

NEXT MEETING: 3:00 pm, April 30, 2007, Sinclair Auditorium
2:15 pm Refreshments in the auditorium lounge area
(Note change of time, due to the Faculty Dinner following the meeting)

Minutes of the Lehigh University Faculty
Meeting, March 19, 2007

Presiding: President Alice Gast who called the meeting to order at 4:15 pm.

President's Announcement: President Gast introduced Prof. Art King as the Interim Faculty Secretary for the remainder of the semester. This position will appear on the slate of open positions at the next faculty meeting, April 30, 2007.

1. Minutes (A URL will be posted in the future.): The minutes of the March 19, 2007, meeting were corrected by President Gast who requested the following revision:

Section 4 of these minutes, which now reads "... and that a motion to LAY ON THE TABLE would not be allowed from this point forward" should be corrected to read "... and that a motion to LAY ON THE TABLE would be probably be declared out of order, because a motion to postpone or a motion to refer to committee would be more appropriate. This would also be better because the former motion is not debatable, while the latter motions are debatable."

Prof. Ed Kay, Parliamentarian, also asked for the addition of one word, "Newly," to the title of "Robert's Rules of Order (Newly Revised)" that was the full title of this book mentioned in the introductory comments to the meeting by President Gast.

With these corrections, the Faculty approved the minutes.

2. Committee Motions

Educational Policy Committee – Prof. Keith Gardiner

a. CBE undergraduate course and curriculum changes
(See end materials included with these minutes.)

Prof. Frank Gunter moved that these be approved (seconded by another faculty member). Faculty needed no discussion and they were approved unanimously.

b. CAS undergraduate course and curriculum changes
(See end materials included with these minutes.)

Prof. Gardiner moved that these be approved (seconded by another faculty member).

Prof. Bruce Thomas moved (seconded by another faculty member) to amend the proposal by separating the Urban Studies (US) program deletion component from the rest of the course changes. He explained that Prof. Amidon, long-time program director and only instructor for the US core courses, was retiring and there would be no one named to replace him. The current program faculty who teach electives wanted to discuss options for continuing the program.

Prof. Mike Raposa (and Associate Dean) confirmed that there are no plans to replace Prof. Amidon as director, but a future US program could be proposed after the current one was eliminated. If the current one stays in the catalog, students could request to major in US, which would have no one to teach critical courses. Thus, the program should be “cleaned out” of the catalog until a new program can be approved. This will lead to a clearer understanding by undergraduates of the status of the program. Also, Lehigh would not be exposed to contractual issues and liability regarding a program published in the catalog.

After brief comments supporting and opposing the motion to separate, President Gast called the question and the motion to separate passed. She then called the question on the remaining course and curriculum changes in the main motion which passed unanimously.

c. Prof. Mike Baylor moved that the US curriculum elimination proposal be postponed until the US faculty could discuss it (seconded by another faculty member). They should be given the opportunity to deliberate on the future of the program, given the current lack of core course instruction.

Prof. Linda Lowe-Krentz observed that the deadline for the next catalog text is fast approaching and something should be done to alert students that this major will be unavailable.

Prof. Barbara Traister pointed out that the existing elective courses can still be taught but the availability and future of the major is in question.

President Gast called the question and the motion to postpone the US program elimination passed.

c. Integrated Degree in Engineering, Arts and Science (IDEAS)

(See end materials included with these minutes.)

Prof. Jerry Lennon (and Associate Dean) moved that the shell proposal for this new honors program be approved (seconded by another faculty member). The “shell” nature of the program was intended to indicate the faculty agreement (if passed) on the main concepts and objectives of the program, similar to that approved at the beginning of the IBE and CSB programs several years ago. Specific new course proposals would be forthcoming as needed, providing sufficient resources were available.

Prof. Sivakumar, in favor of the program, asked if the program would be accredited and if not, would this create a marketing problem for the program.

Prof. Gardiner stated that the program included 36 credits, 16 electives and was within one year (23 credits) of a second, fully accredited engineering degree.

Prof. Rick Vinci said that this program would have a similar result as the IBE program, for which some students stay a 5th year for the degree, but others are satisfied without the engineering degree.

Prof. Sudhakar Neti asked if IDEAS would kill the 5-year Arts and Engineering program and how and who would decide if “enough” resources were available to offer the program?

Prof. Lennon responded that IDEAS is designed to attract net new students, primarily who want some engineering and architecture but within a 4 year context, rather than 5. In reality, A&E may lose some students.

Prof. Lowe-Krentz, while in favor of the proposal, expressed concern for long-term program resources. She cited the recent situation with Biology's program to attract pre-med students at about 10-12 per year, but has recently been told that was not enough to keep financial resources coming to the program.

Dean David Wu gave an assurance of dean's support for the new program, especially for two college specific co-directors, four new courses with faculty development time and TAs.

