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Lindenwood College Faculty Meeting Minutes, 1981-1982

Lindenwood College

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FACULTY MEETING AGENDA

September 3, 1981, 12 noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of May 7, and May 21 and 26, 1981 meetings
- III. Introduction of new members of the Faculty and Staff - President Johns
- IV. Reports
 1. Educational Policies Committee
 2. Faculty Council
 3. Evening College - Mrs. Anderson
 4. College for Individualized Education - Dr. LaFayette and Dr. Taich
 5. Dean of Faculty - Dean Miller
 6. President - President Johns
- V. Organization of the Faculty
 1. Meeting time and place
 2. Elections to faculty committees - Nominations Committee
 3. Announcement of appointments to faculty committees
 4. Election of Faculty Treasurer and establishment of dues
- VI. Business from the floor
- VII. Announcements
- VIII. Adjournment

THE LINDENWOOD COLLEGES
OFFICE OF THE REGISTRAR

List of students who completed requirements for the July 31, 1981 graduation:

Wanda Jean DeForest	Associate in Science
Roger L. Akester	Bachelor of Science
Beverly Baudendistel	Bachelor of Science
Joseph Edward Feldman	Bachelor of Science
Thomas Frazier Joy	Bachelor of Science
Marian Trigg	Bachelor of Science
Helmer S. Bryant	Bachelor of Science
Jeffrey R. Bromberg	MBA
Joseph John Infante	MBA
Nancy L. Flack	Master of Arts

List of students who expect to graduate December 19, 1981:

Neal Edgar Cones	Bachelor of Arts
Barbara Jean Wilk	Bachelor of Science
Nancy Hinton Bass	Bachelor of Science
Frank Kutay, Jr.	Bachelor of Science
James C. Lenk	Bachelor of Science
Robin C. Lewis	Bachelor of Science
Rita C. Ludden	Bachelor of Science
Patrick Michael Shanahan	Bachelor of Science
Allen R. Hancock	MBA
David Allen Hodges	MBA
Danita King Jeffrey	MBA
Mary L. Schmedeke	MBA
Vicki Salzman Weible	MBA

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
May 7, 1981

The regular meeting of the Faculty of The Lindenwood Colleges was held on Thursday, May 7, 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.

Loren Muench and Karla Strange attended the meeting as student representatives.

A motion was made, seconded and passed to amend the minutes of the April 2 meeting on page 5 under the report of President Johns by adding, "In response to a question about why he did not approve the reorganization of the academic structure, one of the reasons President Johns gave was that it would increase the cost of administration by \$70,000. He also said that enrollment was 60% ahead of last year at the same time. He reported that the cost of repairing the roof and walls of Young Hall will be approximately \$258,000."

A motion was made, seconded and passed to approve the minutes of the April 2 meeting as amended.

Dr. Richard Rickert, representing the Nominations Committee, reported that it was necessary to elect someone to Faculty Council to replace Dominic Soda, who has been elected Chairman of the Natural Science and Mathematics Division and will, therefore, serve on the Educational Policies Committee, and someone to replace Anthony Perrone, who was elected to the Academic Resources Committee, but who automatically serves on the committee as Director of the Language Laboratory. He then distributed ballots for elections to these committees.

Faculty Council

Nominations from the Nominations Committee:

David Van Mierlo
Allegra Swingen

Nominations from the floor:

Andrew Chirchirillo

There being no further nominations, nominations were closed.

Elected:

Andrew Chirchirillo

The Lindenwood Colleges
St. Charles, Missouri

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Allegra Swingen

Nominations from the floor:

Andrew Chirchirillo

There being no further nominations, nominations were closed.

Elected:

Andrew Chirchirillo

Academic Resources Committee

Nominations from the Nominations Committee:

Nancy Polette
Wanita Zumbrennen

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

Elected:

Nancy Polette

Dr. John A. Bornmann, Chairman of the Educational Policies Committee, reported that EPC approved the following new courses. No action by the Faculty is necessary. Description of the courses is included in the April 28 EPC minutes.

ED/SED 352/552 - Braille-Reading and Writing (2 s.h.)

ED/SED 353/553 - Anatomy and Physiology of the Eye (2 s.h.)

ED/SED 354/554 - Orientation and Mobility for Visually Impaired Children (2 s.h.)

ED/SED 355/555 - Methods and Materials for Teaching the Visually Impaired (2 s.h.)

ED 572 - Developing Materials for Gifted Programs K-12 (2 s.h. - optional 3rd hr.)

ED/TESL 504 - Psycholinguistics (3 s.h.)

SOC 321/521 - Culture and Society (3 s.h.)

Upon the recommendation of EPC it was moved, seconded and passed to approve the Graduate Certificate Program in International Business to take effect Fall Term 1981. The program description and approved new courses are included in the attachment to the April 28 EPC minutes.

Upon the recommendation of EPC a motion was made, seconded and passed to approve the Associate of Science degree program in Data Processing to take effect Fall Term 1981. New courses for the degree will require approval by 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 the degree are attached to the April 28 EPC minutes.

Dr. Daryl Anderson questioned the use of the term "science" in the Associate of Science and Bachelor of Science degrees and suggested that the terminology be reviewed. Dr. Howard Barnett questioned the usurpation of the word "science" by the natural scientists.

Dr. Bornmann reported that a proposal for the Master of Arts degree in Holistic Health had been received from Lindenwood IV but has been referred back to the Divisions of Social Science and Natural Science and Mathematics for further study and approval.

After discussion of the course title - Anatomy and Physiology of the Eye - and description of ED/SED 353/553, which is not a science course in Anatomy and Physiology, but is the title and description used by the State Department of Education, Dr. Rocchio said it would not be appropriate for us to change the title or description of the course. He will consult the State Department of Education about the title, as well as conferring with Dr. Anderson.

Mrs. Jeanne Huesemann, Chairman of Faculty Council, said that Faculty Council has been meeting often to interview candidates. A sub-committee has been working on revision of the Faculty Constitution and suggested that a special meeting of the faculty be held before the college year ends to review and discuss these revisions.

Dean Miller announced that the faculty will meet Thursday, May 21, at 1:30, in a special meeting to review the Faculty Constitution revisions. If the review is not completed that afternoon, there will be another special meeting the afternoon of May 26.

He also announced that the faculty will meet Tuesday, May 26, from 9:00 to noon, for an academic advising workshop.

Mr. Jerry Montag added the following names to the list of candidates for degrees attached to the May 7 agenda:

Students who expect to graduate May 23, 1981:

Irving H. Breslauer - Master of Arts
Philip Michael Lucido - Bachelor of Science.

Students who expect to graduate July 31, 1981:

Barbara Ann Sipes Shaw - Bachelor of Science

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

Mr. Montag announced that members of the faculty will receive from him excerpts from the new catalog and a list of new courses that have been approved which should be helpful in advising new students.

He also announced that grades for seniors are due on May 20 and for others on May 21.

In response to some questions from a faculty member, Dean Miller said that cash flow is a problem, but the principal financial problems have continued to be with the physical plant, and that we are doing the best we can to get the buildings in reasonable shape so that we can keep them open. He also said that he had been told by Sarah Fulton that the number of applicants for the fall is up 25-30% over last year. This does not mean all those students will be coming. The financial aid picture still is not clear. It is very difficult to project the number of students because of the financial aid problem and the increase in tuition. Dean Miller said that he thought President Johns had been very forthright with us in sharing the financial problems. Our economic problems have not disappeared but we are in much better shape than we have been for a number of years.

Dean Miller asked those who have projected off-campus courses in January to send to the Registrar descriptions of the courses and the projected prices, if possible.

Mr. James Feely announced that the local chapter of AAUP would meet May 8 at 4:45 in Young Lounge, and invited all members of the faculty to attend.

Mrs. Huesemann announced that those who participate in the General American Retirement Plan will meet with President Johns May 21 at 10:00 A.M.

Ms. Karla Strange announced that Spring Fling will be held the weekend of May 8.

Mr. Arthur L. Kanak called attention to the student art exhibits in the Fine Arts Building.

Dr. Barnett announced that a grant for a program June 1 sponsored by the Missouri Committee on the Humanities has been received. Dr. Huston Smith will be the speaker at 8:00 that evening in Jelkyl Center.

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

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Special Meeting of the Faculty of The Lindenwood Colleges
May 21 and 26, 1981

A special meeting of the Faculty of The Lindenwood Colleges was held on Thursday, May 21, 1981, at 1:30 P.M., in the Fine Arts Building. Dean Aaron Miller presided in the absence of President Robert Johns. Dr. Esther L. Johnson gave the invocation. The purpose of the meeting was to review and act on the revised Faculty Constitution.

Dean Miller announced that the American Council of Learned Societies has sent information about fellowships and grants for post-doctoral study. The information is in his office if anyone is interested. He asked department chairs to give him names of faculty members who will be available during the summer for advising.

On behalf of Faculty Council Mrs. Jeanne Huesemann moved that the Faculty approve the Faculty Constitution. The motion was seconded.

It was agreed that in I.A. - Academic Freedom, Responsibility, and Tenure - the following should be added at the end of the paragraph after "1940," "and subsequently as published in the '1977 Edition of AAUP Policy Documents and Reports'."

