MINUTES OF MEETING NUMBER THIRTY-NINE
OF THE
SENATE OF THE MICHIGAN TECHNOLOGICAL UNIVERSITY

10 April 1968

(Senate Minute pages: 335-344)

The meeting opened at 7:05 p.m., Wednesday February 21, 1968, in the Faculty Lounge of the Memorial Union, Senate President D. Halkola presiding.


Absent (5) were: Noble, Yerg, Keeling, Ortner, Oswald.

Guests present: Romig, Rapley.

The minutes of Meetings #38 were accepted as previously distributed.

Old Business

Emeritus Rank Committee, O.D. Boutilier, Chairman, minutes 309-310, 315, 323, 328-329.

Dr. M.W. Bredekamp was approved by the Senate as a member of this committee.

Prof. Boutilier presented the following report:

In further efforts to establish a policy on Emeritus Rank which could be accepted by the Michigan Tech Senate, the committee referred to an article written by I.L. Stright, Dean of the Graduate School, Indiana University of Pennsylvania, published in the February, 1966 edition *College and University Business*.

Dean Stright received responses to his questionnaire from 285 institutions including 100 state colleges, 55 state universities, 30 private universities, and 100 private liberal arts colleges. His analysis of retirement status in respect to emeritus rank is as follows:

1. While many institutions indicated the listing of a professor as an emeritus was automatic upon retirement, approval of the board of trustees was obtained as a matter of course.

2. For those institutions indicating a minimum age of retirement with emeritus listing, the median of the responses shows this age to be 65, with a range from 55 to 70. It should be noted that approximately 40 percent do not require a minimum age for a retired person to be listed as an emeritus. Although the generally accepted concept of "emeritus" is "retired from office or active duty on account of age . . . for long and faithful service and honored with a non-official position and title corresponding to those held in active service," this concept seems to be interpreted with wide variation.

3. Of the responses from the institutions requiring a minimum length of service prior to retirement with an emeritus listing, the median of this length of service is 10 years with a range from 5 to 25. (About 60 percent of the institutions polled required a minimum length of service).

4. In most institutions emeritus standing is a life-time appointment.

5. Institutions seem to make little use of the wisdom and experience of retired faculty in the consideration of major policy matters and use them in an extremely limited manner on committees.

In his conclusions, Dean Stright made the following two comments in reference to emeritus rank. "Perhaps some institutions need to be more liberal in designating retired staff as emeritus. It would seem that this is a modest reward to one who has given years of faithful service and who may have served the institution with distinction as an administrator, department chairman, or teacher. Emeritus appointments represent little expense to the institution and can greatly elevate the morale of the retired individual and make him feel he is still a part of the institution."

He also said, "Institutions in many cases could, in spite of demands on space, provide the retired staff with meeting places, and where possible, office space, with encouragement to continue professional activity."
POLICY RELATING TO EMERITUS RANK

In recognition of the esteem in which the faculty holds those who before retirement have served Michigan Technological University faithfully and outstandingly in teaching and research, the Faculty Senate recommends the following policy:

1. Recommendation of emeritus rank shall be made by the members of the retiree's academic department to the vice president of academic affairs for presentation to the Board of Control.

2. Retiring professors and associate professors who have reached the age of 60 and who have served the university for at least 10 years shall be eligible for appointment to emeritus rank.

3. In the event a professor or associate professor must retire before the age of 60 because of ill health and he has served the university for at least 10 years, he shall be eligible for emeritus rank.

4. Emeritus faculty shall be invited to participate in commencement processions and similar ceremonies.

Professor Boutilier moved, Prof. V.W. Johnson seconded acceptance of the report for consideration at the next Senate meeting. Discussion followed.

Prof. Hennessy: Can a retired teacher request aid from the library experts in a literature search?

Prof. Patterson: Yes

Prof. Barstow: Questions the presentation of this report since it was not included in the agenda.

Dr. Bredekamp: Quoted Robert's Rules of Order supporting the presentation.