After several additional detailed questions about the program courses and A&E impacts, Prof. Gunter called the question; the motion to create IDEAS passed.

d. RCEAS undergraduate course and curriculum changes
(See end materials included with these minutes.)

Prof. Mike Kolchin moved that these be approved (seconded by another faculty member). Faculty needed no discussion and they were approved unanimously.

Graduate and Research Committee – Prof. Hugo Caram

a. Certificate Program in Women's Studies
(See end materials included with these minutes.)

Prof. Roger Nagel moved that this program be approved (seconded by another faculty member). Faculty needed no discussion and it was approved unanimously.

b. CAS graduate changes to add new courses and delete two
(See end materials included with these minutes.)

Prof. Roger Nagel moved that these be approved (seconded by another faculty member). Faculty needed no discussion and they were approved unanimously.

c. CBE graduate changes to add new courses and delete one
(See end materials included with these minutes.)

Prof. Roger Nagel moved that these be approved (seconded by another faculty member). Faculty needed no discussion and they were approved unanimously.

d. R&P change to **section 3.27.2 Incomplete (N Grade)**
(See end materials included with these minutes.)

Prof. Caram explained that this proposal has arisen because of the numerous N grades remaining on some graduate student transcripts for many years and are never resolved. The Registrar has requested that R&P be revised to include a specific length of time that an N grade (without parenthetical grade) would stay indeterminate, before a final grade is assigned by the instructor or by default, as is now accomplished.

The GRC discussion resulted in the motion to revise section 3.27.2 by changing the sentence “Graduate student incomplete course grades which are not removed remain as N grades on the student’s record” to:

“Graduate student incomplete course grades which are not removed remain as N or N(grade) on the student record for one year. After one year, the N grade will be converted to an F and the N(grade) will be converted to the parenthetical letter grade.”

Thus revised **section 3.27.2 Incomplete (N Grade)** would read (Boldface includes the change):

“The N grade is now defined in section 3.8.2 except that parenthetical grades are not required for thesis or research courses and graduate students have a calendar year to remove course incomplete grades unless an earlier deadline is specified by the instructor. **Graduate student incomplete course grades which are not removed remain as N or N(grade) on the student record for one year. After one year, the N grade will be converted to an F and the N(grade) will be converted to the parenthetical letter grade.** Thesis or research project N grades may remain beyond one year until the work is completed.”

Prof. Caram further stated that the GRC intended to allow for extensions of the conversion period by student petition.

Prof. Roger Nagel moved that this change be approved (seconded by another faculty member).

Prof. Ed Shapiro opposed this motion because one year is too short a period and will result, especially in the CEE, in a large increase in the number of petitions. He asked for the GRC’s rationale, beyond helping the Registrar to clean up old records.

Prof. Caram stated that GRC had no sympathy for extra work required of the Registrar (laughter). However, their rationale was that course work, originally scheduled to be completed in one semester should expected to be completed in a finite amount of time. One year plus an additional year by petition was considered by the GRC to be a reasonable amount of time for completing the work originally planned for a semester period.

Prof. Shapiro responded that the incomplete designation should be the province of the instructor in consultation with the student. Also, those courses with a “research” distinction may not be clear to the Registrar or others outside of the CEE.

Prof. Mike Kolchin supported the motion because with the “4 C” rule, the meaning of a student’s record of 3 C’s and one incomplete N grade is difficult to interpret for a program director’s decision on “continuing competency,” which could result in the student’s dismissal. Also, he was not worried about having lots of graduate petitions – at least faculty program directors could track and know what problems there were and have a process in place to advise the “incomplete, no parentheses” students better.

Prof. Barry Bean asked when this change would take effect and would it be retroactive? Shouldn’t the proposal have a start date?

Prof. Caram responded that it would go into effect immediately, but GRC intended that it would not be retroactive, grandfathering all existing “incomplete, no parentheses” grades.

Prof. John Coulter (and Associate Dean) asked whether a petition or change of grade form be appropriate? Do we really need the parenthetical grade?

Prof. Caram confirmed that the proposal is to require a petition. This proposal does not address changing the whole parenthetical grade concept, but encourages its use correctly.

Prof. Nagel suggested a new grade such as N (Y), where Y is some other letter indicating that the N grade is intentionally being left as an unlimited period of time by the instructor, otherwise the GRC proposal would be in effect.

Prof. Thornton, after a public confession of guilt as being very tardy to clean up his own “N mess,” suggested an “N(∞)” (laughter) [secretary’s note: that’s an infinity sign after the N, in case some future version of Word doesn’t translate its symbols correctly]. In all seriousness, he asked with a helpful intention (penance perhaps?), how the Registrar should distinguish “research” courses from the “non-research” ones?