The first line of I.A.1. - Academic Freedom - should be changed from "Institutions of higher education are conducted..." to "Institutions of higher education exist..."

The following changes should be made in I.A.2. - Academic Responsibility:

In the second line of the first paragraph, strike the comma after "responsibility."

In the third line of the first paragraph, strike "(trustees)."

The fifth line of the third paragraph should be changed from "to avoid creating..." to "to avoid giving..."

Under I.A.2. - Academic Responsibility - a motion was made, seconded and passed to strike the first sentence on page 3 which reads: "A faculty member should be judicious in the use of controversial material in the classroom."

Under I.A.3. - Academic Tenure - strike "adequate" in the fourth line so that the sentence reads: "Tenure means assurance to an experienced faculty member that he/she may expect to continue in his/her academic position unless cause for dismissal is demonstrated in a fair hearing, following established procedures of due process."

Under I.A.3. - Academic Tenure - a motion was made, seconded and passed to strike the second paragraph which reads: "Faculty Administrators in the College for Individualized Education are not eligible for tenure." Dr. Richard Rickert, who was the only Faculty Administrator present at the meeting, abstained from voting.

Under I.C.1.d. - Faculty Council Membership - in the second line change "standing committee on educational policies" to "standing faculty committee on educational policy and curriculum."

Under I.C.2.b. - Joint Action - the fourth line should be changed from "...the regular procedures of the Council, the President shall meet..." to "...the regular procedures of the Council, the President and the Dean shall meet..."

The sixth line should be changed from "...be resolved, the matter shall be taken through the President to..." to "...be resolved, the matter shall be taken by the President to..."

It was moved, seconded and passed that I.C.3.b. - Faculty Council Responsibilities - should be changed from "To consult with the Dean, as administrative representative, concerning appointments, reappointments, and nonrenewals of contract, as well as promotions, salaries, and fringe benefits." to "To consult with the Dean as administrative representative concerning all faculty appointments, reappointments, nonrenewals of contract, promotions, and policies of salary and fringe benefits."

Item k under I.C.3. should be inserted as item g. This item reads: "Establish the Faculty-Board Liaison Committee according to procedure in the Bylaws."

Item g under I.C.3. becomes h. It was moved, seconded and passed to change the first line from "To review and consult with the President..." to "To review with the President..."

Item h under I.C.3. becomes item i. Item i becomes item j. Item j becomes item k.

The meeting was recessed at 3:30 and was reconvened on Tuesday, May 26, 1981, at 1:30 P.M.

It was moved, seconded and passed to change II.A.4. - Corporate Duties - from "To determine the nature of the system to be used in grading students in courses." to "To determine the nature of the system to be used in evaluating students' academic performance."

It was moved, seconded and passed to change III.A.1.a. - Selection - from "Division chairpersons are elected by the faculty of the division." to "Division chairpersons are elected by the faculty of the divisions."

Under III.B.2.b. - Duties - it was moved, seconded and passed to add at the end of the first sentence: "including recommending and administering the department's budget." so that the sentence reads: "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 including recommending and administering the department's budget."

Under III.D.1. - Selection - it was moved, seconded and passed to add "and tenure" after "promotion" in the last line so that the section reads: "Faculty administrators shall be appointed by the President on the recommendation of the Dean and the Director of the College for Individualized Education and the Faculty Council to positions in the College for Individualized Education with academic rank and shall be eligible for promotion and tenure according to criteria set forth in the Bylaws."

Under III.D.2.a. - Duties - it was moved, seconded and passed to add at the end of the sentence "and through him/her to the Dean." The sentence now reads: "To be responsible to the Director of the College for Individualized Education, and through him/her to the Dean."

It was moved and seconded to change V.A.1. - Sabbatical Leave - to read: "A member of the faculty will be eligible for a sabbatical leave once for every six full years of service to the institution." The motion was defeated.

A motion was made and seconded to change the section to read: A member of the faculty is eligible to apply for one sabbatical leave for each six full years of service to the institution." The motion was defeated.

A motion was made and seconded to strike V.B.5. - Other Leaves - which reads: "Persons on leave may forfeit their eligibility for salary increments determined during their absences." and retain 6 as 5. The motion was defeated.

Dr. Richard Wier suggested that we should check to see if we can state a mandatory retirement age under VI.A. - Retirement.

A motion was made and seconded to change VI.A. from "A member of the faculty shall retire..." to "A member of the faculty must retire..." The motion was defeated.

A motion was made, seconded and passed to limit any further discussions of the Faculty Constitution to 4:00 P.M.

A motion was made, seconded and passed to change VI.C. - Retirement - from "All changes in retirement plans and fringe benefits..." to "All changes in retirement plans and retirement benefits..."

A motion was made, seconded and passed to change the beginning of the second paragraph under VII - The Bylaws - from "Bylaws shall be adopted by the following procedure:" to "Bylaws shall be adopted and amended by the following procedure:."

A motion was made, seconded and passed to change VII.C. - The Bylaws - from "A bylaw may be temporarily suspended by a three-fourths vote of those present and voting." to "A bylaw may be temporarily suspended by a three-fourths vote of those faculty members present and voting."

A motion was made and seconded to add to VII.C. "A proposal to suspend shall be presented at any regular faculty meeting and voted on at the succeeding faculty meeting." The motion was defeated.

A motion was made, seconded, and passed to change the first paragraph in VIII.A. - Ratification - from "The Constitution shall be ratified by the faculty with a two-thirds majority required." to "The Constitution shall be ratified by the faculty with a two-thirds of those present and voting."

A motion was made, seconded and unanimously passed to adopt the Faculty Constitution as revised.

A copy of the revised Faculty Constitution is attached.

The meeting was adjourned at 4:00 P.M.

Mary Yonker
Acting Secretary

Approved:

John N. Bartholomew
Secretary of the Faculty

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, and subsequently as published in the "1977 Edition of AAUP Policy Documents and Reports."

1. Academic Freedom

Institutions of higher education exist 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, 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.

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 giving 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 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 cause for dismissal is demonstrated in a fair hearing, following established procedures of due process.

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 faculty committee on educational policy and curriculum 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 and the Dean shall meet with the Council to seek a resolution. If the matter cannot then be resolved, the matter shall be taken by 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 all faculty appointments, reappointments, and non-renewals of contract, promotions, and policies of salary 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. Establish the Faculty-Board Liaison Committee according to procedure in the Bylaws.

- h. To review and consult with the President and/or senior financial officer concerning the annual budget of The Colleges.
- i. To request and consider information that would enhance the judgment of the Council on personnel matters.
- j. To review cases of disagreement between the administration and individual faculty members concerning sabbatical leave requests.
- k. To make recommendations concerning emeritus status of retiring faculty.
- 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 evaluating students' academic performance.
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 as are deemed 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 divisions.
- 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 three 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 meeting and personal consultation, involve colleagues in the department in the making of decisions including recommending and administering the department's budget. 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

- a. To be responsible to the Dean for the 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**a. 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 and tenure according to criteria set forth in the Bylaws.

2. Duties

- a. To be responsible to the Director of the College for Individualized Education, and through him/her to the Dean.
- 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 service 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 retirement 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 and amended 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 faculty members 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 of those present and voting.

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.

John Nichols

FACULTY MEETING AGENDA

October 1, 1981, 12 noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of September 3, 1981 meeting
- III. Report of Educational Policies Committee - Dr. Balog
- IV. Report of Faculty Council - Mr. Nichols
- V. Report of the Dean of Faculty - Dean Miller
- VI. Report of the President - President Johns
- VII. Business from the floor
- VIII. Announcements
- IX. Adjournment

Educational Policies Committee Minutes

Tuesday, September 22, 1981 - 317 Young Hall

Members Present: Aaron Miller, Dean Eckert, Dominic Soda, Jim Hood, Ed Balog
Vickie Frowine, Ken Greenlaw

Floor was opened for nominations to position of Chairman of the EPC.

Nominated: Ed Balog

Elected: Ed Balog

Jim Hood was designated as EPC representative to the Academic Standards Committee.

Decision was made to hold EPC meeting on the 3rd Thursday of each month at 12:00 noon in 317 Young.

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

BIO 249 Field Ornithology. (3) An introduction to the science of birdwatching and bird study. Aspects of ecology, reproduction, behavior, flight, navigation, migration and conservation will be presented. Local field trips will emphasize the identification of bird species, their songs, nests, and eggs. One credit may be used as a lab credit towards the major.

BIO 324 Animal Behavior. (3) Physiological, ecological and evolutionary aspects of animal behavior are explored. Special emphasis is placed on innate (genetically programmed) behavior rather than learned behavior. Topics will include the evolution and ecology of human behavior. Prerequisite: BIO 101 or consent of instructor.

BIO 324L Animal Behavior Laboratory. (1) Lab fee.

MTC 310 Special Topics in Medical Technology. (1-3) Principles and techniques in special topics such as nuclear medicine and histology are studied as necessary to the internship year program.

