NEXT MEETING: 4:10 PM 1 February 1999 in University Center 308. Refreshments at 3:30 in the UC Faculty Lounge.

Lehigh University

MINUTES OF THE FACULTY MEETING

30 November 1998

Presiding: Gregory Farrington (Perella Auditorium)

President Farrington called the meeting to order at 4:10 PM.

1. Memorial Resolution. A tribute to Raymond Myers, late Professor Emeritus of Chemistry, was read by Professor Keith Schray who then MOVED that his remarks be incorporated in these minutes [see Attachment 1] and that a copy be sent to the family. The President declared the motion APPROVED by acclamation and the faculty STOOD for a moment of silence in memory of Raymond Myers.

Memorial Resolution. A tribute to Saul Benjamin Barber, late Professor Emeritus of Biology, was read by Professor Steve Krawiec who then MOVED that his remarks be incorporated in these minutes [see Attachment 2] and that a copy be sent to the family. The President declared the motion APPROVED by acclamation and the faculty STOOD for a moment of silence in memory of Saul Benjamin Barber.

2. Minutes. The minutes of the October 19, 1998 faculty meeting were APPROVED without correction.

3. January Graduation Motions. Vice Provost Ota MOVED the three usual and customary graduation motions for the January 1999 commencement [see Attachment 3]. The motions were SECONDED and PASSED.

4. Committee Motions. Professor Susan Szczepanski, on behalf of the Graduate and Research Committee, MOVED the proposed Masters Program in Sociology [see Attachment 4]. The motion was SECONDED.

Professor Rich Aronson inquired as to whether the proposed program would replace the current Masters Program in Social relations. Professor Szczepanski responded in the affirmative. The motion PASSED.

Professor Szczepanski then MOVED changes in the Rules and Procedures of the Faculty related to evaluation of graduate programs. The motion was SECONDED.
Professor Bob Folk asked for clarification of the changes (and was provided a paper copy of the proposed changes). He questioned the need for more questionnaires and more bureaucracy.

Professor Neal Simon questioned the need to amend Section 1.4.1. Professor Szczepanski noted the proposed change maintains parallel construction and fits better the actual process in place. The motion PASSED.

Professor Szczepanski then MOVED a technical correction to Sections 3.2.2.1 and 3.2.2.2 of R&P regarding the definition of a satisfactory grade for graduate students. The correction reflects the practice of “plus/minus” grading. The motion was SECONDED and PASSED.

The question was CALLED. President asked that the motion be restated. After the motion was restated it PASSED.

5. Unfinished Business. None.

6. New Business None.

7. Committee Reports. Professor George White, on behalf of the Faculty Financial Planning and Operations Committee, provided an update on committee initiatives. The purchase of a new telecommunications switch has become necessary due to the age and obsolescence of the current switch. FFPOC prefers that the cost of the new switch be done ‘off budget’ in some form of debt financing to avoid affecting other priorities such as faculty compensation.

Professor White made several comments with respect to the budget process. FFPOC endorses the move to a process based on strategic priorities and commended the administration for its focus on the academic wing of the university. He cautioned about moving to center budgeting if a cooperative environment cannot be maintained. FFPOC looks forward to working with the administration on detailed budgeting procedures, and strongly recommends developing a system for clear and useful accounting data.

Professor Roger Simon on behalf of the Personnel Committee, provided an update on the committee’s position regarding the recording of testimony [see Attachment 5]. The Personnel Committee opposes any move to record testimony at Personnel Committee proceedings.

Professor Folk took exception to that conclusion, noting that the committee is not always perfect and that no one should testify unless they are prepared to be challenged.
Professor Roger Simon observed that the Personnel Committee seeks frankness and candor, which would be hindered by the recording of testimony.

Professor Rich Aronson noted that the Personnel Committee only makes recommendations to the president.

Professor Bob Thornton inquired whether Personnel Committee recommendations end up in personnel files. Professor R. Simon responded in the negative.

Professor Folk wondered whether the current procedure encourages faculty to bypass the Personnel Committee and litigate immediately.

Vice Provost Ota indicated that a faculty member is required to attempt to resolve their dispute using the internal grievance process before the courts will hear a lawsuit.

