MINUTES
of the
FACULTY SENATE
of
Clemson University

May 1984 through October 1984
MINUTES
FACULTY SENATE MEETING
OCTOBER 16, 1984

I. Call to Order:

President Senn called the meeting to order at 3:32 p.m. and announced that Senator Jose Caban would be temporarily replaced in the Senate while serving as acting head of the Department of Planning Studies.

II. Guest Speaker:

President Senn introduced the guest speaker for the meeting, Dr. Chris Duckenfield, Director of the Computer Center. In general, Dr. Duckenfield pointed out to the Senate that the Computer Center has reached its space capacity and that there is absolutely no room for any additional equipment. This is a great hinderance to the future efficiency of the Computer Center. He further stated that by the end of this year there will be a squeeze on disk space and that within the next two years there will be a need to upgrade the existing equipment. Without this upgrading many areas on campus, including instruction, will suffer.

Dr. Duckenfield told the Senate that computing at Clemson is divided into three parts: Administrative Programming Services (located in the Ravenel Center), DISD (Division of Information Systems Development) which is located in Martin Hall, and the Computer Center which is located in the basement of the P&AS Building. He said from an administrative and organizational point of view that it would be beneficial to have these three divisions located in one building.

He said some sort of plan for space expansion needs to be developed now, because it will take approximately five years to complete a new building or approximately two years to renovate the existing facilities in the P&AS Building. He further stated that a new building which would meet the specifications needed (containing 55,000 square feet of usable space) would cost approximately $10,000,000.

Senator Hill asked Dr. Duckenfield about the "funny money" system being used by the Computer Center, and Dr. Duckenfield responded that the Computer Center did not regard the $2,000,000 a year outside use income as "funny money." It does, however, make it possible to supply services to the university for less. Senator McGregor asked Dr. Duckenfield how much storage space was being used by outside customers. Dr. Duckenfield answered by saying that without the outside users, Clemson would not have such a large computing facility and storage space would be even more critical. There are not many public institutions with a computing facility the size of Clemson's. In a study done by the University of New Mexico of computer centers at some 32 universities, Clemson's was reported as having the lowest costs. He further stated that almost all of the Computer Center's outside work was done for state agencies and that almost no commercial work was involved.
Senator Dickey asked Dr. Duckenfield about the impact of personal computers on campus with regard to the needs of the Computer Center. Dr. Duckenfield said that the Computer Center has no objection to micro computers; however, they do not reduce the demand on the present systems, but, in fact, increase it.

President Senn asked if the micro computer labs all over campus could be built into a network where software could be exchanged. Dr. Duckenfield said that there has never been any coordination on campus in the acquisition of micro computers and word processors; however, President Atchley has now set up a Technical Advisory Committee to review all requests for computer equipment and software to ascertain whether they meet certain standards for across campus coordination. Dr. Duckenfield further said that the committee has met only once, but when they meet again he has several proposals for them:

A. The person in Purchasing with expertise in computer equipment monitor the acquisition of all computing equipment on campus.

B. The campus should be divided into zones and establish needs for office automation facilities in each zone.

C. The committee should look at University needs and plan what will be required in the way of micro computers, how many and where they will be located and what kind of network support is needed.

Dr. Duckenfield further said that the Technical Advisory Committee wants to make sure that all plans are developed early for submission into the budget proposal.

III. Agenda:

President Senn entertained a motion to add two items to the agenda under New Business: (a) a resolution that stems from the activities of the Tiger at the Reagan Rally at Greenville Tec this week, and (b) the report from the Ad Hoc Committee on Alumni Professorships. The motion carried and the two items were added to the agenda as new business.

IV. Approval of the Minutes of the September Meeting:

Minutes of the September 18, 1984 meeting were approved as corrected.

V. Committee Reports:

A. Policy Committee - No report

B. Research Committee - No report

C. Scholastic Policy Committee - Senator Hare read the report of the Scholastic Policy Committee (Attachment A). This committee met on October 2, 1984. Items discussed were:

1. Minimum Enrollment Policies: The committee decided that making these policies at the college level is appropriate. The committee also discussed maximum enrollment but made no conclusive decisions.
2. Attendance at Cultural Events: The committee reaffirmed its position that no mandatory attendance requirements at cultural events be added for graduation but drafted a resolution for presentation later in the meeting requesting faculty to attend these events and to encourage their students to do the same.

3. The committee also discussed computer usage in preregistration, registration, grade recording, checking on graduation requirements, and other related matters. At the next meeting of this committee (scheduled for October 30), George Alexander and Phil Lyles of DAPS will provide the committee with additional information in this area.

D. Welfare Committee - (Attachment B) Senator McGregor said the Welfare Committee had met on October 2, but there had been no action items. He said a subcommittee composed of Senators Hamby, Dyck and McCollough had been appointed to prepare a report on tenure. He also said the committee had discussed a university-operated day care center, but had decided to leave any actions or recommendations on that matter to the Classified Staff Commission. Senator McGregor also said there had been some discussion on the delay in investment of tax-deferred annuities and that Bill Baron would be looking into this matter.

E. Ad Hoc Committees – None

F. University Commissions/Councils/Committees

1. The Academic Advising Committee met on September 22 with Stan Smith, the Registrar, who explained the new student data base which should be available to advisors by November 1. Corinne Sawyer had reported on her visit to N.C. State to study its advising system, and said she would also be traveling to the University of Tennessee at Knoxville to study its system.

2. The Commission on Public Programs met recently and had again discussed the electronic light and sign board.

3. Senator Hill said he had attended the Round Table Discussion last Saturday afternoon at the Student Leadership Retreat as the Faculty Senate representative. This was a discussion between representatives of the Student Senate and the University Administration.

Senator Hill felt that items worth noting were:

a. That students seemed to agree with President Atchley's idea to require attendance at cultural events as a requirement for graduation.

b. That students expressed concern over unintelligible teachers (foreign).

c. That the students said they wanted mid-term grades sent to their parents.
Some questions were posed by the students as follows:

a. Why was the Engineering Technology program cancelled?
b. What is being done for handicapped students on campus?
c. Communicating well on campus.

4. Senator Bauer reported that the Planning Board had met on October 8, and discussed the following items:

   a. Revising parking behind Mell Hall. This matter was sent back to the Planning Office for further study.

   b. Location of automatic teller machines on East campus. Sent back to the Planning Office for further study.

   c. S.C. State Employees' Credit Union's request for a new office on campus. The Board recommended rejection of this proposal but has been requested to reconsider its rejection.

The Planning Board will meet again on October 24.

VI. President's Report (Attachment C):

Dr. Senn pointed out that the President's Council had approved the proposed changes in the academic calendar (Item 5). There was some discussion at this time about whether Wednesday before Thanksgiving was also a holiday for faculty and staff but nothing was resolved on this issue.

Dr. Gowdy asked a question about Item 10 of the Update. If Clemson is an equal opportunity employer, why is the distinguished scholar specified as being a minority person? It should merely say "distinguished scholar." Dr. Senn said he felt this position was geared toward the black minority group.

Dr. Senn said Item 14 of the Update would be introduced under New Business. He also said that Item 15 of the Update would probably generate a great deal of discussion. The question was asked if Centers of Excellence were going to be certain degree programs. Dr. Senn answered that this still had not been determined, that they may be interdepartmental. He said further that this was a very important issue to many people on campus. Another question was posed, is there any planned coordination between the Centers of Excellence and the Long Range Plan. Dr. Senn said he didn't know, that it seemed there should be. Someone asked whatever happened to the Provost's Long Range Plan, and Dr. Senn said the Provost had written another one and had handed it out at the recent Vice Presidents' retreat. The question was asked if the Faculty Senate has a representative involved in this planning, and Dr. Senn answered that he was that representative as far as the Centers of Excellence discussions are concerned. Dr. Senn went on to say that the Advisory/Executive Committees would be meeting with President Atchley on October 31, and that this would be an item for discussion. Anyone with any particular concerns should get in touch with one of the members of the Advisory Committee.

VII. Old Business: None
VIII. New Business:

A. President Senn announced that the changes to Form 3 and the guidelines of the Faculty Evaluation Procedures (Attachment D) are ready to be forwarded to the President's Council. He asked if there were any additional comments on these proposed changes. There were none. It was moved that this report on changes to Form 3 and the guidelines of the Faculty Evaluation Procedures be adopted. The motion was seconded and passed.

B. In response to President Atchley's request for comments and input on his suggestion of required student attendance at some cultural events as a requirement for graduation, the Scholastic Policy Committee proposed a resolution (FS-84-10-1, Attachment E). There was some discussion regarding whether this matter had been discussed by the Student Senate and whether or not the Faculty Senate should hold their response until the Student Senate responds. It was pointed out that Furman has a required attendance plan similar to the one that President Atchley has suggested. The resolution passed with some editorial changes.

C. The Ad Hoc Committee on Alumni Professorships has compiled eligibility and selection criteria/procedures for these awards. The committee plans to forward its recommendations to the Provost in about two weeks. The Council of Academic Deans on October 15, suggested that the eligibility criteria explicitly state that deans and department heads are excluded from consideration and that acting department heads are eligible as long as they remain in that status and do not become permanent department heads (Attachment F). The Senate recommended endorsement of the committee report and the motion passed with one dissenting vote.

D. Senator Hill introduced a Faculty Senate resolution regarding university political partisanship (FS-84-10-2, Attachment G). The resolution passed by unanimous senate vote.

IX. Adjournment:

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

John F. Welter
Secretary, Faculty Senate

MEMBERS ABSENT:


ALTERNATES PRESENT:

Linda Mahrer
REPORT: SCHOLASTIC POLICIES COMMITTEE

(Faculty Senate Meeting: October 16, 1984)

The Scholastic Policies Committee met October 2, 1984, and the following were discussed:

(1) Minimum enrollment policies. Apparently such policies are made at the college level. The committee consensus was that this is an appropriate situation and does not feel the necessity for any significant change. The complementary issue of maximum enrollment was also discussed.

(2) Attendance at cultural events. The committee reaffirmed its position that no attendance requirements should be added to graduation requirements. However, a resolution will be presented at today's meeting asking that faculty attend these events, integrate suitable ones into courses, and strongly encourage attendance by students.

(3) The utilization of computers in the areas of pre-registration, registration, grade recording, checking on graduation requirements, and related matters was discussed in the aftermath of the recent discussions of the University calendar. At the next committee meeting (October 30) George Alexander and Phil Lyles will present some information about present computer utilization and what might be done in the future. They are with DAPS.

Bill Hare, Chairman
The Welfare Committee met on October 2. There are no action items to present at this time. We discussed several items:

1. Tenure limits - a number of questions were formalized, and a subcommittee (John Hamby, Chairman, Larry Dyck, Larry McCullough, Larry Grimes) was appointed to bring specific recommendations to the Committee.

2. We considered a Day Care Center (University-operated), which has been suggested by the Classified Staff Affairs Commission and by at least one faculty member. Our Committee decided that, because this matter was rather thoroughly examined two years ago, we would leave it to the Classified Staff Affairs Commission to take the lead on any review of a University Day Care Center, offering to cooperate on questionnaires or other information gathering.

3. Two items related to annuities and insurance will be looked into by Bill Boron (Committee of one). The items are (a) the delay in investment of tax-deferred annuity withholding, and (b) the cost of state life insurance and salary continuation compared to private plans, professional society group plans, etc.

4. Chairman McGregor will look into the status of the 1984-'85 Faculty Salary Report, if it is not published in a November newsletter.

The date of our next meeting is indefinite.
1. Senator Bob Hill will be representing the Faculty Senate at the student government’s leadership retreat at Camp Pinnacle, Hendersonville, N.C., on October 13. Senator Hill will participate in a round table discussion with other campus administrators.

2. The organization of the 1984-85 Student Senate has now been completed. A membership roster of student senators is attached for your information. You may want to take the initiative from time-to-time to discuss various issues with these student representatives.

3. The Athletic Council met on September 19. Reports were given by each of three subcommittees. One committee reviewed a random sample of academic records and found all of the records to be in keeping with NCAA and Clemson standards. A second committee reviewed completed forms pertaining to recruiting procedures, official visits, and expense vouchers. Again, all procedures and forms were found to be in order. The third committee reported on guidelines which it was recommending for the new "Athletic Dept. Academic Scholarship Fund." The remainder of the meeting was devoted primarily to a discussion of the procedures which were followed last summer in the appeal of our football probation to the ACC.

4. The Council of Academic Deans met with the President and Vice Presidents on September 24. The group was given a tour of the new micro computer laboratory in the College of Forest and Recreation Resources. The major topic of discussion focused on the criteria used for the admission of new students (see attached admissions policy). Also discussed was the administrations philosophy of off-campus course offerings. Consideration of this topic will continue at the next meeting of the group.

5. At its meeting on September 28, the President’s Council approved the proposed changes in the academic calendar. These changes will reduce the length of each semester by two days; one day from the M-W-F schedule (44 class periods x 50 min. = 2200 min.), and one day from the T-Th schedule (29 class periods x 75 min. = 2175 min.). Class time for summer sessions will not be affected (25 class periods x 90 min. = 2250 min.).
6. Provost Maxwell reported that the Commission on Higher Education (CHE) is revising the funding formula for state institutions of higher education. Changes in the formula will probably become effective in fiscal year 1986-87. At its meeting on October 1, the Council of Academic Deans reviewed "comparative student-faculty ratios" by discipline for Clemson and USC in comparison to the standards set forth by the present formula. If you desire more information on this review, please contact me.

7. The Clemson Board of Visitors has been expanded to 36 members who will now meet twice instead of once each year. Terms of membership have also been extended to three years. The Board is expected to play a more important advisory role in the years ahead. The next meeting of the Board is scheduled for October 28 and 29 when the teaching/research/public service mission of the University will be presented.

8. Beginning with the Senate Special which reports on the September Faculty Senate meeting, there will be a new section at the conclusion of the report entitled "Items Under Consideration by the Senate." The inclusion of this section will allow the faculty to be informed about topics under consideration by Senate committees before final action is reported in the Senate Special. Senators may receive more inquiries from constituents with the reporting of this additional information.

Respectfully submitted,

David J. Senn, President

Attachments:
1984-85 Student Senate Roster
University Admissions Policy
### SENATORS 1984-85

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* Chairman

+ Vice-Chairman
Clemson University Admissions Policy

The Clemson University admissions policy has as its objective the selection of the academically best qualified students among those seeking admission without regard to race, color, sex or national origin.

The following factors will be given weight in considering applications for those seeking admission as freshmen:

a. **High School Record.** The most important credential is the high school record (especially the rank in class). Particular attention is given to the grades earned in college preparatory courses.

b. **The College Board Scholastic Aptitude Test (SAT).** The scores earned on the SAT are also significant predictors of college success. The ability of the Admissions Staff to evaluate the potential of an applicant to do college work is enhanced when the high school record and SAT scores are jointly considered.

c. **Major Course of Interest.** Inasmuch as demand for majors is unequal, consideration is given to capacity constraints within a given field.

d. **Other Factors.**

1. Previous experience with students from a given secondary school. If sufficient recent experience indicates students coming from a given high school perform significantly better (or worse) than would be expected on a statistical basis, this fact is given consideration.

2. Recommendations. A well considered recommendation by a school administrator will be of importance.
in those cases where the weight of objective credentials is inconclusive, and may be considered.

3. College Board Achievement Tests. Results from these tests become significant if they indicate greater knowledge in several areas than seems apparent from school grades. (Occurs infrequently, but when it does, it is primarily with students from traditional prep schools.)

4. Evidences of maturity, motivation, and contribution to student life may also be considered.

In summary, no single factor will be controlling in admitting students. Generally, those factors requiring subjective consideration are to supplement school records and test scores where the weight of such objective evidence is inconclusive. Recognizing it is impossible to obtain precisely comparable credentials for all applicants, and within the limitations imposed by the availability of faculty and academic facilities, students will be selected for admission in a descending order of academic merit.

Profile of 1984 Freshman Class
9. The Council of Academic Deans and Vice Presidents met on October 8. The administration’s philosophy of off-campus course offerings was discussed at some length. Numerous arguments were advanced for increasing or decreasing our off-campus activities versus enlarging enrollment and offerings on campus. Educational, financial, and political factors are all involved as are faculty morale and willingness to participate in off-campus programs. One hopeful sign emerged from the discussion; the administration is currently engaged in long-range planning activities. It is likely that this planning will have a direct bearing on the academic program of the University.

10. Provost Maxwell is soliciting nominations "for a distinguished black scholar who will serve as a visiting professor for the academic year 1985-86 and who will be designated as a Distinguished Scholar in Residence for this period." Nominations are being coordinated by each college dean.

11. The President’s Cabinet on October 15 approved the 1985-86 academic calendar (attached). This calendar includes the shorter semesters and other features discussed earlier by the Senate. The Cabinet also approved the 1985 dates for New Student Orientation (June 17-18, 20-21, 27-28; July 1-2, 8-9, 11-12; and August 18-19).

12. Reports from the Student Government Leadership Retreat (Oct. 12-14) indicate that major topics discussed during the weekend included (a) services for handicapped students, (b) campus communications, and (c) attendance at campus cultural and academic events.

13. Provost Maxwell reported on a recent meeting of the Academic Affairs Committee of the Commission on Higher Education (CHE). The proposed Environmental Research Center was approved as was a bioengineering alliance with the state’s two medical schools. During this academic year the Committee will be studying (a) student/faculty ratios, (b) graduate student credit hours, (c) library needs, and (d) funding for honors programs. The Provost also indicated that the Budget and Control Board may only recommend 94% of full-formula funding for 1985-86. This would result in an absolute decrease of 1.3 million for Clemson.
14. The Ad Hoc Committee on Alumni Professorships has compiled eligibility and selection criteria/procedures for these awards (attached). The Committee plans to forward its recommendations to the Provost in about two weeks. The Council of Academic Deans on October 15 suggested that the eligibility criteria explicitly state that deans and department heads are excluded from consideration and that acting department heads are eligible as long as they remain in that status and do not become permanent department heads. Senators McGregor, Nocks, and Privette are members of the ad hoc committee. If you have questions or suggested revisions please contact one of them.

15. In previous President’s Reports it was mentioned that the Council of Academic Deans would be making program recommendations to the Provost based on the review by the Academic Planning Committee of doctoral and master’s programs. The charge to the Council of Deans appears to have shifted somewhat. The Council has now been asked to serve as an Ad Hoc Centers of Excellence Committee. Its “basic task is to identify academic programs that deserve recognition as academic centers of excellence.” This task is to be completed during the current academic year. Extensive discussions have already begun regarding the criteria to be used by the committee during its evaluation of academic programs.

Attachments:
1985-86 Academic Calendar
Alumni Professorships
# FALL SEMESTER 1985
- August 19, M
- August 20, T
- August 21, W
- August 22, TH
- August 28, W
- September 11, W
- September 18, W
- October 14, M
- October 25, F
- October 28-29, M-T
- November 4-8, M-F
- November 28-29, TH-F
- December 9-14, M-S
- December 18, W
- December 19, TH

# SPRING SEMESTER 1986
- January 6, M evening
- January 6, M
- January 7, T
- January 8, W
- January 14, T
- January 28, T
- February 4, T
- March 3, M
- March 14, F
- March 17-21, M-F
- March 31 - April 4, M-F
- April 7-11, M-F
- April 28 - May 3, M-S
- May 9, F

# FIRST SUMMER SESSION 1986
- May 19, M
- May 20, T
- May 21, W
- May 27, T
- June 9, M
- June 12, TH
- June 23, M
- June 24, T

# SECOND SUMMER SESSION 1986
- June 26, TH
- June 27, F
- June 30, M
- July 1, T
- July 4, F
- July 8, T
- July 24, TH
- August 1, F
- August 4, M
- August 5, T
- August 8, F

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**ACADEMIC CALENDAR 1985-86**

- **Orientation**
- **Registration**
- **Late registration**
- **Classes begin; late registration fee**
- **Last day to register or add a class**
- **Last day to order diploma for December graduation**
- **Last day to withdraw from class or the University without record**
- **Preliminary grades due**
- **Last day to withdraw from class or the University without final grades**
- **Fall break**
- **Pre-registration**
- **Thanksgiving holidays**
- **Examinations**
- **Last day to pre-register for spring semester 1986**
- **Graduation**

- **Orientation**
- **Registration**
- **Late registration**
- **Classes begin; late registration fee**
- **Last day to register or add a class**
- **Last day to order diploma for May commencement**
- **Last day to withdraw from class or the University without record**
- **Preliminary grades due**
- **Last day to withdraw from class or the University without final grades**
- **Spring break**
- **Honors week**
- **Pre-registration**
- **Examinations**
- **Commencement**

- **Registration**
- **Classes begin; late registration fee**
- **Last day to register or add a class**
- **Last day to withdraw from class or the University without record**
- **Last day to order diploma for August graduation**
- **Last day to withdraw from class or the University without final grades**
- **Last class day**
- **Examinations**

- **Orientation**
- **Registration**
- **Classes begin; late registration fee**
- **Last day to register or add a class**
- **Independence Day holiday**
- **Last day to withdraw from class or the University without record**
- **Last day to withdraw from class or the University without final grades**
- **Last day to pre-register for fall semester 1986**
- **Last class day**
- **Examinations**
- **Graduation**
FACULTY EVALUATION PROCEDURES (Partial)

FORM 3 - EVALUATION SUMMARY

Purpose: This form records the department head's summary evaluation of the faculty member in narrative and qualitative form for transmission to the college and University administration. It is an official document which aids faculty development and improvement, and provides information valuable to decisions of reappointment, promotion, tenure, and salary increases.

Explanations:
1. The narrative evaluation has three parts: a. a description of the individual's effectiveness with emphasis upon demonstrated strengths, b. an indication of the area(s) where improvement is needed, and c. suggestions of ways by which the faculty member can reach a higher stage of professional development.
2. Under "Total Performance Rating" the department head will check one category. The department head will sign the Evaluation Summary form and provide an opportunity for the faculty member to read and sign it. The faculty member's signature does not necessarily imply agreement with the evaluation.
3. After the faculty member has read and signed the evaluation, the form is forwarded to the dean for his/her signature and comments. It is then returned to the department head who will provide an opportunity for the faculty member to review, sign, and discuss it. The faculty member's signature does not necessarily imply agreement with the evaluation.
4. A faculty member has the right to file a disclaimer to the department head's evaluation within ten (10) calendar days. The disclaimer shall become a part of the Evaluation File. The Evaluation Summary form, the disclaimer, and the Professional Data Sheet with attachments will be forwarded to the dean for review.
5. When the dean has reviewed the Evaluation File, made any comments, and signed Form 3, this File will be returned to the department head. The faculty member will be given an opportunity to read any comments made by the Dean and to sign the form.

6. A faculty member has the right to file a disclaimer to the dean's comments within ten (10) calendar days. This disclaimer becomes a part of the Evaluation File.

7. When there is a disclaimer of either the department head's or dean's evaluation, the completed Evaluation File will be forwarded to the Provost and Vice President for Academic Affairs.

8. All Evaluation Files are returned to the dean to be maintained as part of the faculty member's confidential file with right of full disclosure to the faculty member.

9. In departments of four or more faculty members, excluding the department head, the department head will make known to any faculty member who requests it the distribution of the departmental faculty members among the six categories of the faculty evaluation system. Where numbers permit, an additional distribution may be separately calculated by rank and by tenure status and the particular distribution appropriate to his/her rank and tenure status made known to the inquiring faculty member.
EVALUATION OF ACADEMIC PERSONNEL

Name: ____________________________  Rank: ____________________________

Department: ____________________________  College: ____________________________

I. Narrative of Evaluation (attach additional sheets as necessary):

II. Total Performance Rating

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

Evaluated by ____________________________  Date: ____________

I have read this evaluation ____________________________  Date: ____________

I have filed a disclaimer to this evaluation ____________________________

Reviewed by Dean ____________________________  Date: ____________

COMMENTS

I have read the review of this evaluation ____________________________  Date: ____________

I have filed a disclaimer to the Dean’s review ____________________________

August 1979
GUIDELINES FOR FACULTY EVALUATION

Each faculty member's performance in his/her assigned duties as determined during the completion of Form I will be evaluated annually by the department head. The narrative evaluation should concentrate on the faculty member's accomplishments and aspects of a faculty member's professional performance which are in need of further development or improvement. All comments should be specific and documented.

The following factors are suggestions only and are not meant to be definitive. They can be used when relevant.

TEACHING

- Identification of course needs and the development of curriculum, plans, course outlines, and educational objectives.
- Incorporation of new knowledge and teaching techniques into courses, laboratories, short courses, and other educational endeavors.
- Presentation of subject matter in an effective manner through lectures, discussions, examinations, etc.
- Motivation of students and establishment of rapport with students to improve the learning process.
- Attention to responsibilities such as meeting classes promptly, maintaining office hours, and filling out reports.
- Professional growth and scholarly achievements as evidenced by experience, educational attainments, commitments to reading and study, productive scholarship, and professional contributions beyond the scope of regular duties.
- Advising students on academic matters.

RESEARCH

- Identification of specific research projects contributing to priority research needs.
- Development of sound research proposals culminating in funding.
- Execution of research in a competent manner.
• Completion of research and reporting of findings in appropriate publications and/or at professional meetings.

• Attention to responsibilities such as providing timely reports, supervision of graduate students and technicians, and development of research facilities.

• Professional growth and scholarly achievements as evidenced by experience, educational attainments, commitment to reading and study, productive scholarship, and professional contributions beyond the scope of regular duties.

EXTENSION

• Identification of high priority extension programs and development of plans for implementation.

• Incorporation of new knowledge and extension techniques into short courses, seminars, symposia, meetings, and extension programs of all types.

• Communication of subject matter in an effective manner through lectures, group discussions, meetings, mass media, and the publication of extension information materials.

• Establishment of rapport with county extension personnel, community leaders, and the general public through effective public relations programs to increase use of extension information.

• Attention to responsibilities such as attending meetings as scheduled, filling out reports, supervision of assistants, development of extension facilities, and acceptance of routine assignments.

• Professional growth and scholarly achievements as evidenced by experience, educational attainments, commitment to reading and study, productive scholarship, and professional contributions beyond the scope of regular duties.

LIBRARIANSHIP

• Identification of areas needing of improvement and development of programs and procedures for more effective library management, collection development, organization of resources, retrieval of information, and staff development.

• Keeping up with new library information and techniques through reading, staff meetings, off-campus conferences, and visits to other libraries and incorporation of new knowledge and techniques into library practice.

• Quality of performance of professional library duties.

• Effectiveness in communicating with library users and staff, responsiveness to their needs and interests, promotion of wider use of library resources and services.
• Attention to responsibilities such as meeting schedules, training and supervision of assistants, teaching use of the library, and performance of assigned duties.

• Professional growth and scholarly achievements as evidenced by experience, educational attainments, commitment to reading and study, productive scholarship, and professional contributions beyond the scope of regular duties.

OTHER (other professional services rendered)

• Service on committees: (a) Department; (b) College; (c) University.

• Participation in activities of professional societies: (a) Leadership; (b) Committee activities.

• Participation in seminars, short courses, and symposia.

• Activities as a resource person in one's area of competence.

• Publications not necessarily the result of research or teaching activities. This assumes that publications resulting from teaching or research responsibilities would be evaluated under those headings.

• Recruitment activities involving both students and University faculty and staff.

• Advising students in professional and extracurricular activities.

• Activities in promoting causes of benefit to the University, its students, the faculty and staff, and to the public.