President Halkola: Debate is desirable on this report.

Prof. Price: Decision to debate advisable.

Prof. Boutilier: Committee regrets unavoidably late presentation.

No further debate was presented. Vote was taken and the motion passed.

Senate Procedural Committee, D. Yerg, Chairman. Minutes 319, 324, 329. The following report of which one copy only had been received by the Secretary and late for inclusion in the agenda is presented here. A small booklet on meeting procedures is not reproduced here.

TO: Senate Members

FROM: D.G. Yerg, Chairman

Procedural Policy Committee of the Senate

Enclosed are two documents prepared by the Procedural Policy Committee. The first represents a commentary on the Senate By-Laws and the second represents a summary of Senate procedures required by the By-Laws.

This material is being presented to you, so that you will understand the committee's view of practices required in the By-Laws. If the committee were to act as parliamentarian, the rulings would follow the practices described in the attached document.

It should be emphasized that the documents were prepared to describe as accurately as possible the present situation without regard to personal opinions concerning the nature of good or bad practice.

COMMENTS ON SENATE BY-LAWS
March 18, 1968

1. The COUNCIL consists of the officers defined in ARTICLE IV of the CONSTITUTION.

2. The nature and duties of a "steering committee" are not defined.

3. Presumably, the COUNCIL is expected to meet for the purpose of planning the means of expediting the affairs of the Senate. Opinions and actions (or the lack thereof) of the COUNCIL will in fact establish operating precedent unless challenged or changed by the Senate.

4. a) The COUNCIL serves as an administrative unit for appointing and discharging committees, provided that prior approval is obtained from the Senate for each such action. The appointment is by the COUNCIL and not by the President. Presumably, the COUNCIL could meet, keep minutes, and have the record show that this authority is to be delegated to the President under some set of prescribed circumstances. Otherwise, no committee is properly constituted unless the COUNCIL has met and acted.
b) The charge to the committee is prepared by the COUNCIL and represents their best estimate of the intent and interpretation of the Senate actions.

5. a) The only business that can come before the Senate is that which is in the form of a proposal.

b) What is intended by "proposal" is not defined. Presumably, Committee reports should be presented in the form of a proposal. (Progress reports cannot be presented unless in support of a proposal being considered). Also, the appointment of new committees should be in the form of a proposal.

c) Only Senate members may introduce proposals.

d) Proposals are submitted to the COUNCIL not the President or the Secretary. Presumably, the COUNCIL would establish a procedure for receiving proposals.

e) The COUNCIL is expected to meet between 10 and 15 days prior to each Senate meeting to determine whether or not recommendations are to be attached to proposals being distributed.

6. a) If for any reason, no matter how trivial, a proposal has not been submitted or distributed as required by section 5, the proposal can be presented on the floor provided that a majority vote agrees to hear the proposal.

b) The President cannot rule any proposal being presented from the floor as being out of order for the reason that the proposal does not appear to constitute an emergency.

c) In order to present a proposal from the floor there must first be a motion requesting the Senate to hear a proposal on a stated subject. If the motion is passed, a motion which constitutes a proposal is then made.

7. a) A simple majority is sufficient provided that a quorum exists.

b) Again "proposals" and "motions" are not defined. Presumably proposals are introduced by making "motions" and suggested modifications of proposals are put forth as "motions." Finally, proposals are adopted by making "motions."

c) A proposal which is not changed by the Senate from the form in which it is introduced can be adopted by the Senate with a single voting. A second hearing or voting is not required.

d) Any proposal which is modified from the form in which it is introduced cannot be adopted at the meeting in which the changes are made. Only the changes can be approved at such a meeting.

b) Revised proposals are to be distributed and reintroduced at the next meeting.

f) If changes are made in the revised proposal when it is reintroduced, only the changes can be voted. The proposal cannot be adopted. Again, it must be redistributed with the changes and reintroduced at the next meeting.

g) To be adopted at any meeting, a proposal must not be changed at that meeting.

