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Lindenwood College Faculty Meeting Minutes, 1980-1981

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John Nichols

FACULTY MEETING AGENDA

September 5, 1980, 9:30 A.M.

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of May 1, 1980 and May 29, 1980 meetings
- III. Introduction of new people - President Johns
- IV. Reports
 1. Educational Policies Committee - Dr. Balog
 2. Faculty Council - Mrs. Huesemann
 3. Summer Session - Mrs. Anderson
 4. 1980-81 new students - Dr. McKay
 5. Evening College - Mrs. Anderson
 6. Lindenwood 4 - Dr. LaFayette
- V. Organization of the Faculty
 1. Meeting time and place
 2. Election of Faculty Treasurer and establishment of dues
 3. Election of Faculty Secretary
 4. Elections to faculty committees
 5. Announcement of appointments to faculty committees
- VI. Business from the floor
- VII. Announcements
- VIII. Adjournment

MINUTES
EDUCATIONAL POLICIES COMMITTEE

Room 317, Young Hall
May 29, 1980
9:00 A.M.

Ed Balog moved the approved of TA 212, 213, 214, 215 - Dance Workshop I, II, III, IV (3 semester hours)

A workshop in which specific dance forms are incorporated to develop movement capabilities in the students. The class draws on training techniques from ballet, jazz, tap, and modern dance at various times during the term. Students are divided into groups and placed in the section which corresponds with their abilities. The class is intended to supplement the Acting Workshop, but is open to all interested students.

The motion was seconded by Jim Wilson. After lengthy discussion the motion was passed.

Ed Balog moved the approval of EDU 338 and 538 - Reading Methods for Early Childhood Education (3 semester hours)

This will be an advanced course in reading methods with an emphasis on early childhood education. The course will emphasize the language experience approach, individualized instruction, divergent and elaborative thinking, and integrating reading into the entire curriculum. Activities will include a review of theory and practice, the development of a curriculum plan for reading in early childhood education, and follow-up activities for trying out model lessons in a classroom situation. Graduate students will be expected to engage in specific research and underlying theories related to early childhood reading not covered in class lectures and discussions. (The underlined material will appear only in the course description of EDU 538.)

The motion was seconded by Dom Soda and passed.

Ed Balog moved the approval of EDU/PE 345 and 545 - Health, Nutrition, and Safety of the Young Child (3 semester hours)

This course focuses upon personal hygiene, eating habits, nutritional requirements, physical fitness, safety precautions, and first aid techniques and emergency procedures. Graduate students will be expected to engage in specific research and underlying theories related to the health, nutrition, and safety of the young child not covered in class lectures and discussion. (The underlined material will appear only in the description of EDU/PE 545.)

The motion was seconded by Dom Soda and passed.

A motion was made, seconded, and passed to approve ART 334 - Textiles and Fibers (3 semester hours)

A basic course in various techniques of weaving, knotting, plaiting, stitching, and resist dyeing. The major emphasis will be on fibers and their various applications and off-loomng, weaving, macrame, and stitchery. The batik process and various needlework techniques such as embroidery, applique, and quilting will be included. Prerequisite: Art 105, Art 208, or permission of instructor.

Dom Soda moved, and Jim Wilson seconded, that HIS 100 - The Human Community - be an all college requirement for graduation effective Fall 1980. (Such action needs the approval of the faculty.) It was understood that if approved by EPC and the faculty that students would still need 3 courses from the Social Sciences for a B.S. and 2 courses in Social Science for a B.A. in addition to HIS 100. The motion was passed.

Discussion was held on the proposal from the Education Department to include SCI 201 - Physical Science Concepts - in the second list of science courses which will satisfy the Natural Science Division requirements. A motion to reject the proposal was made by Ed Balog. The motion to reject was seconded and passed.

A proposal from Study Group IV (Polette, Huesemann, Fields, Perrone and Rickert) was discussed. The proposal recommended the establishment of a test, administered by the English Department, near the end of ENG 201 - Basic English Composition; students who fail the test would be required to take ENG 202. Several points were mentioned in the discussion.

1. EPC is reluctant to approve required tests if the criteria for passing are not clearly established.
2. Students who fail to pass the skill test should fail ENG 201.

A motion was made by Ed Balog to reject the proposal. The motion to reject was seconded by Dean Eckert and passed.

The written reports from Discussion Groups I, II, III, and IV were received by EPC. EPC will recommend to the faculty that EPC act as the steering committee for consideration of these reports in the Fall Semester of 1980 and that four sub-committees be formed, each to be chaired by a member of EPC. The four sub-committees would deal with:

1. General education requirements
2. Specific degree requirements for different degrees
3. Special departmental constraints
4. Application of requirements to the separate colleges.

Communications between the sub-committees will have to be fully provided because of the overlapping topics. Faculty and student participation on the sub-committees will be obtained.

Respectfully submitted,

John A. Bornmann, Secretary pro tempore

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
May 1, 1980

The regular meeting of the Faculty of The Lindenwood Colleges was held on Thursday, May 1, 1980, at 12 noon, in the Fine Arts Building. Provost James F. Hood presided. Dr. Esther L. Johnson gave the invocation.

A motion was made, seconded, and passed that the minutes of the April 3, 1980 meeting be approved as distributed.

Dr. John A. Bornmann, Chairman of the Educational Policies Committee, called attention to the April 22 EPC minutes attached to the agenda. Dr. Bornmann called attention to the following new courses which have been approved by EPC. Course descriptions are given in the April 22, 1980 EPC minutes.

Valuation Sciences 301	Interdisciplinary Value Theory (3 semester hours)
Valuation Sciences 311	Appraisal Seminar (3 semester hours)
Valuation Sciences 401	Appraisal Internship (6 to 12 semester hours)

The above courses would allow students to take a special emphasis in Valuation Sciences without a current major.

On behalf of EPC Dr. Bornmann moved that Marguerite Bruere be allowed to graduate from Lindenwood College with a Bachelor of Science in Biology, contingent upon successful completion of specifically approved Biology courses, credit for which to be transferred to Lindenwood. This request is made because Marguerite Bruere was originally enrolled in the Bachelor of Medicine Program. When Lindenwood dropped this program Ms. Bruere had only a few additional courses needed to complete a Biology degree. The motion was seconded and passed.

Dr. Lucy Morros, Chairman of Faculty Council, reported the Faculty Council is actively reviewing credentials for a variety of faculty positions as well as the Dean of Faculty. The Faculty Council has also completed review of candidates for promotion.

Joy K. Ebest, Acting Registrar, moved that the list of candidates for degrees, as attached, be approved pending satisfactory completion of requirements.

The President will make his report at the town meeting next Monday, May 7.

Dr. Hood announced the evening of May 27 faculty and spouses are invited to a dinner in honor of retiring Grazina Amonas. The dinner will also serve as the end of the year dinner.

Dr. Hood read a letter addressed to Dr. James Evans announcing that Susie Myers had won first prize in the state psychology competition for undergraduate work.

The Academic Resources Committee report by Mr. James Wilson indicated that the library has 85,000 holdings with little book budget. Ms. Cecilia Staudt, Acting Director of the Library, requested listings of books with priority order. Mr. Wilson commended Ms. Staudt for the job she has done this year. Potential head librarians are being interviewed.

Dr. Johnson raised the question about registration for this year. Ms. Ebest, Acting Registrar, responded that the registration process will begin immediately after the schedules are printed.

Ms. Ebest announced Senior grades are due at noon, Wednesday, May 21, 1980. Balance of the grades are due at 4 P.M., Friday, May 23, 1980.

Joy K. Ebest
Acting for the Acting Secretary

Approved:

Penelope Biggs
Secretary of the Faculty

Office of the Registrar
April, 1980

List of students who expect to complete degrees during the summer, 1980:

Richard Anthony Archibald	Bachelor of Science
Peggy Lynn Bailey	Bachelor of Science
Celia Clark Baker	Bachelor of Science
Delorase Faye Binkholder	Bachelor of Science
Leo Eugene Birchler	MBA
Laura Elaine Broy	Bachelor of Science
Bernadette Olson Hoffman	Bachelor of Science
Janice Mary Holtmeyer	MS/Education
Ronald Edward Horton	MBA
Robert Winston LeValley	Bachelor of Fine Arts
Michael Minor	Bachelor of Science
Salim Benmusa Musa	Bachelor of Science
Michaeline O'Neil	Bachelor of Science
Jacqueline Ann Ordelheide	MS/Education
Perry Alan Pattiz	MBA
Paul Perniciaro	MBA
Dana Pettit	MBA
Joseph Redondo	Bachelor of Science
Leslie Rathman	Bachelor of Science, Md Tech
Patrick Michael Shanahan	Bachelor of Science
Julia Ann Williams	Bachelor of Science

Fall 1979

Willie Clay Tatum	MBA
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Spring 1980

Craig Adoor	MBA
Thomas E. Betczynski	MBA
Mary Diane Hasty	Bachelor of Arts
Rubina Patton	Bachelor of Science
Joseph D. Self	Bachelor of Science
Karen Lee Robinson	Master of Science
Robert W. Rogers	Bachelor of Science
Marcia Stark	Associate in Science
Georgia Tewel	Bachelor of Fine Arts

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Special Meeting of the Faculty of The Lindenwood Colleges
May 29, 1980

A special meeting of the Faculty of The Lindenwood Colleges was held Thursday, May 29, 1980, at 1:30 P.M., in Young Lounge. Provost James F. Hood presided in the absence of President Robert Johns. Dr. Esther L. Johnson gave the invocation.

Mrs. Nancy Polette reported that the Drafting Committee recommends adoption of the following Mission Statement:

Education at Lindenwood, in the liberal arts tradition, aims at fostering those modes of learning, analysis, judgment, and expression which are essential both to subsequent professional training and to the ongoing process of self-education by which one refines one's capacity to function autonomously as an intellectual, creative, moral being. The liberal arts education seeks to develop the power to read one's own language with critical perception, to think and analyze coherently, to write effectively, to speak with clarity and force, and to act as a constructive member of society. It also seeks to move beyond the acquisition of specific knowledge and skills toward an understanding and appreciation of man, nature, and the interaction of the two; of the natural sciences and their impact on civilization; of contemporary society informed by historical perspective; of the nature of religion and its role in society; of man's aesthetic abilities and accomplishments; and of the philosophical dimension of human life and thought. For the liberally educated person, the liberal arts are the foundation for all other knowledge and for all skills which are needed to function in a world of diverse and changing cultures and the world of work.

After a lengthy discussion a motion was made, seconded and passed to adopt the above statement.

A motion was made and seconded and the Mission Statement be interpreted to apply only to the B.A. and B.S. degree programs in the day program. The motion failed.

Mrs. Polette reported that in the opinion of the Drafting Committee there should be a process of defining specific objectives and ways of implementing the philosophy of the Statement.

Dr. John A. Bornmann, Chairman of the Educational Policies Committee, reported that EPC recommends the establishment of several sub-committees which would deal with the following:

1. General education requirements.
2. Specific degree requirements for different degrees
3. Special departmental constraints
4. Application of requirements to the separate colleges.

On behalf of EPC Dr. Bornmann moved that the Faculty empower EPC to establish these sub-committees and any others they recommend. Each committee will have a member of EPC as chairman, other faculty, and students. The sub-committees would begin working the first part of September and reports would be made in early November. The motion was seconded and passed.

Dr. Bornmann reported that the following new courses have been approved by EPC:

TA 212, 213, 214, and 215 - Dance Workshop I, II, III, and IV (3 sem. hours)

A workshop in which specific dance forms are incorporated to develop movement capabilities in the student. The class draws on training techniques from ballet, jazz, tap, and modern dance at various times during the term. Students are divided into groups and placed in the section which corresponds with their abilities. The class is intended to supplement the Acting Workshop, but is open to all interested students.

A motion was made and seconded that these courses be rejected. The motion failed.

On behalf of EPC Dr. Bornmann moved that History 100 - The Human Community - be made an all college requirement for graduation effective Fall 1980. The motion was seconded. The vote was tied 16-16. The Chairman voted in favor of the motion so that it was passed 17-16.

On behalf of EPC Dr. Bornmann moved that SCI 201 - Physical Science Concepts - be included in the second list of science courses which will satisfy the Natural Science Division requirements. The motion was seconded, but failed.

Dr. Bornmann reported that the following courses have been approved by EPC:

EDU 338/538 - Reading Methods for Early Childhood Education (3 semester hours)

This will be an advanced course in reading methods with an emphasis on early childhood education. The course will emphasize the language experience approach, individualized instruction, divergent and elaborative thinking, and integrating reading into the entire curriculum. Activities will include a review of theory and practice, the development of a curriculum plan for reading in early childhood education, and follow-up activities for trying out model lessons in a classroom situation. Graduate students will be expected to engage in specific research and underlying theories related to early childhood reading not covered in class lectures and discussions. (The underlined material will appear only in the course description of EDU 538.)

EDU/PE 345/545 - Health, Nutrition, and Safety of the Young Child
(3 semester hours)

This course focuses upon personal hygiene, eating habits, nutritional requirements, physical fitness, safety precautions, and first aid techniques and emergency procedures. Graduate students will be

expected to engage in specific research and underlying theories related to the health, nutrition, and safety of the young child not covered in class lectures and discussions. (The underlined material will appear only in the description of EDU/PE 545.)

ART 334 - Textiles and Fibers (3 semester hours)

A basic course in various techniques of weaving, knotting, plaiting, stitching, and resist dyeing. The major emphasis will be on fibers and their various applications and off-loomng, weaving, macrame, and stitchery. The batik process and various needlework techniques such as embroidery, applique, and quilting will be included. Prerequisite: Art 106, Art 208, or permission of instructor.

Dr. Balog moved that the motion on HIS 100 be reconsidered. The motion was seconded but failed since there was not an unanimous vote.

There being no further business, the meeting was adjourned at 3:40 P.M.

Mary Yonker
Acting Secretary

Approved:

Penelope Biggs
Secretary of the Faculty

John Nichols

FACULTY MEETING AGENDA

October 2, 1980, 12 noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of September 5, 1980
- III. Report of Educational Policies Committee - Dr. Bornmann
- IV. Report of Faculty Council - Mrs. Huesemann
- V. Report of the Dean of the Faculty - Dean Miller
- VI. Report of the President - President Johns
- VII. Candidates for degrees - Mr. Montag
- VIII. Business from the floor
- IX. Announcements
- X. Adjournment

THE LINDENWOOD COLLEGES
Office of the Registrar

Summer School Graduates - August 1, 1980

James Robert Hulsey	BA
Deborah Aline Graff	BS cum laude
Randy Gene Schoening	BS
Michael Pratte	MA/Ed
Janice Warner	MA/Ed
Sandra Evans	MBA
Richard Charles Kurtzeborn	MBA
Sally Anne Rogers	MBA
Charles Ezra Elkins	ALS

EDUCATIONAL POLICIES COMMITTEE
MINUTES

Room 317, Young Hall
September 4, 1980
Noon

The meeting was called to order by the out-going chairman, John Bornmann.

The committee received a proposal from the Business Department for the establishment of a Fashion Marketing Program within the Business Administration Major. A motion was made and seconded to accept the Fashion Marketing Program and the courses presented with the proposal. The motion was passed.

A request was made by the Education Department to permit variable credit (either 2 or 3 semester hours) for EDU 338/538: Reading Methods for Early Childhood Education. A motion was made and seconded to approve the request. The motion passed.

When nominations were called for the position of chairman of EPC for 1980-81, only one nomination was presented. John Bornmann was chosen as the chairman.

Dean Miller agreed to provide a secretary to prepare the minutes of EPC meetings.

It was agreed that if faculty meetings are to be held on the first Thursday of each month, then EPC will meet on the Tuesday 9 days before the faculty meeting. It was also agreed that EPC will meet at noon in room 317, Young Hall.

Respectfully submitted,

John A. Bornmann

EDUCATIONAL POLICIES COMMITTEE
MINUTES

Room 317, Young Hall
September 25, 1980
12 Noon

Present: Professors Bornmann, Greenlaw, Hood, Soda, Balog, Eckert, Rickert, Miller, LaFayette, and student representative Cheri Flint.

The meeting was called to order by the Chairman, Dr. Bornmann, and the agenda distributed.

Motion was made and passed that the committee invite the Registrar to attend EPC meetings with voice but without vote.

After some discussion, motion was made and passed that EPC begin considering action on a curriculum study. This would be done by open meetings.

The third item on the agenda was to choose a member for the following committees:

- a. Lindenwood I Curriculum Committee
- b. Lindenwood II Curriculum Committee
- c. Committee on Teacher Education
- d. Special Terms Committee
- e. Special Events Committee
- f. LC IV Academic Standards Committee

For the past few years the Lindenwood I and Lindenwood II Curriculum Committees have not functioned. Dr. Miller will report to the Faculty Council the EPC's recommendation that these two committees be dropped from the Faculty Committee structure.

Dean Eckert volunteered to serve as the EPC representative on the Committee on Teacher Education.

Dr. Greenlaw and Dr. Hood will serve as EPC representatives to the Special Terms Committee.

Motion was made and passed that the 1980-81 elected Lectures and Concerts Committee include the activities of the Special Events Committee within the committee structure.

Motion was made and passed to constitute the Academic Standards Committee by dropping the adjective "LC IV" as a sub-committee of EPC with responsibility of looking at the academic standards of all of the College. Dr. Soda was elected as the EPC representative to this committee.

Dr. Miller reported that January Term course schedules were due by October 15 and that Spring schedule of classes were due by October 28.

The next meeting will be October 7 at 11:30 A.M. in 317 Young to discuss general education requirements.

The next regular monthly meeting will be 12:00 noon, October 28.

Meeting adjourned

Respectfully submitted

Jan Holdman, Recording Secretary

Approved:

John A. Bornmann, Chairman

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
September 5, 1980

The opening meeting of the Faculty of The Lindenwood Colleges was held on Friday, September 5, 1980, at 9:30 A.M., in the Fine Arts Building. President Robert Johns presided. Dr. Esther L. Johnson gave the invocation.

Cheri Flint, representing the students of Lindenwood I and II, attended the meeting.

A motion was made, seconded and passed that the minutes of the May 1, 1980 and May 29, 1980 meetings be approved as distributed.

President Johns expressed his personal thanks for the help and patience given him by the faculty in the past year. He explained that any extra compensation that might have been given during the coming year has been wiped out because of emergency repairs that had to be made during the summer. He announced that if rooms are locked and Security or Physical Plant does not have keys for them, the buildings will be closed by the Fire Marshal September 15. He conveyed to Dr. James F. Hood his thanks for his patience and tolerance during the last year and for the fine work he has done as Provost the last two years. During the coming year Dr. Hood will be in charge of the North Central Self-Study in addition to being Professor and Chairman of the History Department. It has been necessary to close the swimming pool in Butler Hall because of leakage, and Sibley Hall has been closed for the Fall Term for rehabilitation. It should be remembered that all buildings belong to the College and all may be used by everyone.