• Providing counsel, analyses, position papers, speeches, data and other materials and assistance to college and University administration.
Faculty Senate Resolution FS-84-10-1

Attendance at Campus Cultural Events

WHEREAS, Clemson University has developed to the point that many diverse and edifying cultural events are available from which students may choose, and

WHEREAS, education at its best always extends to artistic and intellectual activities beyond the classroom, and

WHEREAS, the faculty have often expressed their support for a Performing Arts Center at Clemson University, support that means to encourage students, faculty, administrators, and others to attend such events as would take place in such a center, be it therefore

RESOLVED, that the Faculty Senate favors no requirement but the strong and continuous encouragement of students, faculty, administrators, and others to attend campus cultural events. Be it further

RESOLVED, that whenever possible, consistent with academic freedom and good pedagogy, such events be integrated into courses by way of individual class assignments and/or class discussions.
Eligibility Criteria:

1. Candidates must hold the rank of professor in an academic department at Clemson University.

2. Candidates must have completed at least five years of active classroom teaching at Clemson with particular emphasis on undergraduate instruction.

3. Candidates must be faculty members with major academic responsibilities (i.e. less than 50% administrative responsibilities).

4. An alumni professor, who assumes a position with major administrative responsibilities (i.e. more than 50%) forfeits his/her alumni professorship. Upon returning to active teaching, the faculty member will again be eligible for nomination for an alumni professorship.

5. An alumni professor on a leave of absence in excess of two consecutive years forfeits his/her alumni professorship. Upon return to active teaching at Clemson, the faculty member will again be eligible for nomination for an alumni professorship.

Selection Criteria:

1. For selection as a candidate, the faculty member must have demonstrated continuing excellence in undergraduate teaching. The evaluation of candidates, however, will encompass all achievements in teaching, research, public service, and other professional activities.

Selection Procedures:

1. Each college shall elect an advisory committee with representatives from each department offering undergraduate courses. Each advisory committee is to nominate not more than three candidates for each vacancy and is to forward these names, together with supporting documentation, to the Dean. The Dean will then forward not more than two names for each vacancy to the Final Selection Committee, which is comprised of the academic deans. The senior dean, in terms of years of service as dean, will serve as chairman of this Committee.

2. The Final Selection Committee will select at least two candidates for each vacancy (with deans not eligible to vote for faculty from their own college) and forward their names, supporting documentation, and a letter of recommendation to the Provost. The Provost will then forward the material on the nominees to the President, along with any comments that he cares to make. The President will make the final selection and will notify the recipient of the award.
Faculty Senate Resolution FS-84-10-2

University Political Partisanship

WHEREAS, the Clemson University Tiger mascot was seen on regional television on October 15, 1984, leading cheers for President Reagan's campaign appearance in Greenville, S.C., and

WHEREAS, that performance was reported in the Greenville News in such a way as to indicate the Tiger's obvious partisanship in the President's behalf, and

WHEREAS, it is at the very least inappropriate for Clemson University to be formally represented as taking sides in so partisan an issue as a Presidential election, be it therefore

RESOLVED, that the Faculty Senate deplore such partisan exhibitions as being counter to the essentially academic, intellectual, artistic, and public nature of Clemson University. Be it further

RESOLVED, that the formal guidelines for appearances of representatives of Clemson University be examined and altered, if necessary, to preclude such exhibitions hereafter.
MINUTES
FACULTY SENATE MEETING
September 18, 1984

I. Call to Order:

President Senn called the meeting to order at 3:33 p.m. and introduced a special guest of the Senate, Debra Fabiszek, who is on assignment from the Carnegie Foundation for the Advancement of Teaching studying the undergraduate experience at Clemson.

II. Guest Speaker:

President Senn introduced the guest speaker for the meeting, President Bill Atchley. President Atchley opened his remarks by stating that during his first five years at Clemson the University has experienced some good times and bad times but that the faculty, administration and students have stood together. The following are comments he made on current areas of interest suggested by the Senate.

A. Budget Situation: First priority of this year's budget presentation was full formula funding - that will remain top priority. It reflects needs of this university. CHE has been informed that we didn't get full formula funding this year - only 99 percent. Full formula funding does not reflect salary increases for faculty or staff, only those needs of the university that have been projected as basic and fundamental. Salary increases are projected to the Legislature and the Budget and Control Board at 100 percent; they respond with 75 percent, which means the institution has to generate 25 percent. This 25 percent has to come from other sources such as raising student fees, etc. Besides full formula funding, Clemson also asked for an extra $904,826 which would eliminate the 25 percent the university must generate.

Additional things requested in the budget presentation were:

1. $278,000 for Energy Research and Development Center
2. $1,915,000 for a "clean room" or sufficient funds for renovating an existing area for a "clean room" (microelectronics facility).
3. $1.1 million in operating expenses to take care of inflationary costs.
4. $200,000 for library
5. $500,000 for equipment
6. $150,000 for Graduate Assistant stipends
7. $1,070,632 to attract outstanding out-of-state graduate students (to waive out-of-state tuition)
8. $234,000 for new faculty position.
9. $905,000 for deferred maintenance.
10. $7,000,000 for University Telecommunications systems.

Of these requests, there's a good possibility that the "clean room" will be approved.
President Atchley stated that he believes the future looks bright for Clemson budgetarily although Columbia has indicated that next year might be tight.

There was some concern expressed by one Senator about the small amount of equipment money requested; that on some other campuses new investigators are set up with equipment worth as much as $100,000. In response, Atchley said he believed that external funding or funding available through large research projects should be the major source of new equipment.

B. Tenure:

1. Atchley said he didn't have percentages of tenured faculty at Clemson for various departments and colleges available but thought the overall campus average was about 68 percent.

2. Said he was not in favor of quotas.

3. Said there should be concern over high number of tenured faculty.

4. Said he thought individual faculty members should be evaluated every year in their areas of responsibility and then if they are not doing the job they will be informed early.

5. Said he didn't feel that everyone who serves four years should automatically be tenured; that a faculty member shouldn't be afraid to go six years for tenure if he's doing his job. He said that he himself had been recommended in his fourth year for tenure by the Department Head, Dean and Provost and had turned himself down because it was only his fourth year.

6. Stated that he felt the problem with being too heavily tenured was lack of flexibility in starting new areas of instruction by not bringing in new thoughts, new blood, and new people.

7. Dr. Atchley was asked if it was not true that quite a few administrators had been hired with instant tenure which was unfair to the faculty. He answered that some administrators (department heads and deans) had been hired with instant tenure (that this was a good attraction for highly qualified people) but that there had also been certain faculty who had been very productive at other universities who had been granted tenure at the time of their appointment.

8. Dr. Atchley said he felt that everyone was going to have to mature in education by moving away from tradition - need to think of some new ways to attract outstanding people who have retired from companies to come in and teach in order to allow others to concentrate on developing research. He also suggested that in areas such as engineering people with master's degrees may have to be brought in to teach to allow more time for others to pursue research.

C. Long Range Planning: Dr. Atchley said that a committee is currently studying the use of land at Clemson. There is also academic planning in progress that will be put before the Board of Trustees for endorsement. He
also stated in planning there is a great opportunity to utilize Clemson's Centennial year.

D. Strom Thurmond Institute:

1. Dr. Atchley said there are currently enough resources to get together the architects and engineers in an effort to start developing ideas and designs.

2. He said the groundbreaking ceremony may be around November and that some celebrities might be brought in for this occasion, such as the Vice President of the United States. He also said that there was a possibility of having the President of the United States at the dedication.

E. Unified Giving: We should not upset a good program like IPTAY, but develop academic giving to similar standards before adopting a unified giving program. These groups need to work more closely together (e.g., athletics has given $50,000 to the library). A good suggestion has been made to raise the price of tickets to athletic events by 50 cents which would go to academics. When questioned about the new IRS ruling, Atchley said it could have a tremendous effect on "certain things" and went on to say there could be a lot of court action over this ruling.

He was asked about the statement made in an IPTAY letter sent out earlier this year concerning certain companies matching employee contributions. Who decides what area of the university will receive these matching funds? Dr. Atchley said that each company has its own policy, and that any individual interested in this opportunity through his employer should ask the company about its policy.

F. The Wellness Program: Atchley commented that the Wellness Committee should continue to look into the possibility of a director for the Wellness Program and for sources of funds. He said there seems to be a lot of interest in the program across campus.

G. Dr. Atchley talked some about required student attendance at cultural events on campus, making the comment that some outstanding events were poorly attended by students, faculty, and the administration. He suggested the possibility of requiring students to attend two or three of these activities per semester as a requirement for graduation.

H. Research Incentive Funds: Atchley said we should use incentive funds for seed money to get faculty members started in research. He said the seed money should be a one time incentive allowing faculty to generate their own research money after the startup period.

I. President Atchley talked briefly about the cramped quarters where the Computer Center is currently located and the possibilities of expanding the current facility or building a new facility. He indicated that he would like suggestions on this matter, and they could be made to the Computer Committee or to his office.

J. He was asked if there are internal audits on campus, and he answered "yes",
that sometimes they are planned and sometimes they are unexpected and they will continue.

K. When asked his view on mid-term grades, the President commented that they mean nothing if they don't tell the student something about how he is doing in class. In summary, he said that he wasn't sure they were worth the cost.

L. The President was asked if there wasn't some way to prevent starting the fall semester so early. He suggested that the Senators look at the calendar and try to come up with some suggestions to pass along to the Scheduling Committee. He did say that early graduation gives our graduates a jump on the job market.

M. Dr. Atchley was asked if he thought the steps he had outlined to rectify the situation in Athletics had improved the situation. He said the Athletic Council needs to be more active and the new Athletic Department structure (although it has not all been implemented) is working better. At least we have people thinking differently. He said he had made an administrative error in reappointing two members to the AC but that had been rectified.

Dr. Atchley was asked to whom the Athletic Department reports. He answered to Dean Walter Cox and then to him, that it did not report to the Athletic Council. He was questioned as to why the Athletic Department reported to Dean Cox. He stated that Athletics is a student activity like the Tiger Band and other student activities. He said he will look at the overall organizational structure again in the next few years and that one possibility was a new vice president for administration. He went on to say that Athletics has been under Dean Cox for a long time, and that what makes an organization work is not to whom they report but the people themselves. He was asked what authority Bobby Robinson has. He answered that Mr. Robinson is the Associate Athletic Director - the programmatic Athletic Director, and that he has under him the budget and all sports except football. He was asked if Mr. Robinson has any authority over the actions of the coaches. He said that he does have some authority but not over the direct actions of coaches. He said Robinson is a straightforward person who knows what has to be done and doesn't tolerate anything that is not above board. He said that Bobby Robinson does a great job.

N. The president was asked about long range planning and unified efforts between USC, MUSC and Clemson and whether enrollment at Clemson is going to rise? He said that enrollment at Clemson would not be increasing. Our enrollment will stay around 12,000 and if there is any growth in a certain area it should be in the graduate program. He further stated that there must be some unification between USC, MUSC and Clemson. He also stated that there should not be a medical school in Columbia.

O. He was asked about the status of the Extension Service pulling out of the College of Agricultural Sciences. He answered that these discussions had gotten out of channels. The administration is looking at Extension activities and hopes to create an atmosphere of emphasis and innovations for the future.
III. The minutes of the August 21, 1984 Faculty Senate meeting were approved as corrected.

IV. Committee Reports:

A. Policy Committee: Senator Camper submitted a report (Attachment A) stating that the Policy Committee had met on September 4 with Dr. Clarence Hood as an invited guest and resource person.

1. The Committee agreed with a statement from the Organization of Academic Department Heads stating that academic department heads should continue to have academic rank. It was agreed that criteria unique to department heads should not be established, but that a case-by-case evaluation should remain in effect.

2. A report from the Ad Hoc Committee on Faculty Evaluations was studied and a summary of this review forwarded to Dave Senn, Chair of the Commission on Faculty Affairs. The report forwarded to Chairman Senn addressed some concerns about readability, time periods, and a reference to numerical ratings.

3. With regard to honorary degrees and commencement addresses, the Policy Committee is currently gathering information. Discussions have thus far been on honorary degrees. There appears to be a lack of qualified nominations for honorary degrees from the faculty, and the Policy Committee feels that a viable list should be maintained with a lead time of at least one year for submitting nominations.

B. Research Committee: Senator Gowdy said the Research Committee had met on September 14 for the purpose of looking into possible items for consideration during the coming year. It was mainly a planning meeting.

C. Scholastic Policy Committee: The Scholastic Policy Committee met on September 4 (Attachment B) and discussed the following items:

1. Minimum enrollment policies. There appears to be no official university policy. The committee has found that at least one college, Sciences, has a college policy, and other college and departmental policies are currently being sought.

2. Required attendance at cultural events. There was no committee support for this at all as a part of graduation requirements. Information had been received by the committee from Auburn University stating that a maximum of three credit hours are given at that institution for attendance at seven events (for each credit hour) taken from a selected list.

3. Admissions policies, continuing enrollment, and satisfactory progress. A subcommittee of Bob Hill (chairman), Buddy Dillman, and Dick Conover was established.

4. A list of perceived problems with the proposed university calendar was developed for use by members of the committee at the meeting of the Commission on Undergraduate Studies on September 14. This list is
attached to the committee's report.

5. A considerably shortened catalog statement will be brought up under old business.

D. Welfare Committee: The Welfare Committee met on September 4 with Provost Maxwell (Attachment C). The single item of discussion was tenure. Dr. Maxwell told the committee that he was opposed to quotas which he feels needs to be avoided by taking other positive actions. He feels that positive steps have already been made to slowing the "rush to tenure." Provost Maxwell told the Welfare Committee that he feels two principal problems with a heavily tenured faculty are: (1) the lack of new blood from new faculty, and (2) the lack of flexibility to move positions around to meet enrollment demands.

E. Ad Hoc Committees: There are currently no ad hoc committees within the Senate.

F. University Commissions/Councils/Committees:

Senator Camper told the Senate that the Union Board was meeting on a weekly basis and was trying to schedule additional programs in an effort to give the students more activities since the new drinking law has gone into effect. He told the Senate that attendance at the "Y" movies has increased and that Homecoming plans are currently under way.

Senator Hill said the Admissions and Continuing Enrollment Committee had requested some figures from Mr. Mattox of the Admissions Office. Some of the data they received was that there are 2,625 new persons enrolled this fall (including transfers) and the average SAT score for these new enrollees is 1012. Of the 2625 students, only 70 have a projected GPR of less than 1.8. Of the 135 new enrollees for this fall who are designated athletes, 47 have a projected GPR of less than 1.8. Their average SAT was 880.

Senator Bauer reported on the Planning Board meeting of September 10 (Attachment D).

1. It was announced that the architectural and engineering firm has been contracted for the Thurmond Institute and a building committee appointed.

2. The South Carolina Department of Highways has offered the University a steel truss bridge, but the Planning Board is opposed to accepting the bridge since there is no suitable place for locating it and the maintenance costs would be extremely high.

3. An architect will be hired to study further the site and design of the new microwave tower.

4. Concerns were expressed about the appearance of the East Campus Convenience Store, and the campus planner will be studying possible improvements.
Senator Dyck reported that the Commission on Undergraduate Studies met September 14 and only a portion of the proposed academic calendar was adopted, the part about the number of minutes of class time. He also said that the signature space on add/drop forms is being changed from "Advisor's Approval" to "Advisor's Acknowledgement." The Commission approved a statement for the catalog that co-op students are full time students. The Commission agreed there will be summer school in 1985.

Senator Bauer asked if a committee had been appointed to discuss the plus-minus grading system and the answer was "yes." Also, a committee has been appointed to discuss mid-term grades.

Senator Dickey reported that the Commission on Graduate Studies and Research had met recently and approved the calendar as recommended. He said there was a considerable amount of discussion on whether foreign GTA's are communicating adequately with students. Nothing was resolved, and he said that a survey taken by department heads concluded that there were no communications problems.

It was reported that the Traffic and Parking Committee had met a couple of times and that the new handicapped spaces were being moved to a different location to provide parking spaces for recruiters. President Senn noted that there will be some new five-minute spaces for the teller machines.

V. President's Report (Attachment E): President Senn noted that the Council of Deans met on September 17 and were told to proceed with their review of graduate programs.

President Senn was asked if it was true that the Athletic Council has met only once in the last six months, and he said that it had met in March, July and was scheduled to meet September 19.

VI. Old Business:

A. University Calendar: Senator Hare said that when the Commission on Undergraduate Studies approved the calendar there was a list of objections expressed:

1. Grades due in on Monday for graduating seniors when exams were only given the preceding Saturday,

2. Fall starting date too early,

3. Problem with co-op or interim students.

President Senn asked if there was any sort of action recommended for the Senate to take on the calendar. Senator Dyck moved that the Faculty Senate not accept the calendar until the starting date for fall semester was reviewed again. Motion seconded. After some discussion a substitute motion was voted on and passed to approve the calendar for next year (because of the shortness of time) with continued study regarding the following years.

B. The condensed statement for inclusion in the undergraduate catalog
(Attachment F) was distributed at the meeting. Senator Hare commented that this one does emphasize the student's responsibility and deletes the reference to a contract. It was moved that this statement be accepted. Motion passed.

VII. New Business: There was some discussion about problems with distribution of incentive monies. A comment was made that incentive funds were handled differently in different departments. President Senn suggested that instead of proposing a resolution from the Faculty Senate that the Senators try first working through their department heads and deans. If after trying this method there are still problems, he suggested that the Research Committee might propose a resolution.

VIII. Meeting was adjourned at 6:00 p.m.

Respectfully submitted,

John F. Welter
Secretary, Faculty Senate

All Senators present.
POLICY COMMITTEE REPORT

September 3, 1984

The Policy Committee met on Tuesday, September 4. Dr. Clarence Hood attended as an invited guest and resource person. The following items were discussed.

1. Faculty Status of Department Heads. The Committee agreed with a statement from the Organization of Academic Department Heads — "Department Heads have, and should continue to have, the same status as other faculty members." Criteria for eligibility and selection for various awards and named professorships are defined by the appropriate selection committees, and should remain so. Criteria unique to department heads should not be established; rather, a case-by-case evaluation should remain operational.

2. Faculty Evaluations. The report from the Ad Hoc Committee on Faculty Evaluations was studied. A report outlining some concerns about readability, the time period being evaluated, and a reference to numerical rating was forwarded to David Senn, Chair of Commission on Faculty Affairs.

3. Honorary Degrees and Commencement Addresses. The Committee is in a fact-finding mode on this topic. Initial discussions have centered on Honorary Degrees. A "selection committee" for Honorary Degrees is defined in the Faculty Manual. It consists of the President of the University, who shall serve as chairperson; the President of the Faculty Senate, who shall serve as secretary; and the two immediate past presidents of the Faculty Senate.

One problem identified is the lack of qualified nominations for Honorary Degrees originating from the faculty. Very few nominations actually come from the faculty. It is then our responsibility to help maintain a viable list of candidates for these degrees by submitting nominations of qualified individuals. A lead time of at least one year should be kept in mind. Conceivably, a call for nominations should appear in the first Newsletter of the fall semester.
REPORT: SCHOLASTIC POLICIES COMMITTEE

(Faculty Senate Meeting: September 18, 1984)

The Scholastic Policies Committee met September 4, 1984 and the following were discussed:

(1) Minimum enrollment policies. There seems to be no official university policy. At least one college, Sciences, has a college-wide policy. Additional policies are being sought in other colleges and departments.

(2) Required attendance at cultural events. There was no committee support for required attendance as a university graduation requirement. Information has been received from the University Senate of Auburn University about elective credit available for attendance at a certain number of events in their FORUM series. A maximum of three hours credit is available. The committee will seek further information on what constitutes a typical list before any additional discussion is done. Generally, there was minimal committee support for such an approach at Clemson.

(3) Admissions policies, continuing enrollment, and satisfactory progress. A subcommittee was established with Bob Hill, chairman, Buddy Dillman, and Dick Conover.

(4) A list of perceived problems with the proposed university calendar was drawn up. The list was primarily for use by committee members at the meeting of the Commission on Undergraduate Studies on September 14. A copy of the list is attached to this report.

(5) A considerably shortened proposed catalog statement will be proposed under Old Business. The committee appreciates the suggestions and assistance from several Senators.

Bill Hare, Chairman
At the Scholastic Policies Committee meeting today the following were some of the problems mentioned regarding the proposed University Calendar:

1. Scheduling of final examinations on Friday afternoon or Saturday, with grades for graduating senior due by 10 a.m. on Monday is an unreasonable imposition on faculty. There should be at least twenty-four hours more time allowed for any such situation.

2. Numerous professional meetings are held during our orientation, registration, beginning of classes period. A somewhat later start would alleviate some of this difficulty. (This applies primarily to the start of the fall semester.)

3. Summer school--fall semester timing appears out of phase with numerous other schools. Again, a later start of all our schedule might improve this situation.

4. We are also more seriously out of phase with the public school schedule. Teachers must start summer school with two to three weeks of public school still in progress. This eliminates our first summer session, or necessitates the scheduling of classes at inconvenient times.

5. In various summer jobs and internships students are expected to work later in the summer--say, to Labor Day--than our schedule allows. Likewise, they are "available" too early in May for many such programs.

6. There is a difference in number of meetings of multiple-section laboratory courses. The net effect is a fourteen weeks schedule for such courses.

7. The fall break seems poorly timed, if necessary at all.

8. With the increase in time being effected in the public school schedule, it appears a little incongruous for us to be moving in the other direction.
Faculty Letter
Welfare Committee Report
September 18, 1954

Dear Dr. Eager, Chairman,

The Committee met on September 4 with President Maxwell as our guest. We had a single-item agenda, tenure, and we discussed it for about two hours. Dr. Maxwell began by saying that he is opposed to quotas and that we need to avoid the issue by other positive approaches. He feels that progress has already been made toward slowing the "high turnover".

Dr. Maxwell sees two principal problems with the heavily tenured faculty:
1. The infusion of "new blood" from young faculty
2. The lack of flexibility in being able to move positions around to meet enrollment demands.

The Committee members, and Dr. Maxwell had a frank open exchange of ideas on the issue of tenure quotas, as well as of tenure in general.

At its next meeting on October 2, the Committee will try to reach some conclusions on tenure quotas and respect for tenure, in order to make another suggestion for information or action.
1. The A&E firm has been contracted for the Thurmond Institute Building and a building committee appointed.

2. The Board voted to recommend that the University not accept a steel truss bridge offered by the South Carolina Department of Highways. The primary arguments against acceptance were the absence of a satisfactory location for placement of the bridge, and the high cost of maintenance.

3. An architect will be employed to further study the site and design of a new microwave tower for the state communications system.

4. The East Campus Convenience Store was discussed. Concerns have been raised about appearance. The campus planner will study possible improvements.
FACULTY SENATE

September 18, 1984
3:30 p.m.

Senate Chambers
University Union

AGENDA

1. Call to Order

2. Special Order of the Day
   Senate Guest: Bill L. Atchley, President

3. Approval of Minutes from August 21 Meeting

4. Committee Reports
   a. Policy -- Senator Camper
   b. Research -- Senator Gowdy
   c. Scholastic Policy -- Senator Hare
   d. Welfare -- Senator McGregor
   e. Ad Hoc Committees
   f. University Commissions/Councils/Committees

5. President’s Report

6. Old Business
   a. Proposed University Calendar (attached)
   b. Statement for University Announcements (to be distributed at meeting)

7. New Business

8. Adjournment

Attachments:
   Proposed Calendar
   President’s Report
PROPOSED ACADEMIC CALENDAR

Similar to the calendar in use before 1982. Some exceptions are that the Fall break is retained and Honors Day remains on a weekend. Also the mid-year orientation has been moved to Monday evening, allowing classes to start on Wednesday. This results in both Fall and Spring semesters being 73 class days long. Other advantages are:

1. Fall and Spring orientation always occurs on Monday.
2. Dormitories always open on Sundays.
3. Fall classes always start on Thursday and Spring Classes always start on Wednesday, permitting all normally scheduled lecture classes to meet during the first week.
4. Fall and Spring exams always start on Monday.
5. Mid-year graduation always occurs on Thursday, Dec 16 to 22.
6. May graduation always occurs on Friday, May 5 to 12.
7. August graduation can occur on Friday, Aug 4 to 11.
8. At least one week of classes after Thanksgiving break.
9. Class time for MWF schedules equals 44 x 50 = 2200 min.
   Class time for TTh schedules equals 29 x 75 = 2175 min.
   Class time for Summer sessions equals 25 x 90 = 2250 min.
10. No Saturday classes, even in 2nd Summer session.
The following calendars are for standard (non-leap) years and project the seven possible starting dates in August. On leap years, all dates after February 29 will be reduced by one.

<table>
<thead>
<tr>
<th>Year</th>
<th>93</th>
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<td>Wed Sept</td>
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<tr>
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<td>Wed Sept</td>
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<td>Spring break after last class on; Honors Week</td>
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1. The proposed revisions in the university calendar are likely to be on the agenda of the President’s Council at its September 28 meeting. The Commission on Graduate Studies gave its approval to the revised calendar on August 24. The Commission on Undergraduate Studies will act on the calendar at its September 14 meeting. I have asked the Senate’s Scholastic Policies Committee to complete its review of the proposal and present its recommendations to the Commission on Undergraduate Studies and to the Senate at our next meeting.

2. Three subcommittees of the Athletic Council have been formed to help monitor several aspects of the athletic program: (a) academic progress of athletes, (b) recruiting procedures, official visit forms, and related expense vouchers of the Athletic Department, and (c) guidelines for the new "Athletic Department Academic Scholarship Fund." The subcommittees are to report to the full council at its next meeting on September 19.

3. Among the topics discussed recently by the President’s Cabinet were the following:
   a. Approved in principle the establishment of reserved parking spaces for campus recruiters. The selection of the specific parking area was delegated to the Traffic and Parking Committee and to the Office of Student Affairs.
   b. The need for a staff support person to coordinate materials of the President’s Council, particularly the maintenance of committee membership rosters for the eight commissions, was again noted. Ms. Marion Halfacre of the President’s Office will be serving in this capacity.
   c. The next Board of Trustees meeting has been rescheduled to the 25th and 26th of October.
4. At the September 3 meeting of the Council of Academic Deans, an extensive discussion was held on computing resources and facilities. The Computer Center continues to experience a growth rate of about 50% per year. Future projections show continued demands for services. Some difficult decisions will need to be made in the near future regarding expanded facilities, a possible new computer resources building, and possible limitations on Center services.

5. The four committees of the Commission on Faculty Affairs are now fully organized. Membership rosters for the Commission and each committee are attached. If you or your constituents have ideas or concerns in the areas of academic advising, faculty development, faculty manual revisions, or faculty salaries and fringe benefits please contact me or the chair of the appropriate committee. Like the Faculty Senate, this commission works to serve the faculty. It functions best when the faculty are involved in its deliberations.