8. There must be 20 members present.

9. a) The President is given a broad range of power to do what he pleases, provided that he can demonstrate his belief that his action will facilitate the work of the Senate.

b) The President is free to appoint any committee he believes will facilitate the work of the Senate. These would be advisory committees to the President and would not be regular Senate Committees.

c) Presumably, the Senate could check the action of the President by introducing a proposal stating that a specific action was not in the interests of the Senate and directing the President to cease.

10. The Vice-President is the presiding officer at Senate meetings in the absence of the President, but gains none of the President's other powers.

11. a) The Secretary shall call the regular meetings. Special meetings are called by the President in accordance with ARTICLE VII of the Constitution.

b) It should be noted that distribution of proposals is not a specific duty of the Secretary. As noted above, the procedure for distribution of proposals is to be established by the COUNCIL.

c) What the minutes shall or shall not include as well as the form of the minutes is not specified. Presumably, the Secretary will establish this unless otherwise directed by the COUNCIL of the Senate.
OUTLINE OF PROCEDURES FOR MICHIGAN TECH SENATE
March 18, 1968

The following deals with PROPOSALS, VOTING, AND COMMITTEES. Other procedures mentioned or implied in the "Comments on Senate By-Laws" should be prepared by the COUNCIL.

I. GUIDELINE

The only business that can come before the Senate is that which is in the form of a proposal.

II. PROPOSALS

A. Proposals may be presented.
   1) To the COUNCIL of the Senate at least 15 days prior to the meeting at which they are to be presented.
   2) From the floor of the Senate at any meeting.

B. If the proposal has been submitted in writing to the COUNCIL and the COUNCIL has distributed the proposal to the members of the Senate 10 days prior to the meeting, the proposal will appear in the AGENDA.
   1) When the AGENDA item is called by the presiding officer, a Senator, ordinarily the author of the proposal, will be recognized.
   2) The proponent of the proposal will move the adoption of the proposal and will read the proposal. (He will not be permitted to discuss the proposal)
   3) The presiding officer will then call for a second to the motion.
   4) If the motion is seconded, the presiding officer will call for discussion and will first recognize the Senator who moved adoption of the proposal.
   5) The discussion will proceed according to Robert's Rules until the call for a vote.

C. If the proposal is to be submitted from the floor, the proponent of the proposal will ask to be recognized by the presiding officer.
   1) When recognized the proponent will move that the Senate hear discussion on the proposal and will read the proposal (He will not be permitted to discuss the proposal).
   2) The presiding officer will then call for a second to the motion.
   3) If the motion is seconded, the presiding officer will call for discussion and will first recognize the Senator who moved adoption of the proposal.
   4) The discussion must be limited to reasons why the proposal should or should not be considered. The discussion will proceed according to Robert's Rules until the call for a vote.
   5) If the motion is defeated, the presiding officer will continue with the meeting. If the motion is approved, the presiding officer will recognize the proponent of the proposal.
   6) The proponent will move adoption of the proposal and will read the proposal (He will not be permitted to discuss the proposal).
   7) The presiding officer will call for a second to the motion and the meeting will proceed as described above for discussion of proposals.

III. VOTING

A. The presiding officer will recognize the call for a vote and will direct the manner of conducting the vote.
   1) With a quorum (20) present, a simple majority passes the motion.

B. If the motion passed was the adoption of a proposal, no further action by the Senate membership is required.
   (Specifically, a second vote is not required and cannot be taken).

C. If the motion passed was the adoption of an amendment to a proposal, the motion is incorporated in a revised proposal for subsequent distribution to the General Faculty.

D. When all motions to amend a proposal have been acted upon:
   1) A vote on the the proposal may be called provided that all the motions to amend have been defeated.
      (A proposal can never be subject to vote at the same meeting during which an amendment has been passed).
   2) The presiding officer may call for a motion to table the proposal provided that at least one amendment has been passed.

IV. COMMITTEES

A. Committees of the Senate are appointed by the COUNCIL provided that a proposal authorizing the committee has been passed by the Senate.
   1) Proposals authorizing the appointment of a committee must be introduced in the manner described above.