Motion was made, seconded and carried to adopt the following modifications of course descriptions:

1. Change BIO 386 Nutrition to BIO 321 Nutrition and change prerequisite to BIO 101 from BIO 101, 102.
2. Change BIO 355 Survey of Plants prerequisite to BIO 101 from 101, 102.
3. Add prerequisite BIO 101, 102 to BIO 364 Evolution for which there is no prerequisite currently listed.

Motion was made, seconded and carried to adopt the following change of credit hours:

1. Change CHM 165 Pharmacology for Nurses from 3 credit hours to 2 credit hours.

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
September 3, 1981

The opening meeting of the Faculty of The Lindenwood Colleges was held on Thursday, September 3, 1981, at 12:00 noon, in the Fine Arts Building. President Robert Johns presided. Dr. Esther L. Johnson gave the invocation.

A motion was made, seconded and passed to approve the minutes of the May 7 and the May 21 and 26, 1981 meetings as distributed.

President Johns introduced the following new members of the faculty and staff:

Raymond Scupin, Assistant Professor, Anthropology
Patricia Kupferer, Assistant Professor, Biology
William Tietjen, Assistant Professor, Biology
Allen Tubbs, Assistant Professor, Biology
Janice Anderson, Adjunct Assistant Professor, Business
Administration
Robert Hulett, Associate Professor, Business Administration
Thomas E. Pettit, Assistant Professor, Communications-
Journalism
Emil Wilde, Assistant Professor and Station Manager,
Communications-Radio
Gene Henderson, Chairperson and Professor, Education
Beverly Bimes, Director, Institute for Master Teachers -
Education and College for Individualized Education
Ann Canale, Assistant Professor, English
Christine Mekkaoui, Adjunct Instructor, ESL
Elizabeth Krekorian, Chairperson and Associate Professor,
Nursing
Jacqueline Ann Gnuse, Assistant Professor, Nursing
Roger Gibson, Assistant Professor, Philosophy
Robert Peffers, Chairperson and Professor, Theatre Arts
Melvin Dickerson, Assistant Professor, Theatre Arts
Edward Herendeen, Assistant Professor, Theatre Arts
Niki Juncker, Assistant Professor, Theatre Arts
Larry Joseph, Dean of Students
Fredrick Lasher, Director of Food Services
Jane Pace, Director, Leisure Learning

Dr. John A. Bornmann announced that the Educational Policies Committee had not met during the summer and, therefore, had no report.

Mrs. Jeanne Huesemann said that Faculty Council had met many times during the summer to interview candidates and to work on the revision of the bylaws which will be distributed in October.

Mrs. Dar Anderson, Coordinator of the Evening College, reported that the following numbers of students have registered in programs for which she is responsible:

Master of Science/Administration	71 students, 109 seats
Master in Business Administration	203 students, 283 seats
Master in Education	34 students, 46 seats
Undergraduate	570 students, 625 seats
Lake St. Louis	61 students, 66 seats

President Johns announced that Dr. Bernard LaFayette, Jr., Director of The College for Individualized Education, has resigned, and that Dr. Arlene Taich has been made Acting Director.

Dr. Taich said that Lindenwood 4 will now be known as The College for Individualized Education. She says that the individualized program continues to grow stronger and efforts are being made to integrate this program with other areas of The Colleges.

Dean Aaron Miller announced that an academic advisement workshop would be held September 4 at 10:00 A.M. There will be a grants workshop on October 10 beginning at 9:00 A.M. He also said that he has information on various types of teaching and research grants in his office for those who are interested.

Requests for sabbatical leaves for 1982-83 should be in the hands of Faculty Council no later than January 15, 1982 and in Dean Miller's office with a recommendation from Faculty Council no later than January 31, 1982.

There will be a series of Faculty Forums during the year, the first one to be on September 29, at 3:00, at which time Dr. W. Dean Eckert will give a slide lecture on Japan.

President Johns reported that this had been an unusual summer since we borrowed no money except for one day. This year will be a critical year because we need to begin to operate in the black. The cash flow has been unusually good. Alumni giving has increased considerably. We will be reviewed by the North Central Association for accreditation in the spring. In October, Dr. Fred Harclerod and Dr. Karl Openshaw, consultants, will be here to help us prepare for accreditation. Dr. James F. Hood will coordinate the project in conjunction with Dean Miller.

The following have been appointed to a Planning and Research Task Force:

Aaron Miller, Chairman
James F. Hood, Coordinator
James Evans
Kathy Kelly
Jerry Montag

Irwin, Parker, and McCluer Halls will have solar units put on them.

A motion was made, seconded, and passed that Faculty meetings be held the first Thursday of each month at 12 noon in the Fine Arts Building.

President Johns announced the following appointments to faculty committees:

Academic Resources Committee:

W. Dean Eckert

Admissions and Financial Aid Committee:

David Van Mierlo

Concerts and Lectures Committee:

Ann Canale

Special Terms Committee:

Anthony Perrone

Athletic Committee:

Ed Balog
David Van Mierlo
Wanita Zumbrennen
John Nichols, Representative to NAIA

Mr. Anthony Perrone, of the Nominations Committee, said that one person needs to be elected by the faculty at large to Faculty Council.

Nominations from the Nominations Committee:

James Evans
Jane McLaughlin

Nominations from the floor:

Susan Fitzpatrick
Daniel Rocchio

There being no further nominations, it was moved and passed that nominations be closed.

Elected:

Susan Fitzpatrick

A motion was made, seconded, and approved that Mrs. Jeanne Huesemann be elected Faculty Treasurer.

A motion was made, seconded, and passed that Faculty dues remain at \$6.00 for the 1981-82 year.

Mr. Jerry Montag distributed a list of candidates for degrees, copy of which is attached. A motion was made, seconded, and passed that these candidates be awarded the appropriate degrees upon satisfactory completion of requirements.

Mr. Montag announced that class lists will be distributed on the first day of classes. Students are not to be admitted to class unless they are on the list or have an admission receipt from the Business Office. Those who cannot be admitted should be sent to the Registrar's Office.

Microfilming of transcripts has begun, and the January schedule of classes is available.

Mr. Montag also reported that, effective with freshmen entering this fall, students will have to take courses during two January Terms out of four.

Mr. James Feely said that the AAUP Chapter is planning an active and vital program. Notice of the first meeting will be sent soon.

Mr. James Wilson asked that anyone interested in being on a bowling team should let him know.

Mr. Perrone asked that members of the Faculty read carefully information distributed in regard to registering students in foreign language classes.

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

Mary Yonker
Acting Secretary

Approved:

John N. Bartholomew
Secretary of the Faculty

THE LINDENWOOD COLLEGES
OFFICE OF THE REGISTRAR

Students who completed requirements July 31, 1981:

Wanda Jean DeForest	Associate in Science
Roger L. Akester	Bachelor of Science
Beverly Baudendistel	Bachelor of Science
Joseph Edward Feldman	Bachelor of Science
Thomas Frazier Joy	Bachelor of Science
Marian Trigg	Bachelor of Science
Helmer S. Bryant	Bachelor of Science
Jeffrey R. Bromberg	MBA
Joseph John Infante	MBA
Nancy L. Black	Master of Arts

Students who expect to complete requirements December 19, 1981:

Neal Edgar Cones	Bachelor of Arts
Barbara Jean Wilk	Bachelor of Science
Nancy Hinton Bass	Bachelor of Science
Frank Kutay, Jr.	Bachelor of Science
James C. Lenk	Bachelor of Science
Robin C. Lewis	Bachelor of Science
Rita C. Ludden	Bachelor of Science
Patrick Michael Shanahan	Bachelor of Science
Allen R. Hancock	MBA
David Allen Hodges	MBA
Damita King Jeffrey	MBA
Mary L. Schmedeke	MBA
Vicki Salzman Weible	MBA

John Nichols

FACULTY MEETING AGENDA

November 5, 1981, 12 Noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of October 1, 1981 meeting
- III. Report of Educational Policies Committee - Dr. Balog
- IV. Report of Faculty Council - Mr. Nichols
- V. Report of the Dean of 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

~~1969~~ HEAD COUNT 15,522 C.H.
~~1926~~ " " 15389 C.H.

AAUP TUES. 12:00 YOUNG LOUNGE
DANCE CO. Jey/Kell MON. 11:30-12:30

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
October 1, 1981

The regular meeting of the Faculty of The Lindenwood Colleges was held on Thursday, October 1, 1981, at 12:00 noon, in the Fine Arts Building. President Robert Johns presided. Dr. Esther L. Johnson gave the invocation.

A motion was made, seconded and passed to approve the minutes of the September 3, 1981 meeting as distributed.

Dr. C. Edward Balog, Chairman of the Educational Policies Committee, called attention to the September 22 Educational Policies Committee minutes attached to the agenda. No faculty action is needed on any of the matters that came before the committee. The following correction should be made in the minutes at the bottom of the page:

Change "1. Change CHM 165 - Pharmacology for Nurses - from 3 credit hours to 2 credit hours." to "1. Change NUR 330 - Drug Therapy - to NUR 330 - Pharmacology for Nurses - from 2 credit hours to 3 credit hours."