Professor Folk replied that the current procedure, nonetheless, provides a rationale for faculty to threaten to sue.

Professor R. Simon noted that the university has not been sued very often.

President's Report. President Farrington began by noting how much he has enjoyed working with various faculty committees, especially FFPOC FCC, and Personnel.

He reported that this morning he convened a continuing group on academic planning which included the four deans, provost, and himself.

He congratulated the football team for their Division I-AA playoff victory and MOVED that a proclamation of congratulations be sent to Coach Higgins and the team [see Attachment 6]. The motion was SECONDED and PASSED BY ACCLAMATION.

He indicated that he would send a summary of fall activities in the near future. He concluded by announcing that the budget schedule is on the Web.

The meeting stood adjourned at 5:06 PM.

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Stephen F. Thode
Secretary to the Faculty
304 Rauch Business Center
758-4557
FAX: 382-9415
E-mail: sftΦ
Raymond Reeve Myers
Memorial Resolution
November 30, 1998

The faculty of Lehigh University record with sorrow the death of Dr. Raymond Reeve Myers on Wednesday, October 21, 1998, in St. Luke's Hospital, Fountain Hill, PA. He was born January 23, 1920 in New Oxford, PA, a son of the late John C. and Neta (Reever) Myers. He obtained his B.S. from Lehigh University in 1941, his M.S. from the University of Tennessee in 1942, and his Ph.D. from Lehigh University in 1952, all in the field of chemistry. Joining the faculty of Lehigh University as Research Assistant Professor in 1953, Ray rose through the ranks to Research Professor in 1962.

Professor Myers worked earnestly and industriously to build his career on the background of his formal education. On his own initiative Ray focused on the field of rheology with emphasis on composite systems in formation of coatings. He also addressed the fundamentals of adhesion or bonding of coatings to substrates and developed instruments for characterization of coatings. In addition to courses in his specialty, Ray participated in the undergraduate and graduate course programs through offerings in the field of inorganic chemistry. It is noteworthy that Professor Myers accomplished much within very limited constraints when the departments of chemistry and chemical engineering were both housed in the Chandler-Ullmann building. He was author or co-author/editor of more than 60 publications.

Professor Myers' value to his field was recognized in his election to and serving as officer in the Society of Rheology. He edited, with I. S. 'Shorty' Long, also a former Lehigh University faculty member, a two-volume monograph 'Film-forming Compositions' as part of a twelve-volume treatise on coatings. He also was an editor of the Journal of Rheology from 1963 to 1985. A member of the American Chemical Society for 52 years, Ray served as chairman of that society's division of Organic Coatings and Plastics Chemicals and received the division's Borden award in 1971. While at Lehigh University, he was active in the Lehigh Valley Section of the American Chemical Society and was chairman in 1963. He was the Mariello Lecturer in 1975. Other honors bestowed were the Morrison Award (1959) and election as a Fellow of the N. Y. Academy of Science, the Heckel Award (1973) of the Society of Coatings Technology, the first Distinguished Service Award (1985) of the Society of Rheology.

In 1965 Ray joined the faculty at Kent State University as chairman of the department of chemistry and director of the Paint Research Institute. He was at Kent State University during the student unrest there, was instrumental in easing of the tension, and received a presidential medal in 1981 for his efforts. Ray retired from Kent State University in 1985 and moved back to Bethlehem. Throughout his professional and retirement years, Ray retained close and generous association with Lehigh University. He was a member of the Asa Packer Society and the Tower Society and was a charter member of the Zoellner Arts Center. Professor Myers is survived by his wife Hilma (Stirk) Myers, his son John C. II of Sarasota, FL, and daughters Louise (Myers) Locke of Potomac, MD, Kristen (Myers) Koehlmei of Lafayette, CA.

Mr. President, on behalf of the faculty of Lehigh University, we move that this expression of appreciation of Professor Raymond Reeve Myers be spread on the minutes of this faculty meeting and that copies be distributed to his family.
Memorial resolution for Saul Benjamin Barber

Doctor Saul Benjamin Barber, professor *emeritus* of biology died October 18th, 1998.