President Johns then introduced Dr. Aaron Miller, Dean of Faculty. Dr. Miller called attention to the following:

1. Faculty Manual needs to be rewritten. This probably should be the responsibility of Faculty Council.
2. Curriculum Review. A preliminary self-study will begin soon and a review of each program will be taking place.
3. Academic Grievances. Students who have had such grievances have had no set procedure to follow. Such students will now meet with the Dean of Students, the Dean of Faculty, and a designated member of the Student Government.
4. Evaluation of Faculty. There have been no clear criteria for such evaluation. Dean Miller will work with the Educational Policies Committee and/or Faculty Council to develop criteria, procedures, and policies.
5. January Term. Courses and projects need to be developed quickly and should be in the hands of the Special Terms Committee by October 15.

6. Time tables for performance review, for renewal or non-renewal of contracts, and for schedule of classes need to be developed. Class schedules for the Spring Term should be in the Dean's Office by November 15.

The following new members of the Faculty and Administration were introduced although all were not present:

Bernard LaFayette, Jr. - Director, Lindenwood 4
Mike Castro - Faculty Administrator, Lindenwood 4
Kathryn Kelly - Faculty Administrator and Program Coordinator, Lindenwood 4
Wendell Rivers - Faculty Administrator, Lindenwood 4
Arlene Taich - Faculty Administrator, Lindenwood 4
Carol Lark - Admissions Counselor, Lindenwood 4

Ed Chance - Director, English as a Second Language Program
Alice Jennings - Instructor, English as a Second Language Program

Dorothy M. Cooke - Assistant Professor, Nursing
Judith Dempster - part-time, Nursing
Mary Steinhoff - part-time, Nursing

Fred R. Goodson - Associate Professor, Theatre
Nancy Hills - Instructor, Theatre
Stephanie Young - Instructor, Theatre

John R. Ruyter - Associate Professor, Business Administration
Katy Kadar Hill - Assistant Professor, Business Administration (Fashion Marketing)

Hans Levi - Assistant Professor, Communications (Photography) (formerly part-time)
Alan Shiller - Assistant Professor, Communications (Speech)
Robert R. Lynn - part-time, Communications (Radio)
Susan Shiller - part-time, Communications (Radio)
Deborah Zibrowski - part-time, Communications (TV)

Wanita Zumbrunnen - Assistant Professor, English

Diane Denny - part-time, Education

Beverly Ostraska - part-time, Dance

Vicky Frowine - Head Librarian
Jane McLaughlin - Librarian
David Van Mierlo - Librarian
Paul Binder - Audio Visual

Jerry Montag - Registrar

Robert D. McKay - Director of Admissions

Ed Keutzer - Controller

Jean Wessel - Director of Fund Raising for Corporations and Foundations

Bill Winkel - Assistant Dean of Students

Sandy Topping - Lake St. Louis Center

Dr. John A. Bornmann reported that the Educational Policies Committee met September 4 and that he had been reelected Chairman.

On behalf of EPC Dr. Bornmann moved adoption of the Fashion Marketing program within the major of Business Administration. The motion was seconded and passed.

Dr. Bornmann reported that the Education Department recommends variable course credit for EDU 338/538 - Reading Methods - which was approved last year, and EPC approved the recommendation so that the course can now be taken for two or three semester hours.

Mrs. Jeanne Huesemann, Chairman of Faculty Council, reported that Faculty Council met frequently during the summer with candidates, and toward the end of July met with Su Relyea. She called attention to the fact that Divisions need to elect representatives to Faculty Council.

Mrs. Dar Anderson reported that there were 681 students in the summer session with 894 seats.

Dr. Robert D. McKay reported that in Lindenwood I and II there will be over 300 new students. The admissions staff is now working on recruiting plans for the fall.

Mrs. Dar Anderson announced that Mrs. Roberta (Pete) Evans, the V.A. representative, is now located in the Evening College office. As of September 4, 446 students were enrolled in the evening. This does not include day students who are also enrolled in evening classes.

Dr. Bernard LaFayette, Jr. had projected 250 students in Lindenwood 4 for the Fall Trimester but now expects to have 300.

President Johns announced that there has been a terrific response to the Leisure Learning program.

A motion was made, seconded and passed that faculty meetings be held the first Thursday of each month at 12 noon.

A motion was made, seconded and approved that Mrs. Kathy McCall be elected Faculty Treasurer.

A motion was made, seconded and passed that faculty dues be \$6.00 for the coming year.

Dr. John N. Bartholomew was nominated to be Secretary of the Faculty. Since there were no other nominations, Dr. Bartholomew was elected by acclamation.

Dr. Richard Rickert, of the Nominations Committee, reported that it was necessary to elect members of the faculty to committees to replace those who had been elected in the spring but who had since resigned or could not serve for another reason. These are as follows:

Educational Policies Committee (one to be elected from the Social Science Division to replace C. Edward Balog, who will serve on EPC as a Division Chairman)

Nominations from the floor:

James F. Hood

There being no further nominations, nominations were closed.

Elected:

James F. Hood

Faculty Council (one to be elected from Lindenwood 4 to replace Lucy Morros)

Nominations from the Nominations Committee:

Bernard LaFayette, Jr.

There being no further nominations, nominations were closed.

Elected:

Bernard LaFayette, Jr.

Academic Resources Committee (one to be elected in place of Penelope Biggs)

Nominations from the Nominations Committee:

Vincent Brescia
Andrew Chirchirillo

There being no further nominations, nominations were closed.

Elected:

Andrew Chirchirillo

Lindenwood College for Women Curriculum Committee (one to be elected in place of Lucy Morros)

Nominations from the Nominations Committee:

Esther L. Johnson

There being no nominations from the floor, nominations were closed.

Elected:

Esther L. Johnson

President Johns announced that some offices will be relocated. Lindenwood 4 will move to Roemer Hall; Nursing will move to Young; and ESL will be in the Gables. He also announced that Ms. Judith Dempster will be the Campus Health Services Coordinator in addition to teaching part-time in the Nursing Department.

Mr. Jerry Montag explained the registration procedures. He asked that faculty check class lists carefully. If a student is in a class and is not on the class list, send the student to the Registrar's Office immediately.

Following a question, President Johns explained that there will be a \$5.00 fee for parking stickers for everyone except resident students, who will park in a limited area in the Cobbs-Irwin lot. Those who park in the chapel-church lot will not need a parking sticker.

Dr. Richard Rickert announced that the Lindenwood 4 Fall Trimester begins October 4. The Summer Trimester will close September 13.

In closing President Johns reminded those present that the only reason we are at Lindenwood is because students are here; we are here to serve them and should not consider them interruptions in our work.

There being no further business, the meeting was adjourned at 10:40 A.M.

Mary Yonker
Acting Secretary

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Approved:

John N. Bartholomew
Secretary of the Faculty

John Nichols

FACULTY MEETING AGENDA

November 6, 1980, 12 noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of October 2, 1980 meeting
- III. Report of Educational Policies Committee - Dr. Bornmann
- IV. Report of Faculty Council - Mrs. Huesemann
- V. Report of the Dean of the Faculty - Dean Miller
- VI. Report of the President - President Johns
- VII. Business from the floor
- VIII. Announcements
- IX. Adjournment

MINUTES
EDUCATIONAL POLICIES COMMITTEE

I. Tuesday, October 21, 1980
11:45 A.M., Young 306

A very brief meeting of the Educational Policies Committee was held at which the following extensions of incompletes were approved:

<u>Student</u>	<u>Instructor</u>	<u>Course</u>	<u>Extended to</u>
Lewis Greenlees	K. McCall	BA 102	Feb. 27, 1981
Anne Cilek	J. Feely	ENG 593	End Fall Term 1980
Mark Westerfeld	Tony Perrone	FLS 294	End Fall Term 1980
David Wehner	V. Brescia	BIO 382L	End Fall Term 1980
Richard Mayer	V. Brescia	BIO 382L	End Fall Term 1980

II. Tuesday, October 28, 1980
Noon, Young 317

The following extensions of incompletes were approved:

<u>Student</u>	<u>Instructor</u>	<u>Course</u>	<u>Extended to</u>
Betty Mabry	J. Feely	ENG 201	End Fall Term 1980
Iva Lee Cox	N. Polette	ED 600	End Fall Term 1980
Robert LeValley	H. Barnett	HUM 293	End Fall Term 1980
Celia Baker	J. Bartholomew	Internship	End Fall Term 1980
Melody Wren	G. Doell	BIO 291	End Fall Term 1980
Steve Endsley	G. Doell	BIO 291	End Fall Term 1980
Steve Roodman	G. Doell	BIO 320T	End Fall Term 1980
Joe Redondo	G. Doell	BIO 320	End Fall Term 1980
Raymond Bell	J. Nichols	MTH 100	Nov. 11, 1980
Sarah Fulton	A. Chirchirillo	Field Study	End Fall Term 1980
Randy Robertson	M. Seif El-Nasr	CHM 152	End Spring Term 1981

A discussion was held regarding the transcript and the calculation of credit when a student retakes the same course. The policy has apparently varied over the years at Lindenwood. At present both grades appear on the transcript, both are used to calculate the grade point average, but only one is used for credit toward graduation. A motion was made, seconded and passed that

"When a course is retaken, both grades should appear on the transcript, only the last will be used to calculate the grade point average and only the last will be used for credit toward graduation."

This motion does not apply to courses which may be repeated and are so stated in the catalog description. The action is subject to approval by the faculty.

A discussion was held regarding Lindenwood's present policy of including transfer credits in the calculation of the cumulative grade point average. Discussion was tabled.

A discussion was held regarding the requirement of HIS 100 in place of the Lindenwood Common Course. It was pointed out that there is no relationship between the two all-college requirements. The Lindenwood Common Course requirement was removed and several months later the HIS 100 requirement was added. The removal of the Common Course requirement was effective with the new catalog of Fall 1980. Returning students meeting the requirements of previous catalogs are required to take the Common Course but if the Common Course is not offered, the requirement becomes moot.

Respectfully submitted,

John A. Bornmann

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
October 2, 1980

The regular meeting of the Faculty of The Lindenwood Colleges was held on Thursday, October 2, 1980, at 12 noon, in the Fine Arts Building. President Johns presided. Dr. Esther L. Johnson gave the invocation.

A motion was made, seconded and passed that the minutes of the September 5, 1980 meeting be approved as distributed.

Dr. John A. Bornmann, Chairman of the Educational Policies Committee, reported that EPC has decided to handle the curriculum study rather than having a sub-committee do it. EPC has recommended to Faculty Council that the Lindenwood I Curriculum Committee and the Lindenwood II Curriculum Committee be dropped since these committees have not met for the last three years. EPC has also recommended that the Special Events Committee, which has not functioned for several years, be dropped, and its duties assigned to the Concerts and Lectures Committee. A motion was passed by EPC that the Lindenwood IV Academic Standards Committee will become the Academic Standards Committee and will look at the academic standards of the whole college.

Mrs. Jeanne Huesemann, Chairman of Faculty Council, reported that Faculty Council has two projects within the next few months. One will be to set up a new list of criteria for faculty evaluation for purposes of promotion, tenure, etc. A sub-committee has been established for this. The second will study a portion of this evaluation - peer and student evaluation. Officers of Faculty Council for the coming year are: Mrs. Huesemann, Chairman, John Wehmer, Vice Chairman, and Jim Wilson, Secretary.

Dean Aaron Miller reported that Dr. James F. Hood will be in charge of updating the Faculty Manual. An improved procedure for applications for Sabbatical leaves is being developed. Progress has been made in planning for courses during the January and Spring Terms. A new student newspaper venture has been developed and notice will be sent about this.

President Johns had no report, but did answer questions.

A motion was made, seconded and passed to approve candidates for degrees per list attached to the agenda.

Dean Harriet Marsh introduced Ms. Maureen Darnaby, who will work half-time in Student Affairs and half-time in Financial Aid.

Dr. Bornmann, who will lead the faculty portion of the United Way campaign, announced that there is a three-way challenge between faculty, students, and administrators in this campaign, and expressed the hope that as many as possible would give.

Dr. Richard Rickert announced that the Fall Trimester of Lindenwood 4 begins October 4.

There being no further business, the meeting was adjourned at 12:15.

Mary Yonker
Acting Secretary

Approved:

John N. Bartholomew
Secretary of the Faculty

John Nichols

FACULTY MEETING AGENDA

December 4, 1980

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of November 6, 1980 meeting
- III. Report of Educational Policies Committee - Dr. Bornmann
- IV. Report of Faculty Council - Mrs. Huesemann
- V. Report of the Dean of the Faculty - Dean Miller
- VI. Report of the President - President Johns
- VII. Business from the floor
- VIII. Announcements
- IX. Adjournment

Educational Policies Committee Minutes

Thursday, November 13, 1980
Noon, Young 317

Present: John Bornmann, Ed Balog, Aaron Miller, Dominic Soda, Jim Hood, W. Dean Eckert, Richard Rickert, Jerry Montag, Cheri Flint and Diana Zaccari

A special meeting of the Educational Policies Committee was held to discuss proposals for curriculum revision.

Prior to discussion of curricular proposals, extensions for incompletes were approved.

A motion was made, and passed that the EPC approve a number of incompletes signed by Dean Miller prior to his knowledge of the policy that the EPC is to determine the extension of incomplete grades.

A brief discussion was held regarding the approval of the new Lindenwood Mission Statement. Dr. Hood said that the Mission Statement had been revised by the Committee on Mission Statement and circulated to the appropriate members. It will be presented to the faculty at the next Faculty Meeting.

Dr. Miller suggested that a special Faculty Meeting be held to discuss material that cannot be dealt with sufficiently at the regular meetings.

Drs. Soda and Balog handed out a proposal of core curricular requirements for all students attending the college. The question was asked as to whether the core proposal included all the colleges or only LC I and LC II. The proposal is to include all colleges including LC IV. There was a discussion as to whether these requirements are necessary for adult students.

Discussion was held as to the advantages and disadvantages of the core proposal and the integrated general studies proposal. Opinions were voiced that interdisciplinary programs had not been successful in the past, and that students need basic courses. It was also pointed out that rigid requirements have not been successful either.

Discussion was held as to whether the math requirement be purely computational or one that teaches analytical thinking and logic. It was noted that the PE requirement was not included as part of the basic requirements of the core curriculum proposal.

It was decided that a more complete, distributive model of the core curriculum proposal be designed and presented for discussion at a special meeting of the EPC. The question was asked as to whether interdisciplinary courses can be integrated into the distributive model on the upper division level.

A regular meeting to discuss academic reorganization was scheduled for November 25 at Noon - 317 Young.

A special meeting to discuss the curriculum model was scheduled for December 9 at Noon - 317 Young

Approved:

John Bornmann

Submitted:

Jane Pace

Educational Policies Committee Minutes

Thursday, November 25, 1980
Noon - 317 Young

Present: John Bornmann, Dominic Soda, Aaron Miller, Jim Hood, Jerry Montag,
Richard Rickert, Ken Greenlaw

Motion was made, seconded and passed to accept proposed new MBA courses:

MBA 587 Institutional Ethics and Corporate Social Responsibility
Deals with the ethical and social responsibilities of institutions and business enterprise, looking at both the conceptual and operational aspects. Implications of the individual institution and the entire social system are emphasized. (3)

MBA 546 Behavioral Science Systems for Administrators
(Managerial Psy.)
Current behavioral science concepts as applied to the administration of human relations in the organization. Employee needs and job characteristics, concepts of motivation, methods for job enlargement and job enrichment, goal-oriented management, the concept of the achiever, effect of systems approach to management on the employee and the organizational structure are included. (3)

Proposal for Associate of Arts Degree in Data Processing was submitted by the Social Science Division. It was pointed out that this is an Evening College program. A motion was made to offer the program during the day. Questions were then raised regarding general education requirements for the day programs. It was pointed out that the proposal only included three of the general education requirements. The motion to accept the proposal as part of the day program and also for the Evening College was withdrawn. It was decided that the proposal should be sent back to the Business Department for further discussion and stipulate that general education requirements should be considered as part of the program to match those requirements of existing Associate of Arts degree programs offered in Business Administration.

Dr. Miller presented an interdisciplinary program - Bachelor of Arts: International Studies. All course studies except for the senior tutorial are presently being offered at Lindenwood.

Motion was made, seconded and passed to accept the program.

Discussion was held concerning proposed Academic Reorganization. It was stated the reorganization would improve administrative activities between the Dean's Office and the departments. Appointments of division chairpersons would be made by the President and Dean of Faculty and would be from the existing faculty. The question was raised as to where LC IV would fit into the reorganization and also whether it was necessary for LC IV to be a part of the reorganization.

A motion was made to table the proposal and to be put on agenda for the next meeting for discussion.

Approved:

John Bornmann

Submitted:

Jane Pace

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
November 6, 1980

The regular meeting of the Faculty of The Lindenwood Colleges was held on Thursday, November 6, 1980, at 12 noon, in the Fine Arts Building. President Robert Johns presided. Dr. Esther L. Johnson gave the invocation.

Cheri Flint and Diana Zaccari attended the meeting as student representatives.

On motion made, seconded and passed the minutes of the October 2, 1980 meeting were approved as distributed.

Dr. John A. Bornmann, Chairman of the Educational Policies Committee, called attention to the lists of extensions of Incompletes in the October 21 and 23, 1980 Educational Policies Committee minutes.

On behalf of the Educational Policies Committee Dr. Bornmann moved that when a course is retaken, both grades should appear on the transcript, but only the last will be used to calculate the grade point average and only the last will be used for credit toward graduation. The motion was seconded and passed. This motion does not apply to courses which may be repeated and are so stated in the catalog description.

Dean Aaron Miller asked members of the Faculty to cull their library collections to see if they have books they could donate to the library. He also asked members of the Faculty to reduce the number of Incomplete grades being given to students. Dr. Miller said that no action has been taken on the academic reorganization plan which he submitted to EPC. The plan needs to be discussed by both EPC and the Faculty. Dean Miller stated that Summer Session schedules must be in his office by March 13, and Fall schedules by March 20.

Dean Miller called attention to the Faculty/Course Evaluation form which has been developed by Faculty Council and which is to be completed by students. This form should be completed prior to final examinations. Dean Miller commended members of Faculty Council for the work they have done in developing the Faculty/Course Evaluation form, Criteria for Faculty Evaluation for Reappointment and Professional Advancement, and peer evaluation procedures. Copies of the Faculty/Course Evaluation form and Criteria for Faculty Evaluation for Reappointment and Professional Advancement are attached to the official copy of the minutes.

Mrs. Jeanne Huesemann, Chairman of Faculty Council, said that Faculty/Course Evaluation forms which are to be completed by students and the Criteria for Faculty Evaluation for Reappointment and Professional Advancement forms have been distributed to members of the Faculty. On Page 4 of Criteria for Faculty Evaluation for Reappointment and Professional Advancement form, "I. Specific Criteria under Gruidelines for Promotion" should be deleted. Faculty Council is now working on the peer evaluation form.