Mr. John Nichols, Chairman of Faculty Council, announced that the following are members of Faculty Council:

John Nichols, Chairman
Alan Shiller, Vice Chairman
Kathryn Kelly, Secretary
Jeanne Donovan
James Feely
Robert King
Andrew Chirchirillo
Hans Levi
Susan Fitzpatrick
Moheb Seif El-Nasr

Mr. Nichols reported that a little work is still to be done on the Faculty Bylaws. It is expected that the work will be completed in time to submit the Bylaws at the November faculty meeting.

He also reported that the Faculty Constitution which was approved by the Faculty last spring was submitted to the Administration and the Board. Officers of Faculty Council have met with President Johns to hear his comments. A committee consisting of two members of the Board, two members of the Administration, and three members of the Faculty will review the Constitution. At the November 5 meeting of the Faculty the Constitution agreed upon by this committee will be acted on.

A motion was made, seconded and passed that the officers of Faculty Council - Mr. Nichols, Mr. Shiller, and Ms. Kelly - represent the Faculty on the above committee.

One of the duties of Faculty Council, Mr. Nichols continued, is to organize the Faculty-Board Liaison Committee. Faculty Council is recommending that the President of The Colleges be made an ex-officio member of this committee. A motion was made, seconded, and approved that the Faculty-Board Liaison Committee include the President of The Colleges as an ex-officio member. Other members of the committee are the three officers of Faculty Council, two members of the Board of Directors, and two members of the Faculty.

The following members of the Faculty were nominated from the floor to serve on the Faculty-Board Liaison Committee:

Daryl Anderson
Esther L. Johnson
Jeanne Huesemann
Andrew Chirchirillo
John Wehmer
James Feely

There being no further nominations, nominations were closed:

Elected:

Daryl Anderson
John Wehmer

Dean Aaron Miller announced that there will be a grants workshop for the faculty on Saturday, October 10, from 9:00 A.M. to noon, in FAB 202, and urged everyone to attend. The first Faculty Forum was held on September 29 with Dr. W. Dean Eckert giving a slide lecture on Japanese architecture and gardens. The next one will be on October 6 with Mr. Nichols giving a lecture on "The Mathematics of Actuarial Science."

President Johns reported that the Football Cardinals have notified us they will not return to Lindenwood for their summer training camp.

Mrs. Jeanne Huesemann, Faculty Treasurer, reported that there is a balance of \$281.00 in the Faculty Fund. Dues for 1981-82 are now due and payable.

It was agreed that the Faculty Treasurer should send a card to Lucy and Boyd Morros following the serious accident of their daughter and that the Faculty Secretary should write them a letter.

Ms. Wanita Zumbrunnen, for the Athletic Committee, asked that the following policy be followed:

The Athletic Director will provide to each faculty member a roster of those students who will be participating throughout a semester in Lindenwood athletic events, not including practice sessions. Each faculty member will receive a game schedule for each athletic event

from the Athletic Director. The faculty will be notified by the Athletic Director of any deletions from or additions to the roster and of changes in a game schedule.

All athletes have the responsibility to notify instructors of upcoming absences due to athletic events.

All athletes have the responsibility to make up missed work and initiate arrangements to make up missed labs and tests due to athletic events.

The Athletic Committee encourages the faculty to cooperate with students involved in athletic events.

Other members of the Athletic Committee are: Dr. C. Edward Balog, Mr. David Van Mierlo, and Mr. John Nichols, as the NAIA representative.

President Johns said that he would appoint a committee from the Faculty to recommend proposed changes in the Summer School day program since recent summer sessions have not been financially viable. The Evening College and the College for Individualized Education programs probably will continue as before.

Mr. Nichols announced that Faculty Council meets on the second and fourth Thursdays of each month and anyone who wishes to place an item on the agenda should contact one of the members of Faculty Council.

Mr. James Wilson reminded members of the Faculty of the all-campus picnic Saturday, October 3, from 12 noon to 2:00 P.M.

Mrs. Nancy Polette announced that there will be a workshop on gifted children on October 17 and invited anyone who wished to do so to attend.

President Johns announced that re-roofing and tuckpointing of Young Hall will begin immediately and expressed regret for the noise and any other inconvenience this will cause.

Mr. James Feely announced that AAUP will have a TGIF party on Friday, October 9, from 4:00 to 6:00 P.M., in the Fine Arts Lounge. The next regular meeting will be Wednesday, October 21, from 12 noon to 1:15 P.M., in the Red Room.

Dr. Ann Canale asked those who had suggestions for the Concerts and Lectures Committee to pass them on to her, to Dr. Kenneth Greenlaw, or to Mr. John Wehmer.

Mr. Jerry Montag, who is responsible for classroom assignments, asked members of the Faculty to notify him if their classroom assignments are unsatisfactory.

Mr. Joy Ebest announced that the Blood Bank will be on campus Friday, October 9, from 10:00 A.M. to 3:00 P.M.

Dr. Jeanne Donovan announced that she and Mr. Montag will co-chair the United Way drive on campus and will be sending a campaign letter to the Faculty and Administration and Staff.

Mr. Wehmer announced that the opening of the art exhibit presently on display will be Friday, October 16, from 5:00 to 7:00 P.M.

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

Mary Yonker
Acting Secretary

Approved:

John N. Bartholomew
Secretary of the Faculty

Educational Policies Committee Minutes

Thursday, October 15, 1981

Members Present: Ed Balog, Aaron Miller, Dean Eckert, Daryl Anderson, Ken Greenlaw, Arlene Taich, Vickie Frowine, Jim Hood, Dominic Soda

Dean Eckert submitted to the committee three new course offerings in Studio Art and a program proposal for a dual concentration in Fashion Marketing and Fashion Art. Motion was made, seconded and carried to amend the following changes onto the course offerings:

1. "ART 218: Fashion Illustration" to become "ART 318: Fashion Illustration;" add the prerequisite "Six hours of drawing or consent of the instructor."
2. "ART 219: Fashion Photography" to become "ART 319: Fashion Photography;" add the prerequisite "ART 318 or the consent of the instructor."

Motion was made, seconded and carried to adopt the following new course offerings in Studio Art as amended:

ART 217: Advertising Art (3). Design problems in layout, typography, and illustration will be presented for solution in relation to the theory and techniques of advertising design.

ART 318: Fashion Illustration (3). The application of varied drawing techniques and materials to the illustration of fashion figures for advertisements, catalogs, and other communication media. Prerequisite: Six hours of drawing or the consent of the instructor.

ART 319: Fashion Photography (3). The application of photographic concepts and techniques to the visual presentation of fashion figures in an appropriate environment. Problems relating to effective lighting, composition, developing and printing for fashion photography will be explored. Prerequisite: ART 381 or the consent of the instructor.

Motion was made, seconded and carried to adopt the program proposal for a dual concentration in Fashion Marketing and Fashion Art as presented.

Motion was made, seconded and carried to table discussion and decision of the proposal from the Humanities Division regarding establishment of a Department of Performing Arts and curriculum revision until the next meeting in order for members to review the proposal. A special meeting has been called for October 29 at 12:00 noon to act upon the proposal.

Dr. Miller submitted the Early Entry Program to the committee for approval. Motion was made, seconded and carried to adopt the Early Entry Program as presented.

Dean Miller distributed, for informational purposes, the MBA Program Revision to the members of the committee. Since the MBA Program Revision is currently in effect, the members expressed concern that the program had been adopted without consultation with the EPC.

Approved: Ed Balog

Submitted: Pam Saloun

THE LINDENWOOD COLLEGES
OFFICE OF THE REGISTRAR

Students who completed requirements for graduation July 31, 1981:

Barbara Ann Sido Master of Arts

Students who expect to complete requirements for graduation December 18, 1981:

Nasr Salim Al-Wohaibi	Bachelor of Science
Robert Clinton Alexander	Master of Business Admin.
Beverly Baudendistel	Bachelor of Science
Anthony Ray Bremer	Bachelor of Science
David Lawrance Chapman	Bachelor of Music Education
Glenn LeBron Chatman	Master of Business Admin.
John Edward Cira	Master of Science
Susan Diane Farwell	Master in Fine Arts
Stanley E. Fine	Master of Science
Sarah Helen Fulton	Bachelor of Science
Nadia Gaddor	Bachelor of Science
Donald E. Glosier	Master of Business Admin.
Philip Ira Graeff	Master of Business Admin.
Brett M. Gutzler	Master of Business Admin.
Ronald W. Hagen	Master of Business Admin.
Diane Marie Hale	Bachelor of Science
Leslie Carl Huster	Associate in Science
Jacob Lee Kammerer	Master of Business Admin.
Hiroko Kogi	Bachelor of Science
Edward Paul Lulkowski	Master of Business Admin.
Beth Ann Pullen	Bachelor of Science
Lecora Robinson	Bachelor of Science
Elaine Adele Roettger	Bachelor of Science
Ali Shirdast	Bachelor of Science
Stephen A. Tarnowski	Master of Business Admin.
Michael R. Taylor	Master of Business Admin.
Eugene Peter Trautman	Bachelor of Science
Marion McFadden Trigg	Bachelor of Science
Laura Ann Wallace	Bachelor of Science
Randall Barry Watts	Master of Business Admin.
Karima Zhiri	Bachelor of Arts