Respectfully submitted,

David J. Senn, President
August 30, 1984

Commission on Faculty Affairs
1984-85

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<tr>
<td>David J. Senn (Chair)</td>
<td>President, Faculty Senate Psychology, B-5-B Hardin</td>
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<td>Larry L. Bauer</td>
<td>Vice-President, Faculty Senate Ag. Econ., 232 Barre</td>
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<td>W. Davis McGregor</td>
<td>Chair, F.S. Welfare Comm. Forestry, 243 Lehotsky</td>
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<td>William Baron</td>
<td>Faculty Senate Civil Engineering, 212 Lowry</td>
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<td>Tony Czajkowski</td>
<td>Faculty Senate Management, 242 Sirrine</td>
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<tr>
<td>Robert A. Waller</td>
<td>Dean, Liberal Arts 801 Strode</td>
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<td>James E. Matthews</td>
<td>Dean, Education 102 Tillman</td>
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<td>Chris Przirembel</td>
<td>Head, Dept. of Mech. Engineering 318 Riggs</td>
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<td>Carl W. Helms</td>
<td>Head, Dept. of Biological Sciences 338 Long</td>
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<td>Jose Caban</td>
<td>Chair, Faculty Development Comm. Planning Studies, 143 Lee</td>
<td>1985</td>
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<td>Fred Ritchie**</td>
<td>President pro tem, Student Senate Student Gov't, Univ. Union</td>
<td>1985</td>
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<td>Joe Ervin**</td>
<td>Graduate Student Association Civil Engineering, Lowry Hall</td>
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**Non-voting
### Academic Advising Committee
#### 1984-85

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<td>Verner B. Burkett</td>
<td>Education&lt;br&gt;Ind. Education, G-06 Tillman</td>
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<td>Thomas M. McInnis</td>
<td>Sciences&lt;br&gt;Biological Sciences, 338 Long</td>
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<td>Jose R. Caban</td>
<td>Architecture&lt;br&gt;Planning Studies, 143 Lee</td>
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<tr>
<td>Lori R. Fisher</td>
<td>Nursing&lt;br&gt;506 Nursing Building</td>
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<tr>
<td>Richard L. Saunders</td>
<td>Liberal Arts&lt;br&gt;History, 115 Hardin</td>
<td>1987</td>
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<tr>
<td>Corinne H. Sawyer</td>
<td>Provost’s Office&lt;br&gt;Special Projects, G-11 Tillman</td>
<td>1985</td>
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<td>Gloria A. Tanner</td>
<td>Org. of Academic Dept. Heads&lt;br&gt;535A Nursing Building</td>
<td>1985</td>
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<td>Judith E. Haislett</td>
<td>Counseling &amp; Career Planning Center&lt;br&gt;Counseling Ctr., S. Palmetto Blvd.</td>
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<td>Michael G. Moran</td>
<td>Faculty Senate&lt;br&gt;English, 710 Strode</td>
<td>1985</td>
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<td>Stanley B. Smith</td>
<td>Admissions and Registration&lt;br&gt;Registrar, 104 Sikes</td>
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<td>Bobby J. Skelton</td>
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August 30, 1984

Faculty Development Committee
1984-85

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<td>Architecture, Planning Studies, 143 Lee</td>
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<tr>
<td>Richard L. Howell</td>
<td>Forestry &amp; Recreation Resources, PRTM, 275 Lehotsky</td>
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<td>Donald M. McKale</td>
<td>Liberal Arts, History, 127 Hardin</td>
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<td>Steven D. Johnson</td>
<td>Library, Acquisitions, Cooper Library</td>
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<td>Pam Kline</td>
<td>Nursing, 426 Nursing</td>
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<td>Robert E. Fennell</td>
<td>Sciences, Math. Sciences, 0-222 Martin</td>
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August 30, 1984

Faculty Manual Committee
1984-85

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<td>English, 607 Strode</td>
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<td>Stephen S. Melsheimer (Chair)</td>
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<td>Chemical Engr., 130 Earle</td>
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<td>Barbara M. Raetsch</td>
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<td>Elem. &amp; Sec. Educ., 407A Tillman</td>
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<td>N. Dwight Camper</td>
<td>Chair, Faculty Senate Policy Comm.</td>
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<td>Plant Pathology, B-10 Long</td>
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<tr>
<td>Benton H. Box</td>
<td>Council of Academic Deans</td>
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**Non-voting
August 30, 1984

Faculty Salaries and Fringe Benefits Committee
1984-85

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<td>Fred R. Sias</td>
<td>Faculty Elec. &amp; Computer Engr., 20 Riggs</td>
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<td>Harold E. Albert</td>
<td>Faculty Political Science, 402 Strode</td>
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<td>William Baron</td>
<td>Faculty Civil Engineering, 212 Lowry</td>
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<td>W. Davis McGregor</td>
<td>Chair, Fac. Senate Welfare Comm. Forestry, 243 Lehotsky</td>
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<td>Ryan C. Amacher</td>
<td>Council of Academic Deans Commerce &amp; Industry, 165K Sirrine</td>
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<td>John D. Fulton</td>
<td>Chair, Org. of Academic Dept. Heads Math. Sciences, 0-103 Martin</td>
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**Non-voting
6. On September 6, President Atchley extended the term of service for members of the University Wellness Program Committee for another year. The Committee was requested to write a job description for the Wellness Program Director and to work with Vice President Elam in developing funding proposals.

7. Among the items considered by the President’s Cabinet during the past two weeks were the following:

   a. The Cabinet approved recommendations from the Traffic and Parking Committee which provides parking for the handicapped between the Post Office and Johnstone Hall, designates four five-minute parking spaces for the bank teller machines on Fort Hill Street, and establishes several spaces in this same area for campus recruiters.

   b. Members were informed that Clemson is one of thirty institutions selected by the Carnegie Foundation for the Advancement of Teaching for a study on the changing nature of student life on college campuses. Ms. Deborah Fabiszak arrived on campus September 17 for a ten-day stay. She will be interviewing many individuals and attending numerous meetings on campus.

   c. Mr. Ben Anderson, University Counsel, has filed a report with the State Auditor’s Office indicating that the University is currently the defendant in three litigation cases and the plaintiff in twenty-two others. In addition, six civil rights complaints are currently active.

   d. President Atchley recently appointed four faculty members to the Athletic Council. In making his appointments he was concerned with continuity on the Council and breadth of representation. Two of the appointees are new to the Council and were drawn from the pool of nominees submitted by colleges one year ago. The other two persons were reappointments to the Council and were not drawn from the college nominees. President Atchley is reassessing these latter reappointments in light of the guideline that all faculty appointees be drawn from the pool of collegiate nominees.
e. The State Division of Human Resource Management has announced a state funded dental program for employees beginning February 15, 1985. All employees on the active rolls for health insurance will be automatically converted to single dental coverage funded by the state. If employees desire dependent coverage, they will be required to complete a Dental Notice of Election form along with a payroll deduction authorization form.

8. The Council of Academic Deans met on September 17. Among the topics discussed were the following:

a. Ron Herrin, Director of Payroll and Employee Benefits, described a new guarantee issue salary continuation program underwritten by the Travelers’ Insurance Company. The new disability coverage does not replace the current program but is intended to provide more immediate benefits for the first two years following a disability. Meetings will be held throughout the campus during the next two months to inform faculty and staff of this new employee benefit program.

b. The Council selected representatives to several commissions of the President’s Council: Deans James Matthews and Robert Waller (Faculty Affairs), Charles Jennett (Graduate Studies and Research), Ryan Amacher (Public Programs), and Mary Lohr (Student Affairs).

c. On September 24 the Council of Deans will begin its review of the Master’s and Doctoral Program Reports submitted by the Ad Hoc Committee on Academic Planning. The Council is to make recommendations to the Provost regarding the status of all graduate programs.

d. The Ad Hoc Committee to Review Alumni Professorships has begun its deliberations. If you have suggestions regarding eligibility criteria, guidelines, or nomination and selection procedures, please forward your comments to Dr. Chris Przirembel, committee chair, or to Senators McGregor, Nocks, or Privette, committee members.

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David J. Senn, President
SUGGESTED SUBSTITUTION FOR THE INSIDE FRONT COVER STATEMENT IN THE
CLEMSON UNIVERSITY UNDERGRADUATE ANNOUNCEMENTS

Degrees from Clemson University are granted upon recommendation of
the Faculty and approval of the Board of Trustees. The requirements for
each curriculum shall be the catalog requirements in effect on the date
of enrollment in that curriculum. If a student withdraws from the
University and subsequently returns, the catalog requirements in effect
at the time of return will control. Any variations in curricular
requirements shall be considered under the substitution procedures. If
all work toward a degree is not completed within six years after
entrance, the student may be required to take additional courses. (See
statement on "satisfactory progress," p. ___.) Academic advisers are
available to assist, but each student is ultimately responsible for
knowing and satisfying University degree requirements.
MINUTES
FACULTY SENATE MEETING
August 21, 1984

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

President Senn announced that three new senators had been elected, as follows:

1. Kim Peterson of the College of Sciences has replaced Fred Stutzenberger who is on sabbatical leave.

2. Larry McCollough from the College of Liberal Arts has replaced John Romeiser who is taking over as Acting Head in the Department of Languages.

3. Susan Brown has replaced Holley Ulbrich in the College of Commerce and Industry. Dr. Ulbrich is on sabbatical leave.

President Senn also announced that Mark Hudson from the College of Architecture has replaced Lynn Craig as an alternate and that Senators Hill and Behery are now members of the Advisory Committee.

President Senn announced to the Senate that Vice Provost Reel had sent his thanks to those senators who had helped with faculty orientation.

II. Approval of Minutes of the July Meeting:

Minutes of the July 10, 1984 meeting were approved as corrected.

III. Committee Reports:

A. Policy Committee - no report.

B. Research Committee - no report.

C. Scholastic Policy Committee - no report.

D. Welfare Committee - Senator McGregor submitted a report of the Welfare Committee (Attachment A) which stated that the Welfare Committee had met with Stassen Thompson, the Chairman of the Faculty Salaries and Fringe Benefits Committee on July 31 in an effort to lay out a strategy for the two committees. It was agreed at this meeting that the Faculty Salaries and Fringe Benefits Committee would work on the issue of faculty salaries and that the Welfare Committee would work on health care benefits programs and follow the progress of the Wellness Program. Neither committee will work on retirement at the present time. Senator McGregor also stated that the Welfare Committee will be meeting with Dr. Maxwell on September 4 to discuss tenure percentages, and he would like some comments and questions from the Faculty Senators for use in that meeting. Senator McGregor further reported that an agreement has been reached by Anderson Memorial Hospital and the Piedmont Pathology Association concerning single billings which will be covered by Blue Cross/Blue Shield.

The Welfare Committee and Senator Davis as Chairman, in particular, were commended for their hard work and accomplishments with regard to this
agreement between Anderson Memorial Hospital and Piedmont Pathology Association.

E. Ad Hoc Committee - Senator Snelsire reported that the College Bowl would be held Thursday, August 23 in the Loggia from 12:00 noon to 1:00 p.m. The faculty team is currently composed of Dr. Snelsire and Dr. Lewis T. Fitch of the Electrical and Computer Engineering Department, and Dr. Richard Golden of the History Department. Dr. Snelsire said the faculty team needs another volunteer. The administration team is composed of Drs. Jerry Reel, Corinne Sawyer and John Butler. Members of the student team include the President of the Student Senate and the Editor of The Tiger.

F. University Commissions/Councils/Committees - It was noted that a report of the University Planning Board's meeting of July 26, is contained in the August 14 President's Report.

Senator Bauer reported on having attended the Board of Trustees and Educational Policy Committee meetings on August 3. He informed the Senate that the Educational Policy Committee had discussed and passed a motion for an examination of the organization of the Cooperative Extension Service. Also, a report was given by Frank Mauldin to the EPC on the status of the desegregation plan. During the meeting of the full Board, a portrait presentation was made by the Johnstone family. Also, the Board approved construction contracts for the new chemistry building.

President Senn noted that the next meeting of the Board of Trustees is presently scheduled for October 5.

All committees were encouraged by President Senn to proceed with scheduling meetings for this fall.

IV. President's Report: (Attachment B)

President Senn asked if there were any questions with regard to the President's Report and brought everyone's attention to the addendum dated August 20, 1984, copies of which were available at the meeting.

Under Item 13. regarding the Council of Deans meeting, there were several comments:

A. Senator Hamby asked for an explanation on Item 13.d. regarding the Provost's statement on early tenure decisions. It was pointed out that the Provost had merely informed the deans that in the future very few early tenure decisions would be approved. The Provost had also stated that all tenure and promotion files must be complete when delivered to his office; that in the past additional material had arrived on certain files after he had reviewed the files and made his decision and henceforth this material will not be accepted.

B. It was noted that two deans had expressed reservations at the Council of Deans meeting with regard to the Commission on Faculty Affairs being involved in a review of faculty evaluation procedures. It was noted that the proposed changes on the evaluation forms would come back to the Senate.
C. President Senn reported that the discussion held on the favorable and unfavorable aspects of Clemson's offering courses off campus was quite interesting. Nothing was decided; however, many views were given on the effects, academically and politically.

President Senn, referring to Item 10.e. of the original President's Report, explained that the reason for President Atchley asking for consideration (by the academic area) to require students to attend certain campus academic and cultural events as part of their undergraduate education was not merely to fill up auditoriums but that the students might benefit from the exposure. He further stated that this could be a "heated" item for discussion.

It was pointed out that the reference to the "Tiger" Prize on the third line of Item 5. in the original President's Report was an error. It should have been the "Tyler" Prize.

With regard to the "1983-84 Academic Results" (Attachment C) on athletes which was attached to the August 14, President's Report, Senator Camper commented that he thought it would be a good idea to have one of the Senate committees ask some pointed questions. Senator Hill said that questions have already been asked by the Admissions and Continuing Enrollment Committee. President Senn stated that he had asked Dean Skelton if student athletes were admitted just like other students, and Dean Skelton had answered, "yes and no". The NCAA criteria for admission are used, and if student-athletes meet those criteria, they are enrolled. The Office of Admissions is responsible for admitting all students, athletes and non-athletes alike.

President Senn brought to the Senate's attention the new university drinking policy (as attached to his original President's Report) and stated that some of the student leaders had worked a lot this summer on this issue. It was noted that the Alcohol and Drug Abuse Committee has also been meeting on this issue.

V. Old Business:

A. There was some concern expressed by Senator Dyck with regard to the review of the master's programs by the Ad Hoc Committee on Academic Planning (Item 5. in the June 28 President's Report).

B. Senator Huey was elected to replace John Romeiser on the Open Forum Committee. President Senn encouraged faculty participation in the Open Forum. Senator Hill said that a lot of faculty are inhibited by what has happened in the past.

VI. New Business:

A. Senator Burkett made a motion to adopt the Resolution on Alumni Public Service Award (FS-84-8-1) (Attachment D) with one correction, changing "as" to "or" in the last line of the third paragraph. The motion was seconded. There was also some discussion on changing the suggested name of the award. One suggestion was that the word "public" be omitted. Senator Peterson moved an amendment changing the suggested title of the award to "Alumni Award of Distinction of the Cooperative Extension
Service." Senator McGregor suggested passing the resolution with the suggested award title unchanged. Senator Camper called for the question on the amendment. The amendment by Senator Peterson was defeated. The resolution as passed with no change to the suggested title of the award.

B. Senator Hare moved acceptance of the draft statement for the Clemson University Announcements (Attachment E). There was discussion with regard to (a) the phrase in the last line of the first page, "at the time of graduation"; (b) what part does the Senate play in reviewing this statement; and (c) whether the material in the catalog is construed as a contract.

Senator Hill moved to amend the phrase in the last line of the first page as follows: "required for graduation" would replace "at the time of graduation." After quite a bit of discussion, Senator Privette called for the question on the amendment, and the amendment carried.

It was concluded that the Senate's purpose in reviewing this statement for the catalog was for recommendations and endorsement.

On the matter of whether the catalog is a contract, the statement was made that the old catalog stated that it was not a contract but the wording in this statement infers that it is a contract.

Senator Dyck stated that he felt this statement would be confusing to incoming freshmen and that it needed editing. He further felt that the statement in the last paragraph of Page 1 (line 3) about "six years" should refer to number of hours for the benefit of those students who are part-time or had to miss a semester. Senator Hill said the Admissions and Continuing Enrollment Committee felt that this language (speaking in terms of years and semesters) was best. He further stated that in the cases of part-time students, exceptions are made; that these cases are handled individually. Senator Privette then brought to the attention of the Senate a memo from President Atchley which seems to conflict with the "six years." Senator Dyck moved that the statement be sent back to the Scholastic Policies Committee for editorial changes. This motion was seconded and carried. (Senator Privette said the Committee would like some input in writing for use in reworking this statement.)

President Senn asked if there were any more comments on the statement for the catalog. Senator Gowdy suggested eliminating the third paragraph. Another statement was made suggesting a reference to other pages in the catalog which would give more specific details. Senator Behery suggested letting Ben Anderson review this statement from a legal standpoint, and President Senn indicated this had already been done. Senator Dickey said he thought a clear statement of the objectives of this statement would be helpful from the Committee.

C. Senator Dyck introduced the resolution on the Wellness Program Proposal (FS-84-8-2) (Attachment F). It was moved that this resolution be accepted. Motion seconded. Senator Dyck said he felt the Faculty Senate should continue to encourage President Atchley to meet the timetable in the report of the Wellness Committee. This motion carried.
VII. The meeting was Adjourned at 5:00 p.m.

Respectfully submitted,

John F. Welter
Secretary, Faculty Senate
The Committee met on July 31.

Dr. Stassen Thompson met with us to discuss fringe benefits. Stassen is the new Chairman of the Salary and Fringe Benefits Committee of the Faculty Affairs Commission. He also represents the University on a study group of the Council of Presidents looking into alternative retirement programs. Two years ago he served on a governor's study group looking at state employee fringe benefits. Thus he has a lot of common interests with our Faculty Senate Welfare Committee. One purpose in our hearing Stassen was to discuss what the Salary and Fringe Benefits Committee might most effectively pursue, and where our Welfare Committee might best spend its time. There was a consensus that we would wait for the Council of President's group report on alternative retirement systems before attacking retirement again. The Salary and Fringe Benefits Committee probably will concentrate for now on salary, including regular salary comparisons with other institutions. The Faculty Senate Welfare Committee for the immediate future will continue to look at the health care benefits program and its administration, and the whole area of tenure and tenure quotas. We also will follow progress of the Wellness Program, which we will be dealing with through a resolution under "New Business."

Our next meeting is Tuesday, September 4. Our guest will be Provost Maxwell, and the topic will be tenure. If you have suggestions or questions, please talk with a member of the Committee before September 4. We especially would like suggestions about alternatives to quotas if tenure percentages become "too high," and are to be reduced.

Finally, I would like to report that on August 16 Mr. Kirk Oglesby, Administrator of Anderson Memorial Hospital, called me to say that Anderson Hospital and Piedmont Pathology Associates, P.A. are in the process of working out arrangements for the total cost of in-hospital clinical pathology procedures to be billed directly by the hospital, beginning October 1. This means that it will be covered by Blue Cross-Blue Shield under our state health insurance plan, and is in response to a specific opinion on clinical pathology services given on July 10 by the State Personnel Division at the request of our Welfare Committee. Mr. Oglesby made it clear that he and Piedmont Pathology Associates consider the present system of billing the two elements of cost, i.e., hospital cost and pathologists' oversight, fair and reasonable, but in view of the state health plan opinion he felt that the Anderson Hospital system should not be at odds with the state plan, because they value the business and good will of Clemson faculty and staff as well as other state employees in the area. He said there are many details to work out, and the plan will have to be approved by the hospital board, but he expects the new system to be operating by October 1.

Dr. Al Hollingsworth of Piedmont Pathology Associates called me on August 18 to confirm from his group the same intent. I thanked both Mr. Oglesby and Dr. Hollingsworth on behalf of the Faculty Senate Welfare Committee and indicated to them that I would be pleased to pass this word on to the Faculty Senate and through you to the faculty and staff, at this meeting. I'm sure you join me in appreciation to Anderson Hospital and Piedmont Pathology Associates for working toward an equitably system that is to our advantage in insurance benefits. Hopefully their example will lead others in the area to change back to or continue with a single charge on the hospital bill for the total cost of in-hospital clinical pathology services or procedures.
1. The Advisory Committee has nominated Senators D.C. Coston and Cecil Huey as candidates for the vacancy on the Open Forum Committee. The election will be conducted at our August Senate meeting. Senator Bob Hill is the new Advisory Committee member from the College of Liberal Arts. The College of Commerce and Industry still needs to elect a new member of the Advisory Committee.

2. Senator Snelsire is coordinating faculty participation in the faculty/student/administration college bowl games to be held in the loggia of the Univ. Union from 11:00 a.m. - 2:00 p.m. on Thursday, August 23.

3. The Ad Hoc Committee on Faculty Evaluation has submitted its report to the Commission on Faculty Affairs. At this time the Committee has clarified the narrative statement of the current evaluation procedures and recommended modification of Form 3. The report has been referred to the Senate's Policy Committee for further study.

4. The Athletic Council met on July 24 and heard a report regarding the appeal of our football probation to the ACC and was briefed on the NCAA TV meeting including the CFA TV package for 1984. Information was also provided on the new "Athletic Dept. Academic Scholarship Fund." This is an endowment fund to support academic scholarships for non-athletes. The fund will be administered by the Financial Aid Office. An ad hoc committee of the Council has been appointed to develop guidelines for the scholarship fund. Attached is a membership roster of the 1984-85 Athletic Council and a summary report of the 1983-84 academic results (i.e., cumulative GPAs) for men and women in each intercollegiate sport.

5. President Atchley has provided information to the Senate describing the Tyler Prize, the world prize for environmental achievement. "The Tyler Prize annually honors scientific accomplishments and leadership which contributes significantly to the environmental and energy needs of the world, and which inspires others to strive for similar accomplishments." The selection cycle allows nominations to be made at any time of the year, but the deadline for nominations for the 1985 prize is October 15, 1984. Materials for nominations can be obtained from Deans Anderson, Jennett, Vogel or from me.
6. The University Planning Board met on July 26 and considered several items:

a. Reviewed a proposed site plan for the new microwave tower and support buildings. Approval was delayed to permit further study on the orientation of the tower and of the appearance of the support buildings.

b. Approved the design development drawings of the new chill water facility.

c. Received updates on the new chemistry building and the architectural selection process for the Strom Thurmond Center.

d. Discussed at great length the current campus parking situation and the need for 400 new parking spaces. Specific attention was given to the Mell Hall parking lot.

e. Considered the appearance of the new east campus convenience store. Faculty in the College of Architecture are studying inexpensive means to improve the visual aspects of the store.

7. President Atchley has approved all of the reorganization proposals to the President’s Council/Commissions/Committees with the exception of the composition of the Council’s Executive Board. This Board will consist of the commission chairs, the President, and the Provost and will not include the academic deans (see July 10 Faculty Senate minutes).

8. As a result of a perceived need for greater communication among the academic deans, vice-presidents, and president, regular monthly meetings have been scheduled by these administrative officers with the Council of Academic Deans. As a member of the Council, the Faculty Senate President will also meet with this group. At its first meeting on August 13 the following topics were discussed:

a. Project Leapfrog: a research proposal involving the development of a "super" computer.

b. Project Dominica: a cooperative project between Clemson and Dominica which may involve water resources, architecture, agriculture/forestry, energy, and textiles. Dr. Bobby Robinson (Ag. Econ.) is chair of Clemson’s committee.

c. Clemson Research Park: a briefing on the historical development of the park.

d. University Business and Finance: a discussion of the 1985-86 budget, physical plant projects, proposed changes in duplicating services, and the implementation of a new campus tele-communication system.
e. Institutional Advancement: a report on the annual fund and plans for restructuring the Board of Visitors, a major promotional campaign, a constituent relations program, alumni college, and the development of a local chapters program.

f. Student Services: a report on the incoming freshman class, student housing, and new regulations regarding the use of alcoholic beverages.

9. Among topics discussed by the Council of Academic Deans recently was campus usage of the mainframe computer. Because of the extensive usage of this facility, it may become necessary to convert to "hard money" and budget actual computer expenditures by college. Other alternatives were also discussed including staggered time pricing, longer turn-around time, and greater funding for computer services through research grants. A committee will be formed to follow-up on these issues.

10. The President’s Cabinet met regularly throughout the summer. Among the topics discussed were the following:

a. The proposal to rent parking spaces in the expanded west Sirrines lot and use the revenue to support academic scholarships has met several obstacles. Legally, no state funds can be used for academic scholarships. There is also strong campus sentiment for retaining our present system of parking. The Cabinet also discussed parking for handicapped students and for campus recruiters.

b. Supervision of athletic grant-in-aid awards has been moved to the Financial Aid Office.

c. Considerable work has been done in the student affairs area in response to the new state law raising the legal drinking age for beer and wine. In January approximately 45% of the student body will be under age. A revised Clemson Univ. Alcohol Use Policy has been sent to all students along with an explanatory letter from Vice-President Cox (see attached policy and letter).

d. The Cabinet referred questions regarding student access to the mainframe computer from their dormitory rooms to the Computer Advisory Committee for its study and recommendation.

e. President Atchley has asked the academic area (Provost’s Office, Faculty Senate) to consider the possibility of requiring student attendance at campus academic events as a part of each student’s undergraduate education. I am referring this request to the Scholastic Policies Committee for its consideration and recommendation.

Respectfully submitted,

David J. Senn, President
11. Three faculty senators and one alternate are on leave from the University or have accepted another appointment which precludes their continuing on the Senate this year. We welcome the following new senators: Susan H. Brown from Commerce & Industry (for Holley Ulbrich), Larry McCollough from Liberal Arts (for John Romeiser), Kim Peterson from Sciences (for Fred Stutzenberger), and Mark Hudson as an alternate from Architecture (for Lynn Craig).

12. Senator Behery (Commerce & Industry) has joined Senator Hill (Liberal Arts) as a new member of the Senate's Advisory Committee.

13. The Council of Academic Deans considered several items at its August 20 meeting:

   a. Several representatives from University Relations presented the policies and guidelines governing the following areas: (a) publications and graphics services, (b) internal communications, and (c) media relations. The policy statements and guidelines have been approved by the Board of Trustees. A document containing these materials is available for your perusal from your college dean or from me.

   b. The Deans reviewed a report from the Ad Hoc Committee on Faculty Evaluations, a subcommittee of the Commission on Faculty Affairs. Phase one of this committee's deliberations focused on revising the narrative portions and Form 3 of the annual evaluation process. With reference to the Faculty Manual the specific sections are "Faculty Evaluation Procedures" (II:17b), "Guidelines for Faculty Evaluation" (II:18), and "Form 3: Evaluation Summary" (II:21). In general, the deans agreed that the suggested revisions are an improvement upon our present evaluation materials. Approval was given for all guideline revisions and all changes dealing with Form 3. However, the majority of the discussion dealt with the prerogative of the faculty and the Faculty Affairs Commission to make recommendations on evaluation materials. No consensus was reached among Council members on this issue. Unfortunately, this issue is likely to continue when the ad hoc committee makes its recommendations for revisions on Forms 1 and 2.
c. A discussion was held regarding the favorable and unfavorable aspects of offering courses at Greenville Tec. The discussion was expanded to include the broader issues of off-campus course offerings in general. Judging from the concerns expressed and the extensiveness of the views presented during this discussion, there will be additional considerations of this topic in the future.

d. The Provost informed the deans that very few early tenure decisions will be made in the future. He also indicated that all materials pertaining to a faculty member’s candidacy for tenure or promotion should be received in the Provost’s office prior to his evaluation.

e. The University is entering into agreements with several well known computer companies which will permit faculty, staff, and students to purchase microcomputers at significantly discounted prices. More information will be released on these opportunities in the near future.

David J. Senn, President
Dear Clemson Student:

On May 29, 1984, Governor Richard Riley signed a bill raising the legal drinking age for beer and wine. In South Carolina it is now:

1) **Unlawful** for any person under 19 years of age through December 31, 1984, and under 20 years of age beginning January 1, 1985, to purchase or possess beer, wine, or any other fermented beverage. The maximum penalty is a fine of $100.00.

2) **Unlawful** for any person to purchase beer, wine, or any other fermented beverage and serve it or give it to another person who cannot lawfully buy the beverage. The maximum penalty is a fine of $100.00 or imprisonment for thirty days.

3) **Unlawful** for any person to sell beer, wine, or any other fermented beverage to a person under 19 through December 31, 1984, and under 20 beginning January 1, 1985. The maximum penalty is a fine of $200.00 and imprisonment for sixty days.

4) **Unlawful** for any person to whom beer or wine cannot be lawfully sold to knowingly give false information concerning his or her age for the purpose of purchasing beer or wine. The maximum penalty is a fine of $100.00 or imprisonment for thirty days.

Because of these changes in state laws, the University policies concerning use of alcohol on campus have been revised. The primary differences between our former policy and the attached revision are that students must be nineteen years old or older to possess beer or wine now and twenty beginning January 1, 1985, and that student activities where beer or wine will be present must be registered in advance with the appropriate office. This policy has been developed with input and cooperation of members of student government and other student leaders and has been approved by the administration. This revision replaces the Alcohol Use policy found on page 81 of the 1984-85 Student Handbook.

