

**Meeting of the General Faculty
Friday, November 17, 2006 at 3:30 PM
SON Auditorium**

AGENDA

1. Announcements
2. Approval of minutes of 10/20/2006 General Faculty Meeting (attached)
3. Report from the Faculty Salary Committee
4. Report from the Health Benefits Committee
5. Amendment to Faculty Handbook section on Library Committee (attachment)
6. Faculty Development and Evaluation Committee:
A discussion to provide feedback to the FDEC on a proposal to revamp the current system of teaching evaluations (see information from FDEC on attached page 9)
7. Adjournment.

ATTACHMENTS.

- For item 2: Draft minutes of the 10/20/2006 General Faculty meeting (pages 2-4)
For item 5: Proposed amendment to the Handbook on the Library Committee (p. 5)
Report from Library Committee to Academic Council (pages 6-7)
Excerpt of minutes of Academic Council Meeting on 10/16/2006 (p. 8)
For item 6: A description of a current project of the FDEC to be discussed (p. 9)

**The meeting will be followed by a *gala* reception
hosted by the Faculty Welfare Committee**

**Meeting of the General Faculty
Fairfield University
October 20, 2006
DRAFT Minutes of MEETING**

No votes that allowed proxies were taken at this meeting.

The meeting was called to order just after 3:30 by the Chair of the General Faculty, Professor Don Gibson. The following motion was made, seconded and passed without objection.

**MOTION. To invite Senior Vice President, Billy Weitzer, into today's
General Faculty meeting. MOTION PASSED.**

1. Announcements.

Professor Lisa Newton was called upon and gave the following remembrance of Professor William Francis Carr, S.J. (May 18, 1925 – June 13, 2006), which was followed by a moment of silence.

When I first met Father Carr, in the fall of 1969, I had just emerged from a traumatic divorce and a bitterly hostile academic environment from which I had been thankfully fired (for left-wing organizing). One would hardly have imagined that a radical, left-wing, divorced woman – on a campus that didn't have too many of any of those sorts – would find a welcome from a very traditional Jesuit priest on a traditional Jesuit campus. But the first thing I remember about my new department was Bill Carr's ever-present smile of welcome.

Bill was one of the first people on this campus to teach Applied Ethics, in a Contemporary Moral Problems (Medical Ethics) class that he put together in 1975 for the Nursing School. Within the next few years, he and Father Vincent Burns, S.J., (along with John Barone and a wide selection of other faculty) helped me put together the grant proposals that launched the Program in Applied Ethics. Those of you who were present at the time will recall the reception given the program by the Philosophy Department, which had (then and now) some very strong-minded types who let their feelings be clearly known. Father Carr didn't get angry, he didn't get defensive, he just went on quietly teaching in, and defending, the program until he retired. That took courage.

Bill had never been, by preparation or inclination, oriented toward research or scholarship. That changed, significantly, when he became acquainted with the Hospice movement in the late 1970s. It had started out in England, and was just beginning on these shores; fascinated, Bill took two sabbatical leaves at Georgetown to study it, went to England for a summer to work in the original Hospice, and wrote a serious and informative article on his experiences. Through that article, complementing everything else in his teaching and life, I came to a much greater appreciation of his wisdom.

Welcome, courage, and wisdom are what I will remember best about Bill; his contributions to the life and learning of the Philosophy Department and Fairfield University will not be forgotten. Thank you.

Professor Bill Abbott was called upon and gave the following remembrance of Professor Matthew J. McCarthy (1916-2006), which was followed by a moment of silence.

Matthew J. McCarthy, Professor of History, passed away in September at the age of ninety. Originally from Maine, Matt joined the Fairfield faculty in 1948, the second year after the University opened. He was a veteran of the Second World War; indeed he had been so eager to serve that he had gotten a hernia operation in 1943 so that he could be eligible to fight.