Students who expect to complete requirements for graduation January 31, 1982:

Adnan Jawad Al-Sayegh	Bachelor of Science
Mark Alan Bjerkestrand	Bachelor of Science
Thomas Ralph Conry	Bachelor of Science
Diane Lynn Held	Bachelor of Science
Jeranda K. Miller	Associate in Science
Chester Clive Palumbo	Bachelor of Science

Students who expect to complete requirements for graduation May 21, 1982:

Isam Hassan Al Jamali	Bachelor of Science
Clifford Lee Claxton	Bachelor of Science
Richard Paul Conover	Bachelor of Science
Linda Jean Cooper	Bachelor of Science
Joel Seth Firebaugh	Bachelor of Science
Cynthia Lee Haag	Bachelor of Science
Essie Henderson	Bachelor of Science in Nursing
Patricia Smith Hill	Bachelor of Arts
Scott Alan Kohlfeld	Bachelor of Arts
Susan Marie Moore	Associate in Science
Ethel Maria Parish	Bachelor of Science
Ronald L. Pillow	Bachelor of Science
Kristi Lynn Seitz	Bachelor of Arts
Marigay Sheble	Associate in Science
Marlene Moyer Simpson	Bachelor of Science
Margaret Elizabeth Smith	Bachelor of Arts

Students who expect to complete requirements for graduation July 30, 1982:

Paula Ann Sharp	Bachelor of Science
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LCIE students who completed requirements for graduation September 30, 1981:

Diane Berry	BA Political Science
Katherine M. Beyer	MA Education
Margaret Fischbach Bilinsky	BS Administration
Melbahue Boles	BS Administration
Evelyn Jones Busby	BS Psychology
William Doyle Davis	MA Valuation Science
Alice L. Eckert	MS Health Administration
Vicky J. Enochs	MA Education
David L. Frerker	MS Health Administration
Frank Michael Gallagher	MA Art
Kathleen A. Gentry	MA Counseling Psychology
Anita Grunmann	MA Theatre
Susan A. Hall	BS Administration
Dyer A. Henke	MS Health Administration
Theodore Ingram	BS Administration
Hatsephi Kushma	BS Mass Communications
Willis A. Lee	BS Administration
Susan J. Lindemann	BS Administration
Frank J. McSpaden	MA Valuation Science
Richard R. Moore	BS Marketing
Catherine Jostedt Murphy	BA Art/Psychology
Allen Neff	BS Valuation Science
Andrew Z. Richardson	MS Health Administration

LCIE students who completed requirements for graduation September 30, 1981 (Cont.):

Kimberly Lynn Riemer	MA Art Therapy
Jo Anne Cornell Rocklage	MA Counseling Psychology
Ellen Jean Sherman	MA Gerontology
Harry Christian Siebert, Jr.	BS Administration
Nick L. Smith	BS Administration
James D. Spitler	MS Health Administration
Carolyn E. Truby	BS Health Administration
Reza Vahidi	MS Health Administration
Vivian A. Ware	MA Art Therapy
Wilma Whitley	BS Administration
Judy Drost Wiemann	BS Administration
Elaine Marie Williams	BS Administration

John Nichols

FACULTY MEETING AGENDA

December 3, 1981, 12 Noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of November 5 and November 19, 1981 meetings
- III. Continuing Education Club - Nancy Bridges P.O. Box 164
- IV. Report of Educational Policies Committee - Dr. Balog
- V. Report of Faculty Council - Mr. Nichols
- VI. Report of Academic Standards Committee - Dr. Hood
- VII. Report of the Dean of Faculty - Dean Miller
- VIII. Report of the President - President Johns
- IX. Candidates for degrees - Mr. Montag
- X. Business from the floor
- XI. Announcements
- XII. Adjournment

The Lindenwood Colleges
St. Charles, Missouri

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

The regular meeting of the Faculty of The Lindenwood Colleges was held on Thursday, November 5, 1981, at 12:00 noon, in the Fine Arts Building. President Robert Johns presided. Dr. Esther L. Johnson gave the invocation.

A motion was made, seconded and passed to approve the minutes of the October 1, 1981 meeting as distributed.

On the recommendation of the Educational Policies Committee, Dr. C. Edward Balog, Chairman of the Committee, moved to adopt the program proposal for a dual concentration in Fashion Marketing and Fashion Art with the following changes in the course offerings:

"Art 218: Fashion Illustration" to become "Art 318: Fashion Illustration;" add the prerequisite "Six hours of drawing or the consent of the instructor."

"Art 219: Fashion Photography" to become "Art 319: Fashion Photography;" add the prerequisite "Art 318 or the consent of the instructor."

And to adopt the following new course offerings in Studio Art as amended:

Art 217: Advertising Art (3). Design problems in layout, typography, and illustration will be presented for solution in relation to the theory and techniques of advertising design.

Art 318: Fashion Illustration (3). The application of varied drawing techniques and materials to the illustration of fashion figures for advertisements, catalogs, and other communication media. Prerequisite: Six hours of drawing or the consent of the instructor.

Art 319: Fashion Photography (3). The application of photographic concepts and techniques to the visual presentation of fashion figures in an appropriate environment. Problems relating to effective lighting, composition, developing, and printing for fashion photography will be explored. Prerequisite: Art 318 or the consent of the instructor.

The motion was seconded and passed.

Dr. Balog called attention to other items in the minutes of the October 15 Educational Policies Committee, attached to the agenda of the November 5 faculty meeting, which do not require faculty action.

Mr. John Nichols, Chairman of Faculty Council, reported that the revised Faculty Constitution and Bylaws will be presented at the February faculty meeting. He announced that Dr. Jeanne Donovan will be the Faculty Council representative on the Committee on Graduate Faculty.

Mr. Nichols announced that for faculty members seeking consideration for promotion and tenure the deadline for the letter of intent is December 1; the deadline for submission of supporting material to the Dean is February 5; and the deadline for Faculty Council recommendations is March 5.

Dean Aaron Miller gave the following enrollment figures:

Fall 1980 Headcount 1969 with 15,522 credit hours, for an average credit hour per student of 7.87.

Fall 1981 Headcount 1926 with 15,389 credit hours, for an average credit hour per student of 7.98.

Dean Miller announced that on Sunday, November 22, from 3:00 to 5:00, Violinist Manuel Ramos and Poet Howard Nemerov will offer a program in the Cardy Reading Room of the Library.

President Johns reported that two consultants relative to accreditation have been at Lindenwood within the last few weeks. He will meet with the accreditation steering committee this afternoon. In regard to renovation and repair of buildings, we are proceeding behind schedule on Niccolls, on schedule with Sibley, and on schedule with Young. We will begin replacing windows in McCluer, Irwin, and Sibley Halls November 9. He announced that any over-draft in budget items will be charged against another item. No additional personnel will be employed this year.

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

Mr. James Wilson called attention to the serious dilemma of students in some courses who are not properly motivated or guided. Many of these students do not know how to study and some probably should not have been admitted based on scores and high school records. After discussion President Johns referred the matter to the Academic Standards Committee, asking them to report back at the December faculty meeting.

Ms. Kathryn Kelly announced that Lindenwood College for Individualized Education will hold a colloquium on "Japanese Management Style" on Saturday, November 14, at 9:00 A.M., in Young Hall.

Mr. James Feely announced that AAUP will meet in Young Lounge on November 10.

Mr. John Wehmer announced that the Rachel Lampert Dance Company will perform on November 9, from 11:30 to 12:30, in Jelkyl Theatre.

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

Mary Yonker
Acting Secretary

Approved:

John N. Bartholomew
Secretary of the Faculty

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Special Meeting of the Faculty of The Lindenwood Colleges
November 19, 1981

A special meeting of the Faculty of The Lindenwood Colleges was held on Thursday, November 19, 1981, at 12:00 noon, in the Fine Arts Building. The purpose of the meeting was to take up some curricular matters that were not considered at the last regular faculty meeting. President Robert Johns presided.

On the recommendation of the Educational Policies Committee, Dr. C. Edward Balog, Chairman of the Committee, moved the adoption of the following Divisional requirement changes proposed by the Division of Natural Sciences and Mathematics. The motion was seconded and approved.

1. All courses whose numbers are followed by the letter "L" to be dropped and the material and credit for these courses to be added to the corresponding lecture course.
2. The course SCI 150: Energy and Society to be dropped from the list of distributive requirements.
3. The phrase "Biology 110: Field Biology" in the current distributive requirements will be changed to "Any Biology field course including Biology 160, Biology 262, Biology 263, Biology 247, and Biology 260."

On the recommendation of the Educational Policies Committee, Dr. Balog moved that the proposal for The Department of Performing Arts be adopted. The motion was seconded and passed. Copy of the proposal is attached.

On the recommendation of the Special Terms Committee, Dr. James F. Hood moved that the Faculty approve the course in Career/Life Planning for the January Term for one semester hour credit. The motion was seconded and passed. Copy of the proposal is attached.

Dean Aaron Miller asked members of the Faculty to place their book orders for the January Term as soon as possible. Orders for the Spring Term should be in by December 1.