I urge you to become familiar with the new University policy concerning alcohol use on campus and to comply with the new state laws.

Sincerely,

Walter T. Cox
Vice President for Student Affairs

WTC/me
CLEMSON UNIVERSITY
ALCOHOL USE POLICY

Individual Responsibility Involving Alcoholic Liquors, Beer, and Wine

Clemson University recognizes that while at college many young adults will make decisions regarding their personal use of alcoholic liquors, beer, and wine. While the decision to drink or to abstain is left to the individual, the abuse of alcoholic liquors, beer, or wine is strongly discouraged. Students are responsible for their actions at all times and are expected to follow all University regulations, local laws and ordinances, and state and federal laws regardless of sobriety or intoxication.

Consumption or possession of alcoholic liquors is allowed by students in their private rooms in University housing so long as the student is twenty-one years old or older. Consumption or possession of alcoholic liquors by students in any other area of the main campus is prohibited regardless of the student's age. Consumption or possession of beer or wine is allowed by students in their private rooms in University housing, in Edgar's Nightclub of the University Union, and in designated areas registered for in advance as specified below so long as the student is nineteen years old or older through December 31, 1984 and twenty years or older beginning January 1, 1985. Consumption or possession of beer or wine in any other area of the main campus is prohibited regardless of the student's age. The main campus is bounded on the north by Highway 93 and Daniel Drive, on the east by Perimeter Road and South Carolina Highway 28, on the south by Hunnicutt Creek, and on the west by Hartwell Reservoir.

Registering Activities Where Beer or Wine Will Be Consumed or Possessed

Consumption or possession of beer or wine by students nineteen years old or older through December 31, 1984, and twenty years or older beginning January 1, 1985 may be permitted in designated areas registered in advance for specific times for specific social activities. Students planning activities where beer or wine is to be consumed or possessed must register as follows:

1) Activities in club rooms, chapter rooms, and fraternity lounges must be registered with the Office of Student Life.

2) Activities in University housing lounges (other than fraternity lounges) must be registered with the Housing Office.

3) Activities in University Union facilities and outdoor areas must be registered with the University Union.

4) Activities in academic areas must be registered with the appropriate academic dean.

5) Activities in the Clemson House must be registered with the Clemson House manager.
Activities where beer and wine will be served will not be approved if the majority of participants are under age 19 through December 31, 1984, and under age 20 beginning January 1, 1985. Refreshments for all activities where beer or wine is served must include sufficient quantities of soft drinks.

Registrants will be required to sign a statement accepting responsibility for enforcing University regulations and state and local laws concerning beer and wine. A plan for assuring that only students of legal age are served beer or wine must be submitted at the time of registration.

_Serving and Selling Beer and Wine_

All students who serve beer or wine on the University's campus are subject to the same state laws on this subject as all other persons in the State of South Carolina. Therefore, all students who plan to serve beer or wine at any activity on the campus of Clemson University should become familiar with all such state laws.

Individuals may organize private activities where beer or wine will be consumed by registering the activity in advance as stated above. However, students may not sell tickets to the function or sell the beverage itself.

Recognized student organizations may organize private activities where beer or wine will be consumed by registering the activity in advance as stated above. These organizations may sell tickets to the function or assess members through their dues. When tickets to the function are sold and beer is served, a beer license is required and must be requested four weeks in advance of the event through the University Union.

Campus-wide and multiple-organization events where beer or wine will be served may be planned and registered only by recognized student organizations and must be co-sponsored by a University department.

This policy replaces the information concerning alcohol use on page 81 of the 1984-85 Student Handbook.
1983-84 Academic Results

**MEN**

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**WOMEN**

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<td>Managers</td>
<td>34</td>
<td>2.37</td>
<td>7</td>
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<tr>
<td>Trainers</td>
<td>19/53</td>
<td>2.13</td>
<td>4</td>
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<td>11 = 20%</td>
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<td><strong>133</strong> = 29%</td>
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Faculty Senate Resolution FS-84-8-1

Alumni Distinguished Public Service Award

WHEREAS, the Faculty Senate is most appreciative of the support of the Alumni Association for providing recognition of faculty members who have performed outstanding public service by awarding an Annual Alumni Award for Distinguished Public Service, and

WHEREAS, the current selection criteria for the award provide that the recipient of the award be a member of the Cooperative Extension Service, and

WHEREAS, the Alumni Award for Distinguished Public Service was initiated for the primary purpose of recognizing members of the Cooperative Extension Service because members of the Cooperative Extension Service were not likely to be considered for the Alumni Master Teacher Award or the Outstanding Research Scientist, and

WHEREAS, the current title "Annual Alumni Award for Distinguished Public Service" does not adequately indicate that the award is intended for members of the Cooperative Extension Service, and

WHEREAS, many other faculty members are involved in public service activities and may be deserving of recognition for distinguished public service, be it therefore

RESOLVED, that the Senate requests that the Alumni Association continue the present "Annual Alumni Distinguished Public Service Award" but change the name of the award to "The Alumni Award for Cooperative Extension Distinguished Public Service. Be it further

RESOLVED, that the Senate requests that the Alumni Association investigate the feasibility of establishing a university wide alumni award for distinguished public service to recognize other faculty members of the university for their efforts in public service.
The purpose of these announcements is to provide students with a general description of Clemson University, detailed information regarding the various colleges and departments within the University, and a statement of curricula offered by the University. Inasmuch as the educational process necessitates change, the information and educational requirements represent a flexible program which may be modified where such alterations are thought to be in the mutual interest of the University and its students.

All colleges and departments establish certain academic requirements which must be met before a degree is granted. Advisors, department heads, and deans are available to help the student understand and arrange to meet these requirements, but the student is ultimately responsible for fulfillment of all degree requirements. If graduation requirements have not been satisfied, the degree will not be granted. For this reason, it is important for each student to acquaint himself or herself with all academic requirements for the desired degree, to remain currently informed of such requirements throughout his or her college career, and to be responsible for completing all such requirements in a timely manner.

A student's satisfactory progress toward a degree is defined both quantitatively and qualitatively. Basically, a student is expected to complete his or her degree program within six years (twelve semesters) and to maintain a minimum grade point average according to a progressive scale leading to a 2.0 average at the time of graduation. Adjustments
according to a pro rata formula are made for transfer students. Students seeking a second degree that causes their attendance to exceed six years may request an extension of time.

Degrees are granted upon approval of the Faculty and the Board of Trustees. The University reserves the right to change without notice any fee, provision, or offering in this catalog and to determine whether a student has satisfactorily met requirements for admission or graduation. The University further reserves the right to require a student to withdraw from the University for cause at any time.

Unless otherwise specified, the curriculum requirements for each student shall be those specified in the current Undergraduate Announcements at the time of enrollment in that curriculum, whether the student is an entering freshman or a transfer student. If a student withdraws and later re-enrolls, the University reserves the right to require that student to meet the requirements of the curriculum in effect at the time the student re-enrolls. If and when a new or revised curriculum is introduced for a particular major, students have the option of meeting the requirements in effect at the time of enrollment in the major, or officially changing to the new curriculum requirements. However, if a student elects to change, all requirements of the new curriculum must be satisfied.
WHEREAS, the Center for Disease Control estimates that the primary causative factor in the ten leading causes of death in the United States is neither environment, access to health care facilities, nor biological predisposition, but is rather one's own life-style, and

WHEREAS, the University President has responded actively to this health problem by chartering the development of a Clemson University Wellness Program, and

WHEREAS, the resulting Clemson University Wellness Committee has responded by investigating wellness programs throughout the country, developing program goals, and making recommendations on cost, organizational structure, health screening, nutrition, physical fitness, stress management, public relations and a timetable for program implementation, be it therefore

RESOLVED, that the Faculty Senate commend both the President for his foresight and the Wellness Committee for a thorough and well developed report. Be it further

RESOLVED, that the President be strongly encouraged to investigate every avenue available to finance the Wellness Program and to implement the first phase of the Committee's timetable by initiating the search for and selection of a Wellness Program Coordinator.
I. Call to Order:

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

II. Guest Speaker:

Senate President, David Senn, introduced the University Vice President for Institutional Advancement, Dr. Don Elam, who was the guest speaker for the meeting. Elam said that the University's first line of fund raising is the academic program. The reputation for productivity and quality of the academic program directly affect the University's ability to compete for private sector support. He said that cutbacks in public funding for higher education have made private support critical for colleges and universities and the competition for that support has become increasingly intense. He indicated that in the past five years, the competition has become three times greater for private support funds. Elam called the University's institutional and relations program the second line of fund raising. The public relations program must create the right environment to encourage giving. The alumni relations program will be used primarily to recognize and serve constituents that contribute to the university. If these three programs are working well, fund raising is simple.

Elam identified two broad goals for his area of private support: 1) to develop a better constituent relationship program and 2) to increase the University's level of private support. With those goals in mind, he said he and his staff were studying various institutional advancement programs and activities to determine how best to serve the university's teaching, research and public service missions. Our job, he said, is to raise the money to support the critical mass of top quality faculty and top quality students necessary for learning to take place. To accomplish this fund raising goal, Elam stated he and his staff would enter into a twofold approach to fund raising: 1) Annual funds to be used as operational money, and 2) Capital funds which would be used in accomplishing long range goals. The capital funds program "Challenge to Greatness" has been put on hold, but will be re-established as a centennial campaign within the next three years. The Clemson Foundation is also to be reorganized, and those dedicated funds received through the foundation can be designated to support a particular
unit within the university system. He also mentioned deferred giving as another method of private support and suggested that designated deferred gifts could be accepted now and deposited at some time in the future. He indicated that this was the largest area of untapped funds simply because people were not aware of the necessity for estate planning.

Elam listed three ways that the faculty can help in fund raising efforts: 1) Do what you are already doing, and do it as well as you possibly can. He emphasized again the importance of the academic program and its impact on private support. 2) Speak well of the university in public and refrain from making internal problems public issues. 3) Make an investment in the University yourself with your philanthropic gifts.

Questions

Senator McGregor asked about the possibility of the University adopting a unified giving plan whereby contributors to the academic program would get the same perks as contributors to the athletic program. Elam said he does not favor linking academic fund raising with athletic fund raising. Rather, he said, his focus is on strengthening academic fund raising programs in their own right. He referred to donor premiums, but said they were not to be linked to the athletic program. In terms of unified giving he said we need to reach a position of receiving contributions to the Clemson University's Annual Fund, no matter where that gift is designated. These gifts would entitle the giver to the University to whatever premium and recognition goes with that gift.

Responding to a question about possible condominium development on University land to help fund the Thurmond Center, Elam said the whole matter of how to fund the Continuing Education and Performing Arts components of the Center are still under study. He said the process has begun to hire an architectural and engineering firm to design the Institute building and to consider the financing and marketing ramification of various options of funding the Continuing Education and Performing Arts facilities.

III. Approval of Minutes of the June Meeting:

Minutes of the June 5, 1984 were approved as corrected.

IV. Agenda:

Senate President Senn indicated that Senator Romeiser's new status as acting department head eliminates his serving as our Senate elected representative to the Open Forum Committee. Therefore, we need to elect a
new representative. He asked the Advisory Committee to meet immediately after the meeting to act as a nominating committee to place names in nomination for an election to be held at the August meeting.

V. Committee Reports:

A. Policy - No report.

B. Research - No report.

C. Scholastic Policy - Senator Hare's report consisted of three items:
   1) minimum enrollment policy; 2) the proposed university calendar; and 3) a draft of the statement to appear inside the front cover of the University Announcements (Attachment A). Item 3 will be taken up at our August Senate Meeting, but we have a draft available for information and comment (Attachment B).

D. Welfare - Senator McGregor reported that the committee met on the 26th of June. Ron Herrin talked about the University Wellness Program. The committee in trying to establish priorities settled on fringe benefits, including health, retirement and leave. Other items that might be taken up by the committee are tenure quotas, unified giving and deferred tuition. The State Personnel Insurance Unit is preparing a policy statement for Blue Cross Blue Shield on the subject of charges for clinical pathology services at Anderson Hospital (Attachment C).

E. Ad Hoc Committee - Senator Burkett reported on the ad hoc committee involved in reviewing the distinguished public service award. The committee's position is that the title, Alumni Award for Distinguished Public Service, does not adequately designate the Extension Service. There needs to be a name change in the award. This could precipitate the need for another award for the other public service groups university-wide. He presented a draft resolution dealing with the Award for Distinguished Public Service as a committee report. The resolution will be considered at the August Senate meeting (Attachment D).

F. University Councils, Committees and Commissions - No meeting of the Planning Board and no meeting of the Athletic Council.

G. President's Report - (Attachment E) Senator Senn called attention to Item 4 of the President's Report. Provost Maxwell has written a directive to academic deans and department heads on research
incentives (Memorandum dated June 7, attached). This is in response to an earlier Senate resolution on indirect cost. This memorandum is strong enough to be interpreted as a policy statement.

The President’s Council, at its last meeting, approved a reorganizational proposal which goes as a recommendation to the President. The Senate Executive Committee is sending a memorandum to the President protesting one of the actions taken in this report which was to expand the Executive Board. The proposal was to include all of the academic deans on the Executive Board of the President’s Council which would increase the membership on the Board to 18, some of which are not on the President’s Council (Attachment F).

The Faculty Senate President will be meeting with the Student Senate President to coordinate items of interest to both bodies.

President Atchley will be our guest in September to answer questions and give us an update of what’s going on around the university.

VII. Old Business:

A. The Advisory Committee met with Steve Melsheimer to go over the changes in the Faculty Manual. The Faculty Manual Committee and the Advisory Committee both approved those changes which have been forwarded to the Provost and will be submitted to the Board of Trustees for approval at their August 3rd meeting. President Senn entertained a motion to have the Faculty Senate accept the Advisory Committee’s action in approving the changes on behalf of the Senate. There was a unanimous vote to accept the Advisory Committee action. (Attachment H)

B. President Senn entertained a motion to approve the Executive Committee action taken on a Senate review of the Provost’s Long Range Plan. The Executive Committee compiled a Faculty Senate report from the standing committee reports presented at the June meeting and has forwarded this report to the Provost. The committee action was approved unanimously. (Attachment I)

C. Senator Camper moved for approval of the Basic Guidelines for the Open Forum as revised. The intent of the changes is to place as much responsibility as possible in the hands of the Open Forum Committee. The Open Forum lived; the guidelines were approved
unanimously (Attachment G).

VIII. New Business:

One item of new business on the agenda was postponed until the next meeting.

XI. Adjournment:

The meeting adjourned at 5:00 p.m.

Respectfully submitted,

John F. Welter
Secretary, Faculty Senate

Absent were: Senators Caban, Nocks, Behery, Czajkowski, Sheriff, Dyck, Flower and Stutzenberger
REPORT: SCHOLASTIC POLICIES COMMITTEE  
(Faculty Senate Meeting-July 10, 1984)

The Scholastic Policies Committee met June 26, 1984. The discussion led to the following:

(1) Committee members are informally seeking information in their departments/colleges regarding minimum enrollment policies. Any assistance in this activity from other senators will be appreciated.

(2) A meeting with George Alexander (DAPS) and Dave Fleming (Scheduling Office) will be attempted in the early fall in an effort to understand some of the rationale behind the proposed university calendar.

(3) A proposed statement to appear inside the front cover of the University Announcements will be presented at our August Senate meeting. A draft is being distributed for study and suggestions at today's meeting.

Bill Hare, Chairman
The purpose of these announcements is to provide students with a general description of Clemson University, detailed information regarding the various colleges and departments within the University, and a statement of curricula offered by the University. Inasmuch as the educational process necessitates change, the information and educational requirements represent a flexible program which may be modified where such alterations are thought to be in the mutual interest of the University and its students.

All colleges and departments establish certain academic requirements which must be met before a degree is granted. Advisors, department heads, and deans are available to help the student understand and arrange to meet these requirements, but the student is ultimately responsible for fulfillment of all degree requirements. If graduation requirements have not been satisfied, the degree will not be granted. For this reason, it is important for each student to acquaint himself or herself with all academic requirements for the desired degree, to remain currently informed of such requirements throughout his or her college career, and to be responsible for completing all such requirements in a timely manner.

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according to a pro rata formula are made for transfer students. Students seeking a second degree that causes their attendance to exceed six years may request an extension of time.

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The Committee met on June 26.

Ron Herrin, Director of Payroll and Employee Benefit Programs, presented a review and discussion of the "Clemson University Wellness Program Proposal" recently completed by the Wellness Program Committee, which Ron chaired. The Welfare Committee was impressed with the thoroughness and depth of the study and the value and practicality of the Committee's proposal and will be bringing a Resolution to the Senate regarding initiation of the plan.

The Committee discussed priorities on other possible topics for study. We have a long list of items in which we are interested, so long that we are having difficulty deciding where to concentrate next. The general area of fringe benefits, including health, retirement, insurance, and leave, seems the most likely candidate, with tenure quotas, unified giving, and deferred tuition as other items of considerable interest. Our "worry list" was included in our May report. To that list, you may add:

- Annual leave policies upon voluntary separation
- Limiting tenure percentages
- A University day care center
- Retirement credits for summer employment
- Tax-sheltered annuities vs. state deferred compensation plan

Please look over these topics and the list in the May minutes and speak to a member of the Committee if you have a particular interest in one or more items or if you have other topics that you think we should consider.
In the continuing saga of our probing into charges for clinical pathology services at Anderson and other area hospitals, I was told by telephone last week that State Personnel's Insurance unit is issuing a policy statement to guide Blue Cross-Blue Shield in handling claims for in-hospital clinical pathology procedures. We look forward with interest to receiving a copy of the directive and will inform you of implications for us when we have reviewed it.

Davis McGregor, Chairman
FACULTY SENATE RESOLUTION

WHEREAS, the Faculty Senate is most appreciative of the support of the Alumni Association for providing recognition of faculty members who have performed outstanding public service by awarding an Annual Alumni Award for Distinguished Public Service, and

WHEREAS, the current selection criteria for the award provide that the recipient of the award be a member of the Cooperative Extension Service, and

WHEREAS, the Alumni Award for Distinguished Public Service was initiated for the primary purpose of recognizing members of the Cooperative Extension Service because members of the Cooperative Extension Service were not likely to be considered for the Alumni Master Teacher Award as the Outstanding Research Scientist, and

WHEREAS, the current title "Annual Alumni Award for Distinguished Public Service" does not adequately indicate that the award is intended for members of the Cooperative Extension Service, and

WHEREAS, many other faculty members are involved in public service activities and may be deserving of recognition for distinguished public service, be it therefore

RESOLVED, that the Senate requests that the Alumni Association continue the present "Annual Alumni Distinguished Public Service Award" but change the name of the award to "The Alumni Award for Cooperative Extension Distinguished Public Service", and

BE IT FURTHER RESOLVED, that the Senate requests that the Alumni Association investigate the feasibility of establishing a university-wide alumni award for distinguished public service to recognize other faculty members of the university for their efforts in public service.
MEMORANDUM

TO: All Extension Employees

FROM: Wayne T. O'Dell
Associate Dean and Director

As Director of the Cooperative Extension Service, I am pleased to announce the establishment of a new award for Extension employees – The Alumni Award for Cooperative Extension Public Service. This award will be an annual award of $1,000 and a plaque, provided by the Clemson University Alumni Association.

The attached sheets will provide general information about the award, criteria for the award, and nomination procedures. Nominations for the award must be in my office no later than August 1, 1982. Basic procedures for completing a nomination should be followed as outlined in the present awards handbook. However, if you need additional details about the award, you should contact William C. Clinkscales of the 4-H Staff.

In the future, this award will become a part of the present awards handbook for the Clemson University Cooperative Extension Service. Nominations for this award beginning in 1983, will be called for at the time nominations are received for the Superior Performance and Outstanding Service Awards. Nominees not selected for the Distinguished Public Service Award but meeting eligibility requirements for the Superior Performance Award will automatically be considered for the award.

It is with appreciation for the contributions of Extension to the citizens of South Carolina that the Clemson University Alumni Association wishes to recognize an Extension employee. Since this annual award recognizes distinguished public service, it will be the highest honor bestowed upon an Extension Professional.
ALUMNI AWARD FOR COOPERATIVE EXTENSION
DISTINGUISHED PUBLIC SERVICE

Purpose of Award

The Clemson University Alumni Association wishes to recognize an Extension Administrator, Extension Specialist, or County Extension Agent who teaches not only in the classroom, but in the field, the family kitchen, in the town, or wherever South Carolinians seek information and assistance. This annual award recognizes distinguished public service to the citizenry of the state and is the highest honor awarded to an Extension professional.

Number of Awards

One award may be presented annually. The award will consist of $1,000.00 plus a bronze plaque.

Criteria for Award

The basic criterion is the quality of contribution to the Clemson University Cooperative Extension Service objectives. The individual should demonstrate distinguished public service in extending new information practices or programs and encouraging or assisting in their adoption by the appropriate clientele.

It is not possible to foresee all types of distinguished public service accomplishments through which an employee may distinguish himself, but the following will serve as a general guide:

1. distinguished public service in assisting with the adoption of information, practices, and programs by clientele.

2. unusually effective fostering and encouragement of Extension services, programs, and activities.

3. authorship of publication(s) of unique and direct Extension value and/or the development and use of innovative and effective instruction materials, i.e. films, tapes, demonstration materials, independent study programs, etc.
Who is Eligible for Nomination

1. Any Cooperative Extension professional with more than 50% appointment.

2. A staff member becomes eligible for the award after completing ten years of service.

3. Nominations will be based on contributions made throughout the individual's Extension career.

4. A person who receives the award will not be eligible to receive the award again.

How to Make Nomination

1. The Director will ask for nominations by March 1 of each year with the requirement that all such nominations be received by him no later than May 1 of that year.

2. A person will complete the following material on their nominee; self-nominations will not be accepted.
   a) Title page (name of award, nominee's name, nominee's title, county or department, and name of person making nomination)
   b) Letter of Nomination
   c) Complete Nomination Form (see guidelines for preparing a nomination for the award, page seven)

3. Nominees not selected for the Distinguished Public Service Award but meeting eligibility requirements for the Superior Performance Award will automatically be considered for that award. Only one resume is required.

4. Although not specifically stated, it is intended that the Director of the Cooperative Extension Service will make the final decision as to those who receive the award.
Nominated by ____________________________
Nominee's years of service ______
Date ____________________________

Nomination for Any Award
(form available in Director's Office)

Nomination for: ____________________________ Year of Award: ______

Nominee (Mr., Dr., Mrs., Miss as it should appear on certificate of plaque)

Position of Nominee (use official title)

Official Headquarters (city and state) ____________________________

Suggested Citation for Certificate or Plaque (limit to 30 words):

Brief Summary of Nominee's Achievements:

Detailed Basis for Nomination (Show clearly how the individual excelled in job performance. Comparisons showing progress are helpful. Excerpts from supporting letters may be helpful. Statistics are not meaningful unless their significance is also explained. Do not exceed two pages, single space.)
PRESIDENT'S REPORT: JULY, 1984

(Prepared June 28, 1984)

1. The Faculty Manual changes which were distributed earlier were approved by the Advisory/Executive Committees on June 19. A final copy of these changes has been submitted to Provost Maxwell for his approval and forwarding to the Board of Trustees for their meeting on July 27.

2. The Senate's Review of the Provost's Long Range Plan was completed by the Executive Committee and submitted to Dr. Maxwell on June 18 (review distributed earlier).

3. The 1984-85 Appropriations Bill has been passed by the state legislature. Among other provisions, the following items were included: (a) salary increases for all personnel will be delayed for one pay period — July 13 for 12-months personnel and August 24 for 9-months personnel, (b) salary raises may not exceed 12% including the 2% which all employees will receive in January, (c) the Commission on Higher Education lost two million dollars for "quality improvement," (d) full-formula funding was included for the first time, and (e) provisions were made for employee relocation expenses and for use of personal car for professional/business travel.

4. Provost Maxwell has written a directive to academic deans and department heads on research incentives (memorandum dated June 7 attached). This is in response to an earlier Senate resolution on indirect costs. If problems continue in this area please notify me as soon as possible.

5. The Ad Hoc Committee on Academic Planning has completed its review of master's programs. Section III of this report is attached — "Results and Recommendations." Specific reports on M.A. programs have been distributed to the college deans. Note that only negative comments were included in the individual program reports (by committee vote). The Provost plans to appoint a new committee to evaluate the report and advise him on implementation of the recommendations contained in the report. It is quite likely that the Council of Academic Deans will serve in this latter capacity.
6. The Council of Presidents met recently with representatives from TIAA-CREF to study the possibility of offering an alternate retirement plan for faculty members in state institutions of higher learning. President Atchley has appointed Stassen Thompson to serve as our faculty representative to a state committee. I have asked the Welfare Committee to assist Dr. Thompson in any way it can. I have also asked the Welfare Committee to consider Provost Maxwell’s concerns regarding tenure percentages in departments, colleges, and the university.

7. There has been a policy change relative to transfer students and their curricula (new policy attached). In essence, transfer students are treated the same as all other Clemson students even though the transfer students began their collegiate careers at another institution.

8. In addition to the policy change relative to transfer students, the Council of Academic Deans:

a. heard a report on physical plant renovations of campus facilities. Work orders are three times greater than plant resources. Provost Maxwell will prioritize academic requests.

b. discussed work performed for profit by university personnel. This includes both faculty abuse of university resources (e.g., commercial ventures such as consulting reports, textbooks, etc.) and clerical personnel who type student papers, theses, church bulletins, school calendars, etc. during the normal work day using university facilities, equipment, and supplies to do so.

c. elected Dean Box to serve on the Faculty Manual Committee for 1984-85.

9. Construction on the new Chemistry building will probably begin by the end of July. There is no single contractor, rather six contracts are being finalized on various aspects of the building. The parking lot on the southeast side of Sirrine Hall will be closed when construction begins. Renovation of the parking lot on the west side of Sirrine is to be completed by the start of fall semester. A proposal has been made to University Vice Presidents that parking spaces in the renovated west lot (all of which will be numbered) be rented annually to faculty and staff members with proceeds going to the Faculty/Staff Scholarship Fund.

10. During alumni weekend recently, the Class of 1934 presented $50,000 to endow a professorship. The class plans to endow a second professorship next year. It is the first class to establish a permanent academic endowment. Hopefully, other classes will follow the lead of the golden anniversary class.
11. Provost Maxwell has made available a comparison of faculty salary averages between Clemson and other selected institutions (report attached). Apparently, this is the source of some of the salary information contained in his long range plan.

12. The Commission on Higher Education has compiled the "State of South Carolina Higher Education Statistical Abstract, Sixth Edition" (April, 1984). I have excerpts of this document for those of you interested in comparisons among S.C. public senior colleges and universities in such areas as: (a) FTE enrollments during the past 10 years, (b) student/faculty data on gender, race, faculty rank, credit hours, teaching hours, average class size, etc., and (c) degrees awarded.

13. As the result of state legislative action raising the drinking age for beer and wine, Dean Walter Cox reports that about 4,400 Clemson students will not be eligible this fall semester to purchase alcoholic beverages. Problems are anticipated with enforcement of this new law, particularly with regard to admission to Edgar's.

Respectfully submitted,

[Signature]

David J. Senn, President
MEMORANDUM

TO: Academic Deans, Directors, and Department Heads

FROM: W. David Maxwell, Provost

SUBJECT: Research Incentives

June 7, 1984

For the University to grow in greatness, it must grow in research. One way for the research of the University to grow is by furnishing incentives to faculty members to increase their research activities. President Atchley strongly feels that when budgetary conditions permit, the University should make allocations of its revenue from indirect costs to the colleges and faculty for the purpose of strengthening their research programs. This allocation is based upon the funds that the University receives from research sponsors for use of its facilities and other services provided by the University. However, it is recognized that the magnitude of these funds is a function of the faculty who generate the research.