Saul’s twenty-nine year career at Lehigh was a record of achievement. He came to Lehigh in 1956 after prior experience at Rhode Island State College, Williams College, and Smith College. He rose through the ranks with dispatch and became a full professor in 1965. He served three terms as chair of the Department of Biology. In 1976 he served as the College of Arts and Sciences’ first associate dean; the following year he served as Dean pro-tem. In addition, he served on numerous committees including the Educational Policy Committee, Forum I & Forum II, and a variety of *ad hoc* committees created by the Provost to study issues requiring keen judgment, a quality Saul had in abundance.

Dr. Barber’s research on the physiology of *Limulus* receptors was supported by the National Institutes of Health. The support included being supported as a “Special Fellow” to Oxford University England, in 1962-64 where he studied the physiology of insect flight. Later in his research career, Dr. Barber received support from the Environmental Protection Agency for “Ecological Studies on Neomycet.” His program of research allowed seven students to earn their doctorates under his supervision.

During World War II, Saul Barber served in the United States Army Air Corps in the Pacific Theater. For his service, he received the American Campaign Medal, Asiatic Pacific Campaign Medal and the World War II Victory Medal. He was discharged with the rank of Captain.

The litany of campus leadership, research success, academic achievement, and military service is impressive. Yet this record simply does not capture the spirit of the man. Saul was a man of uncommon erudition. He used language with a brilliant awareness of its power and subtlety. He inevitably, perhaps helplessly, displayed delight, mirth, irony, and other forms of humor. Closely allied to his intelligence and good nature was his abiding charm. But above all, there was his character; Saul was a man of profound integrity. He exhibited high standards (“We are the tellers of truth,” he would declare) and he expected nothing less from his peers.

A remembrance of Saul would not be complete without an example of his subtle, delightful humor. In the 1970’s, the Department of Biology had weekly faculty luncheons. The participants would share hoagies. When the hoagies were cut into two pieces, Saul would invariably request “the larger half” and then, predictably, laugh uproariously.

Upon retirement, Saul moved to Cape Cod, a location which always had special appeal. There he volunteered at the Cape Cod Museum of Natural History, the Yarmouthport Library, the Lower Cape Lifetime Learning Program, and Meals on Wheels.

Saul Benjamin Barber is survived by his wife, Ellen Brown Barber, to whom he was married for 42 years; his daughter, Lisa Barber Beitel of Worcester, Massachusetts; a son, Lowell Brown Barber of South Orange, New Jersey; and son, David Joshua Barber, of Taiwan; and two grandchildren.

Mr. President: No testimony is a sufficient tribute to this man. Nonetheless, I ask that this memorial resolution be spread upon the minutes of the faculty of Lehigh University and that copies be shared with Dr. Barber’s survivors.

Respectfully submitted,

Steven Krawiec
Barry Bean

Professors of Biological Sciences
November 30, 1998

GRADUATION MOTIONS

That, with the approbation and consent of the Board of Trustees
signified by their mandamus, the appropriate academic degrees be
conferred at the end of the current semester on those individuals who shall
have completed all requirements for graduation no later than Wednesday,
January 6, 1999, and that the President of the University and the Secretary
of the Faculty be authorized to sign, on behalf of the Faculty, diplomas
issued to these individuals;

That the appropriate graduation honors be awarded to those individuals whose
averages the as computed by the Office of the Registrar, shall entitle them
to be graduated with honors, high honors, or highest honors according to the
regulation published in section 3.11.1 of the 1998 edition of the Rules and
Procedures of the Faculty;

That the Committee on Standing of Students be empowered to act for the Faculty
on any special cases involving candidates for bachelor’s degrees which may
arise between now and January 6 and that the Graduate Committee be
empowered to so act in cases involving candidates for graduate degrees.
MEMORANDUM

To: Voting Faculty
From: Graduate and Research Committee (Susan Szczepanski, Chair)
Date: November 12, 1998
Subject: Items for consideration at the 30 November meeting

The Graduate and Research Committee will bring the following items to the floor of the November 30 Faculty Meeting.

I. Proposed master's program in Sociology
   II. Proposed change to R&P: Sections 1.2.2.3 and 1.4.1 -- Evaluation of Graduate Programs

Attached are documents pertaining to these. Please note that a summary of the proposal for a master's program in Sociology is provided. Copies of the entire proposal have been forwarded to the deans' offices.