Dean Miller announced that information pertaining to the Andrew W. Mellon Senior Fellowships in the Humanities for 1983 is available in his office.

Mr. John Wehmer reminded members of the Faculty of the program Sunday, November 22, from 3:00 to 5:00, in the Library, by Violinist Manuel Ramos and Poet Howard Nemerov.

There being no further business, the meeting was adjourned at 12:10.

Approved: Mary Yonker
Acting Secretary

John N. Bartholomew
Secretary of the Faculty

THE DEPARTMENT OF PERFORMING ARTS - A RATIONALE

In creating a Department of Performing Arts, the Lindenwood Colleges acknowledge the unique similarities among the fields of Music, Dance and Theatre. All three areas demand similar talents and require comparable personal discipline. They share a common cultural heritage and have the same historic roots. Perhaps most importantly, each places creative communication with an audience at the center of its artistic expression.

For the students, this combination of activities under one umbrella has numerous advantages. A vast array of classroom and performance experiences is easily accessible with a minimum of scheduling conflicts. Exposure to a diversity of activities allows students to discover their own special abilities. Individualized major programs can be created which afford a wide variety of specializations. The Lindenwood performing arts graduate will inevitably have that critical advantage which so often spells the difference between professional success and failure.

Though our program is new and incorporates many innovative ideas, we have some old-fashioned attitudes about performance training. We believe that students must have numerous performance experiences and our production schedules are created to afford everyone an opportunity to participate. We also believe that students need constant critical feedback from master teachers and we have designed a studio class structure which will facilitate this close contact. Finally, we think that students learn best in an environment in which mutual respect, concern for the individual, and high performance standards are necessary values, and we have created a company atmosphere which fosters these qualities.

The department offers traditional majors in Music and Theatre as well as the interdisciplinary major in Performing Arts.

Such a combined department is rare in higher education and the Performing Arts major is unique to this region of the country. Hopefully, we offer an orientation and performance opportunity which will be of maximum service to the arts inclined student.

THE PERFORMING ARTS MAJOR - A Philosophic Statement and Analysis of Requirements

The performing Arts Major is designed for students who wish to develop a broad academic and performance base in the various performing arts. The Department assumes that the incoming student has experience in one or more of the art forms and wishes to extend his or her artistic identity before considering advanced specialization. There are significant similarities among the various arts as well as subtle differences. A concrete exposure to each of the arts will allow students to make career choices and develop advanced training from an informed, critical perspective. A solid grounding in the theory and aesthetics of music, dance and theatre will give students a marked advantage in career placement and access to advanced training programs in which personal breadth and flexibility are attractive and rare.

Each student pursuing a performing arts major will complete 27 semester credit hours in a common arts curriculum during the first two years of study. The specific courses required are:

Intro to the Performing Arts	3
Intro to Dance	3
Theory and Composition of Dance	3
Intro to Music Theory	3
Script Analysis	3
Acting I	3
An Applied Class in Music (piano or voice)	3
History of Performing Arts I (prerequisite-Intro to Music Theory & Intro to the Performing Arts)	3
History of Performing Arts II	3
	<hr/>
	27 credits

These courses are designed to challenge students to become conversant in the theory and practice of all three areas. Students should, at completion, be able to read a musical score, analyze a play, and interpret dance theory. They should further have a grounding in performance skills in each of the areas.

With the help of an advisor, each upper class student will develop an advanced specialization in one or more of the performance areas. It is the department's philosophy that each performer has a unique artistic personality and that the specialization should take into consideration the various talents which make up the whole person. For this reason, each student program will be tailored to the needs of the individual. It is assumed that the specialization will constitute between 25 and 35 credits in advanced courses as well as appropriate extracurricular involvement. Though it will be possible for the student to designate a Bachelor of Science Degree, the department generally recommends the Bachelor of Arts as a more appropriate preparation for the Performing Arts major. Each student will have a Junior and Senior evaluation administered by a committee of three (3) faculty from the department who will assist the student in developing career goals and will objectively assess individual abilities.

NEW COURSES

CORE CURRICULUM - DEPARTMENT OF PERFORMING ARTS

#	Credit	New Courses	In Place Of
PA 100	3	Intro to the Performing Arts	New Intro Class
PA 106	3	Intro to Dance	DAN 119 Beg. Dance Workshop
PA 107	3	Theory and Composition of Dance	DAN 281 Dance Techniques and Composition
PA 130	3	Intro to Music Theory	MUS 130 Intro to Music Theory
PA 109	3	Script Analysis	TA 231 Directing Workshop I
PA 101	3	Acting I	TA 227 Acting Workshop I
PA 201	3	History of Performing Arts I (pre-Intro to Perf. Arts & Intro to Music Theory)	TA 201 History I MUS 355 History of Music I.
PA 202	3	History of Performing Arts II (pre-History of Perf. Arts I)	TA 202 History II MUS 356 History of Music II
	3	An Applied Class in Music (piano or voice/group or private) (Courses listed under MUS)	

27 credits

THEATRE AREA CURRICULUM REVISIONS

Credit	New Courses	In Place Of
TA 102	3 Acting II (pre-Acting I)	TA 228 Acting Workshop II
TA 106	3 Stage Movement I	TA 212 Movement for Actor I
TA 107	3 Stage Movement II	TA 214 Movement for Actor II
TA 108	3 Voice and Diction - Actor (pre-Acting I)	TA 121 Voice and Diction - Actor
TA 201	3 Acting Studio I (pre-Acting II)	TA 229 Acting Workshop III
TA 202	3 Acting Studio II (pre-Acting II)	TA 230 Acting Workshop VI
TA 301	3 Acting Studio III* (pre-Acting II)	TA 540 Graduate Acting Workshop I
TA 302	3 Acting Studio VI* (pre-Acting II)	TA 541 Graduate Acting Workshop II
TA 406	3/3 Advanced Problems in Acting* (pre-3 sem. of Studio, may be repeated up to 6 hours)	TA 593 IS Acting Study
TA 206	3 Directing (pre-Script Analysis)	TA 232 Directing Workshop II
TA 306	3 Advanced Directing* (pre-Directing)	TA 542 Graduate Directing I
TA 410	3/3 Director/Designer Seminar* (permission of Instructor, may be repeated up to 6 hours)	TA 543 Graduate Directing II

DESIGN/TECHNICAL THEATRE

TA 111	3 Intro to Technical Theatre I	TA 235 Tech Production I
TA 112	3 Intro to Technical Theatre II (pre-Intro I)	TA 237 Stage Costuming I
TA 216	3 Stage Makeup	TA 236 Tech Production II
TA 207	3 Set Design (pre-Intro to Tech)	TA 238 Stage Costuming II
TA 208	3 Lighting Design (pre-Intro to Tech)	TA 132 Stage Makeup I
TA 209	3 Costume Design (pre-Intro to Tech)	TA 312 Set Design I
TA 316	3 Advanced Stage Makeup* (pre-Stage Makeup)	TA 313 Set Design II
TA 310	3 Advanced Stage Costuming (pre-Intro to Tech)	TA 239 Stage Lighting
TA 407	3/3 Scenic Design Studio* (pre-Set Design) (repeat up to 6 hours)	TA 315 Costume Design I
TA 408	3/3 Lighting Design Studio* (pre-Lighting Desg) (repeat up to 6 hours)	TA 316 Costume Design II
TA 409	3/3 Costume Design Studio* (pre-Costume Design) (repeat up to 6 hours)	TA 133 Stage Makeup II
		TA 593 IS Design
		TA 305 Problems in Design
		TA 593 IS Lighting Design
		TA 520 Advanced Tech Production
		TA 521 Advanced Tech Production

THEATRE

Credit	New Courses	In Place Of
PERFORMANCE INTERNSHIPS		
TA 451	3/6	Internship (by permission)
TA 551	6	Graduate Internship* (by permission).
TA 400		Field Studies
TA 500		Field Studies
HISTORY AND THEORY		
TA 100	1	Theatre Practicum (repeat up to 8 hours)
TA 117	3	Appreciation of Theatre I
TA 118	3	Appreciation of Theatre II
TA 416	3	Intro to Arts Management
TA 217	3	History of Costume
TA 417	3	Storytelling and Creative Drama*
TA 210		Theatre for Children
TA 511		Storytelling and Creative Drama
TA 418	3	American Theatre History*
TA 330		Seminar in Theatre
TA 419	3	British Theatre History*
TA 530		Seminar in Theatre History
TA 501	3/3	Masters Thesis*
TA 591		IS British Theatre
TA 502		Masters Thesis I & II
TA 600		Masters Thesis I & II
DANCE		
TA 240	3	Inter. Dance
DAN 120		Inter. Dance Workshop
TA 137	3	Intro to Basic Design Movement
ART 106		Intro to Basic Design Movement
TA 340	3	Dance Studio I* (pre-Theory and Comp of Dance)
DAN 286		Dance History
TA 440	3	Dance Studio II* (pre-Theory and Comp)
DAN 302		Projects in Dance Production

* Designates courses may be taken for graduate credit.