Mrs. Huesemann asked on behalf of Faculty Council that there be a visible master calendar so that EPC, Faculty Council, and Division meetings could be scheduled at different times. President Johns said that this is a responsibility of the Registrar and that the calendar should be placed on the bulletin board outside the Registrar's Office.

Mrs. Huesemann, also on behalf of Faculty Council, asked that, in addition to Dean Marsh, Dean Miller, and a student, a faculty member be elected by the Faculty to serve on the Student Academic Grievance Committee.

In making the President's report, President Johns said that part of the grant money from the Federal Government will be used to bring Sibley up to standard. The work on the exterior of the building will be contracted. The interior will be redone in the period when the building was built. Grant money will also be used to redo Niccolls. The basement and the first floor will be a student lounge. The top two floors will be a conference center. Cobbs will go back to being a regular dormitory. Work will be completed this fall on the dining hall. A feasibility study is being made to convert Ayres into apartments. First priority would be to students and then to staff. This will also be covered under the grant. Steam pipes will have to be replaced in the next two or three years. The roofs on several buildings need to be replaced, and a new recreational gymnasium and swimming pool are needed. It is not economical to redo the present physical education facilities. President Johns then answered questions.

The following were nominated from the floor to serve on the Student Academic Grievance Committee:

Robert W. King
John N. Bartholomew

There being no further nominations, nominations were closed. Robert W. King was elected to serve on the committee.

Mr. John Wehmer announced that the Business Office has notified him that they are holding \$127.90 that belongs to the Faculty Club. A motion was made, seconded and passed that this money be placed in the Faculty and Administration Fund for the time being.

Mr. Jerry Montag reported that the January schedule of classes is now available and the Spring schedule should be ready around Thanksgiving. Third class lists have been distributed to Faculty and Mr. Montag asked that they be returned as soon as possible with an indication of each student who is not doing satisfactory work so that students can be notified.

Dr. Bornmann reported that the faculty contribution to United Way was \$1,004.92.

The meeting was adjourned at 12:40.

Approved:

Mary Yonker
Acting Secretary

John N. Bartholomew
Secretary of the Faculty

John A. Nichols

FACULTY MEETING AGENDA

January 8, 1981, 12 Noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson**
- II. Minutes of December 4, 1980**
- III. Report of Educational Policies Committee - Dr. Bornmann**
- IV. Report of Faculty Council - Mrs. Huesemann**
 - 1. Consideration of Peer Evaluation Form**
 - 2. Other Faculty Council Business**
- V. Report of the Dean of the Faculty - Dean Miller**
- VI. Report of the President - President Johns**
- VII. Business from the floor**
- VIII. Announcements**
- IX. Adjournment**

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
December 4, 1980

The regular meeting of the Faculty of The Lindenwood Colleges was held on Thursday, December 4, 1980, at 12 noon in the Fine Arts Building. President Robert Johns presided. Dr. Esther L. Johnson gave the invocation.

Cheri Flint attended the meeting as a student representative.

Dr. John A. Bornmann, Chairman of the Educational Policies Committee, called attention to the November 13 and 25 minutes of EPC attached to the agenda of the December 4 meeting. He reported that EPC had approved two new graduate courses: MBA 537 - Institutional Ethics and Corporate Social Responsibility - and MBA 546 - Behavioral Science Systems for Administrators. A proposal for an Associate of Arts Degree in Data Processing was sent back to the Business Administration Department for further discussion and it was stipulated that general education requirements should be considered as part of the program to match those requirements of existing Associate of Arts degree programs offered in Business Administration.

On the recommendation of EPC a motion was made, seconded and passed to approve an interdisciplinary program - Bachelor of Arts: International Studies. The only new course would be a senior tutorial.

Mrs. Jeanne Huesemann, Chairman of Faculty Council, reported that Faculty Council has met several times since the last Faculty Meeting and the sub-committee is still working on the peer evaluation form. The November 14, 1980 letter from the Education Department to Faculty Council in regard to Process of Academic Appointments together with minutes of the November 25 Faculty Council meeting when President Johns met with the Council were distributed and copy of each is attached to the official copy of the minutes.

Mrs. Huesemann also reported that a total of eight faculty members need to be reviewed for reappointment. Two still need to be reviewed.

On December 2 Faculty Council met with Dr. Gene Henderson, who has been employed as a consultant during the remainder of the 1980-81 year and as Chairperson of the Education Department as of July 1, 1981.

The next regular meeting of Faculty Council will be December 18.

Dr. Aaron Miller, Dean of Faculty, asked if the faculty would be willing to meet in a week for a less formal meeting. to discuss academic advisement and to have Dr. James F. Hood talk about the North Central Self-Study Report. Since there was no objection, the meeting was scheduled for December 11, at noon.

President Johns said that some changes in personnel and some changes in duties are being made in the Business Office but this will have little effect on faculty. Work in the buildings involved in the government grant will start soon after Christmas. The fiscal year will probably be changed to begin July 1 and end June 30. If this is approved by the Board, it will make this fiscal year thirteen months long - June 1, 1980 through June 30, 1981.

Mrs. Victoria Frowine announced that a sheet showing various library resources has been distributed.

Mrs. Fern Bittner announced that the Christmas party at the stables will be December 6, from 2:00 to 5:00, and invited everyone to attend.

Mr. James Wilson announced that when cable TV is wired into the campus several program opportunities will be available. More information will be sent on this later.

Dr. Howard Barnett announced that "Mark Twain's Life on the Mississippi," which is being shown on Channel 9, has some scenes which were filmed in St. Charles. The person who did the research for the program is Laurie Bowman Zwicky, a 1952 graduate of Lindenwood.

Miss Jean Fields announced that Lou Comici, a Lindenwood graduate, has written a pilot program for TV about a woman's college becoming a coeducational college.

Dr. Bernard LaFayette, Jr. announced that the first annual Lindenwood 4 dinner will be January 10 in Clayton. Beverly Bimes, a Lindenwood 4 graduate and 1980 National Teacher of the year, will be honored.

Mr. John Wehmer announced that students in ceramics will be selling mugs and prints December 4 and 5.

Dean Miller announced that advertisements for four teaching positions - marketing, philosophy, anthropology, and English - have been placed.

There being no further business, the meeting was adjourned at 12:40.

Mary Yonker
Acting Secretary

Approved:

John N. Bartholomew
Secretary of the Faculty

EDUCATIONAL POLICIES COMMITTEE MINUTES

Thursday, November 9, 1980, Noon, 317 Young

Present: John Bornmann, Ed Balog, Jim Hood, Aaron Miller, Dominic Soda,
Dean Eckert, Cheri Flint, Ken Greenlaw, Jerry Montag

A list of proposed courses for a core curriculum was distributed for discussion. The curriculum would be required of all students including the Evening College. Foreign language would not be part of the core curriculum. The curriculum would be scaled down for an Associate of Arts Degree.

It was proposed that an upper division interdisciplinary program be added to the requirements. It was also suggested that a junior level, integrative humanities course be part of the proposal. Another suggestion was to include a single upper division college common as opposed to a divisional common course. Dr. Bornmann was asked whether the core curriculum would service the Science Division. It was suggested that the Science Division review the proposal and offer suggestions for improvement.

Course descriptions for the new course offerings in the core curriculum will be presented at the next EPC meeting.

A request was made that the EPC discuss the January Term course offerings at a later date.

A motion was made, seconded and carried to approve the following courses submitted by the Humanities Division:

Art 234 - Fibers: Structural 3 sh

Form and color will be explored through basic fiber techniques such as weaving, knotting, and basketry. Emphasis will be placed on gaining skill in designing low relief and three-dimensional objects with various types of fibers. Projects include belts, baskets, tapestries, and fiber sculpture. Lab Fee \$25

Art 235 - Fibers: Textile Surface Design 3 sh

Design and surface color will be explored by using techniques such as embroidery, printing, quilting, and dyeing on woven and non-woven surfaces. Emphasis will be placed on developing basic skills applied to the design of functional products such as wearables and window coverings. Lab Fee \$25

ART 234 is a replacement for ART 334 (Textiles and Fibers); ART 235 is a new course.

Next scheduled meeting of the EPC is January 27th, Noon, Red Room.

Submitted:

Approved:

Jane Pace

John A. Bornmann

PEER EVALUATION

Individual Evaluated: _____ Dept. _____ Date _____

On the average I have contact with him/her:

Daily _____ Weekly _____ Monthly _____ Occasionally _____

	<u>Low</u>	<u>High</u>	<u>N/A</u> <u>Don't Know</u>
I. <u>Teaching and Professional Effectiveness</u>			
1. Keeps current with developments in his field	1 2 3	4 5	6
2. Expresses concern about the quality of his teaching	1 2 3	4 5	6
3. Is willing to incorporate new ideas and techniques into his teaching	1 2 3	4 5	6
4. Comment:			
II. <u>Professional Service</u>			
A. <u>Academic Community</u>			
5. Is involved in faculty organizations or committees	1 2 3	4 5	6
6. Is an active participant in the affairs of the academic community	1 2 3	4 5	6
7. Comment:			
B. <u>Committees</u>			
8. Works well as a member of a committee	1 2 3	4 5	6
9. Follows through on committee work by appropriate actions and communications	1 2 3	4 5	6
10. Comment:			
C. <u>Department</u>			
11. Discharges department duties in an effective manner	1 2 3	4 5	6

	<u>Low</u>	<u>High</u>	<u>N/A</u> <u>Don't Know</u>
C. <u>Department</u> (Continued)			
12. Makes a positive contribution to the progress of his department in areas of:			
student recruitment	1 2 3	4 5	6
curricular development	1 2 3	4 5	6
advising students	1 2 3	4 5	6
developmental and promotional activities	1 2 3	4 5	6
13. Comment:			
D. <u>Community Service</u>			
14. Makes his talent and time available to the community	1 2 3	4 5	6
15. Comment:			
E. <u>Student Relations</u>			
16. Shows interest in campus activities associated with students	1 2 3	4 5	6
17. Is available and willing to talk with students	1 2 3	4 5	6
18. Comment:			

THE LINDENWOOD COLLEGES
Office of the Registrar

List of Lindenwood IV students who completed degrees - September 30, 1980

Jan Elizabeth Reimers Adkins	Master of Arts
Rick H. Dorenkamp	Bachelor of Science
Penelope Joan Herdfelder	Master of Arts
Sheila Lenkman	Master of Science
Philip Damian Pradier	Master of Arts
Sheila F. Radman	Master of Arts
Karenlee Robinson	Master of Science
Sharon DuRocher	Master of Arts
Charles Louis Schneider	Bachelor of Science
Alice Faye Shoemaker	Master of Arts
Jean Stewart	Bachelor of Science
Angela Sutherlin	Bachelor of Science
V. Jane Curt Vickrey	Master of Arts

THE LINDENWOOD COLLEGES
Office of the Registrar

List of students who expect to complete degrees December, 1980:

Cynthia Kay Boyle	Bachelor of Science
Joan Marie Burnett	Bachelor of Science
John Edward Carrico	Bachelor of Science
Stephen Leroy Endsley	Bachelor of Science
Karen F. Gayer	Bachelor of Science
Kayla Marie (Bopp) Gray	Bachelor of Science
Linda Sue Hill	Bachelor of Science
Melissa Jean Hudson	Bachelor of Science
Deborah Jane Hulcer	Bachelor of Science
Kevin D. Litz	Bachelor of Science
Dennis M. Murphy	Bachelor of Science
Nancy Elizabeth Nunley	Bachelor of Science
Richard Joseph Prokopf	Bachelor of Science
David Lee Rogers	Bachelor of Science
William D. Schneider	Bachelor of Science
Susan Diane Strutman	Bachelor of Science
Dale Wayne Terrell	Bachelor of Science
Carla Jean Bouselli	Bachelor of Science in Nursing
Charlotte Ann Frailey	Bachelor of Science in Nursing
Susan Kay Regi	Bachelor of Science in Nursing
Renee Killian-Spence	Bachelor of Science in Nursing
Michael Edward Cavitt	Bachelor of Arts
Lesil E. Coleman	Bachelor of Arts
Susan Anne Myers	Bachelor of Arts

THE LINDENWOOD COLLEGES
Office of the Registrar

December 1980 continued:

Douglas Ernest Kelley	Associate in Science
Jon Mark Randall	Associate in Science
Steven D. Branson	MBA
William Kent Feldewerth	MBA
Thomas E. Glosier	MBA
Dorothy Rose Heitholt	MBA
Ronald Charles Jeffries	MBA
John Francis Koesterer	MBA
Jacquelyn Ann Langston	MBA
Marita Veronica Malone	MBA
Richard Britton Minthorne	MBA
Thomas Calvin Nebel	MBA
Michael Leo Shelton	MBA
Lawrence Earl Thomas	MBA
Melvin Carl Tressler	MBA
Frances Loretto Vatterott	MBA
Jan Richmond Dineen	Master of Science

THE LINDENWOOD COLLEGES
Office of the Registrar

List of students who expect to complete degree January 31, 1981:

Daniel L. Brazill	Bachelor of Science
Rebecca Suzanne Evans	Bachelor of Science
Kayla Marie Gray	Bachelor of Science
Sharon Jean McGaully	Bachelor of Science
Dawn Eileen Randolph	Bachelor of Science
Samuel Sylvester Shields	Bachelor of Science
Janet Silvers Shooks	Bachelor of Science
Karla Sue Strange	Bachelor of Arts
Janet Sue Hickerson	Bachelor of Arts
Kevin A. Mayden	Bachelor of Fine Arts

THE LINDENWOOD COLLEGES
Office of the Registrar

List of students who expect to complete degrees May 23, 1981:

Adnan-Abdulkreem Aboulhassan	Bachelor of Science
Abdullah Mohammad H. Al-Najjar	Bachelor of Science
Myra Ann Aud	Bachelor of Science
Christine G. Banholzer	Bachelor of Science
Carla Patricia Bolanos	Bachelor of Science
Rebecca J. Cole	Bachelor of Science
William Oscar Cox	Bachelor of Science
Vera Louise Cropper	Bachelor of Science
David Royale Drinkard	Bachelor of Science
Steven Joseph Eck	Bachelor of Science
Beverly L. Felkner	Bachelor of Science
Patricia A. Gremminger	Bachelor of Science
Ernest Marshall Gunderson	Bachelor of Science
Kathy L. Buckner-Hale	Bachelor of Science
Sandra M. Honerkamp	Bachelor of Science
Inita M. Hovis	Bachelor of Science
Sharon Emma Henley	Bachelor of Science
Billy Jackson	Bachelor of Science
Douglas Ernest Kelley	Bachelor of Science
Kathleen Ann Harte Kirk	Bachelor of Science
Ann Claire Kronlage	Bachelor of Science
Dianne Lynn McCormick	Bachelor of Science
Mark Steven Melton	Bachelor of Science
Kurt Louis Myers	Bachelor of Science
Richard Galen Niedenfuehr	Bachelor of Science
Ronnie Wayne Oakley	Bachelor of Science

THE LINDENWOOD COLLEGES
Office of the Registrar

Spring 1981 continued:

Douglas B. Petty	Bachelor of Science
Robert F. Polkinghorne	Bachelor of Science
Barbara Trump Randolph	Bachelor of Science
Albert J. Rastberger	Bachelor of Science
Barbara E. Robertson	Bachelor of Science
Randall Ray Robertson	Bachelor of Science
Steven Allen Roodman	Bachelor of Science
Robin Crabtree Sandler	Bachelor of Science
Wanda Marie Schaeffer	Bachelor of Science
David John Schimweg	Bachelor of Science
Raymond H. Schowe	Bachelor of Science
Debra Zoe Slaski	Bachelor of Science
Susan Gay Spiegelglass	Bachelor of Science
Robert J. Torgerson	Bachelor of Science
Cary Edward Thessen	Bachelor of Science
Carmen Sue Whitman	Bachelor of Science
Barry William Basore	Bachelor of Arts
Michael M. Bothe	Bachelor of Arts
Joyce A. Brown	Bachelor of Arts
Lesil E. Coleman	Bachelor of Arts
Cheryl Lynn Flint	Bachelor of Arts
Peggy Lynne Ghertner	Bachelor of Arts
Mary Edith Gisi	Bachelor of Arts
Donald Keeran	Bachelor of Arts
David Lee Meier	Bachelor of Arts
Loren Ray Muench	Bachelor of Arts

THE LINDENWOOD COLLEGES
Office of the Registrar

Spring 1981 continued:

Laura Louise Park	Bachelor of Arts
Susan Virginia Rendlen	Bachelor of Arts
Sally J. Stout	Bachelor of Arts
Pamela Ruth White	Bachelor of Arts
Taryn Wynne Wise	Bachelor of Arts
Frank Anderson Miller	MBA
Michael John Hovanec	MBA
John Harvey Langston, Jr.	MBA
Michael Edward Boyd	Bachelor of Fine Arts
Ethan Craig Hoskin	Bachelor of Fine Arts
Taryn Wynne Wise	Bachelor of Fine Arts

John Nichols

FACULTY MEETING AGENDA

February 5, 1981, 12 Noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of January 8, 1981
- III. Report of Educational Policies Committee - Dr. Bornmann
- IV. Report of Faculty Council - Mrs. Huesemann
 - A. Procedures for Annual Faculty Performance Review
 - B. Other Faculty Council Business
- V. Report of the Dean of the Faculty - Dean Miller
- VI. Report of the President - President Johns
- VII. Candidates for degrees - Mr. Montag
- VIII. Business from the floor
- IX. Announcements
- X. Adjournment

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
January 8, 1981

The regular meeting of the Faculty of The Lindenwood Colleges was held on Thursday, January 8, 1981, at 12 noon, in the Fine Arts Building. Dean Aaron Miller presided in the absence of President Robert Johns. Dr. Esther L. Johnson gave the invocation.

No student representatives were present.

A motion was made, seconded, and passed that the minutes of the December 4, 1980 meeting be approved as distributed.

Dr. John A. Bornmann, Chairman of the Educational Policies Committee, reported that EPC is continuing discussion of a core curriculum. EPC approved two new courses in the Art Department - Art 234, Fibers: Structural (which replaces Art 334, Textiles and Fibers), and Art 235, Fibers: Textile Surface Design. Descriptions of these courses are included in the November 9, 1980 EPC minutes. The next meeting of EPC will be Tuesday, January 27, at noon, in the Red Room.

Mrs. Jeanne Huesemann, Chairman of Faculty Council, asked for comments on the Peer Evaluation form attached to the agenda. After a lengthy discussion it was the feeling that this form should be returned to Faculty Council for additional work. It was suggested that "Comment" under each category be changed to "What specific judgment can you make in this category," or words to that effect.

A motion was made, seconded and passed that candidates for degrees, as listed on the attachment to the agenda, be awarded the appropriate degrees subject to satisfactory completion of requirements.

Dean Harriet Marsh introduced Ms. Suad Jawad, who has joined the Lindenwood staff as International Program Specialist.