120 VOTING FACULTY
SUSAN SZCZEPANSKI
MATHEMATICS DEPT
CHRISTMAS-SAUCON HALL
BLDG #14 L2403
Proposed change in R&P:

Existing: 1.2.2.3. item 2.

1.2.2.3 Graduate and research committee
The committee considers policies and regulations on graduate education and research.
The responsibilities and duties of the committee include, but are not limited to:

2. Review the appropriateness of graduate programs and research activities in relation to
the educational objectives of the university.

Proposed: (changes in bold)

1.2.2.3 Graduate Committee (item 2.)
The committee considers policies and regulations on graduate education and research.
The responsibilities and duties of the committee include, but are not limited to:

2. Review the appropriateness **and quality** of graduate programs and research activities
in relation to the educational objectives of the university.

Existing: 1.4.1.

1.4.1 Graduate Studies
Graduate Studies are not a separate educational unit of the university. Its general policies
and its curricula are subject to the approval of the university faculty. Rules and
regulations governing graduate study and the granting of degrees are formulated by the
graduate and research committee, a standing committee of the university faculty.

The graduate faculty is not distinguished from the undergraduate faculty except that no
one may teach a graduate course without the approval of the graduate and research
committee. Graduate courses and curricula are developed by individual departments or
by departments cooperating with each other; they must be approved by the college faculty
or faculties concerned, the graduate and research committee and the university faculty.
Proposed: (changes in **bold**)

### 1.4.1 Graduate Studies

Graduate Studies are not a separate educational unit of the university, its general policies and its curricula are subject to the approval of the university faculty. Rules and regulations governing graduate study and the granting of degrees are formulated by the graduate and research committee, a standing committee of the university faculty.

Periodically the graduate and research committee evaluates individual graduate programs (at least once every five years, as decided by the committee) on the basis of materials submitted to the committee by the program and appropriate dean.

The graduate faculty is not distinguished from the undergraduate faculty except that **no one may teach a graduate course without the approval of the graduate and research committee.** Graduate courses and curricula are developed by individual departments or by departments cooperating with each other; they must be approved by the college faculty or faculties concerned, the graduate and research committee and the university faculty.

**Rationale:**

As part of its ongoing responsibility to review and monitor graduate education and research activities, the Graduate and Research Committee has worked to develop a process to evaluate graduate programs at Lehigh. The above insertions formalize two key features of this process.

1. The process is designed and conducted by faculty.
2. All graduate programs will be reviewed periodically.

**Suggested editorial change:** 1.2.3. paragraph 2

**Delete: "Director of Research Program Development"**

"one undergraduate student shall be selected from the Forum"

**Proposed change in R&P:**

Graduate and Research Committee

12 November 1998
PROPOSAL--A MASTERS PROGRAM IN SOCIOLOGY--SEPT 1998

SUMMARY

MISSION: The Masters in Sociology engages students with department faculty in the application of sociological and social psychological perspectives and methods to the analysis and understanding of social issues. Grounded in a strong theoretical and substantive understanding of social institutions, social relations, and social policy, as well as in advanced research and computer skills, students are prepared to be effective and experienced practitioners in the field of applied social research. The program offers students opportunities to work with faculty in their research activity, to work in social agencies and businesses in the community, as well as to participate in undergraduate teaching activities. Upon completion, they are highly qualified for a variety of career choices: to work in human service organizations or private companies—providing, managing, and evaluating programs; to teach sociology/applied research in community colleges; or to continue for a Ph.D.

BACKGROUND: This proposal describes a Master's program in Sociology, which draws on the existing strengths of our long-standing Masters in Social Relations but provides greater intellectual focus, enhanced reputation, and increased value to students in their future careers. The focus on a masters-only program with an applied focus is consistent with well-documented national trends in sociology departments. The Lehigh program reflects the features of successful programs elsewhere and is distinguished from others by the advantages of personalized attention, interdisciplinary opportunities, and financial support. It is also highly consistent with Lehigh's mission of "integration of teaching, research, and service to society".