MUSIC AREA CURRICULUM REVISIONS

#	Credit	New Courses	In Place Of
MUS 101	1/2	Piano (private)	MUS 101 Piano (private)
MUS 201	1/2	Piano (private)	MUS 201 Piano (private)
MUS 301	1/2	Piano (private)	MUS 301 Piano (private)
MUS 401	1/2	Piano (private)	MUS 301 Piano (private)
MUS 102	1/2	Organ (private)	MUS 102 Organ (private)
MUS 202	1/2	Organ (private)	MUS 202 Organ (private)
MUS 302	1/2	Organ (private)	MUS 302 Organ (private)
MUS 402	1/2	Organ (private)	MUS 402 Organ (private)
MUS 103	1/2	Voice (private)	MUS 103 Voice (private)
MUS 203	1/2	Voice (private)	MUS 203 Voice (private)
MUS 303	1/2	Voice (private)	MUS 303 Voice (private)
MUS 403	1/2	Voice (private)	MUS 403 Voice (private)
MUS 104	1/2	Orchestral Instruments (private)	MUS 104 Orchestral Instruments (private)
MUS 204	1/2	Orchestral Instruments (private)	MUS 204 Orchestral Instruments (private)
MUS 304	1/2	Orchestral Instruments (private)	MUS 304 Orchestral Instruments (private)
MUS 404	1/2	Orchestral Instruments (private)	MUS 404 Orchestral Instruments (private)

THEORY AND HISTORY

MUS 120	3	Acoustics and the Sound of Music	MUS 120 Acoustics and the Sound of Music
MUS 125	3	Appreciation of Music	MUS 125 Intro to Music
MUS 131	3	Theoretical Foundations of Music (pre-Intro to Music theory-PA)	MUS 330 Theoretical foundations
MUS 150	1	Music Criticism (repeatable 8 times)	MUS 150 Music Criticism
MUS 250	1	Intro to Opera	MUS 250 Intro to Opera
MUS 260	3	History of Jazz	MUS 260 History of Jazz new
MUS 293	3	American Musical Theatre	
MUS 320T	3	Piano Literature	MUS 320T Piano Literature
MUS 321T	3	Piano Literature	MUS 321T Piano Literature
MUS 331	3	Advanced Studies in Musical Theory I (pre-Theoretical Foundations of Music)	MUS 331 Theoretical Foundations
MUS 332	3	Advanced Studies in Musical Theory II (pre-Adv. Studies I)	MUS 332 Theoretical Foundations
MUS 355	3	Advanced Studies in Music History	MUS 357 History of Music III

MUSIC

	Credit	New Course	In Place Of
MUS 106	1	Instrumental Techniques (repeatable 4 times) (arrange area of concern with Instructor)	MUS 106 Inst. Tech.: Strings MUS 107 Inst. Tech.: Woodwinds MUS 108 Inst. Tech.: Brass MUS 109 Inst. Tech.: Percussion
MUS 110	1	Choir (repeatable to 8 credits)	MUS 110 Choir
MUS 111	2	Madrigal Singers (auditions, repeatable)	MUS 111 Madrigal Singers
MUS 112	1	Instrumental Chamber Music Ensemble (audition, repeatable to 8 credits)	MUS 112 Inst. Chamber Music Ensemble
MUS 114	3	Piano for Beginners	MUS 114 Fundamentals of Music and Piano
MUS 115	3	Inter. Piano Class (pre-Piano for Beg.)	MUS 115 Fundamentals of Music and Piano
MUS 140	3	Voice for Beginners	MUS 140 Intro to Voice
MUS 141	3	Inter. Voice Class (pre-Voice for Beg.)	MUS 141 Intro to Voice
MUS 305	1	Junior Recital	MUS 305 Junior Recital
MUS 383	2	Intro to Conducting (pre-Theoretical Foundations of Music)	MUS 383 Conducting I
MUS 384	2	Conducting Studio (pre-Intro to Cond.) (repeatable to 6 credits)	MUS 384 Conducting II MUS 385 Conducting III MUS 386 Conducting VI
MUS 405	1	Senior Recital	MUS 405 Senior Recital
			MUS 200 Piano Pedagogy MUS 210J European Music Seminar MUS 211J Lindenwood Madrigal Workshop MUS 300 Piano Pedagogy MUS 340T Piano Pedagogy MUS 502 Piano MUS 503 Organ MUS 504 Voice MUS 505 Orchestral Instruments MUS 521 Literature for the Piano MUS 522 Literature for the Piano MUS 585 Choral Conducting I MUS 586 Choral Conducting II

NEW THEATRE COURSE DESCRIPTIONS

Acting/Directing

PA 101 Acting I

Acting I is designed to teach basic skills to the beginning actor. We will explore the techniques of concentration, relaxation, nonverbal communication and improvisation. This course is designed for both theatre majors and non-majors.

TA 102 Acting II

Acting II is designed to be a scene study class for the beginning actor. We will explore the techniques for character analysis as described by Stanislavski. Students will perform selected scenes from plays especially chosen to give them the necessary skills for building a character and creating a role for the stage.

TA 201 Studio I

Studio I is designed to be an advanced scene study class. We will explore the techniques of character analysis for a close examination of realistic drama. Students will portray characters from the plays of Chekhov and Ibsen.

TA 202,301,302 Studio II, III, IV

Advanced scene study classes and acting styles. We will explore the styles of Shakespeare, Moliere, and contemporary playwrights.

TA 406 Advanced Acting Problems

Advanced Acting Problems is especially designed to explore special areas of acting techniques. We will explore the variety of methods described by both European and American masters.

TA 108 Voice and Diction - Actor

Voice and Diction deals with learning to relax and expand the actor's voice potential. A series of relaxation and vocal exercises will be used to help strengthen the voice. The student will study the mechanics of the voice and how it works, as well as how to safely use the voice. This approach to voice is geared toward the actor, concentrating on his needs and problems.

PA 109 Script Analysis

This basic course in theatrical theory will present the analytical and research process necessary to the consideration of any play prior to production. The approach is necessary for persons working in any of the artistic roles in the theatre.

Design/Technical Theatre

TA 111,112 Technical Production I and II

An introduction to the total technical spectrum of the theatre, from the construction of scenery, to scene painting, stage lighting mechanics, and the construction of costumes. Topics range from scarf joints, to color theory, drafting techniques and darts and French seams.

TA 207 Set Design

An introduction to the process of set design, from research and thumbnail sketches to color elevations and property sketches. Two (or more) designs shall be completed in a thorough step-by-step procedure.

TA 208 Lighting Design

An introduction to the mechanics of stage lighting, from ohms to SCRs, and a thorough examination of lighting design, from lighting plot and dimmer list to a rough copy of cues and levels.

TA 407 Scene Design Studio

A studio course for the student interested in a career in scene design. Designs shall be chosen and completed with an emphasis placed on portfolio and personal artistic growth. The business of making a living as a professional scene designer, from contacts and contracts to the union, shall be an underlying theme of the course.

TA 408 Lighting Design Studio

A studio course for the student interested in a career in lighting design. Designs shall be chosen to build individual portfolios and to challenge one's knowledge of lighting.

TA 409 Costume Design Studio

A studio course for students interested in a career in costuming. Designs shall be chosen to build individual portfolios and to challenge the advanced student's knowledge of costuming and design.

TA 216 Stage Make-Up

Study and practice in the art of theatrical make-ups. Progress from straight to character make-up techniques.

TA 316 Advanced Make-Up

Study advanced stage make-up procedures involving the use of three dimensional techniques and the construction of wigs and hairpieces.

TA 310 Advanced Stage Costuming

Advanced technical course in costume construction. Students will learn the advanced techniques of pattern drafting, draping, millinery and other construction skills.

HISTORY AND THEORY

PA 201 Performing Arts History I

Follows the development of the Performing Arts in the culture of the Western World from 1000 B.C. to the Restoration.

PA 202 Performing Arts History II

Follows the development of the Performing Arts in the culture of the Western World from Restoration times to the modern era.

PA 100 Introduction To The Performing Arts

This course is a basic introduction to the various forms of Performing Arts - dance, music and theatre. The class will deal with the investigation of "what is a performing art" and "what value are they." Then various structures will be studied in analysing their similarities and differences. Lab work will entail attendance to two performances of each of the forms.

TA 416 Introduction to Arts Management

This survey course will introduce the various technical areas for which an Arts Manager is responsible. Specific attention will be given to: Accounting, Public Relations, Personnel, Marketing and Fund Raising.

TA 217 History of Costume

Course traces the styles of human dress in world culture from the Biblical era to the mid-20th Century.

TA 417 Storytelling and Creative Dramatics

This class teaches various means of using creative drama and storytelling activities for a variety of situations and age groups. It deals with stimulating the creative and imaginative responses in children and adults and teaches the student how to become an effective group leader. The class investigates and experiments with various means of the art of storytelling. The student will conduct several storytelling creative drama workshops in the community.

TA 418 American Theatre History

Follows the development of American Theatre from its roots in the 18th Century to modern times. Special attention will be placed on the cultural background of each period.

TA 419 British Theatre History

Follows the development of British Theatre History from the creation of the Patent System in 1661 through its abolition in 1912. Special attention will be placed on the cultural background of each period. The British Tutorial method of study will be employed.