The department heads of the college that receive these funds are expected to use them to strengthen the research programs in their departments. Among the forms that this will take are cost-sharing on proposals (where feasible) and allocations to individual researchers who have authored proposals that have been funded.

The department heads will inform the faculty of the purposes for which these funds are being used. This is not a requirement that detailed accounting information be disseminated, but simply a requirement that the faculty know in general how these funds are being allocated by department heads.

The issue has generated dissension that I expect you to work to eliminate. You should not be reluctant to inform your faculty of the uses to which you are putting these funds. On the other hand, individual faculty members should not expect that particular uses to which you put these funds must necessarily be the same as those that they would prefer. You should make it clear that this is a reward or incentive system and those departments and researchers that generate the indirect costs for the University will reap benefits in proportion to their efforts.
Excerpt from Report of Ad Hoc Committee on
Academic Planning -- Master's Programs

III. RESULTS AND RECOMMENDATIONS

The program evaluations as determined from the completed rating sheets are summarized in Table 5. Also included are specific comments made by individuals on each program. These comments do not necessarily represent a consensus of the Committee.

Continue with Commendation or Continue

The Committee finds that many of the masters programs are without significant deficiencies. The individual committee members were given the opportunity on their rating forms to further separate these programs into the categories of "continue" and "continue with commendation" (see Table 5). However, no attempt was made by the committee as a whole to distinguish programs between these two categories since most of the committee saw its primary task as one of identifying those programs with deficiencies.

The programs falling into the categories "continue with commendation" or "continue" are:

**College of Agriculture**
- MS Agricultural Economics
- MS Agronomy
- MS Animal and Food Industries
- MS Entomology
- MS Horticulture
- MS Nutrition
- MS Plant Pathology
- MS Wildlife Biology

**College of Architecture**
- MARCH Architecture
- MFA Visual Studies
College of Education

EDS, MED Administration & Supervision
MAGED Agricultural Education
MED Elementary Education
MINED Industrial Education
MED Personnel Services
MED Reading
MED Secondary Education/English
MED Secondary Education/History
MED Secondary Education/Math
MED Secondary Education/Natural Sciences
MED Special Education

College of Engineering

MS Agricultural Engineering
MS Bioengineering
MS Ceramic Engineering
MS Chemical Engineering
MS Civil Engineering
MS Computer Engineering
MS, MENG Electrical Engineering
MS, MENG Environmental Systems Engineering
MS Mechanical Engineering

College of Commerce and Industry

MA Economics
MS Management

College of Liberal Arts

MA English

College of Nursing

MS Family Health Nursing

College of Sciences

MS Chemistry
MS Computer Science
MS Mathematical Sciences
MS Microbiology
MS Physics
Continue and Correct Deficiencies

The Committee finds certain deficiencies in several of the masters programs. Although these deficiencies are significant, they do not warrant a recommendation of program discontinuance at the present time. However immediate steps should be taken by the programs to correct the stated deficiencies and their progress toward improvement should be carefully monitored. Programs in this group are:

College of Forestry and Recreation Resources

- MS, MIFOR Forestry
- MRPA Recreation and Park Administration

College of Architecture

- MCRP City and Regional Planning

The committee is concerned about the lack of standards for the program, particularly as they relate to admission requirements and recruitment. The committee recommends that the admission requirements be defined more precisely although the accrediting agency appears to be satisfied on this point.

College of Engineering

- MENGR Agricultural Engineering
- MENGR Ceramic Engineering
- MENGR Chemical Engineering
- MENGR Civil Engineering
- MENGR Mechanical Engineering
- MS Industrial Engineering
- MS Engineering Mechanics

The Committee is concerned about the low enrollments and low degree productivity of these programs. The Committee recommends that efforts be made to increase the enrollments in these programs.
College of Commerce and Industry

MS Textile Chemistry
MS Textile Science

The Committee is concerned about the low enrollments and low degree productivity of these programs. The Committee recommends that efforts be made to increase the enrollments in these programs.

College of Liberal Arts

MA History

The Committee is primarily concerned about the low degree productivity.

Consolidate

The Committee believes that the deficiencies perceived in several of the programs could be minimized through the consolidation of programs among themselves or with other stronger programs. In this group are:

College of Agriculture

MAG Agricultural Economics
MAG Agronomy
MAG Animal Science
MAG Dairy Science
MAG Entomology
MAG Horticulture
MAG Plant Pathology
MAG Poultry Science

The Committee indicated concerns over low degree productivity, low enrollments, and the departmental administration of these programs. It is recommended that all MAG programs be consolidated into one or two college-wide program (or programs) with a common core of courses.
College of Sciences

MS Biochemistry
MS Botany
MS Zoology

The Committee is concerned with the low enrollments and the low degree productivity of the first two programs. It is believed that such deficiencies could be minimized through an incorporation of the biochemistry program into the one in chemistry and a consolidation of the botany and zoology programs to form a new biology program.
At its June 18, 1984 meeting, the Council of Deans recommended the following policy change relative to transfer students and their curricula.

Effective immediately, students transferring to Clemson University from accredited higher education institutions (sending institution) may select the curriculum that was in the Clemson University Announcements at the time the student entered the sending institution, provided that the student has been in continuous enrollment. Further, the transfer student may select any curriculum subsequent to that initial curriculum. After enrolling at Clemson, should the transfer student change from one curricular major to another, the transfer student will complete all the requirements on the new curriculum that are in effect at the time of the change. Any transfer student who takes more than five years from the date the student initially enrolled at the sending institution to complete the curriculum and graduate may be required to take additional course work.
This does not guarantee that all courses taken at the sending institution will be accepted for transfer and use in Clemson curricula. The acceptability of each course taken at the sending institution will continue to be based on regular examination by the faculty that offer the Clemson program and will continue to be managed by the Admissions Office of Clemson University.

This policy will apply to all transfer students entering Clemson after May 15, 1984.

I recommend this policy to you for your approval.

Approved: 

B. L. Atchley
President
### COMPARISON OF FACULTY SALARY AVERAGES
### BETWEEN CLEMSON & OTHER SELECTED INSTITUTIONS
### OKLAHOMA STATE SURVEY
### 1983-84

<table>
<thead>
<tr>
<th>Discipline</th>
<th>--- Professor Rank ---</th>
<th>--- Associate Professor Rank ---</th>
<th>--- Assistant Professor Rank ---</th>
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<tbody>
<tr>
<td></td>
<td>Clemson Institutions</td>
<td>Average</td>
<td>Clemson Institutions</td>
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<tr>
<td>Agriculture</td>
<td>$34,765</td>
<td>$37,297</td>
<td>$36,527</td>
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<tr>
<td>Forestry</td>
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<td>37,637</td>
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<tr>
<td>Computer Science</td>
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<td>33,726</td>
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<td>Foreign Languages</td>
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<td>37,639</td>
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<td>Nursing - BS &amp; Above</td>
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<td>N/A</td>
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<tr>
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<td>40,700</td>
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<td>Mathematics</td>
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<tr>
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<td>Recreation &amp; Park Admin.</td>
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<td>36,290</td>
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<tr>
<td>Social Sciences</td>
<td>38,461</td>
<td>40,154</td>
<td>39,551</td>
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**Overall**

<table>
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<tr>
<th>Clemson Institutions</th>
<th>40,300</th>
<th>38,980</th>
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<tr>
<td>$38,685</td>
<td>30,177</td>
<td>28,921</td>
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<tr>
<td>$29,193</td>
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<td></td>
</tr>
<tr>
<td>$24,455</td>
<td>25,430</td>
<td>23,954</td>
</tr>
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</table>

**NOTES:**

2. Selected Institutions: Virginia Tech, Georgia Tech, N.C. State
4. Several disciplines (both Clemson & selected institutions) had only 1 faculty member in a given rank. The notation N/L (not-listed) will indicate each of these.
5. Some disciplines (both Clemson & selected institutions) had no faculty member in a given rank. The notation N/A (not-applicable) will indicate each of these.

Jim Shanahan  
Budgets/Planning  
06/15/84
MEMORANDUM

To: Bill L. Atchley, President
From: Executive Committee, Faculty Senate
Re: President's Council Executive Board

At the June 29 meeting of the President's Council concern was expressed by Dean Amacher that the academic deans were not sufficiently involved in university affairs. The discussion which followed resulted in a motion to include all the academic deans on the Executive Board of the President's Council. The motion carried.

We feel this was a hasty and ill conceived recommendation. The original intent of establishing an executive board for the President's Council was to have a steering committee which would guide the day-to-day operations of the Council. This committee would formulate the agenda for Council meetings and increase communication among the various commissions. To have an executive board composed of the President, the Provost, and the eight commission chairs seems very adequate and logical. To increase the membership of this group to eighteen (one dean is a commission chair) is ill advised and would make the planning functions of this group very cumbersome. The Council itself only has twenty-nine members! Moreover, to ask four individuals who are not even members of the Council to help coordinate the Council's activities is illogical. We are convinced that an eighteen member steering committee will not expeditiously and adequately perform the functions intended of this group.

If it is determined that academic deans need greater involvement in university governance, we are convinced that there are better avenues for this involvement. For example, it would be preferable to include the four remaining deans on the President's Council itself rather than enlarge the Executive Board. In our opinion, the group which is least adequately represented throughout the President's Council structure is the Organization of Academic Department Heads. If further enlargement of the Council is desirable, we would suggest that increased representation of this group be considered.
We hope you will give our concern your careful attention. We will be happy to discuss the Council's action with you further if you so desire.

David J. Senn, President
for the Executive Committee

Larry L. Bauer
N. Dwight Camper
John Gowdy
William R. Hare, Jr.
W. Davis McGregor
John Welter

pc: Provost Maxwell
Dean Amacher
Commission Chairs
REVISED

BASIC GUIDELINES FOR "OPEN FORUM" ARE:

(Items underlined represent revised wording.)

1. Every Clemson employee - faculty, staff; on campus, off campus - is invited to submit articles for "Open Forum."

2. The "Open Forum" Committee, consisting of faculty and staff members, will be responsible for the selection of articles for publication. The "Open Forum" Committee may decide that printing a particular article is not in the best interest of the University. In the event that there is a division of opinion among members of the Committee as to the suitability of any given article, the matter will be referred to the President of the Faculty Senate for resolution with the President of the University.

3. Articles dealing with personal grievances, matters irrelevant to the University community at large, considered libelous or in bad taste will be returned to the authors.

4. In the interest of fairness and accuracy, the "Open Forum" Committee may invite responses from persons responsible for areas addressed in articles accepted for publication.

5. Articles may be edited for length, style, grammar, and consistency by the "Open Forum" editor.

6. Submissions for "Open Forum" must be typed, double spaced, and usually not longer than 300 words. Each submission must include its author's signature, office address and office telephone number.

7. Submissions should be sent to "Open Forum", 103 Fike Center, Clemson University, Clemson, SC 29631 or to any member of the "Open Forum" Committee.
ATTACHMENT H

Faculty Manual Revisions
### NOTES ON REVISIONS

<table>
<thead>
<tr>
<th>Page</th>
<th>Revision</th>
</tr>
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<tbody>
<tr>
<td>II:9</td>
<td>Calhoun Professorship added</td>
</tr>
<tr>
<td>II:10</td>
<td>Alumni Professorship list updated, Newman Professorship added, and Research Award updated</td>
</tr>
<tr>
<td>* II:24</td>
<td>Policy on simultaneous filing of GP I and GP II cases</td>
</tr>
<tr>
<td>II:29</td>
<td>Cross-reference to above policy</td>
</tr>
<tr>
<td>* II:30</td>
<td>Definition on GP II grievance petition</td>
</tr>
<tr>
<td>* II:31</td>
<td>Appeal of Provost’s GP II decisions</td>
</tr>
<tr>
<td>II:32</td>
<td>No change – just moved from II:31</td>
</tr>
<tr>
<td>*III:2</td>
<td>Class absence form deleted, and office hour policy added</td>
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<tr>
<td>III:3</td>
<td>Information on &quot;medical excuses&quot; added</td>
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<tr>
<td>V:8</td>
<td>Addition of V.P. for Institutional Advancement</td>
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<tr>
<td>VI:12</td>
<td>Title change for V.P./Development</td>
</tr>
<tr>
<td>VI:22</td>
<td>Clarification of Senate representatives term</td>
</tr>
<tr>
<td>VI:23</td>
<td>No change (text shifted to different page)</td>
</tr>
<tr>
<td>VI:24</td>
<td>Organization of Academic Department Heads added</td>
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</table>

*Marks substantive policy changes*
Conditions of Award. The University community as a whole has a vested and vital interest in the academic contributions of holders of endowed chairs and titled professorships. Consequently, while appointments to such chairs and professorships shall be for an indefinite period, and while the performance of the holders of such appointments shall be subject to the normal reviews of performance to which all faculty members are subject, a special review of the professional performance of these particular faculty members may be conducted, but only if conditions stated at the time of award so stipulate. Such a review may be initiated by the dean of the college if requested by both the departmental faculty Advisory Committee and the department head. The conditions of awarding an endowed chair may provide for reviews at periodic intervals if mutually agreed upon in writing at the time of award.

For any such review the Provost shall ensure that a committee (composed in the same manner as the search-and-screening committee that made the initial selection of the holder) calculates the performance of the holder of the chair or titled professorship. Recommendations for removal by this Committee shall follow the same route as those of the initial search-and-screening committee. Should these recommendations result in a decision by the President to remove the incumbent from the chair or titled professorship, such a decision shall not affect the incumbent's tenure status and professorial rank.

Existing Endowed Chairs and Titled Professorships. At present the following titled professorships and endowed chairs have been established at Clemson University:

Abney Chair of Free Enterprise—established by the Abney Foundation for encouraging the study of the free market system. Holder: Robert D. Tollison, Department of Economics.

Charles Carter Newman Chair of Natural Resources Engineering—established to bring a distinguished scholar to the University to teach and conduct research in the Department of Agricultural Engineering.

Fred Harvey Hall Calhoun Professorship of Chemistry—established in memory of the late head of the Department of Chemistry to advance University research in Organic Chemistry. Holder: Albert Reginald Pinder, Department of Chemistry and Geology.

Herbert R. Stander Agricultural Sciences Professorship—established to advance teaching and research in the area of Food Science. Holder: Charles Vernon Norr, Department of Food Science.

Hunter Chair of Bioengineering—income from this deferred gift will remunerate an eminent scientist who will teach and conduct research in the field of Bioengineering.

J. E. Sirrine Professorships of Textile Science—established by the J. E. Sirrine Foundation, Inc. to advance University research in Textile Science. Holders: Robert Henry Barker and Frederick Tyler Simon, Department of Textiles.

McQueen Quattlebaum Professorships of Engineering—established to support the teaching and research efforts of scholars distinguished in
the field of Engineering. Holders: Frank Waters Paul, Department of Mechanical Engineering, and John Y. S. Luh, Department of Electrical and Computer Engineering.

Robert Adger Bowen Professorships—established to recognize distinguished University faculty from various fields. Holders: Frederick Ralph Sias, Jr., Department of Electrical and Computer Engineering; David H. Van Lear, Department of Forestry; and C. P. Leslie Grady, Jr., Department of Environmental Systems Engineering.


William James Lemon Professorship of Literature—established by Mr. and Mrs. Calhoun Lemon to honor Mr. Lemon's father, to bring a distinguished professor to the College of Liberal Arts to teach, write, and conduct research in his/her field of literary study. Holder: Roger Best Rollin, Department of English.

J. Wilson Newman Professorship in Managerial Economics—endowed by Dunn and Bradstreet, Inc. in honor of Mr. Newman, a former president of the corporation, a Clemson alumnus and a supporter of the Clemson University Foundation. Holder: Corton Mather Lindsay

Alumni Professorships are awarded by the Provost and Vice President for Academic Affairs and the collegiate deans for distinguished achievement in teaching. These professorships are supported by gifts from Clemson alumni. The current holders are:

Douglas Wilson Bradbury, Department of Mechanical Engineering
Joel Vincent Brawley, Jr., Department of Mathematical Sciences
Richard James Calhoun, Department of English
Harold Norman Cooledge, Jr., Department of Architectural History
James Page Crouch, Department of Industrial Education
Lawrence Willard Gahan, Department of Parks, Recreation and Tourism Management
Elizabeth Boyce Galloway, Department of Elementary and Secondary Education
James Cleveland Hite, Department of Agricultural Economics and Rural Sociology
Peter Roald Lee, Department of Architecture Studies
Jack Clark McCormac, Department of Civil Engineering
Linvil Gene Rich, Department of Environmental Systems Engineering
Malcolm John Skove, Department of Physics
Thomas Ernest Wooten, Department of Forestry
Thomas Bruce Yandle, Jr., Department of Economics

The Alumni Master Teaching Award. Presented annually to a member of the faculty, this award recognizes outstanding classroom teaching. Nominations for the award may be made by any member of the Clemson University Student Body, Faculty, or Administration. Selection of the recipient is made by the Student Alumni Council.

The Alumni Award for Outstanding Research. Jointly administered by the Clemson University chapters of Sigma Xi and Phi Kappa Phi (see VIII.B), this award annually recognizes outstanding contributions to research by Clemson faculty.
The non-renewal of untenured faculty appointments may be grievable under either Faculty Grievance Procedure I or Faculty Grievance Procedure II, depending upon the grounds for the complaint. If the complainant alleges unlawful discrimination, or that considerations violative of academic freedom were involved in the decision not to reappoint, Faculty Grievance Procedure I is the appropriate avenue for seeking redress. Faculty Grievance Procedure II is applicable if the complainant alleges that departmental, college, or University policies and procedures were not properly implemented.

If a grievance is filed in a timely manner under Grievance Procedure II and it is determined by the Provost that the same faculty member has a grievance pending under Grievance Procedure I at that time based upon the same or a related factual situation, the Provost may suspend the processing of the grievance filed under Grievance Procedure II until a final decision on the grievance pending under Grievance Procedure I has been rendered on behalf of the University. Also, if a grievance is filed in a timely manner under Grievance Procedure II and subsequently the same faculty member files a grievance under Grievance Procedure I which is based upon the same or a related factual situation, the Provost may suspend the processing of the grievance filed under Grievance Procedure II until a final decision on the grievance filed under Grievance Procedure I has been rendered on behalf of the University. The Provost shall notify the grievance board as well as all parties to the grievance in the event that the Faculty Grievance Procedure II process is suspended.

If a grievance filed under Grievance Procedure II is suspended as stated above, the time limitations stated in the procedure shall be suspended until such time as the Provost resumes the processing of the grievance.

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

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

The counselors are authorized to talk with any persons involved in the potential grievance and are accorded the protection afforded faculty members involved in grievance procedures.

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

The full texts of both grievance procedures follow.
Continuation of Duties and Salary While Grievance Pending. If the action which forms the basis for the grievance filed by the faculty member could eventually involve any type of discontinuance of appointment with the University as stated above, the faculty member shall not be removed from his/her University duties until a final decision is rendered under this grievance procedure. The exception to this principle would be that, prior to the final decision being rendered, the faculty member may be relieved of all duties or assigned to other duties if immediate harm to himself/herself or to others is threatened by continuance in the affected individual's normal assignment. Before taking such action the Administration shall consult with the Advisory Committee of the Faculty Senate. The salary of the faculty member shall always continue until a final decision is rendered by the University.

Protection of Faculty Members and Others Involved in Grievance Procedures. Each faculty member and any other person involved in grievance procedures shall be free from any or all restraint, interference, coercion, or reprisal on the part of associates or administrators in filing a grievance, in accompanying a faculty member filing a grievance, in appearing as a witness, or in seeking information in accordance with the procedures described herein. These principles apply with equal force after a grievance has been adjudicated. Should these principles be violated, the faculty member should bring the facts to the attention of the Provost and Vice President for Academic Affairs for appropriate remedial action. Should the faculty member not receive satisfaction from the remedial action taken by the Provost, he/she may appeal to the President of the University, and subsequently (if necessary) to the Board of Trustees.

S. Faculty Grievance Procedure II

Coverage. Faculty Grievance Procedure II applies to teaching, research, and extension faculty, librarians, academic administrators, and all other persons holding faculty appointments at Clemson University who have grievances that may not be brought under Faculty Grievance Procedure I. If related grievances are filed under both Grievance Procedures I and II, processing of the Grievance Procedure II case may be suspended pending resolution of the Grievance Procedure I case, as described in II.Q.

Stages of the Grievance Procedure. 1) A faculty member with a grievance shall first meet with his/her immediate supervisor for an informal discussion of the problem. This discussion must take place within ninety calendar days of the problem's occurrence. Both shall meet in good faith and shall make every attempt to resolve the problem in an equitable and professional manner.

2) If the problem cannot be resolved at the level of the academic department or its equivalent unit, the faculty member shall meet with the dean of the college (or administrator at the equivalent level) for an informal discussion of the problem. The faculty member must
request this interview within fifteen calendar days of the discussion of the problem with his/her immediate supervisor. The dean shall arrange for a meeting with the faculty member within fifteen calendar days upon receiving the interview request. Again, the resolution of the problem in an equitable and professional manner shall be the primary goal of those involved.

3) If the problem cannot be resolved at the collegiate level, the faculty member has two options: a) He/she may petition the Provost and Vice President for Academic Affairs to review the matter and render a decision regarding it; b) if the faculty member so requests (or if the Provost, with the faculty member's consent, chooses to do so) the Provost shall refer the matter directly to the Grievance Board of the Faculty Senate for its recommendation prior to making the decision. This petition must be in writing and must be received by the Provost within fifteen calendar days of the faculty member's interview with his/her dean regarding the problem. In order for the Provost and/or the Grievance Board to determine if the matter is grievable under Grievance Procedure II, the grievance petition must state: a) the specific individual or individuals against whom the grievance is filed, b) the dates upon which the alleged grievable matter occurred, c) the specific provision(s) of this Grievance Procedure under which the grievant believes the matter to be grievable, d) a list of the supporting documents appended to the petition, e) the specific relief sought by the grievant. The Grievance Board and/or the Provost shall determine to which of the persons named in the petition copies of the petitions or relevant portions thereof shall be sent.

4) If the grievance is not to be considered by the Grievance Board, the Provost shall review the matter and request any persons involved to provide additional information as needed. As soon as possible, but no later than thirty calendar days after the receipt of the petition, the Provost shall render a final decision. That decision shall be transmitted in writing to the petitioner and to other parties immediately concerned in the matter.

If the faculty member requests that the matter be referred to the Grievance Board or if the Provost (with the faculty member's consent) elects to do so, the Provost shall immediately send the petition to the Chairperson of the Grievance Board. The latter shall call a meeting to review the matter as soon as possible, but within no more than thirty calendar days after receipt of the request.

5) The Grievance Board, consisting of three Faculty Senators and two alternates, elected annually by the Senate, and chaired by one of the former appointed by the Advisory Committee of the Faculty Senate, shall initiate an expeditious, orderly, and equitable review of the matter. The Board shall allow the parties to the matter to present separately to it any facts or other information bearing on the matter.
(These parties shall not meet with the Board at the same time.) Should the Board require additional information, it shall request such information from the Provost. The Grievance Board shall reach its finding and submit its recommendation to the Provost, along with any appropriate information, documents, and records as soon as possible, but no later than ten calendar days after the Board's final meeting on the matter. The faculty member shall be given a copy of the Board recommendation at the time it is forwarded to the Provost.

6) Upon receipt of the Grievance board's recommendation, the Provost shall review the matter, requesting any persons involved to provide additional information as needed. The Provost shall render a final decision as soon as possible, but no later than fifteen calendar days after the receipt of the Grievance Board's recommendation. The decision of the Provost shall be transmitted in writing to the faculty member, the Grievance Board, and other parties directly concerned.

7) Either party may appeal the decision of the Provost to the President of the University, provided that he/she does so within seven calendar days after receipt of the Provost's decision. The appeal must be in writing. If an appeal is made, the President shall review the record of the grievance (as submitted to the Provost), the recommendation of the Grievance Board, if any, and the decision of the Provost. The President shall render a final decision on behalf of the University within thirty calendar days after receipt of the written appeal. Copies of the decision of the President shall be sent to the Provost, the faculty member, the Grievance Board and to other parties directly concerned.

If no appeal is made to the President in accordance with the time limitation specified herein, the decision of the Provost shall be the final University decision.

Delineation of Grievable and Nongrievable Matters. Grievable matters include such actions as:

a. the improper or unfair (to the complainant) implementation of departmental, college, or University policies or procedures by persons authorized to implement such policies or procedures;

b. the improper or unfair (to the complainant) application of recognized criteria or guidelines used in formal review processes by persons authorized to conduct such reviews;

c. the improper or unfair (to the complainant) assignment of professional duties by an administrator;

d. improper or unfair appraisals (by an administrator) of the complainant's performance;
e. the improper or unfair denial (by an administrator) of the complainant's access to departmental, college, or university resources;

f. the improper or unfair determination (by an administrator) of the complainant's salary increment.

The Provost, after consultation with the Grievance Board, may determine that actions other than those enumerated above are grievable. The faculty member filing the petition has the burden of proof in establishing the validity of his/her grievance.

Normally not grievable shall be complaints arising out of the authorized exercise of their judgments and discretionary powers by faculty and administrators. Thus, not normally grievable would be recommendations concerning nonrenewal of contract and denial of promotion or tenure, so long as the appropriate policies and procedures had been adhered to. Likewise, minor complaints shall not normally be grievable. The determination of what constitutes a "minor complaint" is at the discretion of the Grievance Board, if the matter is referred to it, or at the discretion of the Provost.

Protection of the Faculty Members and Others Involved in Grievance Procedures. Each faculty member and any other person involved in grievance procedures shall be free of any or all restraint, interference, coercion, or reprisal on the part of associates or administrators in filing a grievance, in accompanying a faculty member filing a grievance, in appearing before the Faculty Senate Grievance Board or the Provost, or in seeking information in accordance with the procedures described herein. These principles apply with equal force after a grievance has been resolved. Should these principles be violated, the faculty member should bring the facts to the attention of the Provost and Vice President for Academic Affairs, and subsequently (if necessary) to the President of the University.
mental needs, faculty expertise, faculty preferences for particular teaching assignments, faculty schedules, and the nature and extent of non-teaching workloads.

Course Scheduling and Class Meetings. Lecture courses meet fifty minutes per week per credit hour. Two or three contact hours of laboratory are assigned per credit hour. A semester is normally fifteen class weeks in length, exclusive of final exams.

Three-credit classes meet for fifty minutes Monday, Wednesday, and Friday or for seventy-five minutes Tuesday and Thursday. This pattern allows for a fifteen-minute break between classes. Prompt dismissal of classes permits students who must travel between widely separated classroom buildings to enter their next classes on time. A three credit-hour summer course meets for ninety minutes, five days per week, for twenty-five meetings, followed by examinations. Appropriate adjustments are made for courses with more or fewer credit hours, or for laboratory courses.

A limited number of regular semester courses and summer courses are offered on variant schedules. Most of these are late afternoon or evening courses intended for graduate students and other special groups.

Clemson University's master schedule is coordinated by the University Schedule Committee. Course offerings are listed in advance of preregistration, which occurs in April for the fall semester and in November for the spring semester. Listings of summer offerings are usually made available late in the fall semester.

Faculty Class-Meeting Responsibilities. Teaching faculty are obligated to meet their classes regularly at the appointed times. When there are valid reasons for being absent from class (e.g., illness and other emergencies, or travel on University business), the faculty member should notify the affected classes in advance if at all possible. Suitable arrangements, such as for substitute instructors, library assignments, or other appropriate utilizations of class time, should also be made.

Faculty members should also be accessible to students with respect to course work outside of scheduled class-meeting times. Because of the diverse nature of the academic departments, each department has established its own written office hour policy (approved by the college dean and the Provost).

