W. Roberts
J. D. Maxwell

Secretary: B. L. Edge
J. E. Matthews

The following were nominated from the floor:

President: K. E. Carpenter
Vice-President: H. J. Grove

The following officers were elected:

President: G. C. Skelley
Vice-President: H. J. Grove
Secretary: B. L. Edge

III. Committee Reports

There were no reports from either Standing Committees, Ad Hoc Committees, University Committees, or Councils.

IV. Old Business

President Dillon ruled that at the March meeting the procedure concerning the question of adjournment and motion to reconsider the previous vote on Resolution FS-3-75-1, "Faculty Evaluation Computerization" was out of order because the speaker (Senator Chisman) had the floor at the time.

President Dillon recognized Senator Jacobus who announced that he had voted in favor of Resolution FS-3-75-1 and moved that the Senate reconsider the previous vote in this Resolution on the following grounds:

1. There was dissatisfaction among the faculty concerning the questions posed on the submitted evaluation form,

2. The Senate was currently considering "Faculty Evaluation of Administrators" forms which would be returned not only to the administrator in question but also to his immediate supervisor; the Senate should not go on record as requesting more of Administrators than they are willing to ask of themselves,

3. The Student Senate is currently conducting a faculty evaluation that will receive widespread circulation; the Senate should not go on record as offering students less than free access to all faculty evaluations,

4. Evaluation forms should not be processed by being returned to the individual being evaluated.

5. No mechanism exists for Faculty Senate change of the existing form once we approve it.
A show of hands revealed that 17 Senators were in favor of the motion to reconsider. During the ensuing discussion, several Senators expressed the opinion that they were not against evaluation but were disturbed over the questions included in the questionnaire.

Professor Byrns expressed the opinion that when an evaluation of this type is adopted, people will tend to modify their behavior so that they will receive a higher score. Professor Menke stated that this type of evaluation had been used at the University of Florida and he had witnessed a serious deleterious effect in that the grade point average increased one full point, C's were rare, and D's had become nonexistent. He remarked that the showman gets the most points and if a good teacher is also a good showman, then everything will work out fine, the the nice guy is not always the best teacher. He further stated that he is against computerization and the making available of the results to anyone but the faculty member because of the possibility of arbitrary usage by others.

Senator Chisman stated that too much emphasis was being placed on the questions that it would be better to have a complete sample rather than to have a small weighted or biased sample. He then suggested that if behavior modification is anticipated, then the questions should be designed so that behavior would be modified in the desired direction. He spoke in favor of making the use of the questionnaire mandatory and making it available to the faculty and the administration.

Professor Byrns made the observation that if people get a bad evaluation, the remedy will be grade inflation. He expressed the opinion that the questionnaire should reflect peripheral conditions such as time of day the course is taught, whether or not the classroom is air conditioned, if the course is required or elective, etc.

President Dillon asked Vice-President Carpenter to take the chair so that he could speak from the floor. He stated that the administration could see only limited value in the evaluation questionnaire. He expressed the opinion that the material would probably not be safe in the computer.

A motion was made to approve the original resolution (FS-3-75-1). The motion was defeated unanimously. Senator Jacobus then suggested that the matter be referred to an Ad Hoc Committee. The retiring president left the formation of the committee to the new president.

V. President's Report

President Dillon reported that in response to Resolution FS-3-75-2 which concerned the Retirement System (See page 12 of March 11 minutes) he requested and received a personal update on the subject matter of the resolution from the President of the University on April 1.
President Edwards reviewed the report prepared by the Clemson Ad Hoc Committee on Retirement produced in 1972; the affirmative position taken by the Council of Presidents relative to an Optional Retirement Plan; the establishment of a committee to study ORP by the Council of Presidents; and the events that occurred shortly after the publication (authored by other than the committee) of a report that attacked the system.

President Edwards remains steadfastly convinced of the merits of optional retirement plans and had incidentally, covered the subject (reference: TIAA and CREF) with newly elected Legislator Ed Simpson just prior to the interview with the Senate President. However, there remains the necessity for ordering of priorities and consideration of reversals in budgeting for the operation of the University must take precedence in the immediate future.

President Dillon requested approval to remain as a representative on the committee which is revising the Faculty Manual. The Senate granted his request.

President Dillon reminded the Senators that he was hosting a reception in their honor at the Alumni Center immediately following the meeting. He then turned the chair over to the new president at 5:54 p.m.

Respectfully submitted,

T. R. Adkins, Jr.
Secretary
V. Continuation of New Business

President Skelley called for College nominations to the Advisory Committee. The following individuals were nominated:

- Agriculture Sciences - G. D. O'Dell
- Education - R. T. Benson
- Engineering - J. A. Chisman
- Industrial Management & Textile Science - E. E. Burch
- Liberal Arts - J. L. McCollough
- Sciences - C. B. Russell

A motion to approve these nominees was made, seconded and passed unanimously.

The following Senators are automatically members of the Advisory Committee:

- President - G. C. Skelley
- Architecture - K. E. Carpenter
- Forest and Recreation Resources - H. J. Grove
- Library - C. W. Triche, III
- Nursing - M. A. Brandt
- Secretary - B. L. Edge

The members of the Senate were asked to indicate by first and second preference to which Senate committee they would request appointment. Additionally they were requested to indicate which University committee or council with which they would like to be affiliated.

President Skelley then welcomed all the new members of the Faculty Senate. He stated that every faculty member should have a chance to be on the faculty senate at one point or another. President Skelley stated that he wanted all Senators to become actively involved in senate work. He further added "Each of you are here as representatives of your college. But here we meet as a Senate, and I, as well as each of you, represent the total University faculty and not just a particular group of individuals."

There being no further business, the meeting adjourned at 6:15 p.m.

Respectfully submitted,

B. L. Edge
Secretary
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<tr>
<th>NAME</th>
<th>ACADEMIC UNIT</th>
<th>CAMPUS ADDRESS</th>
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<td>O. J. Jacobus (P)</td>
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*Comm. Chrm. KEY: Admissions and Scholarship (A); Policy (P); Research (R); and Welfare (W). Advisory Committee members are listed in italics.
Date January 15, 1976

From: Linda E. Mann, 209 Sikes Hall

To: Dr. Adkins

Information Recommendation

Note & Pass Along Note & Return

Note & File Prepare Reply

Take Appropriate Action

REMARKS: The bound 1974-75 Faculty Senate Minutes do not have your signature on page 78. Would you be kind enough to sign our copy at your convenience as well as the copy which is in the South Carolina Room of the Library. Mrs. Sutcliff can get the Library copy for you.

Thank you,
L. Mann