PROGRAM: The 30-credit program focuses on the knowledge, skills, and experiences required for applied social research. Changes include: 1) the name of the degree, to one which is more widely recognized; 2) adding requirements of a proseminar on applied theory, a research internship, statistics, and a comprehensive examination to the current requirements of research methods and computer applications courses, as well as offering a greater variety of graduate level courses; 3) recruitment of full-time students from a wider geographical pool, and of more part time students from the local area; and 4) expansion of current networks of contacts with agencies and firms both for placement of student interns and for recruitment of new students.

RESOURCES: The program depends on the university's continued support of teaching assistantships, which are also indispensable for the very large undergraduate teaching program, and some tuition scholarships. Establishment of an up-to-date computer laboratory for graduate students is required. We intend to increase the number of students paying full or partial tuition through aggressive recruitment of part-time students who could take classes in the evening. A small investment in a program with high potential for success will result in increased revenues to the university.

CONCLUSIONS: The sociologists/social psychologists in the department are committed to the revision and strengthening of our master's program. The proposed program will enhance the department's research capability, provide valuable preparation for graduate students and greater opportunities for undergraduates, contribute to diversity on campus, bring in new revenues, offer valuable service to local organizations and companies, and enhance Lehigh's reputation both in the regional community and in the wider academic world. We will evaluate the program to see if we have accomplished the goals we have set for ourselves, on an ongoing basis.
REPORT OF THE PERSONNEL COMMITTEE, NOVEMBER 30, 1998

At the September faculty meeting Professor Bob Folk raised the issue as to whether the procedures that the faculty adopted last year for sexual harassment hearings should be applied to proceedings of the personnel committee, specifically that complainants should receive copies of the relevant documents and either be present or that testimony be recorded. The committee has given the matter serious consideration.

Before responding I should like to take a few minutes for those not familiar with the Personnel Committee, to explain what we do and how we proceed. Our main function is to hear appeals by faculty of administrative decisions regarding reappointment, tenure and promotion. We also, from time to time, hear other cases in which a faculty member has accused the administration of "arbitrary and capricious actions." On matters pertaining to reappointment and tenure we never decline to hear an appeal.

When we take up a case we first request all relevant documents from the files of the chair, the dean, and provost--and these files do not always contain the same information. We review this documentary record carefully. We then interview, individually and privately, the faculty member involved, the chair, and other appropriate department members, usually the dean and occasionally the provost. At these sessions we assure each individual the strictest possible confidentiality. This confidentiality helps to assure the frankness and candor that are essential to sorting out the facts in a case. After completing the investigation we write a comprehensive report that is sent directly to the president and is for his eyes only. We would like to add that, so far as anyone can recall, the recommendations of the personnel committee have invariably been followed.

The circumstances of these hearings are very different from sexual harassment cases. We have an extensive documentary record on which to rely. The testimony elaborates upon, and can be checked against, the documentary record. Often there is little disagreement over the basic facts in the matter. In a sexual harassment case a great deal turns on one person's word against another. In most cases there are no witnesses or written documents. In reappointment, tenure and promotion cases where there is a documentary record, the faculty member already has a right to examine the content of his or her official personnel file. This is a matter of state law and the policy at Lehigh was confirmed in a memo from Vice Provost Ota to the faculty dated November 2, 1998.

We oppose making any recording of testimony. The present
system works well. Appellants do not always get the decisions that they would like, but they invariably feel that they have been treated fairly, and that they have had every opportunity for their side of the story to be heard. This system has worked well for a very long time. We urge the faculty not to tamper with it.

Finally, an announcement. I will be on leave next term, and the chair of the committee will be Sudhakar Neti of mechanical engineering.

Respectfully submitted:
Roger Simon, chair
November 30, 1998
A Resolution

To all who may read these letters, Greeting:

Let it be known that, by ACCLAMATION, the faculty of Lehigh University sends its heartiest congratulations for a job well done to Head Coach Kevin Higgins, the players, coaches, and staff of the Lehigh University football team.

The faculty also sends best wishes for continued success to the entire team as the NCAA Division I-AA playoffs continue in Amherst Massachusetts on December 5, 1998.

For the faculty,

Stephen T. Thode
Secretary to the University Faculty