Dr. Bornmann announced that representatives of the School of Optometry at the University of Missouri-St. Louis will be on campus Wednesday, January 14, to talk with prospective students and members of the faculty.

There being no further business the meeting was adjourned at 1:00 P.M.

Mary Yonker
Acting Secretary

Approved:

John N. Bartholomew
Secretary of the Faculty

Educational Policies Committee Minutes

Tuesday, January 27, 1981 - Red Room

Present: John Bornmann, Jim Hood, Dean Eckert, Aaron Miller, Richard Rickert
Jerry Montag, Dominic Soda, Kenneth Greenlaw, Bob King, Bernard
Lafayette, Wesley Van Tassel, and Loren Muench

Wesley Van Tassel presented a proposal for the establishment of a College of Performing Arts (LC-V), and a degree in Performing Arts which will include the theatre, music and art disciplines. He stated the proposal was initiated at the request of President Johns. The proposal submitted did not include budgets.

The Committee agreed to hold special sessions on the following dates:

Tuesday, February 3 - 1:00-3:00

Thursday, February 12 - 12:00-1:30

The agenda will include in this order:

- 1) proposal from Van Tassel
- 2) proposed academic reorganization from Dr. Miller

Another special meeting will be set at a later date to discuss proposed graduation requirements.

Motion was made, seconded and carried to extend an incomplete for Ann Celik to March 4, 1981.

Motion was made, seconded and carried to invite Vickie Frowine, Director of Library, to attend EPC meetings as an ex-officio member without vote.

Dr. Miller submitted a proposal requesting action with regard to the current academic policy of the following items

1. To change minimum cumulative grade-point-averages for students
2. To change current course withdrawal system
3. Establishment of an upper division graduation requirement for all undergraduate students
4. To create an Institutional Review Board for research and experimentation that involves human subjects.

No action taken on items 1, 3, and 4.

Dr. Miller's proposal also included a request to have a member of the library faculty as ex-officio member of the EPC.

Discussion was held regarding the course withdrawal system.

Motion was made, seconded and carried to establish the following academic policy effective Spring Term 1981:

The WF and WP grades will be eliminated, employing a simple W and adopting the following procedures:

1. a student will have to the end of the ninth week of the regular semester, second week during the January and short Summer Terms, and end of fourth week during the long Summer Term to withdraw from an individual class, or from individual classes, with a letter grade of W, Specific deadlines will be announced by the Registrar;
2. failure to withdraw by the end of ninth week of a given term will result in receipt of the grade earned in a course;
3. the only exception to this policy will be (a) the student who completely withdraws from the College and (b) the student who can satisfactorily demonstrate unusual circumstances to the Dean of Faculty.

The above policy will be incorporated into the new Lindenwood catalogue and the Student Handbook.

Discussion was held regarding the current academic policy of Audit and Pass/Fail.

Motion was made, seconded and carried that:

Effective Spring Semester 1981, students have seven days into the Term to make a change in registration, to choose to audit a class, to take a class as a pass/fail or for credit; exceptions may be granted at the discretion of the Dean of Faculty.

Motion was made to adjourn.

Approved: John Bornmann

Submitted: Jane Pace

PROCEDURES FOR ANNUAL FACULTY PERFORMANCE REVIEW

- I. All members of the faculty including those holding continuing appointment as well as departmental and divisional chairs shall undergo an annual performance review to guarantee faculty access to consideration for promotion, tenure or reappointment. This annual performance review will also provide a basis for improvement of faculty performance.
- II. Annually, by March 1, faculty members shall submit to the Dean of the Faculty and through him to the appropriate reviewers, a statement citing and evaluating his/her professional activities and achievements and his/her institutional services for the year.
- III. At the end of each academic term faculty/course evaluations will be distributed by the Dean of Faculty to the faculty member. The faculty member will request a student in the class to distribute, collect and return the completed evaluations in a sealed envelope to the office of the Dean of Faculty. He will return the sealed envelopes to each department chairman who will discuss these evaluations with individual faculty members. The chairman will complete a summary including a numerical tally of items 1-10 and a representative sampling of student comments. The chairman will retain one copy, give one copy to the faculty member and one copy to the Dean of Faculty.
- IV. In February of each year the department chairman will distribute peer evaluation forms to each member of the department. The department chairman may also elicit peer evaluations from additional faculty members at his/her discretion, after informing the individual faculty member of this intent. The faculty member being evaluated may submit a list of names of potential evaluators outside the department or college. The department chairman will

request those peers to complete the form and/or submit a letter. All peer evaluation materials will be submitted directly to the Dean of Faculty who will compile an anonymous summary for subsequent distribution to the faculty members and department chairs.

V. The faculty member's personal statement together with summaries of the student evaluation questionnaires prepared by the department chair, peer evaluation summary, department chair review, and divisional chair review* will become a part of each faculty member's file each year. These documents shall be kept by the department chairman.

VI. The following documents will be retained by the Dean of Faculty:

- A. Personal statement from the faculty member
- B. Copies of the Student Evaluation summaries
- C. Copies of the peer evaluations
- D. Department Chairman's evaluation
- E. Division Chairman's evaluation*
- F. Faculty Performance Review Check Sheet

VII. If promotion and tenure are under consideration, the documents listed in number V will be made available to Faculty Council.

- A. The Faculty Council shall give full deliberation to the appropriateness of each recommendation.
- B. The Faculty Council shall submit a written recommendation, including justification for the decision, to the Dean of Faculty.
- C. On the basis of all materials received, the Dean of Faculty will make recommendations to the President for appropriate action.

* contingent on the redefinition of division chairman's role.

THE LINDENWOOD COLLEGES
Office of the Registrar

List of students who expect to complete degree December 19, 1980:

Charles Ray Bailey	Associate in Science
Larry Jerome Littleton	Bachelor of Science
Thomas Ralph Conry	Associate in Science

List of students who expect to complete degree January 31, 1981

Virginia Lee Atkinson	Bachelor of Science
Abdulameer A. Alattar	Bachelor of Science
Sima Mokhtari	Master of Arts

List of students who expect to complete degree May 23, 1981

Paul Joseph Boschert	Bachelor of Science
Jeffery William Casey	Bachelor of Science
Donald Richard Dwyer	Bachelor of Science
Carl Steven Generi	Bachelor of Science
Karen Lynne Hilgert	Bachelor of Science
Cynthia L. Martines	Bachelor of Science
Valerie Kay Mims	Bachelor of Science
Lila Jean Schotte	Bachelor of Science
Marc William Strauss	Bachelor of Science
Michael Anthony Tennyson	Bachelor of Science
Felicia Diane Hall	Bachelor of Arts
Daniel Robert Steiner	Bachelor of Arts
Suzanne Jeannine Zeller	Bachelor of Arts

Lorraine Mary Mattie

Bachelor of Fine Arts

Barbara Alene Plackemeier

Associate in Science

Logan Carl Brown

Master of Business Administration

Dennis J. Kehoe

Master of Business Administration

Elmer E. Napier

Master of Business Administration

Sefan J. Prociw

Master of Business Administration

Samuel B. Sherlock, Jr.

Master of Business Administration

Mary Christine Melby

Master of Arts

John Nichols

FACULTY MEETING AGENDA

March 5, 1981, 12 Noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of February 5, 1981 meeting
- III. Report of Educational Policies Committee - Dr. Bornmann
- IV. Report of Faculty Council - Mrs. Huesemann
 - A. Peer Evaluation Form
 - B. Other Faculty Council Business
- V. Report of the Dean of Faculty - Dean Miller
- VI. Report of the President - President Johns
- VII. Election of Nominations Committee
- VIII. Candidates for degrees - Mr. Montag
- IX. Business from the floor
 - X. Announcements
- XI. Adjournment

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
February 5, 1981

The regular meeting of the Faculty of The Lindenwood Colleges was held on Thursday, February 5, 1981, at 12 noon, in the Fine Arts Building. President Robert Johns presided. Dr. Esther L. Johnson gave the invocation.

No student representatives were present.

A motion was made, seconded, and passed that the minutes of the January 8, 1981 meeting be approved as distributed.

On the recommendation of the Educational Policies Committee, Dr. John A. Bornmann, Chairman of EPC, moved that effective Spring Term 1981 students have seven calendar days into the Term to make a change in registration, to choose to audit a class, to take a class as a pass/fail or for credit exceptions may be granted at the discretion of the Dean of Faculty. The motion was seconded and passed.

On the recommendation of EPC Dr. Bornmann moved to establish the following academic policy effective Spring Term 1981:

The WF and WP grades will be eliminated, employing a simple W and adopting the following procedures:

1. a student will have to the end of the ninth week of the regular semester, second week during the January and short Summer Terms, and end of fourth week during the long Summer Term to withdraw from an individual class, or from individual classes, with a letter grade of W. Specific deadlines will be announced by the Registrar
2. failure to withdraw by the end of ninth week of a given term will result in receipt of the grade earned in a course;
3. the only exception to this policy will be (a) the student who completely withdraws from the College and (b) the student who can satisfactorily demonstrate unusual circumstances to the Dean of Faculty.

The motion was seconded and passed.

Dr. Bornmann reported that EPC received a proposal February 3 to establish a College for the Performing Arts at Lindenwood. The proposal was discussed at length and was voted down.

Mrs. Jeanne Huesemann, Chairman of Faculty Council, called attention to Procedures for Annual Faculty Performance Review attached to the agenda. A motion was made, seconded and passed to accept these procedures.

Mrs. Huesemann reported that the Peer Evaluation form will be brought to the Faculty in March for action.

She also reported that Faculty Council had been interviewing candidates for faculty positions.

Dr. Aaron Miller, Dean of Faculty, announced that the Council for International Exchange of Scholars has sent a new listing of Fulbright opportunities. He reminded members of the faculty that the submissions of class schedules for Summer 1981 are due by March 13 and for Fall 1981 by March 20.

President Robert Johns called attention to the letter which has been sent out in regard to increases in tuition and fees and board and room for next year. These increases are necessary to meet operating costs. With regret, a second memorandum has been sent out announcing that the Horsemanship program will be phased-out as of May 31, 1981. The program has been a good one, but is one we can no longer afford because of continuing deficits.

Mr. Jerry Montag, Registrar, moved that candidates for degrees listed on the attachment to the agenda be granted the appropriate degrees subject to satisfactory completion of requirements. The motion was seconded and passed.

Dr. James F. Hood reviewed the February 1981 draft statement of Mission and Goals. After discussion, President Johns asked Dr. Hood to work with Dr. Daryl Anderson and Mrs. Huesemann to include a statement in regard to science and mathematics.

Mr. Hans Levi announced that he is trying to build a picture file of Lindenwood and asked faculty members to let him know if they have situations in classes that have visual possibilities.

Mr. Tony Perrone reminded members of the faculty that when they are registering students for beginning and intermediate foreign language courses, the students must take two terms in sequence. The Fall Term course is a prerequisite for the Spring Term course.

Dr. Kenneth Greenlaw announced that the Humanities Division will meet Tuesday, February 10, at 12 noon, in the Fine Arts Building.

Mr. Montag asked that he be notified of any changes in the master calendar.

There being no further business, the meeting was adjourned at 12:35.

Approved:

Mary Yonker
Acting Secretary

John N. Bartholomew
Secretary of the Faculty

Educational Policies Committee Minutes

February 12, 1981, Noon, 317 Young

Present: John Börnmann, Aaron Miller, Richard Rickert, Bob King, Jim Hood
Dean Eckert, Ken Greenlaw, Bernard Lafayette, Jim Wilson (guest).

At its meeting on the afternoon of 12 February, the Educational Policies Committee approved, by unanimous vote of the members present, the following Academic Reorganization Plan submitted by the Dean of Faculty for implementation at the beginning of Academic Year 1981:

The faculty will continue to be organized into three academic divisions, but the divisions will be reconstituted as follows:

Division of Arts & Humanities

Art (including Photography)
English (including ESL)
Foreign Languages
Music
Philosophy & Religion
Theatre (including Dance)
Library

Division of Natural & Social Sciences

Biology (including Medical Technology)
Chemistry & Physics
Economics
History
Mathematics
Political Science
Psychology
Sociology & Anthropology

Division of Professional Studies

Business (including Data Processing, Fashion Marketing, MSA)
Education (including Phys. Ed.)
Communications
Nursing & Allied Health

The major change in the status of the divisions is that they will begin to function as academic administrative units. The chairperson of each division will be vested with responsibility and authority for coordinating the budgetary affairs, scheduling of courses, curriculum review, academic advisement, and faculty performance and development review for his/her unit. To carry out these tasks, each division chairperson will be given reassigned time equal to four-ninths of the normal teaching load. Secretarial assistance will be provided according to the needs of the division and the availability of funds for this purpose.

Educational Policies Committee Minutes
12 February 1981

The Division Chairpersons will be appointed by the President, in consultation with the Dean of Faculty and the Department Chairpersons.

The Dean of Faculty will meet regularly with the Division Chairpersons and the Directors of LC III and IV.

Division Chairpersons will be expected to meet regularly with Department Chairs on matters of common interest and concern. These meetings will be held according to the needs of the Division, but no less frequently than once a fortnight, and each Division will hold a plenary meeting of the Division Faculty at least once a month.

Full-time Faculty Administrators of LC IV will be assigned by the Dean of Faculty, in consultation with the Director of LC IV, to their appropriate divisions for full participation in faculty affairs.

The relationship of Lindenwood Colleges III and IV to the rest of the College will become closer, regardless of the organizational structure. An all-college Advisory Committee for LC IV, composed of full-time faculty from LC IV and the rest of the College, will be established. The schedules of LC IV and the rest of the College will be coordinated, and a fuller complement of regular courses for the Evening College will be generated by the Divisions, with close consultation between the Director of LC III and the Division Chairs expected.

Educational Policies Committee Meeting

Tuesday, February 24, 1981, noon, 317 Young

Present: John Bornmann, Jim Hood, Richard Rickert, Dominic Soda, Bob King
Bernard Lafayette, Jerry Montag, Dean Eckert, Vickie Frowine,
Karla Strange, Aaron Miller, Ken Greenlaw

Dr. Bornmann submitted two proposals from the Natural Science and Mathematics Division:

1. Motion was made, seconded, and passed to expand the calculus-based Physics course from two semesters at 3 s.h. each to three semesters at 3 s.h. each, and to substitute the following courses for PHY 303, 303L, 304, and 304L:

PHY 301: General Physics I - Mechanics (3 s.h.)

A Calculus based treatment of mechanics, including vectors, displacement, velocity, acceleration, inertial mass, momentum, force, gravitation, work, energy, and angular motion. Three hours of lecture-recitation per week. Prerequisite: MTH 172; a prior course in high school physics would be helpful.

PHY 301L: General Physics Laboratory I (1 s.h.)

A laboratory course designed to demonstrate the principles covered in PHY 301. Prerequisite: PHY 301 or concurrent registration

PHY 302: General Physics II - Heat, Electricity and Magnetism (3 s.h.)

A calculus based treatment of heat, thermodynamics, electrostatics, electric currents, electric-magnetic interactions, magnetism, and alternating currents. Three hours of lecture-recitation per week. Prerequisite: PHY 301 and MTH 303

PHY 302L: General Physics Laboratory II (1 s.h.)

A laboratory designed to demonstrate the principles covered in PHY 302. Prerequisite: PHY 301L, PHY 302 or concurrent registration.

PHY 303: General Physics III - Waves (Sound, Light, Matter) (3 s.h.)

A calculus based treatment of sound, light, geometrical optics, interference, diffraction, and the wave mechanical treatment of matter. Prerequisite: PHY 301 and MTH 303

PHY 303L: General Physics Laboratory III (1 s.h.)

A laboratory designed to demonstrate the principles covered in PHY 303. Prerequisite: PHY 301, PHY 303 or concurrent registration.

2. Motion was made, seconded, and passed:

- a) To reduce upper division Calculus courses from two semesters at 3 s.h. each to one semester at 5 s.h.

- b) MTH 304 - Calculus IV was dropped
- c) To change MTH 104 - Elementary Functions (3 s.h.) to:
MTH 104: Algebra and Trigonometry (5 s.h.)
The study of college algebra and elementary trigonometry functions. Topics include the real and complex number system, basic algebraic operations, equations and inequalities, relations and functions, polynomial functions and the theory of equations, exponential, logarithmic and trigonometric functions, and trigonometry. Prerequisite: Math 100.

Dr. Greenlaw submitted three proposals from the Humanities Division:

1. Motion was made, seconded, and passed to:

- a) Delete MUS 205 - Introduction to the Piano, and replace it with:
MUS 114: Fundamentals of Music and Techniques of Piano Performance (3s.h.)

A course for the student without any previous background in music to study the basic principles and concepts of reading music, rhythm, scales and chord structure as well as the necessary techniques for performing.

- MUS 115: Fundamentals of Music and Techniques of Piano Performance (3 s.h.)

A course designed to follow Music 114 or for the student who has had some previous background in music to study the basic principles and concepts of music at a more advanced level as well as the form, style and performance of easier compositions by well-known composers. Prerequisite: Music 114 or consent of the instructor.

- b) Delete MUS 140J - Introduction to Singing, and replace it with:
MUS 140, 141: Introduction to Voice (3s.h. each)

Basic principles and techniques of voice production including breathing, phonation, resonance, and diction. Members of the class will perform vocal exercises, solo song repertoire, and small ensemble pieces (duets, trios, quartets, etc,) and will study fundamentals of music notation in a manner designed to improve and develop their sight reading skills and musicianship.

- c) Change MUS 340 - Vocal Pedagogy (3s.h.) to MUS 340T (tutorial)
- d) Delete MUS 240 - French, German, and Italian Diction for Singers
- e) Change MUS 385, 386 - Conducting III & IV to MUS 385 & 386T (tutorials)

2. EPC accepted a change in course description for SC 123 - Interpersonal Communications.

With the provision that course descriptions be rewritten,

Motion was made, seconded, and carried to:

- a) Increase SC 323 - Human Relations from 2 s.h. to 3 s.h.
- b) Adopt the following new courses in Speech Communications:

SC 223: Group Dynamics (3 s.h.)

This course will examine the ways one communicates in the small group setting. It will provide an investigation into theories of group discussion, problem solving - decision making techniques, leadership styles, and the functional, maintenance and dysfunctional roles of a group member. The purpose of the course is to improve the individual capacity to be an effective group participant. The course will consist of lectures, exercises, research, performance evaluation, and analysis. The student will be asked to work within a small group to solve a problem(s) and implement a decision(s).

SC 326: Advanced Public Speaking (3 s.h.)

This course will strengthen the public speaking skills gained in other courses. The student will present various speeches aimed at sharpening his or her organization and delivery style. The accent will be placed on giving longer speeches and more diversified ones: Policy speeches, keynote address, speech to entertain, emotional arousal and eulogy. Theories of rhetorical analysis and speech criticism will also be discussed. Prerequisite: SC 222 or another Public Speaking course.