Matt held a Ph.D. from Boston University, at a time when it was rare for Fairfield faculty members to hold doctorates. During those early years at Fairfield, nevertheless, he had to sell insurance in order to supplement his Fairfield University salary. In 1964 he became the first layman to chair his department, which at the time was the Department of History and Politics. As chairman he enjoyed good relations with both his departmental colleagues and with the administration, and was excellent at handling temperamental people. He taught American history as well as the Western Civilization survey, and got along very well with students. He retired in 1986, right after my first year at Fairfield, and I remember him as a friendly and enjoyable colleague. After his retirement he remained active in the community; he was a member of the Gaelic Society in Fairfield, he and his wife Helen came to the Fairfield University retirees dinner just last June.

Matt was a voracious reader; he loved history, religion, and political analysis. A life-long Democrat, he was also a deeply religious man, a traditional (perhaps what we would today call conservative) Catholic, but you would never know it – he was never obtrusive in his views. His was a deeply personal faith, and he was tolerant of other views because of his own clear values. Matt had a wonderful sense of humor; quiet, clever, and dry, and he was the quintessential gentleman: never a bad word about anybody. We will remember him.

Professor Don Greenberg, Chair of the Health Benefits Committee, was granted the floor to make a brief announcement in reference to the letter from President von Arx, S.J., that had been sent to faculty members' homes. Prof. Greenberg reminded the faculty that the Health Benefits Committee had been created in May 2006 by the Academic Council at the request of the Faculty Salary Committee and charged to investigate benefits arrangements and offer updates and make recommendations to appropriate university bodies, including the Budget Committee, the Faculty Salary Committee, the Academic Council and the General Faculty. In addition to Prof. Greenberg, the other members of the Health Benefits Committee are Professors Lang, LeClair and Scheraga. The Health Benefits Committee has been meeting over the summer and offered to meet with the administration over the summer, but they have not yet met with the administration. The first joint meeting is scheduled for Monday, October 23. Prof. Greenberg reminded faculty that health benefits for faculty are described in the Handbook and so changing health benefits for faculty will require a change to the Faculty Handbook.

2. Approval of Minutes of 9/14/2006

The spelling of the names of Prof. Rajamma and Prof. Xu were corrected.

MOTION. [L. Miners/McCarthy] To accept the minutes of 9/14/2006 as corrected.
MOTION PASSED.

3. Amendment to the Faculty Handbook section on non-tenured positions.

Professor Rick DeWitt was called upon to explain this change to the Handbook. Referring to pages 9-10 of the packet for today's (10/20/2006) GF meeting, Prof. DeWitt explained that a subcommittee of the Academic Council (DeWitt, Lang, Snyder) was created because faculty had been appointed as Visiting Instructor which is a position not recognized by the Faculty Handbook. The subcommittee's three recommendations were presented to the Academic Council in May 2006 (see page 9 of the packet for the 10/20/2006 GF meeting). One of the recommendations involves a change to the Handbook and is now before the General Faculty. The change would allow faculty to be hired as Visiting Instructors with criteria as in the Handbook and compensation as in the Memo of Understanding.

MOTION. [DeWitt/Tucker] To amend the Faculty Handbook (tenth edition, 2006) II.A.7 (page 26) by replacing the first sentence in paragraph 4 with the following sentence:

A Visiting Instructor, or a Visiting Professor (who may have any of the three grades), shall come to give full-time service for one or two semesters.

In response to a question on the difference between grades versus ranks, it was pointed out that “grades” are defined in this section of the Handbook and so this language is appropriate to keep in the amendment.

Prof. Gibson pointed out that since this is a change to the Faculty Handbook, it must pass by 2/3 of those present and voting; proxies are not allowed.

MOTION PASSED UNANIMOUSLY.