B. Committee reports are introduced as follows:
   1) A committee report must be introduced as a proposal in the manner described above.
   2) The proposal may take two forms:
      a. The chairman or other representative of the Committee moves the adoption of a proposal which is a recommendation for action. In the ensuing discussion the details of the committee report supporting the
recommended action are considered.

b. The chairman or other representative of the Committee moves the adoption of a proposal that the committee report be received by the Senate. In the ensuing discussion the details of the committee report are considered. If this proposal is adopted, no further action results unless someone presents a proposal on the same topic. If the proposal is rejected, the committee must prepare another version of its report.

C. Progress reports cannot be heard unless a representative of the committee moves the adoption of a proposal recommending consideration of the status of the committee activities.

Prof. Barstow stated that the report was of preliminary nature and that additional material to permit consistency with Robert's Rules is forthcoming. Discussion followed:

President Halkola: Will Prof. Barstow answer questions?
Prof. Barstow: Prefer later consideration.
Prof. Bayer: Is this an incomplete report?
Prof. Barstow: Partly, the later report will clarify.
Prof. Bayer: Were our Constitution By-Laws, Article VI, considered?
Dr Bredekamp: Suggest Procedure IV-B be changed to permit presentation of committee reports which are not proposals.
Prof. Bayer: By-Laws permit reports which are not proposals.
Dr. Bredekamp: A proposal is an outgoing act of the Senate.
Prof. Bayer: Senate business includes much more than proposals.
Prof. Barstow: The committee will define proposals. A simplified set of rules governing second reading of proposals forthcoming.

President Halkola acknowledged the receipt of this report.


Prof. Price moved, Dr. Kennedy seconded, vote approved untabling this proposal.

Prof. Price explained that a professional standards committee has been developed by one Tech academic department (unnamed). He stated its purpose to be of help to new men on the staff. He moved adoption of the proposal. Prof. Boutilier seconded. Discussion followed.

Dr. Bredekamp: Unless the individual teacher adopts and publicly signs acceptance of the code of ethics they cannot be considered University ethics. Also, unless the institution has ethics its teachers cannot.
Prof. Barstow: The framers of the Declaration of Independence signed it. Don't the rest of us believe in it?
Prof. Hennessy: Desire a simplification of the motion as he suggested before. Also, an unprincipled man will sign anything.
Prof. Price: People without tenure can be recommended by their departments for it. The tenure committee makes annual review of them to determine if eligibles have lived up to requirements. Such review can be aided by the ethics statement.
Capt. Sheedy: Reserve officers swear to support and defend the Constitution of the U.S. and to uphold military law. This is ample for the Armed Forces.
Prof. Hennessy: The Senate can recommend a code but not follow its implementation. That is up to the University President.
Dr. Stebbins moved amendment, Prof. Barstow seconded, to change the motion (minutes 329 III C) by putting a period after "tenure" and striking all following "tenure."
Prof. Price: This amendment won't place the proposal in the President's hands. Individuals must adopt the code, not from the top, but by choice as professionals.
Prof. Barstow: The Senate members are here to act for the Faculty. I urge the adoption of the amendment.
Dr. Bredekamp: Urge publishing the proposal only.

Vote on the amendment was by hand count. 16 Yes, 3 No. Passed.

Dr. Heldt: What has this code to do with tenure?
Prof. Price: The tenure committee works on tenure decisions. What is necessary to allow academic freedom is involved in tenure requirements and this code.

Prof. Hennessy: Unethical conduct is cause for dismissal. The ethics code which the Senate adopts establishes acceptable conduct and tenure.

Dr. Heldt: This code establishes the responsibilities of faculty. Are these the only responsibilities?

Vote by show of hands on the main motion, as amended, gave 17 Yes, 1 No. The motion passed.