Work Schedule for Professional Personnel. Members of the learned profession, whether faculty or administrators, by tradition and practice give generously of their time, energies, and abilities to further their institutions' goals and purposes and their own professional pursuits. There is no reasonable way of regulating the hours devoted to such activities and no meaningful way of measuring them. Truly professional scholars, teachers, researchers, and administrators devote significant portions of their waking hours to such pursuits. Clemson University recognizes that it is due to this unique combination of
responsibilities for teaching, research, public service, and administrative activities that considerable variation in professional work schedules constitutes the norm.

Except for formally scheduled classes and other regular activities, the duty schedules of the full-time teaching faculty are necessarily flexible. The discretion of the individual faculty member, therefore, governs the utilization of non-classroom time in accordance with the various demands of University and of public service, continuing scholarly development, research, writing, and other professional activities. Those in administrative positions and in full-time research have similarly unpredictable demands made upon their time. Beyond the fundamental requirement that faculty meet their scheduled classes and fulfill other regular commitments, faculty are evaluated on the quality of their performance as scholars, teachers, and researchers rather than on such quantitative bases as the number of their preparation hours or the regularity of their work schedules.

Because of the extended schedule of hours for which library service must be available, librarians have their work loads distributed over long working days and seven-day working weeks. Librarians' total work loads, however, should be comparable to those of professional personnel similarly situated in other University positions.

Attendance Policy. The full attendance policy for undergraduates is set forth in the Student Handbook. It indicates that students are expected to attend all sessions of lectures and laboratories punctually and regularly, that absences are matters to be resolved between faculty member and student, and that it is the student's responsibility to make up work missed due to absence from class. In this regard, it should be noted that the Student Health Service does not issue official "medical excuses." Students in the infirmary are provided an in/out slip, and a faculty member can telephone the health center to confirm an illness (no diagnosis or other confidential information is given, of course).

The faculty member, however, is obligated to inform students about attendance policy during the first full week of classes. In some departments attendance policy is established on a departmental basis.

A student who incurs excessive absences in a given course may be dropped from a course by the instructor in accordance with stated course policy. Students themselves may withdraw from a course by obtaining a "drop card" from the Registrar's Office and having it signed by the instructor. The signature indicates that the instructor has been notified of the student's intention to drop the course and is not to be construed as an authorization for so doing. Consequently, the signature should not be withheld. Students who withdraw after the first four weeks of classes shall have grades recorded for those courses. Prior to the last five weeks of classes, this grade would normally be "W." However, students are limited to no more than fourteen hours of "W" grades during their academic careers. Transfer students, however, may withdraw from no more than ten percent of their total academic work (up to fourteen hours of course work, whichever is
Department heads serve at the pleasure of their respective deans, who formally evaluate the performance in office of heads reporting to them every five years. All heads of academic departments hold faculty rank and engage in the teaching, research, and public service functions of faculty to the extent feasible.

In some larger departments the heads are assisted by associate or assistant heads who are assigned responsibilities by their department heads and who report directly to them.

J. The Non-Academic Administration: University Vice-Presidents and Executive Officers

Non-academic University operations are organized under eight areas of administration, each headed by a chief administrative officer, responsible to the President of the University. These administrative officers and the units of the University that report to them are listed below:

1) Vice President for Business and Finance: (a) Financial Management; (b) Budgets and Planning; (c) Campus Master Planning; (d) Facilitating Services; (e) Engineering and Planning (Physical Plant); (f) Public Safety; (g) Business Systems Development;
2) Vice President for Student Affairs and Dean of Students: (a) Athletic Programs; (b) Career Services; (c) Clemson University Union; (d) Counseling Center; (e) Housing Office; (f) Littlejohn Coliseum; (g) Music Activities; (h) Office of Admissions, Registration, and Financial Aid; (i) Student Health Service; (j) Student Life Office; (k) University Bookstore and Canteens;
3) Vice President for Institutional Advancement: (a) Alumni Relations and Resources Development; (b) Alumni/Development Administrative Services; (c) Alumni Publications; (d) Annual Fund; (e) Campaign Programs; (f) Development; (g) Deferred Giving; (h) Gift Clubs; (i) University Relations; (j) Electronic and Photographic Services; (k) Visitors Center, Historic Houses, Special Projects/Marketing; (l) News Services; (m) Agricultural Communications; (n) Publications and Graphics Services.
4) Executive Officer to the President's Office and Secretary of the Board of Trustees: (a) Office for Human Resources;
5) University Counsel;
6) Executive Assistant to the President: (a) Computer Center; (b) Division of Administrative Programming Services; (c) Division of Information Systems Development;
7) Internal Auditor;
8) Director of the South Carolina Energy Research and Development Center.
C. President’s Council and Associated Commissions and Committees

The President’s Council and its associated commissions and committees have responsibility in many areas affecting faculty and faculty concerns. Thus, these committees include faculty representation so as to provide for faculty participation in planning, policy and procedure formulation, and decision-making. It should be noted that several university councils and committees are independent of the President’s Council (see VI.D).

The President’s Council. This body is charged with examining, formulating, and making policy recommendations in various areas of University activity and responsibility. The President’s Council is advisory to the President of the University and to the Provost. It conducts much of its business through subsidiary Commissions (Undergraduate Studies; Graduate Studies and Research; Faculty Affairs; Student Affairs; Public Programs; and Public Service), which in turn have established committees to deal with specific areas.

Members of the President's Council are: the President of the University (Chairperson); the Provost and Vice President for Academic Affairs; the Chairpersons of the six Commissions (a Vice-Provost designated by the Provost, the Dean of the Graduate School, the President of the Faculty Senate, the Vice President for Student Affairs, the Executive Director of University Relations, and the Dean of the College of Agricultural Sciences); the Vice President for Business and Finance; the deans of four colleges and the heads of two academic departments (appointed by the President for three-year terms); five Faculty Senators (the Senate Vice President and the Chairpersons of the Policy, Research, Scholastic Policies, and Welfare Committees); the President of Extension Senate and the chairpersons of its two standing committees; one holder of a titled professorship or chair (elected by the Faculty Senate for a three-year term); the Presidents of the Student Body and the Student Senate; and one Graduate Student Association representative. Six additional members are non-voting: the Vice President for Institutional Advancement; the Director for Alumni Affairs; the Director of Libraries; the University Legal Counsel; the Executive Assistant to the President; and the Executive Officer and Secretary to the Board of Trustees.

The details of the organization and membership of the President’s Council are set forth in the Constitution of the President’s Council. Its commissions and committees are listed below. Faculty representatives to these commissions and committees are, unless otherwise provided in this section (VI.C), elected by their college faculties for three-year terms (staggered to give continuity) and are limited to two consecutive terms. Faculty Senate representatives, except ex officio members, are elected to one-year terms. Except as otherwise provided in this section, student representatives are elected by the Student Senate and, where appropriate, the Graduate Student Association.
The Athletic Council is composed of 21 voting members: 9 faculty members appointed by the President of the University from nominations by the Collegiate Faculties for staggered three year terms (faculty members may serve successive terms); the University's ACC/NCAA representative (appointed by and serving at the pleasure of the President of the University); the president and immediate past president of the Alumni Association and of IPTAY; the president and the immediate past president of the Faculty Senate currently in the employ of Clemson University; the Chairman of the Scholarship and Awards Committee; and the presidents of the student body, the Student Senate, the Graduate Student Association, and the Block C Club. Clemson University's Vice President for Student Affairs, Athletic Director, and Associate and Assistant Athletic Directors are non-voting members of the Council. The University ACC/NCAA representative chairs the Council, and the secretary is elected annually by the Council from among its faculty members.

Biomedical Research Support Grant Committee. This committee consists of the Program Director (chairperson) and one faculty member from each academic college engaged in biomedical, health-related research. The Program Director is the Associate Director of University Research. All appointments are indefinite and made by the Provost. This committee establishes program emphasis and priorities, evaluates requests for support, and advises the Program Director on the allocation of funds. Actions of this committee are made known to the Provost through the Director of University Research. Awards are made from the National Institutes of Health Biomedical Research Support Grant. Grant applications may be obtained in the Office of University Research. Applications are solicited annually during the months of January and February through announcements in the Clemson Newsletter.

Campus Names Committee. Officially named the Special Advisory Committee on Names to the Board of Trustees, this committee recommends appropriate names for University lands and facilities. The faculty members of this committee are nominated by the Chairperson of the committee from members of the faculty who have long terms of service with the University. They are appointed by the President of the University for indefinite terms. Non-faculty members are Presidential appointees. The Chairperson is appointed by the President.

Computer Advisory Committee. This committee advises the President about the needs of the Computer Center, Computer Center policies, and such other matters as may be referred to it by faculty, administration, or students. It consists of the Director of the Computer Center and one faculty representative from each college (three-year terms); one member of the Faculty Senate elected for a one-year term; and one undergraduate and one graduate student,
nominated respectively by the Office of Student Affairs and the Graduate Student Association, appointed for terms of one year by the Provost. In addition, one representative from each of the following areas is appointed to serve on this committee: the President's Office; the Business and Finance Office; the Development Office; the Division of Information Systems Development; the Department of Administrative Programming Services; and Student Affairs. The Committee elects its Chairperson annually.

The Council of Academic Deans. This group advises the Provost and Vice-President for Academic Affairs on policy questions, and serves as a forum for communication between the Provost and the several colleges. Chaired by the Provost, membership includes the Vice-Provosts, the College Deans, the Director of University Research, the Director of Libraries, and the President of the Faculty Senate.

The Faculty Senate. The Faculty Senate is the representative assembly of the Faculty. It is described in detail in VI.3.

The Graduate Curriculum Committee. This committee of the University Faculty is described in the Faculty Constitution (VI.3).

Institutional Biosafety Committee. This committee consists of the Associate Director of University Research (Chairperson); four faculty members from disciplines relevant to recombinant DNA technology; two residents of the local community, not employees of the University; and one non-doctoral laboratory technician. All members are appointed by the Provost to serve indefinite terms. This committee reviews and approves all recombinant DNA activities conducted at, or sponsored by, the University and assesses the facilities, procedures, practices, and the training and expertise of personnel engaged in recombinant DNA activities. Actions of this committee are made known to the Provost through the Director of University Research.

The Landscape and Site Development Committee. This committee formulates and recommends to the Administration long-range goals for the landscape and site development of the University campus and reviews plans proposed for implementation. It consists of the Superintendent of Grounds (Chairperson); the Director of the Physical Plant; the Superintendent of Planning and Engineering; the Campus Master Planner; one faculty member nominated in rotation from the colleges of Agricultural Sciences, Architecture, and Forest and Recreation Resources; one student, nominated by the Vice-President for Student Affairs; and a Faculty Senator nominated by the Senate. The three latter members are appointed by the Provost for one-year terms.

Laboratory Animal Welfare Committee. This committee consists of the Associate Director of University Research (Chairperson); one faculty member from each academic college having animal facilities;
and an Assistant State Veterinarian. All appointments are indefinite and made by the Provost. This committee evaluates the care and treatment of all warm-blooded laboratory animals held or used for research, teaching, or other activities; inspects the University animal facilities; and advises the Provost, through the Director of University Research, in regard to the animal and animal facility policies of the University.

Organization of Academic Department Heads. This group serves as a forum for communication between the Academic Department Heads and others at the University, such as, the Faculty Senate, the Council of Deans, the President's Council, and the University Administration. This organization also provides advice on academic and administrative matters. An Executive Committee, composed of a member from each College, represents the group between meetings of the membership.

Patent Committee. This committee consists of the Director of University Research (Chairperson); the University Legal Counsel (Secretary); the Assistant Vice-President for Budgets and Planning; the Associate Dean and Director of the S. C. Agricultural Experiment Station; the associate deans of the Colleges of Engineering, and Commerce and Industry; one faculty member elected by the Faculty Senate for a one-year, twice-renewable term; one faculty member each from the colleges of Agricultural Sciences, Engineering, Commerce and Industry, and Sciences, with three-year staggered terms; two members representing the other five colleges of the University, for one-year terms rotating through all five colleges; one graduate student representing the Graduate Student Association, for a one-year term; one undergraduate student nominated by the Dean of Student Affairs for a one-year term. All appointments are made by the Provost. This committee recommends patent policy to the Provost, approves or disapproves patent proposals, submitted in accordance with University patent policies, and makes recommendations to individuals and administrative units submitting patent proposals and to the Provost.

The President's Cabinet. The President's Cabinet advises the President of the University on policy decisions affecting all areas of the University and serves as a communications forum between the President and the various administrative divisions of the University. Chaired by the President, the Cabinet is composed of the Vice-Presidents; the Executive Officer to the President's Office; the Executive Assistant to the President; the University Legal Counsel; the Directors of Development, Alumni Relations, and University Relations; the President of the Faculty Senate; and the President of the Student Body.

Protection of Human Subjects Committee. This committee consists of the Associate Director of University Research (Chairperson); one faculty member from each academic college having a significant number of activities involving human subjects; a medical doctor, nominated by the Vice-President for Student Affairs; and a resident of the local community, not an employee of the University. All members are appointed by the Provost to serve indefinite terms. This committee, functioning as the Institutional Review Board, approves all University activities that involve human subjects and insures that the rights and welfare of subjects are adequately protected, that the risks to subjects are outweighed by potential benefits, and that the informed consent of subjects is obtained by methods that are adequate and appro-
MEMORANDUM

To: W. David Maxwell, Provost
From: David J. Senn, President, Faculty Senate
Re: Senate Review of Your Long Range Plan

During its June 5 meeting, the Faculty Senate discussed your preliminary draft of "A Long Range Plan for Clemson University." The discussion was quite extensive and many of the details of your plan were reviewed. The discussion was greatly facilitated by reports of each of the standing committee chairs. Each of these committees reviewed sections of the document and prepared a report for the entire Senate.

Following the Senate’s discussion I was directed to appoint an ad hoc committee to integrate all of the committee reports into one Senate review of the plan. The Senate Executive Committee performed this function. It has now completed its assignment and a copy of its review is enclosed. As you know, the Senate feels very strongly that long range academic planning is essential for the continued orderly growth and refinement of programs at Clemson. Thus, we vigorously support long range planning. However, in our judgment, the preliminary draft which we critiqued is an inadequate statement of academic planning for Clemson University. It is our hope that the enclosed review will significantly improve the original document during subsequent revisions.

Please let us know how the faculty can more fully participate in this most important endeavor.

Enclosure

pc: President Atchley
Faculty Senators/Alternates
At its June 5, 1984 meeting, the Faculty Senate heard reviews of Provost Maxwell's Long Range Plan from the standing committee chairs. The Senate directed that President Senn appoint an ad hoc committee to work with him in putting the various committee reports together into a Senate review of the Provost's plan. The ad hoc committee was instructed to forward its review to the Provost within two weeks and report back to the Senate at its July meeting. President Senn elected to use the Senate Executive Committee as the ad hoc review committee, and its report follows, keyed to the Provost's document.

Title
A more appropriate objective and title for the plan might be "A Long Range Plan for Academic Affairs for Clemson University."

Section I. Introduction (p. 1)
The section is too inward-looking and seems more concerned with protecting our turf than with determining direction and goal-setting. It seems to introduce a self-study rather than a long range plan. The "mission" of the university—to hold on to what we have—is too narrow. A broader philosophical base and more visionary approach is needed. The philosophy seems to be that we are not in control of our destinies and should not spend
much time with philosophy and vision. The statement that "...Clemson (is) the envy of the other public institutions of higher learning in the region" seems a rather pretentious opinion not substantiated elsewhere in the document.

Section II. **The Student Body** (p. 2)

There seems to be too much emphasis on short-term swings in popularity of some majors, such as the current enrollment in Engineering and Computer Science, and too little emphasis on establishing our mission, determining which curricula or disciplines we can best address and should serve, and then controlling enrollment to emphasize those areas.

It is doubtful that the tables on page 3 show any real (statistically significant) change in mean SAT average or decile ranking.

The statement (p. 2) that "The faculty-student relationship is a good one" is rather vague. Does this refer to camaraderie, level of mutual respect, classroom size, or student-faculty ratios in specific classes? What data support the statement, or is it simply a personal opinion?

The statement that "most classes are relatively small size" is vague, since no basis for comparison is given. Most would agree that a class size of 20-30 permits meaningful student participation, frequent grading of student written work, and individual student conferences through office hours. The unfortunate trend in recent years to classes of size 40 and more has largely voided these personal aspects of a "small university."
Other alternatives should be considered. The large lecture section (100 or more) handled by a professor combined with weekly small (25-30) problem-lab sections handled by graduate teaching assistants is one such alternative. There should be careful planning of future facilities to make such alternative teaching methods possible, since the existing number of lecture halls seating 100 or more is probably too small for present needs.

"We will attempt to manage the admissions ratios of freshmen, undergraduate transfers, and graduate students in an effort to enhance the quality and 'mix' of the student body." (p. 6, bottom) What is the quality and mix desired, who decides it, and how?

What is the basis for determining that students will be housed on campus and that the private sector will not be encouraged to provide housing? Is housing the optimum use of limited bonding authorization when it can be provided by the private sector? Is there not a need for more creative thought in this area?

Should there not be some discussion of or study of the role of athletics in the academic mission of the university, and the relationship of athletics to the goal of academic excellence in the student body?

Section III. The Faculty (p. 10)
A. (p. 10) We question whether our relative smallness contributes to greater interdisciplinary interest and less discipline provincialism. No supporting evidence is cited.
The opposite may be true, because our smallness means we have no coordinating office of interdisciplinary studies which seeks funding for and encourages multidisciplinary approaches to broad problems. We also feel that our small-town setting and rural geographical location may discourage some potential faculty.

(p. 11) As for more faculty participation in academic matters, this may be more form than substance when we consider that the administration makes the final decision on curricula and on promotion and tenure. Regarding the latter, in a number of instances the decision has gone counter to the unanimous recommendation of promotion/tenure committee, department head and dean. This entire section is composed mostly of personal opinion, with no corroborating data.

B.1. (p. 11) If the three universities mentioned are the only ones from which comparative data were gathered, we feel that a wider choice of schools could have been made and that the sample is inadequate. Fringe benefits should be included in such comparisons.

B.2. (p. 13) There is a presumption that a high proportion of tenured faculty results in a less productive faculty and decreased flexibility. No information or data are presented to support this. It is a personal opinion. If enrollment in different majors is set by our own careful planning of our priorities and capabilities and employment potential, rather than by popularity swings in applicant preferences
(e.g. the "environmental" fad, now fading), and if we have capable faculty, what is the problem with a high proportion of tenured faculty? Further, if the Provost maintains that, say, 75 percent tenured is a maximum, and he has the final say on the tenuring of individuals, do we not already have a de facto quota system? The plan suggests no alternatives such as encouraging the state to allow early retirement incentives, or more direct support for sabbaticals, special training, or exchanges, or innovative faculty development programs.

B.3.-4. (p. 15) Establishing an alumni Master Advisor Award seems to be the only emphasis in a section devoted to preserving a good teacher-student relationship. This seems an inadequate solution to the problem of recognizing and rewarding effective teaching in the face of a drive to become, as a basic goal, a leading research university. This is especially true when many of the faculty feel that there is already too much emphasis on research when it comes to promotion and tenure decisions. The question of how to become more research-oriented without detriment to teaching is addressed only as a potential problem, with no suggested solutions.

B.5. (p. 16) To "... preserve the influence of the faculty in decisions on academic matters while preserving the authority and responsibility of administrators in administrative matters" has little meaning without definition of where one ends and the other begins. Case in point: Is the preparation of a long range plan for academic affairs for Clemson
University an academic matter, or an administrative matter—who shall decide, and how?

Section IV. Academic Programs (p. 16)

The various tables of student numbers and credit hours generated take on real meaning only when combined with FTE teaching. Thus, the ratios in the table on p. 24 (if based on full-time teaching equivalents), are much more useful for comparisons than any of the preceding pages. Much emphasis needs to be placed on public relations efforts, possibly including full-time recruiters, to boost enrollment in areas important to our educational mission which have low enrollment.

Some attention should be given to faculty recognition and support for participation in the honors program.

Nothing in the plan specifically addresses improvement of summer school enrollment, or new short-term programs for older students, or the whole area of continuing education in general.

In the area of maintaining teaching excellence while becoming a more research-oriented university, we feel there should be much greater emphasis on graduate research assistantships, lower teaching loads, and more support in equipment, staff, library development, faculty development, and travel funds. Assistance in identifying and applying for alternative sources of research funding is needed. This additional support is necessary if the faculty is to have any reasonable expectation of increasing research productivity while maintaining or improving teaching effectiveness.
A uniform, written policy confirming the return of indirect cost research incentive funds to individual faculty investigators is an essential element of encouragement and support of faculty research.

The consolidation or elimination of graduate programs should be done only after thorough study guided by our mission as a university, only after much faculty input, and only after review of recommendations by affected departments and colleges.

Section V. Facilities (p. 27)

This section is by no means a long range plan, but simply a listing of short term plans already made. We did not feel that, in this review, we should attempt to convert it to a long range plan, so have few comments about it. We did note that, as in other sections, much emphasis is placed on currently popular curricula, with no suggestion of guided or mission-oriented growth. The section on Microcomputer Labs illustrates the inadequacy of this section when it suggests that a "dozen or so" labs will be required. The Campus Master Plan is an essential reference for this section.

Section VI. Equipment (p. 30)

The general statements in the Facilities section also apply to this one. Several problems are presented, with no solutions suggested. There is no area by area evaluation of equipment needs or attempt to prioritize needs.
The statement that "Most research at Clemson involves animals as either subjects or models" probably is in error (p. 29).

The section on "Equipment Donations and Grants" (p. 32) probably should be combined with the section on "Backlog" (p. 31) and stated as a recommendation.

There is no consideration of the major problems involved in purchasing equipment through the state system, or of the need for maintenance funding and support personnel.

Other General Observations

While some overall goals are presented, no specific objectives, plans, or costs were suggested to achieve these goals. Detailed objectives and relevant plans were not presented.

Much useful background information is not referred to, and apparently was not used, e.g. the Campus Master Plan, past self-studies, especially the most recent one, and the rather thorough athletic department facility projections as they relate to the academic area.

There is a need for the plan to evaluate the means by which the university can strive to increase its activities and awareness in cultural areas, and to nurture an environment conducive to scholarly research.

The position of Clemson University as South Carolina's major Land Grant Institution, with the related implications to mission was omitted.
Significant areas of the university were not discussed. Engineering and Computer Science are not the only developing disciplines on campus.

There is no discussion of the need for or plans to promote interdisciplinary programs (teaching and research).

There should be more evaluation of ways to attract talented students, starting even with lower grades (earlier than junior-senior year of high school). There probably are other means, such as enrichment courses, of attracting outstanding students early on, rather than "buying" them in their senior year.

Continuing Education is overlooked and should be included. This report will become public information, and discretion needs to be exercised in preparing the document. It serves no useful purpose to snipe at the University of South Carolina.

Some reference to the role of public relations needs to be included.

We feel that this document emphasizes the need for an Office of Institutional Research or an expanded planning unit which can keep up with institutional data, working in conjunction with a long range planning committee as recommended in the 1981 self study.

Finally, a summary and recommendations section is needed.
President Senn called the meeting to order at 3:30 p.m.

II. Guest Speaker:

President Senn introduced Provost Maxwell who was the guest speaker for this meeting. Before opening the floor for a question and answer session, the Provost made a few comments on the 1984-85 budget situation. He remarked that at the present time it appears that salary increases for unclassified and classified personnel will be either 6 + 2 percent or 5 + 2 percent with unclassified employees receiving their 2 percent in January and classified employees receiving their 2 percent on their anniversary date.

Senator McGregor asked the Provost if there are any guidelines from the Legislature on how to use the budget increases, and Dr. Maxwell answered that there are no guidelines written in the bill thus far.

There was some discussion on matching funds for equipment with Senator Stutzenberger asking if the budget for this year included matching funds for equipment. Dr. Maxwell said that if the new bill passes, we could lose approximately $395,200 in DOD grant money if matching funds are not generated. Stutzenberger asked if the Athletic Department could be approached about matching funds, and Dr. Maxwell responded that you can always ask, that in the past they have provided matching funds for equipment which would assist the student-athletes but also helped other students. The Athletic Department, according to Dr. Maxwell, also pays a portion of the salaries of some "teachers". Dr. Maxwell also pointed out that the Athletic Department maintains certain grounds, buildings and facilities of the university, and to his knowledge, this isn't done at any other university.

Dr. Maxwell then made some comments regarding tenure. He pointed out that at Clemson 64.4 percent of the faculty who are in tenure-track positions are tenured. He further said that eight of the colleges at Clemson are 60 percent or more tenured, four colleges are 70 percent or more tenured and one college is 80 percent or more tenured. Twenty-two of the 51 academic departments are at least 70 percent tenured, thirteen departments are at least 80 percent tenured, six departments are at least 90 percent tenured, and four
departments are 100 percent tenured. He expressed his concern over Clemson becoming too heavily tenured and said he would like suggestions as to how this could be avoided. He believes that becoming too heavily tenured is detrimental to the university in that it prevents bringing in "young blood" with the most up-to-date training. Senator Gowdy suggested that a good alternative might be for the university to support more development of existing faculty, and Dr. Maxwell said that this would be appropriate in some areas but not appropriate in other areas. Senator Dickey suggested that sabbaticals could be used for faculty development in updating their knowledge, and Dr. Maxwell pointed out that in many cases this was being done. Senator McGregor asked if it might be feasible to encourage early retirement to keep the ratio of tenured faculty down, but Dr. Maxwell said that as it stands now with the state, this is impossible and illegal. Dr. Senn asked if cost projections are higher due to the retention of tenured faculty, and Dr. Maxwell said that replacement costs are always higher than terminations. Senator Overcamp asked if there was a problem with grievances being filed due to peer groups evaluating faculty members for tenure by higher standards than the committee members were judged by when they were being evaluated for tenure. Dr. Maxwell answered that this was true — that it is an inequitable process. As a result of other questions being posed on the issue of tenure, Dr. Maxwell pointed out that standards for promotion and tenure do vary from department to department but didn't know why and again stated that the reason for concern over becoming too heavily tenured is that departments periodically need to bring in new people. He also said that it can be substantiated that being too heavily tenured (and promoted) can often cause low productivity in some departments.

Dr. Maxwell pointed out that the Faculty Senate at Clemson has become a stronger body during the last five years (under the new administration) which encourages faculty participation.

Dr. Senn asked Dr. Maxwell about the status of the Long Range Plan, and Dr. Maxwell answered that it was in a very rough draft stage and that suggestions and recommendations would be very welcome.

III. Approval of Minutes of the May Meeting:

Minutes of the May 1, 1984 meeting were approved as corrected.

IV. Agenda

Dr. Senn entertained a motion to add a resolution to the
agenda by Senator Hill regarding the awarding of honorary degrees and the selection of commencement speakers. This motion was passed and added as Item c. under New Business. (Attachment A)

V. Committee Reports:

A. Policy - Senator Camper said there was no report except that submitted on the Long Range Plan. (Attachment B)

B. Research - Senator Gowdy handed out a report on the Long Range Plan. (Attachment C)

C. Scholastic Policy - Senator Privette said the Scholastic Policy Committee had discussed three additional items besides the Long Range Plan. (Attachment D)

D. Welfare - Nothing except suggestions on the Long Range Plan. (Attachment E)

E. Ad Hoc Committees - Senator Senn, on behalf of Senator Burkett, told the Senate that the Committee on Public Service Awards had received some guidelines from George Moore in Alumni Relations.

F. University Commissions/Councils/Committees - The Planning Board report was given by Senator Bauer. (Attachment F)

VI. President's Report:

A continuation of the President's Report had been prepared by Dr. Senn and was distributed at the meeting (Attachment G). Dr. Senn pointed out that there are two Alumni Professorships coming open and suggested that anyone having a recommendation of someone to fill either of these vacancies should talk with their dean. Dr. Senn also called attention to the new Faculty Senate Handbook which was recently printed and distributed and recognized Senator Bauer for all his hard work in the preparation of this Handbook. He also noted that the Handbook was prepared so that it could be updated from time to time, and that any revisions should be directed to Senator Bauer.