Prof. Barbara Traister said that quite a few graduate students, who go into candidacy with a number of N’s on their transcript but with sufficient credits to graduate without them, should have a process to clean them up/out. The current system is far too sloppy and messy for Lehigh University to be sending official transcripts of our graduates to colleagues on hiring committees at other schools or organizations who may look askance at such recordkeeping.

Prof. Shapiro commented that Prof. Nagel’s suggestion bears further study by the GRC to be brought back at the next University faculty meeting. Also, there should be some definition of a “research” course. He then moved to moved to send the original proposal back to the committee (seconded by another faculty member).

Prof. Caram summarized the discussion thus far so suggestions can be known precisely for a review by GRC.

Prof. Kolchin commented that there is a noticeable lack of discipline by the faculty for use of the plain N, and added his support to Prof. Traister’s comments, having first hand knowledge of this problem from CBE graduate student Ns that are over 10 years old.

Prof. Frank Gunter called the question, which passed by unanimous consent. Then, the motion to refer the original proposal back to GRC also passed.

R&P Subcommittee – Prof. Ed Shapiro

Motion to clarify the appropriate edition of *Robert’s Rules of Order* to be used to govern university faculty meetings

(See end materials included with these minutes.)

Prof. Mike Kolchin moved that this change be approved (seconded by another faculty member).

Prof. Frank Gunter moved to amend “the most current edition,” which might be slightly vague, to “Robert’s Rules of Order Newly Revised (10th edition),” a specific title. He mentioned that, with an expired copyright, it is updated and republished at irregular intervals. His intent would be that, when the 11th edition is published, R&P could be revised to reflect that then-current edition.

Prof. Shapiro had no objections to this change. The following amended motion about the wording of R&P 1.1.1 was passed unanimously:

1.1.1 Rules of order

The parliamentary authority for the Lehigh University faculty is “**Robert’s Rules of Order Newly Revised (10th edition).**” A parliamentarian shall be appointed by the president from among the senior members of the faculty.

3. Unfinished Business

Prof. Chuck Smith, a faculty representative on the Middle States Accreditation committee, reported on the current progress. This accreditation review process occurs approximately every 10 years, with our Visiting Committee arriving on campus late next spring (2008). Associate Provost Carl Moses has made presentations to all Lehigh college faculty meetings. Lehigh is now working on Part I of a self-study of Lehigh’s compliance with the Association’s 14 standards, of which 8 are primary and 6 are secondary. At the same time, there are committees working on Part II, which are Lehigh-selected topics of 3 topics, the First-Year Experience, Advancement of Student Learning, Technology to Support Learning (“Information Literacy”).

A draft of Part I’s Compliance Report, especially on the 8 primary standards, will be available in early April for Faculty review and comment to any member of the committee, e.g., Carl or Chuck, or via the Lehigh Faculty Blackboard web site. The comment period will be for the two months of April and May, 2007, after which the Accreditation Committee will use faculty input to revise the report. When the Visiting Committee comes to campus late next spring, they will talk with faculty members to see if they are familiar and in agreement with the report. They will be checking to confirm that the University is doing what has been reported and the level of faculty involvement and commitment.

4. New Business None

5. Committee Reports None

6. President’s Report

a. The President noted the passing of Richard Kosh, the maitre d’ of the Asa Packer Dining Room. Faculty can pass their respects to his family through Lehigh’s Newman Center.

b. Linderman Library, newly renovated and re-invigorated beyond its historic glory for the next century opened to the public today. It will function as an intellectual hub for the University. Many thanks are due to Bruce Taggart (and his talented staff), Tony Corallo and Jean Farrington.

c. Lehigh's endowment has surpassed \$1 billion! The Trustees have approved the creation of a Chief Investment Officer and have formed a search committee. The plan is to have finalists on campus late this spring; the Faculty Personnel Committee will be part of their interview process.

d. Thanks to all who participated in the Campus Climate Survey. Copies will be distributed to the campus on March 30. Sue Rankin will return to campus on April 27 to discuss the report and help with developing procedures, solutions and next steps that will work best for Lehigh.

e. Attend the Inauguration events and celebration!

7. Provost's Report

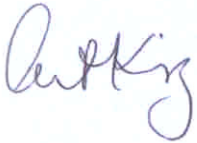
a. Admissions update, while still a bit in flux, early returns look good to decrease the size of the entering class from over 1200 (past 2 years) to around 1160. Mean SATs have increased again to 1356 (among admits) vs. 1343 last year; AI has increased by 1.2 points to 213.

b. Searches for the Vice-Provost of Research and Dean of Admissions and Financial Aid are coming to a close as the President and Provost aim for a final report at our next University Faculty meeting.

8. Other None

9. Adjournment occurred at 5:27 pm

Respectfully submitted,



Prof. Art King, Interim Secretary of the Faculty
March 28, 2007

SPECIAL NOTE:

NEXT MEETING: 3:00 pm, April 30, 2007, Sinclair Auditorium

Earlier time due to the Faculty Dinner following this meeting.