SC 325: Persuasion (3 s.h.)

This course will explore the ways in which people try to influence the behavior of others. It is specifically concerned with persuasion through communication - with the deliberate attempts people make to change the attitudes, beliefs, values and actions of those around us. Theories of persuasion and the Toulmin Method will be discussed. The student will learn to structure persuasive messages and appeals. The class will examine the role of persuasion in interpersonal, small group, organizational, and Mass media settings. Prerequisite: SC 123 or SC 222.

SC 229: Intercultural Communication (3 s.h.)

This course will examine the significant problems that are caused by different cultures' assigning different meanings to time, space, and social levels. An understanding of these cultural differences is a prerequisite for cooperation among nations, now so essential. Emphasis will be placed on improving interpersonal effectiveness.

3. Discussion was held regarding the proposal to change the general education requirements to include ENG 101 and ENG 102 as part of the degree requirements for all students.

It was decided that any student requesting proficiency credit for ENG 101 must first pass an equivalent, comprehensive examination. Suggestion was made that junior and senior transfer students who have received transfer credit for ENG 101 could request proficiency credit for ENG 102 after demonstrating a writing competency by passing an equivalent, comprehensive examination.

Motion was made, seconded, and passed to add ENG 102 as a degree requirement effective AY 81-82. Suggested new descriptions for ENG 101 and 102 are:

ENG 101: English Composition I

An intensive review of the English language and its use in college-level writing, including the mechanics of written discourse, sentence structure, paragraph development, and essay organization. Selections from expository and imaginative literature will be discussed as models for the effective use of language and as sources for composition topics.

ENG 102: English Composition II

Analysis of and practice in various forms of writing with special attention to the development of a mature style. An integral part of the course will be a research paper.

ENG 102-A: In addition to the general content indicated above, students will receive an introduction to classical rhetoric as that subject relates to written discourse. This option is especially recommended for students going into teacher training since it will include a formal study of the English language and its classical heritage, as well as examples of the way in which composition has been studied through history. It is also recommended for students who are considering professional study such as law or the ministry, or who are planning to enter any graduate program.

ENG 102-B: In addition to the general content indicated above, students may follow their creative interests in writing fiction, drama, or poetry for a major part of their writing requirement in the course. The research paper would be an inquiry into some aspect of imaginative literature. Permission of the instructor would be required for admission.

ENG 102-C: In addition to the general content indicated above, there will be special attention to developing clear, direct style in expository writing.

Changes in course description were suggested.

Motion was made, seconded, and passed to add ENG 312 as a new course:

ENG 312: Writing for Film and Television

A studio course in the techniques and forms of script writing for film and television. Prerequisite: ENG 101, 102.

Approved:

John Bornmann

Submitted:

Jane Pace

Educational Policies Committee Minutes

Friday, February 27, 1981, 12:30 - 317 Young

Present: John Bornmann, Jim Hood, Jerry Montag, Dean Eckert, Vicki Frowine
Aaron Miller, Ken Greenlaw, Karla Strange

A special meeting of the EPC was called to continue discussion of the general education requirements.

Motion was made and passed that English Composition 101 and 102 will remain a two-semester general education requirement regardless of other decisions reached on general education requirements.

Three proposals to change current general education requirements have been submitted. It was understood that if no formal action is taken on the proposals submitted, the current general education requirements will remain in effect.

Motion was made to approve the addition of ENG 102 as a general education requirement and to retain the current general education requirements. Following discussion, the motion was tabled.

A special meeting was called to continue discussion of general education requirements for Wednesday, March 4, 1981, 12:30 - 317 Young.

Approved:

John Bornmann

Submitted:

Jane Pace

THE LINDENWOOD COLLEGES
Office of the Registrar

List of students who expect to complete degree December 19, 1980:

Karen Lynn Simmons	Bachelor of Arts
Lawrence Earl Thomas	Master of Business Administration
John Robert Strauss	Bachelor of Science

List of students who expect to complete degree January 31, 1981

Clarence K. Fulton, Jr.	Bachelor of Science
Dale Alan Yankey	Bachelor of Science

List of students who expect to complete degree May 23, 1981

Geraldine Ann Jacobs	Associate in Science
Laurie Ann Ingram	Bachelor of Arts
Charlotte A. Pflum	Bachelor of Arts
Mary Kyle Barker	Bachelor of Science
Wendy H. Clark	Bachelor of Science
Yacoob Mohammed Fakeer	Bachelor of Science
F. Maggie Hoffman	Bachelor of Science
Gregory Lee Jinkerson	Bachelor of Science
Kirk Merrill Joslin	Bachelor of Science
Edward Ray Remington	Bachelor of Science
Richard Charles Schmierbach	Bachelor of Science
Stephen F. Schmitt	Bachelor of Science
Robert Henry Vordtriede	Bachelor of Science
Jerry D. Beck	Master of Business Administration
James Frederick Bond	Master of Business Administration
Edward A. Hopkins	Master of Business Administration

Robert Lee Joslin	Master of Business Administration
Janet C. McCandliss	Master of Business Administration
Judith Elizabeth Brown	Master of Arts
Jeanne D. Howard	Bachelor of Science
Edna Stevens Hughes	Bachelor of Science
Linda Marie Reed	Bachelor of Fine Arts
Kiyoshi Takahashi	Bachelor of Arts
David Todd Burchyett	Bachelor of Science
Donna Rochelle D'Angelor	Bachelor of Arts
Rosemarie Dickherber-Cannon	Bachelor of Arts
Raymond Scott Fowler	Bachelor of Science
Jackson L. Seitz, Jr.	Bachelor of Science

THE LINDENWOOD COLLEGES
Office of the Registrar

List of LC IV students who expect to complete degree January 31, 1981:

Francis T. Arrey	Master of Science
Sherry Lynn Carrigan	Master of Arts
Paula Day	Bachelor of Science
Eric I. Field	Master of Arts
Jane Fletcher	Master of Arts
William Lee Franklin	Master of Arts
Betsy V. M. Gibbs	Master of Arts
Mary Diane Hasty	Bachelor of Arts
Jim A. Hobbs	Master of Fine Arts
David F. Hollander	Bachelor of Arts
Ronald Huber	Master of Science
J. R. Hundley	Bachelor of Science
Maurice Burke LeCroy	Master of Arts
Lyn Levine	Master of Arts
Debra Saunders Locke	Bachelor of Science
Barbara Ann Malta	Bachelor of Science
Maxine Stayton McDonald	Bachelor of Science
Paul Pini	Bachelor of Science
Virginia S. Rohrbaugh	Master of Arts
Mildred Louise Rollins	Bachelor of Science
Sandy Schoonover-Kump	Master of Arts
Marie Foote Stark	Master of Arts
Bobby G. Steward	Master of Science
Terri L. Sweig	Master of Arts

Marguerite Pettus Walker	Master of Arts
Mary Weis	Bachelor of Science
Wesley E. Wilber	Master of Science
Joseph H. Wildt	Master of Arts
Patricia Bussey Williams	Bachelor of Science
Loretta M. Wilson	Bachelor of Science

List of LC IV student who expect to complete degree May 23, 1981:

Anastacia Aldridge	Master of Arts
Paul D. Allen	Master of Arts
Linda Bagwell	Master of Arts
Robin Baldwin	Master of Arts
Richard Balicki	Master of Arts
Katherine Beyer	Master of Arts
Robert Cole	Bachelor of Science
John Collins	Master of Arts
Judy Crockett	Master of Arts
Sheila Culkin	Master of Arts
Duane Curry	Bachelor of Science
Suzanne Desutter	Bachelor of Science
Glen DeWees	Master of Arts
William Diggs	Master of Arts
Loretta Dubin	Master of Arts
David L. Frerker	Master of Science
Morna Freund	Master of Arts
Barbara Gaines	Bachelor of Science
Beverly Gantney	Bachelor of Science
Carol Garvin	Master of Arts

Mary Gismegian	Master of Arts
George Gray	Master of Fine Arts
Betty Harrison	Master of Arts
Lucille Herman	Master of Arts
Carol Hummert	Bachelor of Science
Dianne Isbell	Master of Arts
Linda Kanagawa	Master of Arts
Kathleen King	Master of Arts
Miriam King-Watts	Master of Arts
Phyllis Kish	Master of Arts
Mary Korpi	Master of Arts
June M. Lackey	Master of Arts
Carol Lark	Bachelor of Science
Willis Lee	Bachelor of Science
IvyAnn Desiree Lee-Sharpe	Master of Science
Melvin Lester	Master of Science
Murlean Lester	Master of Science
Thomas LeTourneau	Bachelor of Science
Stanley Magoon	Bachelor of Science
Nicki McClusky	Master of Arts
John Meyer	Bachelor of Science
Allen Neff	Bachelor of Science
John M. O'Connor	Master of Arts
Constance Pearson	Master of Arts
E. L. Quatman	Master of Arts
Douglas Ralphs	Bachelor of Science
Barbara Reading	Master of Arts

Ann Redington-Imgrund	Master of Science
Marian Rice	Master of Arts
Shirley Rice	Master of Arts
Kimberly Riemer	Master of Arts
Kermit Robinson	Bachelor of Science
Joanne Rocklage	Master of Arts
Christine H. Schmiz	Bachelor of Arts
Sue Schneider	Master of Arts
Ellen Sherman	Master of Arts
Ellen Sherwood	Master of Arts
JoAnne Shroba	Master of Arts
Robert Shymanski	Bachelor of Science
Adam F. Smith	Master of Science
Michael Smith	Master of Arts
Charles Sowell	Bachelor of Science
Linda Sweeney	Master of Arts
Betty B. Turner	Master of Science
Reza Vahidi	Master of Science
Barbara Vogt-Raynes	Bachelor of Science
Grace Washington	Master of Science
Wilma Whitley	Bachelor of Science
Irene D. Whittaker	Bachelor of Science
Noranna Wingender	Master of Arts
Michael Wood	Bachelor of Science
Rufus Young	Bachelor of Science
Stephanie Young	Master of Fine Arts

PEER EVALUATION

Individual Evaluated: _____ Department: _____

I have had contact with this faculty member in the following ways:

_____ Department Meetings _____ Committees _____ Team Teaching
 _____ Classroom Visits _____ Other (Specify)

Please support your ratings with facts if at all possible. Circle the appropriate number for each item.

	Low	High	N/A or Don't Know
I. <u>Teaching and Professional Effectiveness</u>			
1. Is knowledgeable in his/her field	1	2 3 4 5	6
2. Communicates knowledge well to students	1	2 3 4 5	6
3. Demonstrates concern for improving the quality of his/her teaching	1	2 3 4 5	6
4. Demonstrates willingness to consider new ideas and techniques into his/her teaching	1	2 3 4 5	6
5. Demonstrates flexibility in meeting curricular needs	1	2 3 4 5	6

Basis for judgments:

II. Professional Service

A. Academic Community

6. Is involved in faculty organizations or committees	1	2 3 4 5	6
7. Is an active participant in the affairs of the academic community	1	2 3 4 5	6

Basis for judgments:

Peer Evaluation (cont'd)

Individual Evaluated: _____

								N/A or Don't Know
		Low	High					
B. <u>Committees</u>								
8. Works well as a member of a committee		1	2	3	4	5		6
9. Follows through on committee work by appropriate actions and communications		1	2	3	4	5		6

Basis for judgments:

C. Department

10. Discharges department duties in an effective manner		1	2	3	4	5		6
11. Makes a positive contribution to the progress of his/her department in areas of:								
student recruitment		1	2	3	4	5		6
curricular development		1	2	3	4	5		6
advising students		1	2	3	4	5		6
developmental and promotional activities		1	2	3	4	5		6

Basis for judgments:

Peer Evaluation (cont'd)

Individual Evaluated: _____

	<u>Low</u>	<u>High</u>	<u>N/A or Don't Know</u>
D. <u>Community Service</u>			
12. Makes his/her talent and time available to the community	1 2 3	4 5	6

Basis for judgment:

E. <u>Student Relations</u>			
13. Shows interest in campus activities associated with students	1 2 3	4 5	6
14. Is available and willing to talk with students	1 2 3	4 5	6

Basis for judgments:

F. <u>Professional Growth and Development</u>			
15. Keeps current with developments in his/her field	1 2 3	4 5	6
16. Is productively engaged in professional activities	1 2 3	4 5	6

Basis for judgments:

Signature _____

Date _____

(Please type or print name)

Academic Resources Committee Minutes

Friday, February 13, 1981 - Night Owl Nook

Present: Paul Binder, Howard Buer, Vicki Frowine, Kathy Kelly, Tony Perrone, David Van Mierlo, and Jim Wilson

Jim Wilson agreed to continue to serve as Chairman of the Academic Resources Committee. Members approved Vicki's suggestion that David Van Mierlo, Acquisitions Librarian, attend Committee meetings as a non-voting member. The Committee also agreed to seek student representation beginning with the Fall Semester 1981/82. The Academic Resources Committee will meet at least once each semester with additional meetings scheduled as needed.

Vicki made a general report to the Committee regarding Library activities since June, 1980, highlighting the following items:

1. The increase in Library faculty has resulted in fulltime Reference service for students and faculty (Monday thru Thursday, 8:30 a.m. - 8:00 p.m. and all day Friday, Saturday, and Sunday) as well as an active program in Library Instruction. All English 101 students now attend two required Library Instruction sessions, and all faculty are encouraged to request bibliographic instruction for their classes as needed. During the Fall Semester the Library faculty and staff taught 55 instruction sessions with a total attendance of 491 students.
2. Librarians are working closely with L4 faculty administrators to provide responsive Library services for L4 students. Librarians have offered programs at the L4 Study Skills Workshops and have taught individual instruction sessions as needed. An agreement was made in September to return the small Library collection at Clayton to Butler Library in order to increase access to these materials for all students.
3. Fulltime staffing for the Audio-Visual Department (formerly known as Learning Resources Center or LRC) has resulted in several improvements: all equipment has been inventoried and repaired; some equipment has been replaced; a-v services are available on a regular basis; and the a-v software collection and Curriculum Library are being reorganized. Plans are being made to create two well-equipped Listening Rooms in the Library, and a grant proposal has been submitted to establish an a-v workroom and to upgrade present videotaping equipment.
4. The Periodicals Collection has undergone extensive reorganization. The binding backlog is being reduced and an accurate list of periodical holdings is being compiled. The purchase of a new microfilm printer has increased access to the periodicals on microfilm.
5. A new photocopier was purchased for the Library through the generosity of an alumna. Copies are now available to students for 5¢ due to the lower overhead costs for this machine.

6. In the area of Collection Development, strong emphasis is being placed on revitalizing the Reference Collection this year. Vicki is also meeting with each department chairman to assess needs in each subject area. The Choice Reviews-on-Cards service has been introduced to faculty this year as a means of facilitating the selection of materials for each department.

7. A significant future Library project will be the shifting of the entire circulating collection within the Library to provide a separate location for all Library of Congress classified books and a separate location for all Dewey Decimal classified materials. This project is scheduled to be completed by August, 1981.

Committee members affirmed the value of the recent E.P.C. decision to have the Head Librarian serve as an ex-officio member of E.P.C.

Approved: Jim Wilson and Vicki Frowine

EDUCATIONAL POLICIES COMMITTEE MEETING

Thursday, February 26, 1981, Noon - 317 Young

Present: John Bornmann, Jim Hood, Vicki Frowine, Karla Strange, Aaron Miller
Ken Greenlaw, Dean Eckert, Jerry Montag, Bob King, Dominic Soda,
Richard Rickert, Bernard Lafayette

Motion was made and passed to change the current minimum grade-point-average -- 1.6 for freshmen, 1.8 for sophomores, 1.9 for juniors, 2.0 for seniors and for graduation -- to 2.0 for all Lindenwood students, to remain in good standing.

Motion was made, seconded and passed to establish a minimum cumulative grade-point-average of 3.0 for receipt of a graduate degree from Lindenwood. Dr. Miller said the same process regarding probation and suspension will be followed for graduate students as is followed for undergraduate students.

Motion was made to accept a "Pass" grade as transfer credit. Motion failed. Registrar's office will continue to enforce the existing policy on transfer credits whereby the grade of P is not transferrable.

The Registrar's office requested interpretation regarding current policies and procedures. The following decisions were made:

1. The Registrar's office will develop one form replacing the Independent Study, and Internship/Field Study forms. The faculty member will complete necessary data and submit this form together with grade upon completion of the course. The faculty member will specifically indicate on the student's enrollment form that particular course title the student plans to undertake.
2. Social Science courses and Humanities courses can be counted twice towards the degree for both the student's major and general education requirements.
3. Continue computation of a transfer student's grade-point-average with his/her Lindenwood grade-point-average for a cumulative total.
4. A student still has the option of graduating with either 120 or 126 credits as long as the student satisfies the appropriate general education requirements under that catalogue the student is using and the major department's requirements.
5. No grade change will be permitted after the end of the following semester; this includes incompletes and change of grade. Any exceptions must be approved by EPC.
6. Students can register or make program changes in his/her schedule no later than the first week of any given semester; after that time, it will be determined by the instructor who has the final prerogative to determine if the student can enter class at this late date.

John Nichols

FACULTY MEETING AGENDA

April 2, 1981, 12 Noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of March 5, 12, and 19, 1981
- III. Report of Nominations Committee and elections to committees
- IV. Report of Educational Policies Committee - Dr. Bornmann
- V. Report of Faculty Council - Mrs. Huesemann
 - A. Proposed bylaw changes
 - B. Other Faculty Council business
- VI. Report of the Dean of Faculty - Dean Miller
- VII. Report of the President - President Johns
- VIII. Candidates for degrees - Mr. Montag
- IX. Business from the floor
- X. Announcements
- XI. Adjournment

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
March 5, March 12, and March 19, 1981

The regular meeting of the Faculty of The Lindenwood Colleges was held on Thursday, March 5, 1981, at 12 noon, in the Fine Arts Building. Dr. Aaron Miller, Dean of Faculty, presided in the absence of President Robert Johns. Dr. Esther L. Johnson gave the invocation.

Karla Strange, student representative, attended the meeting.

A motion was made, seconded, and passed to approve the minutes of the meeting of February 5, 1981 as distributed.

The following were nominated from the floor to serve on the Nominations Committee:

Anthony Perrone
Richard Rickert
Moheb Seif El-Nasr
David Van Mierlo

A motion was made, seconded, and passed that nominations be closed. The above were elected to the Nominations Committee by acclamation.