VII. Old Business:

Senator Moran was elected as a new faculty representative to the Alcohol and Drug Abuse Committee.

VIII. New Business:

a. There was a discussion regarding the merger of the Honors Program and the Scholarships and Awards Program (Attachment H). This merger will become effective July
1 with Jack Stevenson's time being increased to 75 percent with this program and with Corinne Sawyer continuing to work on special assignments in this area.

b. Reports were presented by committee chairmen (Gowdy, McGregor, Privette, Camper) containing suggestions on the Long Range Plan (Attachments B, C, D, E). Senator Privette of the Scholastic Policy Committee stated that this committee was concerned about: (a) the list of selected institutions and criteria used to compare Clemson, (b) no allowances for increased enrollment in curriculum changes, (c) much discretion needs to be used in wording since it will be a public document. A resolution regarding the preparation of the Long Range Plan was submitted by Senator Baron and then withdrawn (Attachment I). After some discussion, a motion was passed charging President Senn and a group to be chosen at his discretion (he indicated that he would like to use the Executive Committee) to compile the suggestions and recommendations prepared by all of the committees on the Long Range Plan for submission to the Provost.

c. A resolution was presented by Senator Hill expressing concern over the procedure used by the university to select recipients of honorary degrees and commencement speakers. In discussion of this resolution, it was pointed out that at some universities a faculty vote is taken. The resolution (not an action item but asking that a study be done by the Senate's Policy Committee) passed (Attachment A).

d. Concern was expressed over the fact that the Athletic Council has not met recently concerning Clemson's appeal of the final year of ACC probation. Dr. Senn suggested that the Senators talk with their college representatives on the Athletic Council and urge them to meet before the appeal is filed.

IX. Adjournment:

The meeting was adjourned at 5:35 p.m.

Respectfully submitted,

John F. Welter
Secretary, Faculty Senate

Senators Absent:

Senators Dillman, Grimes, Caban, Behery, Czajkowski, Sheriff, Ulbrich, Burkett, Snelsire, Conover, Flower and Hare.

Alternates Present:

Senators Hedden and Overcamp
FACULTY SENATE RESOLUTION, FS-84-6-1

HONORARY DEGREES AND COMMENCEMENT ADDRESSES

WHEREAS some faculty have expressed concern over the procedure for the awarding of honorary degrees, particularly since it is announced that such degrees are conferred by action of the faculty and the Board of Trustees of Clemson University; and

WHEREAS some faculty have expressed concern over the selection of commencement speakers; be it therefore

RESOLVED by the Faculty Senate that the Senate Policy Committee be directed to examine the procedure for awarding honorary degrees, with particular attention to the extent to which the faculty of the University, as well as the Board of Trustees, acts to confer such degrees; and be it therefore also

RESOLVED that the Senate Policy Committee be directed to examine the procedure for the selection of commencement speakers.
POLICY COMMITTEE REPORT  
June 5, 1984

1. The Policy Committee met May 29, 1984 with Camper, Czajkowski, Huey, LaTorre, and Linville present.

2. The Committee discussed the Long-Range Plan as directed by President Senn. A summary of major points raised about the Plan in general are:
   a. It seemed more like a 'Self-study Report'.
   b. While some overall goals were presented, no specific objectives were stated to achieve those goals.
   c. Detailed objectives and relevant plans were not presented.

3. The Policy Committee specifically reviewed Section I (Introduction), Section II (Student Body) and Section III (Faculty). Specific points are:
   a. The position of Clemson University as South Carolina's Land Grant Institution was omitted.
   b. Significant areas of the University were omitted; e.g., engineering and computer science are not the only significant and developing disciplines on campus.
   c. Geographical location may be viewed as a limitation to developing some areas of the University and should be recognized as such.
   d. A rather limited view of the 'mission' of the University was presented.
   e. No operational objectives, plans or costs were presented.
   f. No plans specifically addressed improvement of summer school or new short-term programs for older students.
   g. No innovative faculty development program was suggested.
   h. Preservation of current status seems to be conflict with student recruitment and admissions policies.
   i. Plans are needed to develop better public relations programs to get the message out, improve international student relationships, more clearly define admissions criteria, micro-computer implementation, class scheduling, and initiate faculty incentive for 'Honors Program' involvement and courses.
Minutes of Faculty Senate Research Committee Meeting of 5/31/84

Members present: Verner Burkett, John Gowdy (chm.), Phil Flower, Michael Moran, and Holley Ulbrich

The committee discussed the "Long-Range Plan" of Provost Maxwell, dated April 9, 1984. The focused on topics most related to research (see attachment) and made observations and recommendations for modifications, as follows.

2. (Page 26) One of the most efficient means of promoting research activities would be to significantly increase the funding for graduate research assistantships. Outstanding graduate research assistants can greatly extend the productivity of faculty by assisting in literature review, equipment evaluation, laboratory set-up, and preparation of proposals and publications. Additional funding for graduate teaching assistantship to support faculty in homework grading and laboratory/workshop teaching would also help provide release time for additional research activities.

In addition to increased graduate student support, support is needed in terms of lower teaching loads for faculty expected to do research (not more than two moderately sized classes per semester), equipment support (including individual computer terminals), staff support, library development, travel funds.

More assistance is also needed in helping faculty identify sources of funding.

The key issue is that it is unreasonable to expect faculty to significantly increase their research productivity and also maintain or improve their teaching effectiveness, unless additional support is provided.

A uniform, written policy confirming the return of research incentive funds to the faculty investigators is essential as a morale factor in support of faculty research.

Other comments

1. (Pages 17,18) The consolidation or elimination of graduate programs should be done only as a last resort, and only after much faculty input.

2. (Page 18) None of the committee members have seen the results of the "recently completed thorough" of the MS programs of the university. We would like to have the opportunity to review these results.

3. (Page 29) The committee feels that the statement: "Most research at Clemson involves animals as either subjects or models." is inaccurate and should be changed or eliminated.
4. (Pages 31, 32) Topic 3 on "Equipment Donations and Grants" should be combined with topic 1, "Backlog", and stated as a recommendation rather than as an observation.

5. (Page 15) The committee questions the establishment of an "Alumni Master Advisor Award" and feels that such an award would tend to degrade the Alumni Master Teacher Award and the Alumni Master Researcher Award.

6. The committee feels that it is important that the university strive to increase its activities and awareness in cultural areas in order to cultivate an environment for scholarly research.
REPORT: SCHOLASTIC POLICIES COMMITTEE
(Faculty Senate Meeting, June 5, 1984)

The Scholastic Policies Committee met May 24, 1984. Items discussed were:

1. **Merger of Honors Committee and Scholarship and Awards Committee.** Since the two have so much overlap in concerns and activities, the Committee approves the action.

2. **Dan Foster Column.** Discussion was postponed to the fall in the possible broader examination of proposed NCAA rules and their effect at Clemson.

3. **Proposed University Calendar.** Committee members will prepare a list of concerns and difficulties to be reported in the July Senate meeting.

4. **Provost’s Long-Range Plan.** Preliminary discussion took place, but nothing concrete can be reported.

Bill Hare, Chairman

*Reported by* [Handwritten: Arlene Privette]

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**Long-Range Planning: Concerns:**

1. Selection of institutions used to compare Clemson

2. No consideration of cyclic nature of curricula relative to public demands.

3. Report will become public information and discretion needs to be exercised in preparing document.
Faculty Senate
Welfare Committee Report
June 12, 1984

The Welfare Committee spent its May meeting (May 22) discussing the sections on "The Faculty" and "Facilities" in the Provost's "A Long Range Plan for Clemson University."

The general consensus of the group was that the Provost's document was not a long-range plan but was, rather, a review of student/faculty statistics for the past few years, a partial summary of the present status, (e.g., faculty pay) and established plans (e.g., new buildings and renovations), and a handy apology for the administration in terms of being where we want to be and not being in control of our destinies.

There was mixed opinion as to our making specific comments about the document. Some felt that it was not adequate even as a starting point, that it was defective in the parameters set down in the introduction, and thus we should reject it without comment as being "unfixable." Others felt that it is here, has wide distribution, and that we could not ignore it.

We have a number of specific comments or suggestions which can be brought out if the Executive/Advisory Committees or some other Faculty Senate group is charged with preparing a reply to the entire document. All of these do not need to be brought out piecemeal in our full Faculty Senate meeting, but I will attempt to summarize some general impressions.

1. The "Introduction" starts out on the questionable premise that we are just where we want to be and our main effort should be against adverse changes. There is no reason to do long-range planning if we follow the introductory philosophy that we can't do much about it anyway. Many of the Committee were not aware that Clemson is, "the envy of the other institutions of higher learning in the region," and we saw no documentation of it in the Provost's paper.

2. There was general agreement that the document places too much emphasis on the short-term swings in college and departmental enrollments (e.g., the present high enrollment in Engineering) and too little emphasis on the long-term values and disciplines we should be aiming for. It is reaction (e.g., p. 6 statement about USC plans in engineering) rather than planning.

3. There was general uncomfortableness with the suggested greater shift to research emphasis, even though, "The primary responsibility of the faculty members is, and will remain, teaching" (p. 15). How we become more research-oriented without detriment to teaching is not addressed, except in vague terms about recognizing outstanding advising. The conflict is only mentioned as a possible problem. The current feeling among many that research already is given too much emphasis in promotion/tenure decisions and that, in this sense, we should become less rather than more research oriented is not addressed.

4. The salary chart on p. 12 shows that Engineering and Commerce and Industry are not as non-competitive compared to other schools as has been suggested by shifts of funding to "high-tech science" areas.
5. There seems to be an assumption that a high proportion of tenured faculty is an evil to be avoided because it hinders flexibility. This runs counter to the "psychic income" factors, small size, and camaraderie that are purported to attract and hold the best. At any rate, the section offers no solution or long-range plans, other than to increase the difficulty of obtaining tenure. As in "2" above, there needs to be some planning about where we are going, which would reduce the need for protective flexibility.

6. The statement on p. 16 that we must preserve the "authority and responsibility of administrators in administrative matters" while preserving the influence of the faculty in academic matters does not recognize that these are difficult to separate, and that administrators may be inclined to assume exclusive administrative responsibility as it suits them.

7. There are a number of glaring omissions; for example, there is no mention in the section on facilities of the extensive Campus Master Plan recently developed at considerable cost. Likewise, the impact of future Athletic Department facility plans on academic-area plans is not addressed.

8. A summary, conclusions, and recommendations section is needed.
Planning Board

Report to the Faculty Senate

May 24:

1. Jim Boniface presented his final report on the location of the Strom Thurmond Center. The Performing Arts Center and the Institute Building will be located between Barre Hall and Lowry Hall, and the Continuing Education Center will be at the lake site. An architecture and engineering firm for the Institute Building will be chosen in the near future.

May 31:

1. A proposal to use temporary units for offices in the College of Agricultural Sciences was tabled for further study.

2. A plan was approved to expand the R-3 parking lot. This is necessary because the Athletic Department needs 500 additional numbered reserve spaces for football parking. Approximately 300 of these will be available with this paving.

3. A plan was approved to locate the microwave tower for the South Carolina tele-communications network on the standpipe area near Newman and McMillan roads. This will replace the WSBF tower currently at that location.

4. A plan was approved to move the monuments currently on S.C. 93 closer to the campus. This is necessary because of the widening of 93 and U.S. 76.

5. Dr. Ab Snell was re-elected chairman for FY '85.
1. Provost Maxwell will be a guest of the Senate at our June 5 meeting. I have asked him to comment on his perceptions of the Senate during his four years in office and to outline for us some of his academic plans for the future. At our July 10 meeting, Vice President Don Elam has been invited to address the Senate on changes he is making in the institutional development area. Both guests will respond to questions following their opening statements.

2. The Senate Advisory Committee elected Senator Arlene Privette as chairperson of the 1984-85 Grievance Board. It also nominated Senators Moran and Rudowski for the second faculty position on the Alcohol and Drug Abuse Committee. This election will be held under Old Business at the June 5 meeting.

3. Provost Maxwell has considered the Senate resolution dealing with proposed changes in the tenure probationary period. The Senate adopted this resolution at its April meeting. The Provost opposes the changes proposed in the resolution (his response is attached to this report).

4. Dr. Jack Stevenson, Director of the Honors Program, has responded to Senate Resolution FS-84-5-2 which honored the Fulbright Scholars (response attached). The Scholastic Policies Committee may want to review the suggestions which are contained in this memorandum.

5. The Provost’s Office is planning to merge the Honors Program and the Scholarship and Awards Program under Dr. Stevenson beginning July 1, 1984. The Senate has been asked to review this proposal and to identify any potential problems which will be created by this merger. I have asked the Scholastic Policies Committee to consider this proposal and to report its recommendation at our June meeting.
6. The Council of Academic Deans has taken several actions since our last Senate meeting:

a. The Council approved the coaching education courses as recommended by the College of Education. An amendment to grade these courses only on a pass/fail basis was defeated. The rationale was that curricular proposals should originate with the faculty. Provost Maxwell will ask the undergraduate and graduate curriculum committees to devise a policy regarding pass/fail courses.

b. The Council discussed the Provost’s "Long Range Plan" document. The plan was prepared at the request of the Educational Policies Committee of the Board of Trustees. Each dean was asked to submit written comments by early June. Each of the Senate’s standing committees is also reviewing this document. This will be the major item of new business at our June 5 meeting.

c. Provost Maxwell expressed his concern regarding the high percentage (80%+) of tenured faculty in some academic departments. Some departments are also rank heavy. One possible solution to this problem is to make greater use of visiting faculty positions.

d. The deans rescinded their previous action to place faculty resumes on file in the library.

e. A summary report of continuing education activities for 1983 was discussed. The report, which contained data from four colleges, showed that 641 programs enrolled 23,650 participants. This was an increase of 400% over the previous year and was largely due to increases in the College of Commerce and Industry.

f. A brochure is now available from the State Department of Education describing new admission prerequisites for public colleges and universities. I have some copies of this brochure if you desire to have one.

7. Among the items discussed by the President’s Cabinet are the following:

a. The Cabinet endorsed the concept of a wellness program. The Wellness Committee is to seek outside funding to support their proposed activities.

b. President Atchley has appointed thirteen staff persons to the Commission on Classified Staff Affairs. Please refer to the May 23 University Newsletter for a listing of the membership of this new commission.
c. It was announced that the projected date for the Strom Thurmond Institute ground breaking ceremony is homecoming weekend, October 18-19.

d. Budgetary projections for 1984-85 look better than for the current year. Full formula funding is still in the state appropriations bill. It appears that classified employees will receive a 5 or 6% across-the-board salary increase and an average of 2% for merit. Unclassified employees (faculty) will probably receive the same average increase but a 0-9% range will be in effect like last year. The 2% merit increase will probably be given January 1, 1985 so that the 1985-86 salary base will be higher.

8. The Commission on Faculty Affairs met on May 24:

a. The Ad Hoc Committee on Teaching Effectiveness (Henry Pate, Chair) reported that four subcommittees are working over the summer on different aspects of this topic. The Committee plans to have a final report ready for the Commission about November 1.

b. The Ad Hoc Committee on Faculty Evaluation Forms (Chris Przirembel, Chair) is nearing completion on phase I of its charge. The Committee will be recommending several changes in Form 3. The Commission will act on these proposed changes at its July meeting.

c. The Faculty Development Committee (Jose Caban, Chair) has summarized the results of its faculty survey. The Committee will be making several recommendations based on the survey results.

d. The Commission finalized its recommendations regarding the composition of committees under its direction and will present these recommendations at the June meeting of the President’s Council.

9. The Faculty Senate Handbook has been completed. It is currently being duplicated and will be distributed to senators in the near future.

Respectfully submitted,

[Signature]

David J. Senn, President
MEMORANDUM

TO:        Dr. David Senn
            President, Faculty Senate

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

SUBJECT: Proposed Change in the Tenure Policy

May 18, 1984

I have considered the change in the tenure policy that was recommended by the
Ad Hoc Committee on Tenure Probationary Period, and I am opposed to the change
for several reasons.

1. The language in the third paragraph of II.L. of the Faculty
Manual is basically the standard paragraph recommended by
the AAUP. It is present in the tenure policies of the
majority of major universities and almost every phrase of
this paragraph has been, at one time or other, the subject
of judicial interpretation. The statement has been
tempered and has well stood the test of time.

2. The proposed change accomplishes little that can not be
accomplished under the present policy. The problem posed
by the fact that Extension personnel do not accumulate
credit toward tenure by service at some other institutions
has been handled under the fifth paragraph of II.L. referring
to early tenure. Credit for industrial experience has been
handled under this same provision.

The only thing that the proposed change could do that the
present policy could not do is to deny credit to the
individual for four or less years of tenure-track service
at another institution. Such a provision runs counter
to the reciprocity and ability to take advantage of op-
portunities that the AAUP seeks to further. It also
raises the serious question of why this university
should seek to attract faculty whose previous tenure-
track experience is so undistinguished that we would not
wish to grant the credit for it that is provided by the
basic paragraph.
3. The most important disadvantage from an administrative point of view, however, is that the proposed change would centralize all faculty hiring. The present basic paragraph is operational at the college level. Guided by the present basic paragraph (i.e., the third paragraph of II.L.) deans can quickly compute tenure credit and make offers to prospective faculty members. Since quick response time is often important, this is a significant advantage. We do not need the requirement that some universities have that all offers must be made by the Provost because the present third paragraph is relatively straightforward.

If the proposed change were made, the dossiers on all prospective faculty members would have to be sent to this office and a thorough evaluation and review made prior to making an offer. This would be necessary in order to ensure some reasonable degree of uniformity in the interpretation of what constitutes "relevant experience" and how much credit toward tenure is to be received for it. Such a requirement would be a serious handicap in recruiting faculty.

WDM/t

cc: President Bill L. Atchley
    Academic Deans
May 16, 1984

Memorandum

TO: Dr. David Senn
President, Faculty Senate

FROM: Jack L. Stevenson

Your May 10 memorandum is so much appreciated, David. Thank you for taking the time to send me a copy of the Faculty Senate Resolution PS-84-5-2.

The faculty and the university are certainly honored by this phenomenal success with the Fulbright applications this year. I certainly hope that our 6th, and French connection, will be honored by being funded this year.

It is necessary to state that a lot of the hard work that is done with the Fulbright applications goes to the credit of Margit Sinka in the Languages Department. She is on sabbatical this year, or at least on leave, and it may show up in our applications this fall! It is personally delightful for me to have your recognition both of the Fulbrights and of the significant progress of the Honors Program.

I appreciate more than I can say the support and the enthusiasm of the Faculty Senate. The increasing number of Honors students, and the change in demand of Calhoun College which requires them to take an Honors course every semester in order to stay in the program, indicates strongly that the continuing growth of Honors courses available must keep pace with the demand of students at registration. I’ve written to the Deans and to the Department Heads explaining the situation to them and any help that you all in the Faculty Senate can do in developing more courses or making Honors options available in existing courses will be very much appreciated. If I may phrase this in very careful language so that it is not misunderstood, I believe that the Honors students and their efforts can be a kind of "flagship" for the very fine academic offerings of Clemson University. I’m trying to work in that direction and greatly appreciate any interest and support that you and other members of the Faculty Senate can render.
10. Ms. Tolly Taylor, Staff Assistant to Provost Maxwell, joins the Senate with the June meeting to assist Senator Welter with his secretarial duties.

11. Ms. Jane Kidd, University Relations, is the chairperson of the new Classified Staff Commission. She is also a member of the President's Cabinet.

12. Ms. Kathryn Cole has been awarded a Fulbright Scholarship in France for next year. With this award all six Clemson students recommended for Fulbrights have been honored by this prestigious program.

13. A revised copy of a policy statement for the proposed Clemson Environmental Research Center has been distributed to the academic deans for their immediate comment. This document outlines the goals, structure, and operation of the Center. Any senator wishing to peruse this document may obtain a copy from me.

14. It is anticipated that the 1984-85 budget will be about 4 million dollars greater than the 1983-84 budget. Increased academic requests and faculty/staff salary increases alone total 3.8 million. While the budget situation is considerably better than in previous years, not all requests can be met within the anticipated budget.

15. Provost Maxwell has clarified his response to the Senate resolution dealing with proposed changes in the tenure probationary period (see memorandum dated May 18 attached to part one of the President's Report). Under the present policy only academic service can be credited toward tenure at the time of appointment. Because of this policy academic deans are authorized to calculate tenure credit and make offers to prospective faculty members in a prompt manner. After the appointees have begun their duties at Clemson, then a request can be made for additional credit based on service other than teaching. Such requests must be submitted to the Provost’s Office for evaluation and review. Thus, it is possible for new faculty members to receive credit for professional services other than teaching but this determination is not made at the time of the original job offer.

David J. Senn, President
May 16, 1984

Memorandum

TO:       Dr. David Senn
           President, Faculty Senate

FROM:    Jack L. Stevenson

Your May 10 memorandum is so much appreciated, David. Thank you for taking the time to send me a copy of the Faculty Senate Resolution FS-34-5-2.

The faculty and the university are certainly honored by this phenomenal success with the Fulbright applications this year. I certainly hope that our 6th, and French connection, will be honored by being funded this year.

It is necessary to state that a lot of the hard work that is done with the Fulbright applications goes to the credit of Margit Sinka in the Languages Department. She is on sabbatical this year, or at least on leave, and it may show up in our applications this fall! It is personally delightful for me to have your recognition both of the Fulbrights and of the significant progress of the Honors Program.

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FACULTY SENATE RESOLUTION

Whereas; neither the Faculty Senate nor any other group representing the faculty participated in the preparation of the Provost's "Long Range Plan," and

whereas, the time available to the Faculty Senate to review said report was quite limited, and

whereas, the Senate has no assurance that its recommendations would be incorporated in the Provost's final report, and

whereas, the faculty will be identified as having participated in the preparation of the report without having had the opportunity to participate in the editing of the final report,

therefore, we move, that the Faculty Senate take no action with regard to the Provost's "Long Range Plan" and that the President of the Senate advise the Provost that the Faculty Senate is willing to prepare a "Long Range Plan" based on faculty input, should he so request.

Submitted by:

William Baron, Faculty Senator
June 5th 1984
I. Call to Order:

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

II. Attendance roster was distributed. New faculty senate members were requested to provide transportation during new faculty orientation on August 16.

III. Approval of Minutes of the April Meeting:

Minutes of the April 3 meeting were approved as corrected.

IV. Election of Faculty Representatives

Election of Faculty representatives to the university commissions and committees (Ballot and Results Attachment A).

V. Committee Reports:

A. Policy:

Senator Camper reported that the Policy Committee had discussed the proposed Faculty Senate Procedural Bylaws and in general, there was agreement with the Bylaws as they have been distributed. Camper noted that in Item 4 selection of the parliamentarian should be made more flexible so there will always be a designated parliamentarian at the Faculty Senate meeting. The committee also discussed the possibility of an interim evaluation of department heads within the current five-year period. The committee felt there was opportunity for input into the department head, evaluation through other sources, and thus additional questionnaires and evaluation forms are not recommended at this time. Another item, limitation of faculty senate representation by departments, was discussed. There is the possibility of a large department within any one of several colleges electing all senate representation from that college. The committee is reluctant to suggest how senatorial elections will be conducted. He said this situation could be covered under individual College Bylaws (Attachment L).

B. Research:

Senator Gowdy reported that the Research Committee had amended the resolution dealing with the return of indirect cost and this item will be taken up under Old Business.

C. Scholastic Policy:

Senator Hare reported that the Scholastic Policy Committee dealt with three items (Attachment B): 1) Mid-term grade report and a resolution will be presented under New Business to abolish these
reports; 2) Catalog statement. The prepared catalog statement (Attachment J) will appear in the University Announcements next fall. No action was taken by the committee, but the work will continue on these catalog statements; 3) Proposed calendar - The committee posed questions concerning lead time for processing final grades before commencement, length of mid-year break, need for and time of a fall break. Also, difficulties involved in faculty attending late summer professional meeting were discussed. It was decided that we should try to arrange a meeting with George Alexander to get more information on how the computer can be used to speed up grade processing and preregistration. It was also proposed that we get information from peer institutions on the handling of these problems.

D. Welfare:
   Senator McGregor reported that the Welfare Committee had met and established agenda items for the year (Attachment K).

VI. Ad Hoc Committee Reports:

A. Senator Burkett, Ad Hoc Committee Chairman for the Alumni Award for Distinguished Public Service reported his committee has a meeting with George Moore on May 22, to discuss criteria for this award.

B. Senator Ulbrich reported the Ad Hoc Committee for Restructure of Committees, Commissions and Councils had met several times and submitted a report to the President's Council.

C. Open Forum:
   Senator Camper reported that the revised guidelines for the Open Forum have been approved by the administration and a copy of these guidelines will be distributed with the agenda of the June Faculty Senate Meeting.

VII. Commissions, Councils and Boards:

A. Commission on Undergraduate Studies:
   Senator Bauer reported that the Commission on Undergraduate Studies had met and discussed a number of items (Attachment C). Bauer also reported that the planned reorganization of the President's Council was discussed.

B. Planning Board:
   Senator Bauer reported that the Planning Board had met and discussed a number of items (Attachment D).

C. Admissions and Continuing Enrollment:
   Senator Hill indicated that he had received several inquiries into admissions standards based on the newspaper article suggesting a professional development degree at Clemson. The article quoted Cliff Ellis', Clemson's new head basketball coach, request for a degree program developing athletes for a professional career. Senator Rudowski made a motion to refer this Item to the Scholastic
Policy Committee. The motion was seconded and the referral was passed unanimously.

VIII. President's Report (Attachment E):

President Senn indicated that he had prepared a continuation of the President's Report attached to the agenda and will try to have this updated information available at all meetings. President Senn also pointed out that three grievance counselors had been appointed. They are Past Presidents of Faculty Senate, Clarence Hood, Steve Melsheimer and Holley Ulbrich. The Alumni Outstanding Research Award will be presented this year at the May 10 general meeting of the faculty. It is no longer simply a Sigma Xi Award, but Sigma Xi and Phi Kappa Phi will be awarding that together. Our resolution to have it presented at Spring commencement did not go through. Item 7 of the Research Policy Document was appended to the President's Report. This deals with the restriction on publications associated with proprietary research. There has been a great deal of discussion about health issues on campus recently, mental health and physical health, prompted primarily by four student suicides this semester. Faculty should try to seek out help for students that appear to be in need of these kinds of services. Senator Snelsire stated that this might be the result of discharging the majority of our psychiatrists at Redfern last year.

IX. Old Business:

President Senn called for a motion to remove the faculty senate procedural bylaws from the table. The motion was made and seconded and passed unanimously. Attachment F is listed as the current amended version of the Faculty Senate Procedural Bylaws. Item 4 was amended at our last meeting and now reads, "The Senate President shall appoint a parliamentarian at the first meeting of the Senate annually." Senator Hill proposed an amendment to Item 4, striking out "the first meeting of the senate annually". He stated that this will give the President flexibility in assuring the presence of a parliamentarian at each meeting. The amendment was seconded and passed unanimously. Senator Hill also proposed an amendment to Item 1 changing "should notify" to "shall notify" and "one week" to "ten days." Senator Ulbrich spoke against the amendment stating that all items could not be prepared ten days prior to the meeting and it should not be necessary to suspend the rules to consider an item of importance. A majority "No" vote was recorded and the amendment failed. Senator McGregor moved to amend the one week in favor of 10 days. The amendment carried unanimously. Senator Coston suggested that we change the order of the Agenda to consider business early in the meeting or come up with a time limit for committee reports. He proposed an amendment to put a limit of three minutes on standing committee reports and one and a half minutes on all other reports. This would force debate under old or new business, rather than during committee reports. It was also suggested that the President's Report be limited to three minutes. The Parliamentarian will be in charge of keeping the clock. The amendment was seconded and Senator Camper called for the question. After a close voice vote, President Senn asked for a show of hands which determined that the amendment carried. Senator Hill moved that the amendment include an extension of the time limit at the
discretion of the chair. This amendment was seconded and passed unanimously. The question was called for to adopt an entire set of Faculty Senate Procedural Bylaws as amended and the motion passed unanimously (Amended version, Attachment M).