4. Informational Presentation

**The Faculty Link - How you can support the Alcohol Education Initiative at Fairfield
Jeanne DiMuzio, Director, Office of Health and Wellness Education**

Ms. DiMuzio thanked the faculty for this opportunity to provide information on what’s being done on campus to promote alcohol education and how faculty can get involved. She gave an informative and passionate presentation of Fairfield’s Alcohol Education Initiative, providing a comprehensive 5 page handout that included a variety of information on approaches to alcohol education, research, programs, treatment options, policies, a sample survey, and data spanning the last four years. She urged the faculty to understand that in addition to being a life-and-death health issue, drugs and alcohol affect the quality of academics. Faculty and administration should work together to change the alcohol culture because it prevents our students from being able to fully embrace the total educational experience at Fairfield. Ms. DiMuzio invited the faculty to join with her office and get involved in the alcohol education initiative in any way so that our classrooms can become the vibrant and healthy place they should be. We can enable our students to strive for excellence instead of settling for mediocrity. Ms. DiMuzio answered questions from the faculty on: ways we can use the alcohol education initiative as a curricular enhancement in our classes; judicial referrals; availability of services for graduate students; smoking; chewing tobacco; abuse of prescription drugs; various illegal drugs; online betting games and gambling; other addictions and addictive behavior; the level of academic pressure on students; drug rehabilitation programs; alcohol and drug education programs we give to parents; and current support services. When there were no more questions, Prof. Gibson thanked Ms. DiMuzio for her presentation and this was followed by applause.

5. Adjournment

MOTION. To adjourn. MOTION PASSED.

The meeting was followed by a gala reception hosted by the Faculty Welfare Committee.

Respectfully submitted,
Irene Mulvey
Secretary of the General Faculty

**Amendment to the Faculty Handbook section on the Library Committee
General Faculty Meeting
November 17, 2006**

It is proposed to amend the Faculty Handbook (tenth edition, 2006) I.C.b.8, the paragraph under Membership of the Library Committee on page 15. New language is in bold, language to be deleted is shown with strikethrough:

~~Six~~ **Seven** members elected from the faculty for three-year overlapping terms; one member to be elected from each of the following electoral divisions: Behavioral and Social Sciences; ~~and~~ School of Business; Natural Sciences and Mathematics; the Graduate School **of Education and Allied Professions; the School of Nursing; and** two members from two different departments in the Humanities; ~~and one member at large without restriction as to curriculum area or school.~~ **The University Librarian and** the Director of Library Services ~~or his or her delegate~~ shall be a **non-voting *ex officio*** members.

**Proposal for Adding Faculty Members from each Professional School
to the Library Committee**

**Submitted to the Academic Council
April 21, 2006**

Jocelyn M. Boryczka, Chair, Library Committee

Introduction

This proposal arises from a discussion in Fall 2004 by S. Grossman of the Library Committee regarding the need for representation on the committee from all of the professional schools. At the time all members were from the College of Arts & Sciences but S. Grossman and all were in favor of the recommendation. No further action was taken by the 2004-2005 Chair. The idea was discussed again at the 12/2/05 Library Committee Meeting and supported by all members. The Library Committee revisited the matter at its February 3, 2006 meeting at which the committee agreed to investigate how the professional schools viewed the need for expanding the committee's membership to reflect their growing role at Fairfield University. The Library Committee unanimously voted to support the proposal at its April 5, 2006 meeting. See attachments of pertinent meeting minutes regarding this proposal.

Rationale for Proposal

The professional schools have grown exponentially and should each be represented in order for all schools and departments to be involved in accomplishing the purpose of the Library Committee which is to study and make recommendations concerning library policies and utilization of funds.

Proposed Change to the Handbook (10th edition) page 15 under Membership of the Library Committee:

Current Handbook language:

Six members elected from the faculty for three-year overlapping terms; one member to be elected from each of the following electoral divisions: Behavioral and Social Sciences and School of Business; Natural Sciences and Mathematics; the Graduate School and Nursing; two members from two different departments in the Humanities; and one member at large without restriction as to curriculum area or school. The Director of the Library or his or her delegate shall be a voting member.

Current language with proposed changes shown:

~~Six~~ **Seven** members elected from the faculty for three-year overlapping terms; one member to be elected from each of the following electoral divisions: Behavioral and Social Sciences; ~~and~~ School of Business; Natural Sciences and Mathematics; the Graduate School **of Education and Allied Professions; the School of Nursing; and** two members from two different departments in the Humanities; ~~and one member at large without restriction as to curriculum area or school.~~ **The University Librarian and** the Director of the Library ~~or his or her delegate~~ shall be a **non-voting** *ex officio* members.