Dr. John A. Bornmann, Chairman of the Educational Policies Committee, reported that EPC had approved at its February 12 meeting the following Academic Reorganization Plan submitted by the Dean of Faculty for implementation at the beginning of the Academic Year 1981:

The faculty will continue to be organized into three academic divisions, but the divisions will be reconstituted as follows:

Division of Arts and Humanities

Art (including Photography)
English (including ESL)
Foreign Languages
Music
Philosophy and Religion
Theatre (including Dance)
Library

Division of Natural and Social Sciences

Biology (including Medical Technology)
Chemistry and Physics
Economics
History
Mathematics
Political Science
Psychology
Sociology and Anthropology

Division of Professional Studies

Business (including Data Processing, Fashion
Marketing and MSA)
Education (including Physical Education)
Communications
Nursing and Allied Health

The major change in the status of the divisions is that they will begin to function as academic administrative units. The chairperson of each division will be vested with responsibility and authority for coordinating the budgetary affairs, scheduling of courses, curriculum review, academic advisement, and faculty performance and development review for his/her unit. To carry out these tasks, each division chairperson will be given reassigned time equal to four-ninths of the normal teaching load. Secretarial assistance will be provided according to the needs of the division and the availability of funds for this purpose.

The Division Chairpersons will be appointed by the President, in consultation with the Dean of Faculty and the Department Chairpersons.

The Dean of Faculty will meet regularly with the Division Chairpersons and the Directors of LC III and IV.

Division Chairpersons will be expected to meet regularly with Department Chairs on matters of common interest and concern. These meetings will be held according to the needs of the Division, but not less frequently than once a fortnight, and each Division will hold a plenary meeting of the Division Faculty at least once a month.

Full-time Faculty Administrators of LC IV will be assigned by the Dean of Faculty in consultation with the Director of LC IV, to their appropriate divisions for full participation in faculty affairs.

The relationship of Lindenwood Colleges III and IV to the rest of the College will become closer, regardless of the organizational structure. An all-college Advisory Committee for LC IV, composed of full-time faculty from LC IV and the rest of the College will be established. The schedules of LC IV and the rest of the college will be coordinated, and a fuller complement of regular courses for the Evening College will be generated by the Divisions, with close consultation between the Director of LC III and the Division Chairs expected.

A motion was made and seconded that the present divisional structure be maintained but that the revised function of the chairperson of each division as stated above be approved.

Upon the suggestion of Ms. Joy Ebest that Dean Miller not chair the meeting during the discussion since he was taking part in the discussion, Ms. Ebest was asked to preside.

After a lengthy discussion the motion was defeated.

Dean Miller reassumed the chair.

A motion was made and seconded that the academic reorganization as approved by EPC be adopted.

A motion was made and seconded to amend the motion to have two divisions rather than three and that Business, Communications, and Nursing and Allied Health be aligned in the Division of Natural and Social Sciences and that Education be in the Division of Arts and Humanities. The motion was defeated.

A motion was made, seconded, and approved to table the motion was passed by EPC.

A motion was made, seconded and passed that a Committee of the Whole meeting be held next week to discuss the academic reorganization proposal and that information from that meeting be sent to EPC to consider and to come back with a new proposal considering information that comes out of the Committee of the Whole meeting.

Dr. Bornmann reported that at the February 24 EPC meeting a motion was made, seconded, and passed to expand the calculus-based Physics course from two semesters at 3 semester hours each to three semesters at 3 semester hours each, and to substitute the following courses for PHY 303, 303L, 304, and 304L.

PHY 301 - General Physics I - Mechanics (3 sh)

A calculus based treatment of mechanics, including vectors, displacement, velocity, acceleration, inertial mass, momentum, force, gravitation, work, energy, and angular motion. Three hours of lecture-recitation per week. Prerequisite: MTH 172; a prior course in high school physics would be helpful.

PHY 301L - General Physics Laboratory I (1 sh)

A laboratory course designed to demonstrate the principles covered in PHY 301. Prerequisite: PHY 301 or concurrent registration.

PHY 302 - General Physics II - Heating, Electricity and Magnetism (3 sh)

A calculus based treatment of heat, thermodynamics, electrostatics, electric currents, electric-magnetic interactions, magnetism,

PHY 302L - General Physics Laboratory II (1 sh)

A laboratory designed to demonstrate the principles covered in PHY 302. Prerequisite: PHY 301L, PHY 302 or concurrent registration.

PHY 303 - General Physics III - Waves (Sound, Light, Matter) (3 sh)

A calculus based treatment of sound, light, geometrical optics, interference, diffraction, and the wave mechanical treatment of matter: Prerequisite: PHY 301 and MTH 303.

PHY 303L - General Physics Laboratory III (1 sh)

A laboratory designed to demonstrate the principles covered in PHY 303. Prerequisite: PHY 301, PHY 303 or concurrent registration.

Dr. Bornmann also reported that EPC passed a motion:

- (a) To reduce upper division Calculus courses from two semesters at 3 sh each to one semester at 5 sh.
- (b) To drop MTH 304 - Calculus IV.

On behalf of EPC Dr. Bornmann moved to change MTH 104 - Elementary Functions - (3 sh) to MTH 104 - Algebra and Trigonometry - (5 sh).

The study of college algebra and elementary trigonometry functions Topics include the real and complex number system, basic algebraic operations, equations and inequalities, relations and functions, polynomial functions and the theory of equations, exponential, logarithmic and trigonometric functions and trigonometry. Prerequisite: MTH 100.

The motion was seconded and passed.

Dr. Bornmann reported that EPC passed the following motion:

- (a) Delete MUS 205 - Introduction to the Piano - and replace it with:
MUS 114 - Fundamental of Music and Techniques of Piano Performance
(3 sh)

A course for the student without any previous background in music to study the basic principles and concepts of reading music, rhythm, scales and chord structure as well as the necessary techniques for performing.

MUS 115 - Fundamentals of Music and Techniques of Piano Performance
(3 sh)

A course designed to follow MUS 114 or for the student who has had some previous background in music to study the basic principles and concepts of music at a more advanced level as well as the form, style and performance of easier compositions by well-known composers. Prerequisite: MUS 114 or consent of the instructor.

- (b) Delete MUS 140J - Introduction to Singing - and replace it with:
MUS 140, 141 - Introduction to Voice (3 sh each)

Basic principles and techniques of voice production including breathing, phonation, resonance, and diction. Members of the class will perform vocal exercises, solo song repertoire, and small ensemble pieces (duets, trios, quartets, etc.) and will study fundamentals of music notation in a manner designed to improve and develop their sight reading skills and musicianship.

- (c) Change MUS 340 - Vocal Pedagogy - (3 sh) to MUS 340T (tutorial)
(d) Delete MUS 240 - French, German, and Italian Diction for Singers
(e) Change MUS 385, 386 - Conducting III and IV - to MUS 385T and 386T (tutorials)

EPC accepted a change in the course description for SC 123 - Interpersonal Communications.

With the provision that course descriptions be rewritten EPC passed a motion to:

- (a) Increase SC 323 - Human Relations - from 2 sh to 3 sh.
(b) Adopt the following new courses in Speech Communications:

SC 223 - Group Dynamics (3 sh)
SC 326 - Advanced Public Speaking (3 sh)
SC 325 - Persuasion (3 sh)
SC 229 - Intercultural Communication (3 sh)

EPC passed a motion to add ENG 102 as a degree requirement effective AY 81-82. Suggested new descriptions for ENG 101 and 102 are:

ENG 101 - English Composition I

An intensive review of the English language and its use in college-level writing, including the mechanics of written discourse, sentence structure, paragraph development, and essay organization. Selections from expository and imaginative literature will be discussed as models for the effective use of language and as sources for composition topics.

ENG 102 - English Composition II

Analysis of and practice in various forms of writing with special attention to the development of a mature style. An integral part of the course will be a research paper.

ENG 102-A: In addition to the general content indicated above, students will receive an introduction to classical rhetoric as that subject relates to written discourse. This option is especially recommended for students going into teacher training since it will include a formal study of the English language and its classical heritage, as well as examples of the way in which composition has been studied through history. It is also recommended for students who are considering professional study such as law or the ministry, or who are planning to enter any graduate program.

ENG 102-B: In addition to the general content indicated above, students may follow their creative interests in writing fiction, drama, or poetry for a major part of their writing requirement in the course. The research paper would be an inquiry into some aspect of imaginative literature. Permission of the instructor would be required for admission.

ENG 102-C: In addition to the general content indicated above, there will be special attention to developing clear, direct style in expository writing.

Changes in course descriptions were suggested by EPC.

EPC passed a motion to add ENG 312 as a new course:

ENG 312 - Writing for Film and Television (3 sh)

A studio course in the techniques and forms of script writing for film and television. Prerequisite: ENG 101, 102.

The meeting was adjourned at 1:20.

The regular meeting of the faculty was reconvened at noon, March 12, 1981, in the Fine Arts Building, with Dean Miller presiding.

Following action of EPC on February 26 Dr. Bornmann moved that the current minimum grade-point average - 1.6 for freshmen, 1.8 for sophomores, 1.9 for juniors, 2.0 for seniors and for graduation - be changed to 2.0 for all Lindenwood students to remain in good standing. The motion was seconded and approved.

Dr. Bornmann moved, on the recommendation of EPC, to establish a minimum cumulative grade-point average of 3.0 for receipt of a graduate degree from Lindenwood. The motion was seconded and approved. Dean Miller explained that the same process regarding probation and suspension will be followed for graduate students as is followed for undergraduate students.

On the recommendation of EPC Dr. Bornmann moved that no grade change be permitted after the end of the following semester; this includes incompletes and change of grade. Any exceptions must be approved by EPC. The motion was seconded and passed.

On the recommendation of EPC it was moved, seconded and passed that the course MTH 101 - Concepts of Mathematics - be added to the list of eligible courses in the category of Mathematics for all undergraduate degrees; this will require formal reinstatement of this course, which is not listed in the current college catalog.

Following action of EPC at its March 4 meeting a motion was made, seconded and approved that the course PHI 202 - Logic - be established as an alternative to the Mathematics requirement for all undergraduate degrees; this does not pertain to the Algebra requirement for graduation; it refers only to the category of Mathematics as a distributive requirement and the courses to be listed therein.

A motion was made, seconded and passed, on the recommendation of EPC, that the "foreign culture" option for the Bachelor of Arts Degree be dropped, with the result that the B.A. Degree will require four courses in one foreign language; the basis for the distinction between the B.A. and other undergraduate degrees should be the language requirement. Dr. Richard Rickert pointed out that adoption of this motion will mean that a minimum number of people in L4 will opt for the B.A. Degree.

On the recommendation of EPC it was moved that the Physical Education requirement be dropped. The motion was seconded and defeated.

A motion was made, seconded, and passed that the catalog copy concerning the Physical Education requirement include a statement that students with extenuating circumstances may apply for an academic irregularity not to take Physical Education.

On the recommendation of EPC the following motion was made, seconded, and passed:

An upper division, interdisciplinary, team-taught, capstone course, LC 300 - The Lindenwood Colloquium - be established as a requirement for all students to be taken at some time during their junior or senior years; the course will be offered for the first time in the Fall 1982 Term. A prospectus for the course follows:

LCC 300 - The Lindenwood Colloquium - 3 semester hours

The purpose of this course is to encourage, and to provide the opportunity for students to develop the capacity for synthesis of knowledge. This includes the ability to discover and develop in a productive way the natural and creative affinities between the traditional academic fields of knowledge.

The structure of the course calls for three hours of instruction per week. Two of those hours will be lecture/discussion periods involving all members of the instructional team and all students enrolled in the course. The third will be a seminar period for each of three faculty members with roughly one-third of the students enrolled. Example: 45 students are enrolled in the course, with a faculty team consisting of three instructors. All will meet together for two hours per week. Each instructor will meet separately with 15 students in a seminar for one hour per week. The course will be offered each semester of an academic year.

Students will be expected to participate actively in class discussions. Examinations will be administered in the seminar sections and course grades issued by the seminar leaders for their students. Each student will be required to undertake a major research project resulting in a term paper treating some aspect of the course subject and utilizing an interdisciplinary approach to it.

The above changes in the general education requirements will become effective beginning with AY 1981-82.

Mrs. Jeanne Huesemann, Chairman of Faculty Council, reported that Faculty Council has had 13 meetings since the February faculty meeting. She called attention to the revised Peer Evaluation form attached to the agenda of the March 5 meeting. Mrs. Huesemann moved to adopt the revised Peer Evaluation form which is to be implemented immediately. The motion was seconded and passed.

Dean Miller announced that summer class schedules are due March 13. He also announced that members of the faculty should go to the bookstore to be measured for caps and gowns. After March 16 there will be a late charge.

Mrs. Huesemann announced that the St. Charles Lindenwood Alumni Club is sponsoring a luncheon at the Lindenwood College Chapel-St. Charles Presbyterian Church March 14. The proceeds from the luncheon will go into a scholarship fund for a student attending Lindenwood.

The meeting was adjourned at 1:40 P.M.

The regular meeting of the Faculty was reconvened Thursday, March 19, at 12 noon, in the Fine Arts Building, with Dean Miller presiding.

A motion was made, seconded and passed that candidates for degrees, as listed on the attachment to the agenda, be awarded the appropriate degrees upon satisfactory completion of requirements.

Dean Miller announced that information is available in his office on 1982-83 Fulbright opportunities for university teaching and advanced research abroad.

He also announced that it is not necessary for members of the faculty to attend commencement rehearsal.

Dr. Richard Rickert announced that forms from the Nominations Committee, asking members of the faculty on which committees they would like to serve, have been placed in faculty boxes and should be returned by March 20.

It was moved, seconded, and passed to recess the regular faculty meeting and to convene a meeting of the Committee of the Whole to discuss the academic reorganization proposal. The meeting of the Committee of the Whole was convened.

A motion was made, seconded, and passed to recommend to the faculty acceptance of the proposed faculty reorganization, but that there be two divisions instead of three and with the exception of the issue as to appointment of the Division Chairpersons. The two divisions would be as follows:

Division of Arts & Humanities

Art (including Dance and Photography)
Communications
English
ESL
Foreign Languages
Music
Philosophy & Religion
Theatre
Library

Division of Natural & Social Sciences

Biology (including Medical Technology)
Business
Chemistry & Physics
Economics
Education (including Physical Education)
History
Mathematics
Nursing & Allied Health
Political Science
Psychology
Sociology & Anthropology

Mrs. Carol Craig said that the Physical Education Department would like to remain a separate department and asked that this be recorded. Dean Miller replied that the department will retain its programmatic identity and integrity, that its inclusion in the Education Department is for administrative purposes.

Dr. Johnson moved to recommend to the faculty that the current constitutional provision in which division chairpersons are elected by faculty members be followed, or if there is to be any administrative input it would have to come about by constitutional amendment. The motion was seconded. After discussion it was moved, seconded, and passed that Dr. Johnson be allowed to withdraw her motion.

It was moved and seconded to recommend to the faculty to adopt the procedure contained in the original proposal that division chairpersons be appointed by the President, in consultation with the Dean of Faculty and the Department Chairpersons. A motion was made to amend the motion by adding at the end of the sentence "from a list of three selected by the division." The amendment was seconded and passed. The motion as amended was passed.

A motion was made, seconded, and passed to adjourn the meeting of the Committee of the Whole and reconvene the regular meeting of the faculty.

The regular faculty meeting was reconvened.

A motion was made, seconded, and passed to adopt the recommendations of the Committee of the Whole. It is understood that this will involve constitutional amendments regarding division structure and means by which division chairpersons are selected.

The Academic Reorganization Plan as adopted is as follows:

The faculty will be organized into two academic divisions which will be constituted as follows:

Division of Arts & Humanities

Art (including Dance and Photography)
Communications
English
ESL
Foreign Languages
Music
Philosophy & Religion
Theatre
Library

Division of Natural & Social Sciences

Biology (including Medical Technology)
Business
Chemistry & Physics
Economics
Education (including Physical Education)
History
Mathematics
Nursing & Allied Health
Political Science
Psychology
Sociology & Anthropology

The major change in the status of the divisions is that they will begin to function as academic administrative units. The chairperson of each division will be vested with responsibility and authority for coordinate the budgetary affairs, scheduling of courses, curriculum review, academic

advisement, and faculty performance and development review for his/her unit. To carry out these tasks, each division chairperson will be given reassigned time equal to four-ninths of the normal teaching load. Secretarial assistance will be provided according to the needs of the divisions and the availability of funds for this purpose.

The Division Chairpersons will be appointed by the President, in consultation with the Dean of Faculty and the Department Chairpersons, from a list of three selected by the division.

The Dean of Faculty will meet regularly with the Division Chairpersons and the Directors of LC III and IV.

Division Chairpersons will be expected to meet regularly with Department Chairs on matters of common interest and concern. These meetings will be held according to the needs of the Division, but no less frequently than once a fortnight, and each Division will hold a plenary meeting of the Division Faculty at least once a month.

Full-time Faculty Administrators of LC IV will be assigned by the Dean of Faculty, in consultation with the Director of LC IV, to their appropriate divisions for full participation in faculty affairs.

The relationship of Lindenwood Colleges III and IV to the rest of the College will become closer, regardless of the organizational structure. An all-college Advisory Committee for LC IV, composed of full-time faculty from LC IV and the rest of the College, will be established. The schedules of LC IV and the rest of the College will be coordinated, and a fuller complement of regular courses for the Evening College will be generated by the Divisions, with close consultation between the Director of LC III and the Division Chairs expected.

It should be noted that a quorum of the faculty was not present at the time the vote was taken. It should be noted also that no call for a quorum count was made.

There being no further business, the meeting was adjourned at 1:25 P.M.

Mary Yonker
Acting Secretary

Approved:

John N. Bartholomew
Secretary of the Faculty

EDUCATIONAL POLICIES COMMITTEE MINUTES

Thursday, March 17, 1981, Noon - 317 Young

Present: John Bornmann, Jim Hood, Vicki Frowine, Richard Rickert, Ken Greenlaw, Dean Eckert, Aaron Miller.

Motion was made, seconded and carried to approve the extension of two incompletes for Sharel Williams: extension to the end of Fall Term 1981 for Algebra; extension to end of Summer Session, July 1981, for Biology.

Motion was made, seconded and carried to approve the extension of incompletes for:

Karla Strange
Maggie Hoffman
Cheryl Flint

Motion was made, seconded and carried to approve extension of incompletes to the end of Spring Term 1981 for:

Marjorie Semon
Barbara Sido
Lamar Hunt
Judy Brown

Dr. Rickert submitted five program proposals from Lindenwood 4: three of the proposals were revisions of existing programs; two were proposals for new programs:

1. Motion was made, seconded and carried to approve the Health Administration curricula as revised.
2. Motion was made, seconded and carried to adopt the program revisions for the Master of Arts in Counseling Psychology.
3. It was moved and seconded to adopt the program revisions for the Bachelor of Science and Master of Arts in Gerontology. Following discussion, motion was made and carried to return the proposal to Dr. Taich requesting clarification of the differences for the B.S. degree and the M.A. degree.
3. It was moved and seconded to adopt a new program for a Master of Arts in Business Administration. Motion was made and seconded to amend the motion by changing the program to a Master of Science in Business Administration. The amendment passed. The motion as amended was passed.
4. It was moved and seconded to adopt a new program for the Bachelor of Science in Communications. A motion was made and seconded to amend the motion to also offer a Bachelor of Arts in Communications which would require a foreign language as part of the curriculum. The amendment passed. The motion as amended was passed.