The Research Committee, Senator Gowdy, submitted an amended proposal for return of indirect costs. The third and fifth paragraphs were added to the original resolution (Attachment G). President Senn indicated that the President had reviewed a policy submitted by each of the deans regarding return of indirect cost and found them in keeping with his original initiative which was that the money should find its way back to the investigator involved. Senator McGregor proposed an amendment to strike "finally be it" and the last resolve from the resolution. Senators Behery and Ulbrich spoke against the amendment and the amendment failed upon a call for the question. After a lengthy discussion, Senator Dyck proposed an amendment to change the wording "administrative unit" to "college and/or department unit". After a second, the amendment passed unanimously. The question was called for on the entire amended resolution and the resolution passed.

X. New Business

A resolution was proposed honoring six outstanding students (Attachment H). Senator Romeiser reported that three of these students had received Fulbright Awards and the others had been screened by the agency awarding Fulbright Scholarships. The motion was made to approve the resolution and it passed unanimously on a voice vote.

A mid-term grade report resolution was presented by Senator Hare of the Scholastic Policy Committee (Attachment I). It was moved and seconded to adopt this resolution and the motion passed with one dissenting vote.

President Senn presented two items of new business, the major course curriculum statement and the general education requirements statement which are to appear in the catalog this fall. The original wording (Attachment J) was approved by the Council of Deans with three words added, "into that curriculum." Senator Dyck stated that the six year limitation suggested might not be in order because part-time students could require more than six years to complete a course of study. Senator Hill suggested that the six years referred to six college years or twelve semesters. Senator Bauer moved to refer this issue to Scholastic Policy for committee consideration. After a lengthy discussion, the motion to refer the item to committee was passed unanimously.

XI. Adjournment:

The meeting was adjourned at 6:00 p.m. Alternate, Linda Mahrer, substituted for Linvill of Agriculture. Senators absent from the
meeting: Joe Dickey, Agriculture; Jose Caban, Architecture; Jimmy Sheriff, Commerce and Industry; Bill Baron, Engineering; Fred Stutzenberger, Sciences.

Respectfully submitted,

John F. Welter
Secretary, Faculty Senate
Representatives Elected to University Commissions and Committees by the Faculty Senate on May 1, 1984

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<th>COMMISSIONS:</th>
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<td>Undergraduate Studies</td>
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<td>1987</td>
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<tr>
<td>Titled Professor</td>
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<tr>
<th>COMMITTEES:</th>
<th>Expires</th>
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<tbody>
<tr>
<td>Admissions &amp; Continuing Enrollment</td>
<td>1985</td>
</tr>
<tr>
<td>*Advising &amp; Course Placement</td>
<td>1985</td>
</tr>
<tr>
<td>Alcohol &amp; Drug Abuse</td>
<td>1985</td>
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<td>[to be elected]</td>
<td></td>
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<tr>
<td>Computer Advisory</td>
<td>1985</td>
</tr>
<tr>
<td>Cooperative Education</td>
<td>1985</td>
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<tr>
<td>*Depositories/Library</td>
<td>1985</td>
</tr>
<tr>
<td>Faculty Manual</td>
<td></td>
</tr>
<tr>
<td>Financial Aid, Student Employment, &amp; Placement</td>
<td>1985</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1985</td>
</tr>
</tbody>
</table>

*Contingent on approval of reorganization proposal.
Representatives on Commissions/Committees Con't.

**Greek Affairs**
- Chris Sieverdes 1985
- Richard Conover 1986

**Grievance Board**
- Buddy Dillman 1985
- Juel LaTorre 1985
- Arlene Privette 1985
- Mike Moran (Alt.) 1985
- Barry Nocks (Alt.) 1985

**Handicapped, Univ. Committee on Honors Program**
- Larry Grimes 1985
- Larry Dyck 1985

**Housing**
- Don P. Miller 1985
- D.C. Coston 1985

**Landscape & Site Development**
- John Romeiser 1985
- Victor Rudowski 1985

**Open Forum**
- Clarence Hood 1985

**Patent**
- Larry Bauer 1985
- Joe Dickey 1986
- Gordon Howard 1987

**Recreation Advisory**
- Robert Snelsire 1985
- Larry Dyck 1985

**Safety & Fire Prevention**
- Frances Colburn 1985
- Buddy Dillman 1985

**Scholarships and Awards**
- Dwight Camper 1985

**Security & Lighting**

**Traffic & Parking**

**University Union Board**
Nominees for Faculty/Faculty Senate Representatives on University Commissions and Committees
May 1984

**COMMISSIONS:**

<table>
<thead>
<tr>
<th>Commission</th>
<th>Nominees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Studies (1)</td>
<td>Dyck, Sheriff, Snelsire</td>
</tr>
<tr>
<td>Graduate Studies (1)</td>
<td>Conover, Dickey</td>
</tr>
<tr>
<td>Faculty Affairs (2)</td>
<td>Baron, Caban, Czajkowski, Harris</td>
</tr>
<tr>
<td>Public Programs (1)</td>
<td>Harris, Linvill, Bishop, Grimes</td>
</tr>
<tr>
<td>Student Affairs (3)</td>
<td>Bishop, Grimes, Rudowski, Burkett</td>
</tr>
<tr>
<td>Physical Facilities (1)</td>
<td>Burkett, Coston</td>
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</table>

**COMMITTEES (Senators Only):**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Nominees</th>
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<tbody>
<tr>
<td>Scholarships/Awards</td>
<td>Coston, Dyck</td>
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<tr>
<td>Advising</td>
<td>Czajkowski, Moran</td>
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<td>Honors Program</td>
<td>Rollins, Dickey, Dyck</td>
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<tr>
<td>Department</td>
<td>Name</td>
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<tr>
<td>Library</td>
<td>Huday</td>
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<tr>
<td>Cooperative Education</td>
<td>Rudowski</td>
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<td>Burkett</td>
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<td>Linvill</td>
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<td>Bishop</td>
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<td>Conover</td>
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<td></td>
<td>Hill</td>
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<td>Fine Arts</td>
<td>Caban</td>
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<td>Harris</td>
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<td>LaTorre</td>
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<td>Computer Advisory</td>
<td>Flower</td>
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<td>Grimes</td>
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<td>Traffic and Parking</td>
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<td>Linvill</td>
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<td>Handicapped</td>
<td>Grimes</td>
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<td>Open Forum (2)</td>
<td>Huday</td>
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<td>Romeiser</td>
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<td></td>
<td>Rudowski</td>
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<td>Grimes</td>
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Grievance Board (Vote for 3)  

(Note: This consists of three members and two alternates representing five different colleges. The three receiving the most votes will be the members, the next two in vote totals will be the alternates.)

<table>
<thead>
<tr>
<th>Grievance Board</th>
<th>Behery</th>
<th>Dillman</th>
<th>LaTorre</th>
<th>Moran</th>
<th>Nocks</th>
<th>Privette</th>
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Committees to which either senators or nonsenators may be elected:

<table>
<thead>
<tr>
<th>Committee</th>
<th>LaTorre</th>
<th>Moran</th>
<th>Rudowski</th>
<th>Camper</th>
<th>Conover</th>
<th>Dyck</th>
<th>Grimes</th>
<th>Bishop</th>
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<td>Alcohol/Drug Abuse</td>
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<td>University Union Board</td>
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<tr>
<td>Greek Affairs (1)</td>
<td>Conover</td>
<td></td>
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<tr>
<td>Financial Aid, etc.</td>
<td>Dyck</td>
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<td>Recreation Advisory</td>
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<td>Howard</td>
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<tr>
<td>Patent</td>
<td>Burkett</td>
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<td>Hood</td>
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*Nonsenators
The Scholastic Policies Committee met April 24, 1984. Items discussed were:

(1) **Midterm grade reports.** The Student Senate passed a resolution April 2, 1984, limiting midterm grade reports to students classified as freshmen or sophomores. It is the committee's understanding that the Council of Deans is sympathetic to completely abolishing midterm grade reports. After lengthy discussion, the committee reached a consensus expressed in a resolution to completely abolish midterm grade reports. This resolution will be presented under New Business.

(2) **Catalog statements.** Two short sections dealing with catalog requirements under which a student may graduate and the effective date of the new general education requirements in a student's curriculum were discussed. (These are included in today's meeting material.) They will appear in the 1984-85 Announcements. They are intimately related to an attempted catalog statement worked on by the 1983-84 committee. No action was taken, but work will continue.

(3) **Proposed calendar.** Advantages and disadvantages of the proposed University calendar were discussed. Questions concerning lead time for final grades before Commencement, length of midyear break, need for and timing of fall break, and difficulty in faculty attendance at traditional late summer professional meetings were raised. It was also noted that the shortening of the University semester two days is opposite the lengthening of the school year proposed for the public schools. It was decided to try to arrange a meeting with George Alexander in order to learn more about the use of the computer by the University in areas such as grade recording and preregistration. Also, information regarding the handling of some of these problems by peer institutions will be sought.

Bill Hare, chairman
CUGS met on April 13, 1984:

1. The satisfactory progress document was adopted.

2. A Student Senate resolution on a "President's List" was endorsed.

3. Midterm grades will be studied further next fall.

4. The proposed academic calendar will be studied further by the Faculty Senate.

5. Plus-minus grading will be studied by CUGS next fall.
Planning Board

Report to Faculty Senate

April 20, 1984, meeting:

1. President's Council: The changes in the President's Council proposed by the ad hoc committee to study structure were discussed. Since the President's Council asked the ad hoc committee for further study, this issue will be discussed in the future after recommendations have been finalized.

2. Fire Station Parking: The Board approved adding 12 parking spaces for the fire station. These will be located adjacent to McMillan Road.

3. Chill Water System: The schematic design for the chill water system expansion was approved.

4. Strom Thurmond Center: After the Board was joined by members of University administration and the Planning Committee of the Board of Trustees, Jim Boniface presented his report on the Strom Thurmond Center Site Analysis. The Planning Board endorsed the recommendation of Mr. Boniface, i.e. that the Institute Building and Performing Arts Center be located on campus (in "the pit") and the Continuing Education Center (CAC) be located on the lake location. The location of the CAC will be further studied to determine the extent of a possible problem with odor from the nearby treatment plant.

Meeting reconvened on April 27, 1984:

5. President's Council: Jerry Reel announced that the ad hoc committee on commissions and committees proposed the recommendation that the Planning Board become the Commission on Physical Facilities. There is considerable sentiment on the Board that it be as is now, i.e. independent of the Commission structure.

6. Clemson House Parking: Additional parking east of the Clemson House was approved.

7. Steel Truss Bridge: The location of a steel truss bridge donated to the University was discussed. The Board agreed that it would be desirable to have the structure on campus, but the site needs to be studied further, especially in light of the possible development of a golf course.

8. Electronic Message Boards: A proposal to locate five electronic message boards around the perimeter of the campus was presented. The purpose would be to increase attendance at University events; lectures, concerts, non-revenue sports, etc. Since attendance at such events has been a problem, the Board recommends a public relations firm be employed to study the problem and make recommendations on how to better publicize such events and increase attendance.
9. **EMT Shelters:** The Board authorized the Master Planning Office and the Physical Plant to work with the Intramurals Office and the College of Architecture to develop two shelters to house EMT personnel on the intramural fields.

10. **Chill Water System:** The Board approved a motion to ask the architect for the chill water system facility to restudy its design in an effort to make the structure more consistent with the scenic vista of the site.
PRESIDENT’S REPORT: MAY, 1984  
(Prepared April 19, 1984)

1. The Advisory Committee has taken several actions since the last meeting of the Senate. These actions include:

   a. The approval of a Senate meeting calendar for 1984-85 (distributed earlier).

   b. The selection of chairpersons for each of the Senate’s standing committees and the assignment of all senators to one of the committees (distributed earlier).

   c. The nomination of faculty representatives to serve on University commissions and committees.

   d. The appointment of three grievance counselors to serve during 1984-85: Professors Clarence Hood, Steve Melsheimer, and Holley Ulbrich.

   e. The appointment of an Ad Hoc Committee on the Alumni Award for Distinguished Public Service: Verner Burkett (Chair), Davis McGregor, and Priscilla Ramsey.

   f. The selection of Professor Joseph Young (Visual Arts and History) as the faculty representative on the University’s Centennial Planning Committee.

2. The Alumni Outstanding Research Award (FS-84-4-2) will be presented this year at the May 10 general meeting of the faculty. Consideration will be given to presenting this award in future years at the spring commencement exercises. The American Association of University Professors (AAUP) will also be presenting several awards of merit to faculty at the May 10 meeting of the faculty.

3. Provost Maxwell has appointed an Ad Hoc Committee on Alumni Professorships: Chris Przirembel (Chair), Page Crouch, Jim Hite, Elizabeth Galloway, Henry Vogel, Ryan Amacher, Barry Nocks, Davis McGregor, and Arlene Privette.

4. The Student Senate has forwarded two resolutions to the administration: (a) that a President’s list be established recognizing those students who complete a semester’s work with a 4.0 GPR, and (b) that midterm grade reports be mailed to only the parents of freshmen and sophomore students.
5. The Council of Academic Deans (a) received a document from the Provost entitled "A Long-Range Plan for the University" to review and discuss during the month of May, (b) approved the Student Senate resolution establishing a President's List, (c) voted to eliminate midterm grade reports entirely, (d) approved new catalog statements on "major course curriculum" and "general education requirements," and (e) adopted a new proposed course approval form for use by curriculum committees.

6. The President's Cabinet approved two recommendations from the University Committee on the Handicapped providing for permanent handicapped seating in Littlejohn Coliseum and for special arrangements to be made for handicapped individuals participating in events in Holtzendorff Hall (YMCA Building). The Cabinet also approved the continued parking on Bowman Field for special events:

"As a matter of policy, Bowman Field may be used for parking except in inclement weather. The Vice President for Student Affairs will have parking procedures established for parking vehicles on football game days so as to maximize use of those areas least susceptible to damage."

7. The University Board of Trustees met on April 6. Actions taken by the Board have been disseminated in several campus publications. The next meeting of the Board is July 27.

8. The Advisory and Executive Committees met with Mr. Jim Boniface, consultant on the University Master Plan. A presentation was given on the various options available to the University for the location of the Strom Thurmond Center. His recommendation was Option B — the Thurmond Institute and the Performing Arts Center located on campus as specified in the Master Plan and the Continuing Education Center relocated to a site on the lake. The latter site could also include a lakefront facility, a golf course, and housing units.

9. The officers of the Senate are preparing a Faculty Senate Handbook to be distributed to senators in late May or early June. If you have ideas or suggestions for the handbook, please contact Senator Bauer who is coordinating the project.

Respectfully submitted,

David J. Senn, President
10. Because of a scheduling conflict, the June 5th meeting of the Faculty Senate will be at 3:30 p.m. in Hardin Hall, Room 200.

11. Faculty Senate Resolution FS-84-3-4 dealt with the state health insurance reserve fund. In addition to sending the resolution to appropriate campus administrators, former President Holley Ulbrich also sent the resolution to senate presidents at other state institutions of higher education. In response to our resolution the Faculty Senate of U.S.C. has also acted. The attached letter from U.S.C. was sent to the chairman and members of the Senate Finance Committee and House Ways and Means Committee and to the Governor.

12. The Clemson Univ. Wellness Program Committee has completed its initial work. In a presentation to the President’s Cabinet April 23, the Committee outlined its major program proposals. A 53-page document was made available to all Cabinet members. I have asked the Senate Welfare Committee to review these proposals.

13. With regard to the indirect costs issue, each collegiate dean has formulated a policy and publicized it to his/her college faculty. According to President Atchley, he has reviewed the policies and found them to be in keeping with his original initiative. If individual faculty members do not know the policy in their college, they should contact their Dean.

14. On April 27 the President’s Council approved a Research Policy Document which had been prepared by the Research Advisory Committee and approved by the Commission on Graduate Studies and Research. A revised Part VII of this document was also approved dealing with restriction of publications associated with proprietary research (copy of "Publication Policy" attached).

15. Among the matters considered by the President’s Cabinet at its April 30 meeting were the following:

a. The Research and Development Park land transfers have met the May 1 deadline for federal funding. However, some paperwork regarding the transfers remains. Nevertheless, the R & D Park appears to be a reality. It is projected that ten industries will locate in the park during the next three years with a total of twenty residing within the park in ten years.
b. The Planning Committee of the Univ. Board of Trustees has also approved Option B for the Strom Thurmond Center (see item 8 of this report). The approval of the full board of trustees is still needed. The selection process for an architectural and engineering firm is continuing.

c. Vice President Cox reported that the acceptance rate for freshmen has increased over last year. As a result, there will probably be 175-200 more freshman students in 1984-85.

Attachments: (2)

David J. Senn, President
April 9, 1984

Senator Rembert C. Dennis
Box 1174
Moncks Corner, South Carolina 29461

Dear Senator Dennis:

The Faculty Senate as the agent of the General Faculty of the University of South Carolina is greatly perturbed by the recent action of the state House of Representatives concerning the State Employees Health Insurance Reserve Fund. As passed by the House, the state appropriations bill calls for about $27 million to be taken from the Health Insurance Fund and put into the general fund of the state to be spent for the general purposes of the state.

If the income of the Health Insurance Fund is greater than is necessary to finance current benefits and provide a reasonable reserve, the state contribution and the premiums paid by the state employees should be reduced, or the benefits provided the employees should be increased. To use a surplus in the Fund for general state spending is to convert the state employees' premiums into a special tax upon those employees. The employees' payments and the state's contribution should be used only for the purpose for which the money was initially provided.

The provision for increased benefits after August 1, 1984, is indeed welcome but the increase should not come as the price for approving this transfer of money. This transfer is both a bad practice for the moment and a disturbing precedent for the future.

Sincerely,

Charles B. Weasmer, Chairman
Faculty Senate
VII. PUBLICATION POLICY

A university's primary function is the accumulation and dissemination of knowledge. It is, therefore, expected that the results of research performed using University facilities be published in the open literature, i.e. theses, dissertations, journals, magazines, or books, and that any information obtained may be freely disclosed by the faculty in the teaching programs of the University.

Exceptional cases may arise, however, and the following guidelines shall apply to any sponsored projects requiring that results be kept confidential.

The University shall not accept awards that require research results to be kept confidential forever. A definite term of confidentiality shall be stated in a written non-disclosure agreement and shall not exceed one year beyond the date of notification to the sponsor that a manuscript suitable for publication has been prepared. Exceptions [to Items 1 and 2] may be granted by the University administration only under unusual circumstances, e.g. for national security, national emergency, [or] classified activities, or certain confidential agreements.

Students associated with [the] confidential projects must have prior approval for the use of results in preparing [projects] reports, theses or dissertations in fulfillment of degree requirements. The Graduate School will normally not accept a thesis or dissertation which must be held in confidence for more than one year. [These] Documents submitted in partial fulfillment of degree requirements will be retained by the Graduate School (or the department in the case of [graduate] project[s] reports for non-thesis programs) in accordance with [any] the non-disclosure agreement. [and] The student's thesis or dissertation defense shall not be open to those not bound by the non-disclosure agreement.

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FACULTY SENATE PROCEDURAL BYLAWS

1. Regular Meeting Agenda

The President of the Faculty Senate shall prepare an agenda for each meeting. Members of the faculty having items for consideration at a Senate meeting should notify the chairperson at least one week before the meeting.

The order of business shall be:

a. Call to Order
b. Special Order of the Day (if any)
c. Approval of Minutes
d. Committee Reports:
   1). Standing Committees
   2). Ad Hoc Committees
   3). University Commissions/Councils/Committees
e. President’s Report
f. Old Business
g. New Business
h. Adjournment

2. Roll Call Votes

A roll call vote may be called for as a motion from the floor, seconded from the floor, and passed if 20 percent of the senators vote in support of the motion.

3. Resolutions and Standing Committee Reports

A written copy of all resolutions and standing committee reports should be submitted to the secretary at the time of presentation.

4. Parliamentarian

The Senate President shall appoint a parliamentarian at the first meeting of the Senate annually.

5. Assumption of Office

Newly elected senators and alternates shall assume office at the beginning of New Business of the regular April meeting each year.

6. Alternate Senators

Alternate senators shall be considered regular voting members of the Senate when they are substituting for a senator from their college. Otherwise, they shall be considered visitors.
Faculty Senate Resolution FS-84-5-1

Return of Indirect Costs

WHEREAS, the policy of returning funds equivalent to a set fraction of earned indirect costs to the various Colleges with the expressed intent that the investigators would be able to expend a portion of the funds derived from their projects has provided positive incentive for obtaining external funds, and

WHEREAS, investigators in selected administrative units have neither realized direct benefit nor have had any input into the expenditure of these funds, be it therefore

RESOLVED, that the President be asked to issue a written statement of the parameters of an appropriate policy for the use of funds. Be it further

RESOLVED, the Faculty Senate asks that the President review the policies of each college and/or departmental unit to check for compliance with the spirit and intent of his policy. Finally, be it

RESOLVED, that the Office of University Research be asked to notify the principal investigator when and in what amounts indirect cost monies are returned to his/her college in connection with his/her grant(s).
Faculty Senate Resolution FS-84-5-2

Commendation of Fulbright Scholars

WHEREAS, the recognition of significant academic achievement by Clemson University students is an important function of the Faculty Senate, and

WHEREAS, six undergraduate students, Russell Caldwell, Kathryn Lynn Cole, Annette Ellen House, Claudia Kathleen Heinschon, Deborah Ellen Savage, and Nancy Elizabeth Snow, have been selected by the Institute of International Education for 1984-85 study awards in France and West Germany, be it therefore

RESOLVED, that the above students be commended and recognized for their accomplishments.
Faculty Senate Resolution FS-84-5-3

Midterm Grade Reports

WHEREAS, students generally know what their grades are at any given time during a course, and

WHEREAS, students always have the right to make reasonable inquiry of a teacher regarding their grades, and

WHEREAS, midterm grade reports have no significant impact on a student's permanent record or progress toward a degree, and

WHEREAS, the University could save several thousand dollars in preparation and mailing costs, be it therefore

RESOLVED by the Faculty Senate, that midterm grade reports be abolished.
MAJOR COURSE CURRICULUM

The requirements for each curriculum shall be the catalog requirements in effect on the date of enrollment in that curriculum. If a student withdraws from the University and subsequently returns, the catalog requirements in effect at the time of return will control. Any variations in curricular requirements shall be considered under the substitution procedures. If all work toward a degree is not completed within six years after entrance into that curriculum, the student may be required to take additional courses.

GENERAL EDUCATION REQUIREMENTS

An undergraduate student whose enrollment in a curriculum occurs after May 15, 1984 must fulfill the general education requirements in the catalog in effect at the time. A student who withdraws from school and subsequently returns after May 15, 1984 will be required to satisfy the general education requirements. Any variations in curricular or general education requirements shall be considered under the substitution procedures.

The general education requirements in some curriculums are more restricted than the general requirements shown below.
Faculty Senate
Welfare Committee Report

May 1, 1984

The Committee met on April 24 to organize and discuss possible agenda items for the year. Suggested items are:

1. Provost's "Long-Range Plan"
2. Health insurance followup
3. Deferred tuition plan
4. Unified giving for University causes
5. Review Health-Wellness Committee plans
6. Release time and resources for Senate officers
7. Proposals to State Personnel on Health Insurance
8. Annual leave for 12-month faculty
9. S. C. State Employees Association membership and programs
10. Impact of scheduling practices on faculty
11. Employee separation notice
12. Faculty minority recruitment
13. Short courses/seminars on welfare topics
14. Alternative retirement systems - current system problems
15. Group insurance (automobile-home owner-dental)
16. Internal auditor procedures
17. Early retirement

With reference to the health insurance item, Dr. Al Hollingsworth called me last week to report on the April 19 meeting between Piedmont Pathology Associates, Anderson Memorial Hospital, and Blue Cross-Blue Shield. They were not able to resolve the matter of separate billing by Piedmont Pathology Associates for clinical pathology services provided by Anderson Memorial Hospital for their patients. They were not able to come to any solution to the problem because all three of the parties felt that the South Carolina Personnel Division, Insurance Division should make a ruling on such third-party billings and instruct Blue Cross-Blue Shield how these claims should be handled. I will contact State Personnel myself and request this.

Meantime, at our April meeting, we found that Dr. James Pruitt, Southeastern Clinical Laboratories, Oconee Hospital, Seneca, seemed to be billing separately. I called Dr. Pruitt and found that he began such billing on October 1, 1983. He says that many pathologists began this on or about October 1, 1983. The excuse (not really a reason) for the change was a ruling by Medicare which took effect then.
We have been skirting around this, and now need to tell you that, at least until recently, separate billing by Piedmont Pathology Associates at Anderson Memorial Hospital, combined with a lower than prevailing rate by Blue Cross-Blue Shield, has resulted in Clemson Faculty and staff (and all state personnel) paying more out-of-pocket for a given clinical pathology procedure (routine blood and urine) at Anderson Memorial Hospital than at other area hospitals, even though the total cost of such procedure might be less at Anderson. This is an aberration of the manner in which Blue Cross-Blue Shield will pay for such service. There is no double billing for the same service, but separate billing for ostensibly separate services.

We will try to keep tabs on the rapidly changing billing procedures and keep you informed. Our next meeting is scheduled for May 22.
1. The Policy Committee met on Tuesday, April 24, with members Camper, Huey, LaTorre, Linville, and Rudowski present.

2. The Committee discussed the proposed Faculty Senate Procedural Bylaws. In general, there was agreement with the Bylaws as presented noting that Item 4, Parliamentarian, should be made more flexible so that there will always be a designated parliamentarian present at the Senate meetings.

3. A list of possible agenda items for consideration by the Committee was distributed. Specifically, two of the items were discussed.

   a. Evaluation of Department Heads - should an abbreviated, interim evaluation (less than 5 years) be conducted? The general feeling was that there are opportunities for input into the evaluation of department heads at any time, and thus, additional questionnaires or evaluation forms were unnecessary.

   b. Limitation of Senate Representation by Department - a large department in a college could potentially elect all senators from one department.

   The Committee is reluctant to suggest that senatorial elections be dictated by the Senate. This should be a college responsibility and possibly should be addressed in the bylaws of each college. More information is being sought on this matter.

4. The next meeting will be at 3:30 P.M. on Tuesday, May 29, in Room 108 Long Hall.
1. Regular Meeting Agenda

The President of the Faculty Senate shall prepare an agenda for each meeting. Members of the faculty having items for consideration at a Senate meeting should notify the chairperson at least 10 days before the meeting.

The order of business shall be:

a. Call to Order
b. Special Order of the Day (if any)
c. Approval of Minutes
d. Committee Reports:
   1) Standing Committees (3 minute time limit*)
   2) Ad Hoc Committees (1 1/2 minute time limit*)
   3) University Commissions/Councils/Committees (1 1/2 minute time limit*)
   e. President's Report (3 minute time limit*)
   f. Old Business
g. New Business
h. Adjournment

2. Roll Call Votes

A roll call vote may be called for as a motion from the floor, seconded from the floor, and passed if 20 percent of the senators vote in support of the motion.

3. Resolutions and Standing Committee Reports

A written copy of all resolutions and standing committee reports should be submitted to the secretary at the time of presentation.

4. Parliamentarian

   a. The Senate President shall appoint a parliamentarian.
   b. The parliamentarian will act as time keeper at all meetings.

5. Assumption of Office

Newly elected senators and alternates shall assume office at the beginning of New Business of the regular April meeting each year.

6. Alternate Senators

Alternate senators shall be considered regular voting members of the Senate when they are substituting for a senator from their college. Otherwise, they shall be considered visitors.

* Time limits may be extended at the discretion of the Chair.