New Business

Faculty Definitions Document Committee, R. Bayer, Chairman. The report of the committee as was attached to the agenda follows:

A review of all Senate actions dating back to the Senate Meeting No. 1 shows a need to revise two documents to conform with the recent Senate definition of "Faculty."

I. Sabbatical Leave Policy

The Sabbatical Leave Policy, Senate Proposal 4-59, passed at Senate Meeting No. 30, page 260, should be amended to insert the word "Academic" before the word "Faculty" where it occurs and to delete the word "General" where it precedes the word "Faculty."

II. Tenure Policy

In view of the reorganization of the University and the new definition of Faculty, the Committee recommends that the Senate propose the following revisions to the tenure policy as printed in the Faculty Handbook, Section F5 and 6:

1. The Senate proposes that the tenure committee revise the policy to conform with the present administrative organization of the University, i.e., Vice President of Academic Affairs in place of Dean of Faculty.
2. The Senate proposes that the word "Academic" be substituted for "General" where it precedes "Faculty."
3. The Senate proposes that the words "President of the Senate" be substituted for the words "Dean of Faculty" in Paragraph IV-B-5. "Vacancies among elected representatives shall be filled by interim appointment by the Dean of Faculty."

Prof. Bayer pointed out little use of "Faculty" occurred in the minutes so few changes were needed. After reading the report he moved its adoption by parts. Prof. Hennessy seconded. Voice vote on the parts was as follows:

I. Passed
II. 1. Passed. Prof. Romig stated other changes being made.
II. 2. Passed. Prof. Romig stated "General" faculty involved with tenure.
II. 3. Passed. Prof. Price noted Senate President not faculty elected.

Committee Reports

1. Instructional Policy Committee, Dr. Pollock, Chairman. Dr. Pollock stated committee had met once and also once jointly with the Curricular Policy Committee. He suggested:

FUNCTIONS OF THE INSTRUCTIONAL POLICY COMMITTEE

The Instructional Policy Committee shall be primarily concerned with policies dealing with:

1. The problems of instruction, such as: class size, lecture vs. recitation, use of teaching aids, class periods, etc.
2. The means of evaluating a student's process, such as: scheduling of final exams, number of exams, grading schemes, etc.

It is recognized that this committee is a committee of the Faculty Senate and therefore should reflect Faculty opinion.

2. Curricular Policy Committee, Dr. Heldt, Chairman. He presented the following as committee business:

a. Basis for curriculum. Concepts - blocks; Portion of time devoted to each area.
b. Accrediting agencies requirements
c. Electives and relations between electives. During what year is elective to be taken.
d. English proficiency demonstration. Senior? Examination Fall/Remedial course with examination
e. Total hours for degree
f. Core curriculum for all degrees?

Mechanics of referring business to committee through Senate? Continuous business concerned with above.
Mechanics of reporting - through Senate?

Discussion followed.

Prof. Hennessy: These sound more like trouble shooting than innovating objectives.

Prof. Barstow: What relation is there between University Curriculum Committee and Curricular Policy Committee?

Dr. Heldt: The first is an operating, the second a policy forming group.

Dr. Stebbins: A basis for policy making in instructional areas needed. With curricula being revised to reduce credit hours, policy is needed. Help in making policy is needed.

Prof. Barstow: Where overlap is developing among courses, which group decides this?

3. Study on Grievance Committee, R.O. Keeling, Chairman. Speaking for Dr. Keeling, Mr. Kennedy stated the committee to have held an organizational meeting and are now studying literature in the field.

Prof. Romig asked if another name with better overtones considered? Suggested "Problem Solving Committee."

President Halkola stated that this committee is to determine what to do about a committee whose function might be defined by such names.

Prof. Barstow: recommended "Ombudsman Committee."

4. Elections Committee, Major Brylla, Chairman. No report.

Prof. Bayer stated the Faculty Definition Documents Committee finished with its work and requested discharge. This was approved by the Senate with a "Well Done" acknowledgement.

Adjournment was approved at 8:41 p.m.

Respectfully submitted,
G.W. Boyd, Senate Secretary