EPC Minutes
March 17, 1981

Motion was made, seconded and passed to adopt the following new courses submitted by the Division of Natural Sciences and Mathematics:

SCI 210 - Scientific Terminology (2 s.h.) The derivation of English words from Greek and Latin roots. Special attention will be given to scientific vocabulary and to training in the analysis of unfamiliar English words.

BIO 247 - Greenhouse Horticulture (3 s.h.) A course in selection, propagation and cultivation of plants in the controlled environment of the greenhouse. Course will include lecture and laboratory activities. (One credit may be used for lab requirement for Biology majors). Lab fee.

BIO 351 - Field Studies in Taxonomy (3-5 s.h.) Studies on taxon of student choice will be conducted on Cuivre River property. Work will include collection, identification and preservation techniques. Prerequisite: Bio 101, 102. Lab fee.

CHM 375 - Special Topics (1 s.h.) Practice in the use of chemical literature, in oral and in written reports. Topics for literature searches and reports will be chosen by the students from a general topic which will vary from year to year. Open to juniors and seniors who have a good background in chemistry.

Motion was made, seconded and passed to include in the catalog the courses that are part of the internship year at hospital affiliates for the Medical Technology degree:

MTC 301 - Clinical Chemistry
MTC 302 - Coagulation
MTC 303 - Clinical Education
MTC 304 - Hematology
MTC 305 - Immunohematology
MTC 306 - Immunology-Serology
MTC 307 - Clinical Laboratory Management
MTC 308 - Clinical Microbiology
MTC 309 - Urinalysis

Proposal was submitted by the Humanities Division for the Communications Department:

Motion was made, seconded and carried:

1. To adopt the following new courses:

MC 304 - Broadcast Advertising Sales (3 s.h.) An examination of the economic structure of the broadcasting industry and its relationships to other industries. Discussion of the function of the broadcast salesman, techniques of selling broadcast time, commercial copy writing and servicing the customer. Directed experiences in actual sale of commercial time. Prerequisite: MC 303 (Audience Research)

MC 308 - Broadcast Programming Strategies (3 s.h.) An examination of program types, rating systems, program selection and audience appeals. Design and discussion of specific programs intended to reach specific target audiences. Prerequisite: MC 351 (Radio Production) and MC 354 (TV Production).

EPC Minutes
March 17, 1981

MC 355 - Television Field Operations (2 s.h.) Practical application of television production techniques used in remote broadcasts. Skills development in sophisticated camera operation and video-tape editing. Prerequisite: MC 354 (Television Production) Lab fee.

SC 323 - Advanced Interpersonal Communication (3 s.h.) An in-depth continuation of the topics discussed in Interpersonal Communication. Modern communication theories will be traced through current literature and research. Topics include language, communication apprehension, transactional analysis and intimate communication. Prerequisite: SC 123 (Interpersonal Communication).

SC 240 - Interviewing (1 s.h.) Practice in the organization and execution of an interview. Topic includes an examination of the parts of an interview: creating rapport, exchanging information, and closing the interview. Various types of interviews will be discussed.

2. To change SC 322 - Organizational Communication to SC 320.
3. To change MC 385 - Topics in Photography to Advanced Photographic Studies.
4. To require all mass communication majors to take SC 240 - Interviewing.
5. To drop the sequence requirement for 2 credits in MC 300 - Mass Communications Workshop.
6. To change requirements for Mass Communication sequences for:
 - a) Broadcast Production and Performance - Add MC 308 as an alternative with MC 303 or MC 403.
 - b) Broadcast News and Public Affairs - Change MC 356 to MC 355.
 - c) Broadcast Sales & Management - Delete BA 205 & BA 350; Add MC 304 & MC 308.

Approved:

John Bornmann

Submitted:

Jane Pace

Proposed amendment to Faculty Bylaws as recommended by Faculty Council:

1. The probationary period of a full-time faculty member beginning his career within The Lindenwood College shall be at least six years of full-time service.
2. The probationary period of a full-time faculty member who comes from another institution where he has served as a full-time teacher for three or more years shall not exceed five years.
3. In either case, tenure may be offered before the probationary period is completed, provided that the probationary period be at least one year.
4. The provisions stated above obtain in all tenure reviews, except in extraordinary circumstances where the faculty member specifically requests that a tenure decision be delayed for a year. The faculty member must state in writing that he/she is requesting a delay of decision, that his/her request is motivated without outside coercion, and that any possible rights to de facto tenure be waived.

THE LINDENWOOD COLLEGES
OFFICE OF THE REGISTRAR

List of students who expect to graduate December 19, 1980:

Michaeline O'Neil Bachelor of Science

List of students who expect to graduate May 23, 1981:

Roger Calvin Bacon Master of Business Administration

Debra Jean Becker Bachelor of Science

Bruce L. Cannon Master of Science

Ivalee Cox Master of Arts

Wendy Gay Eisenberg Bachelor of Music Education

Robert Thomas Kitchens, Sr. Bachelor of Science

Anne Lockhart McCormack Master of Arts

Laurie Ann Meyers Bachelor of Science

Elmer E. Napier Master of Business Administration

Pamela Sue Ross Master in Fine Arts

Barbara Sue Sheehan Master of Business Administration

Theodore Bernard Splitt, Jr. Bachelor of Arts

Michael Anthony Tennyson Bachelor of Science

Marjorie Jeanette Trimble-Semon Master of Arts

Walter Charles Weik, Jr. Bachelor of Science

List of students who expect to graduate July 31, 1981:

Jan Adkins Master of Arts

Sami Mohammad Al-Ali Bachelor of Science

Stephen Roderick Blackhurst Bachelor of Science

Bertha Boddy Bachelor of Science

Laura Elaine Broy Bachelor of Science

James Brent Ell	Associate in Science
Karl Leslie Kelley	Bachelor of Fine Arts
Garry Frank Kiphart	Bachelor of Science
Georgia Leutwiler	Master of Arts
Juanita W. Morrow	Bachelor of Science
Pat Palladino	Bachelor of Science
Adelia Parker	Bachelor of Science
Joseph L. Renda	Bachelor of Science
Yukari Sakuma	Bachelor of Arts
Nance Helene Slattery	Master of Arts
Shannon Thomas	Bachelor of Science
Vivian Ware	Master of Arts
Linda Diane Williams	Bachelor of Science

John Nichols

FACULTY MEETING AGENDA

May 7, 1981, 12 Noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of April 2, 1981
- III. Report of Nominations Committee
- IV. Report of Educational Policies Committee - Dr. Bornmann
- V. Report of Faculty Council - Mrs. Huesemann
- VI. Report of the Dean of Faculty - Dean Miller
- VII. Candidates for degrees - Mr. Montag
- VIII. Business from the floor
- IX. Announcements
- X. Adjournment

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
April 2, 1981

The regular meeting of the Faculty of The Lindenwood Colleges was held on Thursday, April 2, 1981, at 12 noon, in the Fine Arts Building. Since a quorum was not present, the meeting was convened as a meeting of the Committee of the Whole. President Robert Johns presided. Dr. Esther L. Johnson gave the invocation.

Loren Muench, student representative, attended the meeting.

A motion was made, seconded, and passed to approve the minutes of the meetings of March 5, 12, and 19, 1981.

With a quorum now being present the meeting was convened as a regular meeting of the Faculty.

Dr. Richard Rickert, in behalf of the Nominations Committee, distributed ballots for elections to faculty committees.

Faculty Council (4 to be elected at least one of whom is from Lindenwood 4)

Nominations from the Nominations Committee:

David Van Mierlo
Fred Goodson
Allegra Swingen
Kathy Kelly
Arlene Taich

Nominations from the floor:

James Feely
Dominic Soda

There being no further nominations, nominations were closed.

Elected:

James Feely
Fred Goodson
Kathy Kelly
Dominic Soda

Educational Policies Committee (1 to be elected)

Nominations from the Nominations Committee

Arlene Taich
James Wilson
Daniel Rocchio

Nominations from the floor:

Daryl Anderson
Nancy Polette

There being no further nominations, nominations were closed.

Elected:

Daryl Anderson

Academic Resources Committee (3 to be elected)

Nominations from the Nominations Committee:

Tony Perrone
Andy Chirchirillo
Wanita Zumbunner
Nancy Polette
Moheb Seif El-Nasr

There being no further nominations, nominations were closed.

Elected:

Andy Chirchirillo
Tony Perrone
Moheb Seif El-Nasr

Admissions and Financial Aid Committee (2 to be elected)

Nominations from the Nominations Committee:

James Evans
Alice Jennings
Kathryn Kelly
Jane McLaughlin

Nominations from the floor:

Ed Chance

There being no further nominations, nominations were closed.

Admissions and Financial Aid Committee (Continued)

Elected:

Ed Chance
James Evans

Concerts and Lectures Committee (2 to be elected)

Nominations from the Nominations Committee:

Alan Shiller
Stephanie Young
Hans Levi
Esther Johnson
Kenneth Greenlaw
Dominic Soda

Nominations from the floor:

Arlene Taich
John Wehmer

Elected:

Kenneth Greenlaw
John Wehmer

Special Terms Committee (2 to be elected)

Nominations from the Nominations Committee:

James Feely
John Bartholomew
Howard Barnett
Tony Perrone

Nominations from the floor:

Bernard LaFayette, Jr.
Victoria Frowine

There being no further nominations, nominations were closed.

Elected:

Howard Barnett
John Bartholomew

Student Academic Grievances Committee (1 to be elected)

Nominations from the Nominations Committee:

Solon Chervitz
Kathy McCall
Alice Jennings
Dominic Soda

Nominations from the floor:

Jean Fields
Judith Dempster

There being no further nominations, nominations were closed.

Elected:

Jean Fields

Dr. John A. Bornmann, Chairman of the Educational Policies Committee, reported that the Educational Policies Committee took several actions at its March 17 meeting, none of which require faculty action. These actions are reported in the March 17 EPC minutes which are attached to the agenda of the April 2 faculty meeting.

Mrs. Jeanne Huesemann, Chairman of Faculty Council, moved to amend the Faculty Bylaws on the recommendation of Faculty Council as follows:

1. The probationary period of a full-time faculty member beginning his career within The Lindenwood Colleges shall not exceed six years of full-time service.
2. The probationary period of a full-time faculty member who comes from another institution where he has served as a full-time teacher for three or more years shall not exceed five years.
3. In either case, tenure may be offered before the probationary period is completed, provided that the probationary period be at least one year.
4. The provisions stated above obtain in all tenure reviews, except in extraordinary circumstances where the faculty member specifically requests that a tenure decision be delayed for a year. The faculty member must state in writing that he/she is requesting a delay of decision, that his/her request is motivated without outside coercion, and that any possible rights to de facto tenure be waived.

The motion was seconded and passed.

Dean Aaron Miller announced that there will be an academic advising workshop Tuesday, May 26, from 9:00 to noon. He also announced that all proposals for tutorials and independent studies in the Summer Session have to be approved by the Dean of Faculty and the President and must be in the Dean's Office by May 1.

President Johns announced that faculty contracts should be signed and returned by April 10. He also announced that salaries for salaried support personnel and administrators have been adjusted as of June 1, 1981, and will not be altered until June 1, 1982, except under very unusual circumstances. No additional salaried support personnel will be added during that time. In response to a question about why President Johns did not approve the reorganization of the academic structure, as he stated in his memorandum to the faculty of March 20, President Johns said that there was not a quorum present at the time the vote was taken and that he saw some other problems with it. For instance, it would substantially increase the cost of administration. President Johns believes that the faculty should take more time to examine the proposal.

A motion was made, seconded and passed to approve candidates for degrees listed on the attachment to the agenda subject to satisfactory completion of requirements.

Dean Harriet Marsh introduced Virginia Grady, who is in charge of Career Counseling and Placement.

Mrs. Nancy Polette announced there will be a week's program during the summer for gifted children.

Mr. Arthur Kanak announced that Nancy Hamilton Schebeck will have an exhibit in the Harry Hendren Gallery of the Fine Arts Building. The opening reception will be April 3.

Dr. Bernard LaFayette, Jr. announced that there will be a Freedom Tour through Lindenwood 4 from New Orleans to Atlanta July 17-25.

There being no further business, the meeting was adjourned at 12:55.

Mary Yonker
Acting Secretary

Approved:

John N. Bartholomew
Secretary of the Faculty

EDUCATIONAL POLICIES COMMITTEE MEETING

Tuesday, April 28, 1981, 12:00 Noon - 317 Young

John Bornmann, Jim Hood, Ken Greenlaw, Dominic Soda, Bob King, Richard Rickert, Dean Eckert, Aaron Miller, Jerry Montag, Vickie Frowine, Karla Strange, Dan Rocchio

The status of the Educational Policies Committee subcommittees was discussed. The recommendations will be submitted to the Faculty Council.

Motion was made, seconded and carried to adopt the following new courses submitted by the Social Science Division:

ED/SED 352 BRAILLE - Reading and Writing (2 s.h.)

552

Transcribing and sight reading standard English braille. An introduction to braille mathematical notation and other formats. Practice necessary outside of class. Proficiency test required for completion. No prerequisite.

ED/SED 353 ANATOMY AND PHYSIOLOGY OF THE EYE (2 s.h.)

553

The structure, function and possible pathologies of the eye. Social, vocational and education implications of visual problems. Skills in communicating with medical and rehabilitation specialists regarding implications of individual visual problems. Lab work will be a part of this course. Prerequisite: College Level Life Science Course.

ED/SED 354 ORIENTATION AND MOBILITY FOR VISUALLY IMPAIRED CHILDREN (2 s.h.)

554

This course is designed to provide practical information to those persons involved in the growth and development of visually handicapped individuals. Emphasis on (1) the historical development of formalized orientation and mobility, (2) physical and mental factors of orientation and mobility, and (3) practical experience learning basic pre-cane skills (i.e., Sighted Guide, Self-Protection, and Familiarization). Prerequisite: Education of Exceptional Child.

ED/SED 355 METHODS AND MATERIALS FOR TEACHING THE VISUALLY IMPAIRED (2 s.h.)

555

Introduction to the literature, history, principles, programs, practices, and problems in the field. Administrative, curricular, and methodological adaptations for various educational programs. The education of children with visual impairments and other accompanying disabilities is studied. Prerequisite: Introduction to Visually Handicapped or Education of Exceptional Child or prior teaching with the visually handicapped.

Graduate level sections of each of these courses will be offered. Graduate students will be expected to complete further readings and prepare a paper related to the theory and research in this area.

ED 572 DEVELOPING MATERIALS FOR GIFTED PROGRAMS K-12 (2 s.h. - optional 3rd hr)

This course will explore the basic premises of gifted education K-12 including an examination of the following theories in the development of curriculum materials for gifted programs: Guilford's Structure of the Intellect, Renzulli's Triad, Dr. Calvin Taylor's Multiple Talents, William's Teaching Strategies, Land's Transformation Theory, Parnes Creative Problem Solving, Torrance's and Khatena's Imagery Strategies. Students will apply theories in the development of specific curriculum areas for gifted students and in the production of materials to be used in programs for the gifted and talented. The optional third hour of credit

is available to those who wish to extend the development of a curriculum area after approval by the instructor. The third hour of credit will require an extended development of the curriculum project.

ED/TESL 504 PSYCHOLINGUISTICS

A survey of psycholinguistic theory with special emphasis upon second language acquisition and bilingualism. Topics considered include a comparative examination of empiricist versus rationalist language acquisition theory, the concept of linguistic relativity and the relation of linguistic processes to perception and cognition, the psychological reality of underlying structure, verbal context and recall, as well as the structural and process approaches to meaning.

Prerequisite: ED/TESL 503 or ENG 372 or permission of instructor.

SOC 321/521 CULTURE AND SOCIETY (3 s.h.)

This course will examine the elements of socio-cultural systems and cultural pluralism in American society. It will also present the descriptions, comparisons and interrelationships of English - speaking and linguistic - minority cultures. Graduate students will be expected to prepare a research paper dealing with culturally determined life styles and learning styles and their effect on second language learning.

Motion was made, seconded and carried to approve the Graduate Certificate Program in International Business to take effect Fall Term 1981. (program description and approved new courses attached).

Motion was made, seconded and carried to approve the Associate of Science Degree-Data Processing program to take effect Fall Term 1981. New courses for the degree will require approval by the EPC and the Faculty before they can be offered. Those courses already approved will be offered the Fall Term 1981 and will count toward the degree. (program requirements for degree attached).

Dr. Rickert submitted proposal for the Master of Arts Degree in Holistic Health from Lindenwood IV.

Motion was made, seconded and carried to have the proposal sent to the Division of Social Science and the Division of Natural Science and Mathematics for approval.

Motion was made, seconded and carried to approve grade changes and extension of incompletes for the following students:

Grade Changes

Carla Coats
Raymond Fowler
Craig Morrison
Rebecca James
Waleed Fuwaires
Linda Cooper
Douglas Bates

Extension of Incompletes

Hal Barnes
Richard Jenson

ASSOCIATE IN SCIENCE DEGREE - DATA PROCESSING

Core Requirements

33 s.h.

Introduction to Data Processing
Introduction to Flowcharting and Logic
Introduction to Computer Programming (BASIC) or FORTRAN
COBOL I
COBOL II
Report Program Generator (RPG)
Systems Theory and Design I
Systems Theory and Design II
Computer Concepts and Design
Data Base Management Systems
Computer Operations and Management

Cognate Requirements

15 s.h.

Principles of Accounting I
Principles of Accounting II
Principles of Management
Managerial Accounting
Quantitative Management

General Education Requirements

18 s.h.

English Composition I
English Composition II
History of the Human Community
Introduction to Humanities
Basic Statistics (Algebra Proficiency Required)
Principles of Economics (Macro or Micro)

GRADUATE CERTIFICATE PROGRAM IN INTERNATIONAL BUSINESS

Purpose: This program is designed to address the needs of business personnel who currently are working in the international area of their employers' operations, who anticipate involvement with an international business unit, or who are seeking employment in international business. The program also may benefit managerial personnel who are considering the development of an international component for what is now a strictly domestic business operation.

Justification: The St. Louis Metropolitan Area is home to a large and highly diversified business community. Most of the 15 major business organizations in the area, and all of the major banks, have substantial international business interests. At the present time, there is no unified program of study in International Business offered by any of the graduate business programs in the area. Consultation with several key business figures in the area, including the President of the St. Louis Council on World Affairs, the World Trade Manager of the St. Louis Regional Commerce and Growth Association, the President of the International Financial and Trading Corporation, and the Manager of the U.S. Department of Commerce Office in St. Louis, confirms the desirability of having such a program offered for area business personnel. Indeed, the trend in business operations throughout the United States is toward greater involvement in the international arena for American businesses.