Proposed new language:

Seven members elected from the faculty for three-year overlapping terms; one member to be elected from each of the following electoral divisions: Behavioral and Social Sciences; School of Business; Natural Sciences and Mathematics; the Graduate School of Education and Allied Professions; the School of Nursing; and two members from two different departments in the Humanities. The University Librarian and the Director of the Library shall be non-voting *ex officio* members.

Summary of Changes to Current Language in the Faculty Handbook

1. Faculty membership increases by one member: from six to seven.
2. The School of Business will hold membership separate from the College of Arts & Sciences Behavioral & Social Sciences division.
3. The School of Nursing will hold membership separate from the Graduate School of Education and Allied Professions.
4. The phrase “and one member at large without restriction as to curriculum area or school” is deleted.
5. The “University Librarian” and “the Director of the Library” now both serve as non-voting *ex officio* members of the committee. Both members are necessary to the providing the information regarding the library, its budget, and services necessary for the committee to perform its work.

Excerpt of Minutes of Academic Council Meeting on October 16, 2006:

c. Proposed amendment to Faculty Handbook section on Library Committee.

Prof. Siegel (guest), Chair of Library Committee explained the proposal, included in the packet, to amend the Handbook. The proposal requests to increase faculty membership from six to seven and to provide the School of Business, School of Nursing, and Graduate School of Education & Allied Professions separate representation. Also the ex officio membership is changed from Director of the Library Services (voting) to University Librarian and Director of Library Services (non-voting) since both University Librarian Estrada and Director of Library Services Overfield have been attending and not voting. Mulvey stated this needed to change since the position titles have changed. Mulvey stated concerns about bringing on professional schools with separate slots. Mulvey expressed concern that there may not be enough faculty to fill the slots. Huntley asked about the School of Engineering. Mulvey stated that SOE faculty are eligible for any Math/Natural Sciences slot.

Novotny stated that the School of Nursing has enough faculty to put two candidates forward. Lakeland stated there are issues about the more we divide up and give recognition to the professional schools, the more competitive the slots become for junior faculty in the College of Arts and Sciences which could cause an issue for Rank & Tenure. Lang stated that this discussion is important. Philosophically the Academic Council is the only truly representative body of the faculty. The other committees are not representative. That is not the picture in our Handbook.

Huntley stated that there is not problem for faculty in the School of Business getting on committees. He feels seven is a large committee in light of the workload.

Sapp pointed out that the title in the proposal should be Directory of Library Services and not Director of the Library.

MOTION. [DeWitt/Abbott] that the Academic Council accepts the Handbook change and sends it to the General Faculty with a recommendation to approve. MOTION PASSED 14-0-1.

A project from the Faculty Development and Evaluation Committee:

In the spring of 2007 the FDEC intends to propose to the Academic Council that Fairfield's current student-evaluation-of-teaching forms be replaced by a professionally-designed form. By asking more questions, and ones that are more specific, such a professionally-designed form will produce more reliable and valid data. The professionally-designed form will also take into account the different kinds of courses being evaluated and the different levels of students doing the evaluating. Research has shown that student responses vary according to the subject of the course, the level of the course, whether or not it is required or elective, and other factors. Rather than comparing one's evaluation results with every other Fairfield faculty member, regardless of subject, level, or core status, faculty members will be able to compare their results with those of faculty in similar courses at a large number of comparable universities.

The FDEC currently seeks feedback from the faculty on this project, both at the General Faculty meeting of November 17 and in subsequent communication with the FDEC. Please bear in mind that the project deals with the form only. Although it is intended to be only the first part of an overall revamping of the entire system of faculty evaluation, this proposal to change the form does not, at this point, deal with who will be seeing these evaluations or what they will be used for.

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Bill Abbott, Chair
Faculty Development and Evaluation Committee