Description: The curriculum is designed to instruct business personnel in the special problems, prospects, and operations of the international business milieu. Each course offers a particular operational perspective, but together they form a coherent and unified body of study. The courses cover the subjects of Cross-Cultural Communications, International Finance, International Management, International Marketing, International Business Environmental Analysis, and International Business Planning and Implementation. To the extent that personnel and other resources exist, this program of instruction may be supported by special Area Studies (Asia, Latin America, et.al.).

The Graduate Certificate in International Business consists of six required courses, or 18 semester hours. Electives in area studies may be developed, and certificate recipients will be encouraged to develop a foreign language proficiency related to the elected areas of study.

An attractive feature of this program is that these courses may be applied toward the Lindenwood MBA upon individual application to and acceptance into the MBA program. Precise requirements would range from an additional 15 to 30 hours of course work, depending upon each applicant's preparation.

COURSES

<u>Required</u>	<u>Credit Hours</u>
International Business and Cross-Cultural Communications	3
International Marketing	3
International Management	3
International Finance	3
International Business Environment Analysis	3
International Planning and Implementation	3
	<u>18</u>

Possible Electives

Latin American Option:	Business Environment of Latin American Society	3
	The Political Factors in Latin American Business	3
European Option:	Business Environment of European Society	3
	The Political Factors in European Business	3
Asian Option:	Business Environment of Asian Society	3
	The Political Factors in Asian Business	3
Middle East Option:	Business Environment of Middle East Society	3
	The Political Factors in Middle East Business	3

COURSE DESCRIPTIONS

INTERNATIONAL BUSINESS AND CROSS-CULTURAL COMMUNICATIONS

This is the introductory course for the program. It provides an overview of the international business milieu with specific reference to relations between home and host countries, demographic and geopolitical patterns and problems, the use of international organizational intermediaries, and the need of the international business entrepreneur or representative to familiarize him/herself with the common business attitudes, customs, and constraints of other peoples. Utilizing a case-study approach, the course will focus on several cultural idiosyncrasies within the context of business and will offer problematic challenges for successful student resolution.

INTERNATIONAL MARKETING

The course examines the marketing mix and how it may or may not be standardized for national markets that comprise the international market. Choice of promotional materials, distribution channels, product positioning in terms of price or quality, and other variables that must be tailored for the international markets will be studied. Techniques that can be used for identifying potential markets for broad categories of products or services and implementation of marketing policies within the international arena serve as principal mechanisms for this course. Questions relating to direct investment and joint ventures, exporting, and loss of marketing control will be addressed.

INTERNATIONAL MANAGEMENT

Organizing, staffing and managing the international enterprise constitute the core subject matter of this course. Problems for international or multinational businesses begin when pricing, investment, financing, production, and similar decisions that affect foreign subsidiaries are considered by the parent firm. Such conflicts must be considered when the choice of organizational structure is made in order to minimize the potential clash of goals that is particularly difficult to control in international business. Particular concerns are: the adaptation of management and culture, adapting methods to local conditions such as attitudes toward work and leisure, thriftiness, superior/subordinate relationships, security of employment, promptness, and agreements and contracts. This course should leave the student with a clear understanding that cultural differences cause a multinational corporation more complex problems for management than are experienced domestically.

Course Descriptions (cont'd)

INTERNATIONAL FINANCE

The course begins with investigation of the international financial environment in which businesses and individuals operate. The determinates of exchange rates and the ability to forecast exchange rates are examined. International capital markets are analyzed from the point of view of portfolio theory and equilibrium asset pricing. The unique problems of the financial manager operating internationally are then considered. The key issues are the measurement of foreign exchange risk and the proper policies and techniques for managing exchange risk. The cost of capital and capital budgeting for foreign projects are considered in detail. Other topics include foreign taxation, working capital management and sources of funds, international and regional financial institutions, commercial documents, United States commercial policy, and international trade organizations.

INTERNATIONAL BUSINESS ENVIRONMENT ANALYSIS

The determination and assessment of factors of risk in international business ventures form the core of this course. This includes analysis of domestic and foreign constraints imposed by the political and economic environment on multinational business operations. Special emphasis is given to the means for identifying, evaluating, and neutralizing risks related to international law, hyper-inflationary economics, nationalization of assets, revolution, war, terrorism, availability of raw materials, and incontrovertibility of currency. The roles of the American and other governments in heightening and reducing risks also will be studied for their short-term and long-range impact upon international business.

INTERNATIONAL PLANNING AND IMPLEMENTATION

This course considers multinational business policies, problems, requirements, and strategies. Topics of particular interest include pre-investment study of patterns of trade, transfer pricing, regional investment codes, repatriation of profits, and relevant aspects of U.S. tax legislation. Additional considerations include analysis of transportation and communications, markets, labor forces and unionization, managerial staffing patterns for American and foreign national employees, and a variety of other issues that must be addressed in planning and implementing an international business venture.

THE LINDENWOOD COLLEGES
OFFICE OF THE REGISTRAR

List of students who expect to graduate May 23, 1981:

Juliette Elaine Brooks — Bachelor of Science

Michael R. Ditto — Bachelor of Science

Karl Leslie Kelley- Bachelor of Fine Arts

Vivian A. Ware-Master of Arts

List of students who expect to graduate July 31, 1981:

Susan Diane Farwell-Master of Fine Arts

Barbara Johnson Galliher-Bachelor of Science

Dianne Marie Heidelbaugh-Bachelor of Science

Jeffrey Neale Kuennen — Bachelor of Arts

Laura Ann Wallace — Bachelor of Science

Pamela Jane Wilson - Bachelor of Arts

John Nichols

15 May 1981

MEMORANDUM

To: Members of the Faculty

From: Aaron Miller

This is to remind you that there will be a meeting of the Faculty on Thursday, May 21, at 1:30, in the Fine Arts Building to discuss the Faculty Constitution. Attached is the revision of the Faculty Constitution submitted by the Faculty Council. Please read carefully before attending the meeting.

AM/jp

FACULTY CONSTITUTION

The Lindenwood Colleges

St. Charles, Missouri

PREAMBLE

Students, faculty, and administrators together make up the community dedicated to learning called The Lindenwood Colleges. Each segment of this community has its particular responsibility: the student to study, the faculty to provide instruction and counsel, the administration to develop and implement institutional goals. While the ultimate accountability and hence the authority for maintaining institutional welfare rests with the Boards through their designated officer, the President, all segments share in the responsibility for the success of The Colleges. As members of a scholarly profession, moreover, the faculty and administrators have an additional responsibility to promulgate the pursuit of truth and its reasoned, free and honest dissemination. This concept of responsibility to the institution and to the profession is the principle from which collegiate procedures and policies are derived.

FACULTY CONSTITUTION

I. Academic Freedom and Faculty Status

A. Academic Freedom, Responsibility, and Tenure

The Lindenwood Colleges endorse basic principles of academic freedom, responsibility, and tenure as described below. In general, they subscribe to the statement in regard to academic freedom, responsibility, and tenure issued by the American Association of University Professors in 1940.

1. Academic Freedom

Institutions of higher education are conducted for the common good. At The Lindenwood Colleges, the common good depends upon a free search for truth and its free expression. Hence, it is essential that a faculty member be free to pursue scholarly inquiry, and to voice and publish his/her conclusions concerning the significance of evidence that he/she considers relevant. He/she must be free from the corrosive fear that others, inside or outside the college community, because their vision may differ from his/her own, may threaten his/her professional status or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject which he/she teaches. Each faculty member as a citizen of his/her nation, state, and community must be free from institutional censorship or discipline when he/she speaks, writes, or acts. The limitations on this freedom are only those which academic responsibility impose and which are defined in the next section.

2. Academic Responsibility

The concept of academic freedom must be balanced by the equally important concept of responsibility, shared by the boards of directors (trustees), administrators, faculty members, and students.

The fundamental responsibilities of a faculty member as a teacher and scholar include a maintenance of competence in his/her field of specialization and the exhibition of such competence in teaching, publication, and other professional activities.

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Exercise of professional integrity by a faculty member includes recognition that the public will judge his/her profession and institution by his/her statements. Therefore, he/she should strive to be accurate, to exercise decorum, to show respect for other people, and to avoid creating the impression that he/she speaks or acts for the whole institution or his/her department unless specifically charged to do so.

A faculty member should be judicious in the use of controversial material in the classroom.

A faculty member has the responsibility to provide adequate notice of his/her intention to interrupt or terminate his/her service to the institution.

3. Academic Tenure

The system of faculty tenure supports the integrity of The Lindenwood Colleges. Tenure means assurance to an experienced faculty member that he/she may expect to continue in his/her academic position unless adequate cause for dismissal is demonstrated in a fair hearing, following established procedures of due process.

Faculty Administrators in the College for Individualized Education are not eligible for tenure.

B. Faculty Status

A faculty member is a person whose primary responsibility in The Lindenwood Colleges involves direct participation in instruction and supervision of the academic processes as follows:

1. All those persons whose teaching load is regularly full-time, or the equivalent
2. Professional librarians
3. Faculty Administrators

Part-time faculty and those persons whose contractual arrangements with The Colleges consist wholly of contingency contracts are accorded the same academic freedom but are not eligible for tenure and do not have committee obligations.

C. Faculty Governance

The President and Dean have administrative authority over The Colleges, such authority sustained and qualified by collegial support as represented in the faculty's position of shared responsibility. This responsibility is represented in the Faculty Council.

1. Faculty Council Membership

- a. two representatives from each division and four members elected by the faculty at large
- b. Terms of Council members shall be two years, with divisional and at-large representatives to be elected in alternate years.
- c. The Dean will sit as ex officio representative of the Administration.
- d. Except for the Dean, concurrent membership on Faculty Council and the standing committee on educational policies is prohibited.

2. Faculty Council Decisions

When making a decision, the Faculty Council and the Administration share responsibility in one of two ways, following either the principle of consultation or of joint action.

a. Consultation

Consultation means that after a discussion with the Dean, the Faculty Council will formally present their judgment, in the form of a recommendation, vote, or other expression, sufficiently explicit to record their position or positions, for administrative action. This explicit expression of judgment must take place in time to affect such action.

b. Joint Action

Joint action means that agreement to a proposal by both the Faculty Council and the administration is required for action. If concurrence of the Faculty Council and the Dean is not obtained within the regular procedures of the Council, the President shall meet with the Council to seek a resolution. If the matter cannot then be resolved, the matter shall be taken through the President to the Board of Directors for final resolution. The proper procedures for making the appeal to the President and to the Board of Directors are outlined in the Bylaws.

3. Faculty Council Responsibilities

- a. To consult with the Dean, as administrative representative, in the establishment of priorities concerning faculty appointments.
- b. To consult with the Dean, as administrative representative, concerning appointments, reappointments, and nonrenewals of contract, as well as promotions, salaries, and fringe benefits.
- c. To take joint action with the Dean, as administrative representative, concerning tenure recommendations.
- d. To take joint action with the Dean, as administrative representative, concerning dismissal of tenured faculty for incompetence, moral turpitude, or financial exigency.
- e. To review and recommend criteria concerning appointments, reappointments, non-renewals of contract, promotion in rank, salary, fringe benefits, tenure, and replacement of full and part-time faculty on leave or sabbatical.
- f. To maintain effective communication between the Board of Directors of the Colleges and the faculty.
- g. To review and consult with the President and/or senior financial officer concerning the annual budget of The Colleges.
- h. To request and consider information that would enhance the judgment of the Council on personnel matters.
- i. To review cases of disagreement between the administration and individual faculty members concerning sabbatical leave requests.

- j. To make recommendations concerning emeritus status of retiring faculty.
- k. To establish the Faculty-Board Liaison Committee according to procedure in the Bylaws.
- l. To review proposed Bylaws, to amend such proposed Bylaws if deemed appropriate, and to present a recommendation thereon to the next succeeding regular faculty meeting (or special meeting if it is included in the call).

II. Faculty Duties

A. Corporate Duties

The performance of the following duties must necessarily be considered within the context of available resources over which the administration and the Board have responsibility and control.

1. To determine the membership categories of the Faculty for the purposes of voting (The Board of Directors has established the principle that the President and Dean are by nature of their appointments voting members of the Faculty).
2. To determine, in consultation with the Administration, the academic curriculum.
3. To determine the requirements for earned degrees.
4. To determine the nature of the system to be used in grading students in courses.
5. To recommend to the Board of Directors candidates for earned and honorary degrees.
6. To make recommendations to the President and the Dean concerning any other matters of educational policy.
7. To determine and establish such committees ^{are deemed} as necessary for the implementation of items 2-6 above.

B. Individual Duties

1. To teach and/or perform appropriately assigned academic duties specifically to include instruction and academic advising.
2. To serve on Faculty committees, such service to be distributed as equitably as possible.

III. Faculty Having Administrative Responsibility

A. The Division Chairperson

1. Selection

- a. Division chairpersons are elected by the faculty of the division.
- b. The term of office is two years, and a chairperson is eligible for re-election.

2. Duties

- a. To coordinate the various departmental plans for curricular development within the division.
- b. To be a member of the standing faculty committee on educational policy and curriculum.

B. The Department Chairperson

1. Selection

- a. Department Chairpersons are appointed by the President, on recommendation of the Dean, subject to the consent of the department.
- b. The term of office is two years, and a chairperson is eligible for reappointment.

2. Duties

- a. To be responsible to the Dean for the conduct of departmental academic affairs.
- b. To be the administrative officer of the department and, by means of departmental meetings and personal consultation, involve colleagues in the department in the making of decisions. He/she may also delegate administrative duties.
- c. To review with the Dean and the members of the department matters of promotion, tenure, renewal and non-renewal of contracts and, with the Dean, present the results of this review to the Faculty Council.
- d. To review with the Dean and returning members of the department new staff appointments and, with the Dean, inform the Faculty Council of the results.
- e. To confer with the division chairperson when the curricular matters in the department affect the other departments in the division.

C. The Head Librarian

1. Selection

The Head Librarian shall be appointed by the President on recommendation of the Dean.

2. Duties

the

- a. To be responsible to the Dean for/conduct of Library affairs.
- b. To be responsible for the management and operation of the Library and the delivery of library services to all members of the Lindenwood community.
- c. To review with the Dean and the other librarians matters of appointment, promotion, tenure, renewal, and non-renewal of contract for members of the Library Faculty. The Head Librarian and the Dean will present the results of this review to the Faculty Council.

D. Faculty Administrators

1. Selection

Faculty Administrators shall be appointed by the President on the recommendation of the Dean and the Director of the College of Individualized Education and the Faculty Council to positions in the College for Individualized Education with academic rank and shall be eligible for promotion according to criteria set forth in the Bylaws.

*Responsible
to DEAN*

2. Duties

- a. To be responsible to the Director of the College for Individualized Education.
- b. To teach and/or perform appropriately assigned academic duties specifically to include instruction and academic advising.
- c. To have academic and administrative supervision of Faculty Sponsors and to assist the students in securing academic resource persons and other academic resources.
- d. To assess, with the assistance of experts in the field, the academic quality of claims and documentation of Critical Life Experience and recommend to the Director the awarding of appropriate academic credit.
- e. To participate in the formulation of general academic and administrative policies for the College for Individualized Education consistent with the policies of The Lindenwood Colleges.

IV. Faculty Appointments and Promotions

A. Appointments

Appointment to the faculty is made by the President upon the authority granted him by the Board of Directors.

1. In making specific appointments, the President acts in consultation with the department chairperson, the Dean, Faculty Council, and such faculty committees as may be involved in position search processing.
2. Retired faculty may be appointed on annual contracts.

B. Promotions

Promotions, whether they originate in a department or elsewhere, are made by the President in consultation with the Faculty Council and the Dean.

V. Leaves of Absence

A. Sabbatical Leave

1. A member of the faculty may apply for sabbatical leave after completion of six full years of service prior to each leave.
2. Sabbatical leave shall include a whole academic year or one long term and one short term. The compensation for a sabbatical leave shall be equal to half-salary for one year or full salary for one long term and one short term.
3. Persons on sabbatical leave shall continue to receive institutional contributions to their retirement pensions and major medical insurance policies and other fringe benefits. They shall not forfeit their eligibility for faculty salary increments determined during their absence.

B. Other Leaves

Full-time members of the faculty may be granted leave without pay in accordance with the following provisions:

1. Leaves may be granted by the President for personal or emergency reasons.
2. Leaves may be granted by the President for military duty or other government service. Members called for such duty will have the privilege of returning to the service of The Colleges at the beginning of the term following their release from duty provided The Colleges have been notified at least six months in advance so that appropriate arrangements can be made.
3. Time spent on leaves mentioned in 1 or 2 above will not count toward the maximum probationary period of a faculty appointment.
4. Persons on leave, except those taking full-time employment elsewhere, shall continue to receive The Colleges' contribution to their retirement pensions and their major medical insurance policies.
5. Persons on leave may forfeit their eligibility for salary increments determined during their absences.

6. Exceptions to these provisions are possible only if clearly stipulated as a condition of the leave and mutually agreed upon by both the faculty member and the President.

VI. Retirement

- A. A member of the faculty shall retire from The Lindenwood Colleges not later than September 1 of the year nearest his/her 68th birthday.
- B. A member of the faculty or an officer of the administration with long and distinguished service to The Colleges may, upon retirement, be recommended for emeritus status by the Faculty Council.
- C. All changes in retirement plans and fringe benefits are to be made only with the consent of the faculty.

VII. The Bylaws

The necessary procedures to implement the provisions of this Constitution shall be established by the adoption of bylaws. These shall be consistent with the provisions of this Constitution.

Bylaws shall be adopted by the following procedure:

- A. Any committee or individual may introduce a proposed bylaw at a regular Faculty Meeting, or at a special meeting in which the proposal is part of the call of the meeting.
- B. A proposed bylaw shall be referred to the Faculty Council which may amend the proposed bylaw, and shall present it, together with the Council's recommendation thereon, to the next succeeding regular Faculty Meeting (or special meeting in which it is included in the call). The faculty shall then vote, with a simple majority sufficient to carry.
- C. A bylaw may be temporarily suspended by a three-fourths vote of those present and voting.

VIII. Ratification of and Amendments to the Constitution

A. Ratification

The Constitution shall be ratified by the faculty with a two-thirds majority required.

This Constitution shall take effect on the day following its ratification by the Board of Directors and remain in effect continuously until abrogated by joint action of the faculty and the Board of Directors.

Subsequent to ratification, this Constitution shall become part of the contractual agreement between the faculty and the Colleges.

B. Amendments

Any member of the faculty may propose an amendment to this Constitution at a regular Faculty Meeting, or at a special meeting in which the proposal is part of the call. If a simple majority of the faculty present and voting affirm that the idea is worthy, the Faculty Council shall be directed to consider the amendment. The Council may revise the proposed amendment and shall report its recommendation to the faculty in writing as part of the call for the meeting in which it is to be considered. The final faculty vote to amend the Constitution shall require a two-thirds majority. This amendment shall then be referred to the Board of Directors for ratification and shall take effect on the day following ratification by the Board.