PA 107 Theory & Composition of Dance

In a performance setting, students will study dance theory and fundamental skills in choreography. This analysis class will combine actual dance techniques with basic performance theory.

TA 340, 440 Dance Studio I and II

A studio class for students interested in developing advanced skills in ballet, modern or jazz dance. Emphasis will be placed on developing personal artistic growth.

NEW MUSIC COURSE DESCRIPTION

Appreciation of Music: MUS 125

Development of listening skills; introduction to musical forms, techniques, styles; attendance at various musical events both on and off campus, such as symphony concerts, musical theatre, chamber and solo recitals, jazz. Fee: Cost of concert tickets.

MUS 331, 332 Advanced Studies in Music Theory:

Principles of musical composition, approached from the basis of both theoretical and historical development. Further work in harmony, sight-singing and ear training. Studies counterpoint, form and analysis, orchestration, Prerequisites: PA -- Theoretical Foundations of Music.

MUS 355 Advanced Studies in the History of Music:

Special projects designed to complement and expand upon the studies begun in PA --, completion of which is a prerequisite to enrollment in this course.

January Term: 8 Sessions
Semester Course: 14 Sessions

Career/Life Planning

COURSE GOALS

- I. Students will learn to assume responsibility for career decisions by:
 - A. Exploration of personal abilities, values, and interests
 - B. Identification and use of available resources to discover career options
 - C. Interviewing people in selected career fields
 - D. Synthesizing information about self and career options so as to be able to make realistic choices

- II. Students will assume responsibility for implementing career plans by:
 - A. Analysis of marketplace, social and economic trends
 - B. Survey of specific job markets
 - C. Resume, letters, interview preparation
 - D. Indirect job campaign

Session I

Ice Breaker:

Pair off - each one tells partner something about self. Introduction to group.

List course expectation (students)

Class Discussion:

Freedom of choice

Freedom	Determinism
1	10

Who are you? Where are you? Why?

Control of your destiny:

1. Self-awareness
 - a. abilities (work sheets)
 - b. values (work sheets)
 - c. 10 "I am's"

2. Awareness of work world
 - a. Reading (assign Occup. Outlook Hand.)
 - b. Interviewing (inform gathering)
 - c. Experience (summer, part time, vol. jobs)

Strong Campbell Int. Test

Assignment: Interview 1 (due date)
Interview 2 (due date)

Fill out "I like" form

Read one (1) article on a career from journal

Session II

Select from list eight (8) occupations that appeal most to you.

What appeal does each have for you?

Work value exercise sheet -

\$10 million give away - which causes, why game

Introduce Fine's definition of skills (handout)

Relating interest and abilities (worksheet)

R - C - E - S - A - I

Risk taking -

Reality

Commitment

Assignment:

Write seven (7) life achievements in life.

Session III

Next to seven (7) achievements/list abilities

Break into partners - look for patterns

Create your own career group exercise

Final Statement Exercise

Career Goal

Highest Priority

Strongest Ability

Likely employers

Educational requirements

Obstacles

Reality Tests

Assignment:

Rough draft resume.

Session IV

Tradition resume writing, cover letter: library resources
 Grad school inquiry

Session V

Guest lecturer, "What Does Interviewer Look For?" and role play.

Session VI

Individual review of resume
 Library period "career resources"

Session VII

Work vs. Leisure (lecture)
 Work & Alienation (lecture)
 Group - Can we control own destiny?
 Obstacles - time management -

Session VIII

Results of Strong/Campbell
 Read reports on interviews
 Plan of Action
 Review of expectation
 Fill out evaluation form

Bibliography

Occupational Outlook Handbook
 What Color Is Your Parachute?
 PATH: A Career Workbook for Liberal Arts Students, Cranston RI,
 Carroll Press, 1975

*The End of the Modern Age - Wheelis (Harper & Row)

The Crazy Ape -

Educational Policies Committee Minutes

Thursday, October 29, 1981

Members Present: Ed Balog, Daryl Anderson, Jim Hood, Vickie Frowine, Ken Greenlaw, Dominic Soda

A special meeting was called for October 29, 1981, to review the proposal for the establishment of a Department of Performing Arts and Curriculum revision. Motion was made, seconded and carried to approve the proposal as submitted by the Humanities Division.

An extension of an incomplete was approved for Pat LaBanca in SEC 352: Braille - extended until she completes correspondence course from Hadley School for the Blind.

Motion was made, seconded and carried to approve the following changes in Divisional requirements proposed by the Division of Natural Sciences and Mathematics, effective Spring 1982:

All courses whose numbers are followed by the letter "L" to be dropped and the material and credit for these courses to be added to the corresponding lecture course.

The course SCI 150: Energy and Society to be dropped from the list of distributive requirements.

The phrase "Biology 110: Field Biology" in the current distributive requirements will be changed to "Any Biology field course including Biology 160, Biology 262, Biology 263, Biology 247, and Biology 260."

Motion was made, seconded and carried to adopt the following new courses proposed by the Division of Natural Science and Mathematics, effective Spring 1982:

SCI 160 - Microcomputers in the Laboratory.* (3) This course will provide the learning necessary for the non-computer scientist/teacher to incorporate microcomputers into the laboratory setting. To accomplish this end, each participant will build and learn to program a microcomputer. This computer remains the property of the student. Hands-on experience in connecting apparatus to the computer will be provided. Application include data logging, timing, process control, automated data collection, image transfer to the computer and analog to digital conversion. Prerequisite: Consent of the instructor. Fee: \$210.00 (includes computer cost).

*This course will not satisfy Natural Science distributive requirements.

BIO 262 - Field Biology in Florida. (3) An outdoor laboratory in Florida's subtropical ecosystems. Studies will include microhabitats, birdlife and coral reefs in such places as the Florida Keys, Everglades National Park, Corkscrew Swamp and other distinctive habitats. Students will participate in field observation and study, evening discussions, and conduct an independent project under the direction of the instructor. Prerequisite: consent of the instructor.

BIO 263 - Ecology of Southeastern Missouri (1) A two-day field trip to study the shallow ponds, meander cutoffs, swamps and bottomland forests characteristic of Missouri's southeastern lowlands. The elevation (less than 400 feet) and geology of the region allow a flora and fauna usually found in more southerly states. Physical factors, wildflowers, trees (some of the largest specimens in existence), birds and other denizens of an ancient swamp where the Mississippi once flowed will be emphasized. Mingo National Wildlife Refuge and Big Oak Tree State Park will be of particular interest. Prerequisite: Consent of the instructor.

Submitted:

Pam Saloun

THE LINDENWOOD COLLEGES
OFFICE OF THE REGISTRAR

List of students who expect to graduate December 18, 1981:

Daniel Eugene Carver, Jr.	Master of Business Admin.
Steven Phillip Francis	Bachelor of Science
Barbara J. Galliher	Bachelor of Science
Gerald L. Niemeier	Master of Business Admin.
Andrew Joseph Skroska	Bachelor of Science
Larry L. Swindler	Bachelor of Science

List of students who expect to graduate January 31, 1982:

Charles Ray Bailey	Bachelor of Science
Clara Ine's Montenegro. V.	Bachelor of Arts
John Weith Thomson	Bachelor of Science

List of students who expect to graduate May 21, 1982:

William Edward Arthur	Bachelor of Science
Mary Angelika Bredlau	Bachelor of Science
Lubie Brown	Bachelor of Science
Gertrude Ellen Duehlmeier	Bachelor of Science
Paul Luther Engelhardt	Bachelor of Science
Helen Leona Fox	Bachelor of Science
Jean A. Funck	Bachelor of Science
Donna Ann Gabbert	Bachelor of Sci. in Nursing
Linda Adele Helfrich-Tritch	Bachelor of Science
Fred Lynn Hothstine	Bachelor of Science
Judith Denise Jones	Bachelor of Science
Lucinda G. Kielty	Bachelor of Science
Kiyoshi Kodama	Bachelor of Science
James Kenneth Lester	Bachelor of Science

List of students who expect to graduate May 21, 1982:

Patricia Gail Lewis	Bachelor of Arts
Sachie Mabuchi	Bachelor of Science
Derek A. Mosley	Bachelor of Arts
Terry Ray Orf	Bachelor of Science
Debra Lee Phillips	Associate in Science
Lindsay J. Polette	Bachelor of Science
Lee Reynolds	Bachelor of Science
Frank Edward Roeder, Jr.	Master of Business Admin.
Nancy Carol Ross	Bachelor of Arts
Cynthia Jane Schipper	Bachelor of Science
Rene Leone Strutman	Associate in Science
Carla Monica Stuhler	Bachelor of Arts
Stacy Maria Taylor	Bachelor of Arts
Thomas A. Will	Bachelor of Science
Nobuhiro Yoshimura	Bachelor of Science

John Nichols

FACULTY MEETING AGENDA

January 7, 1982, 12 Noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of December 3, 1981 meeting
- III. Report of Educational Policies Committee - Dr. Balog
- IV. Report of Faculty Council - Mr. Nichols
- V. Report of the Dean of 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 3, 1981

The regular meeting of the Faculty of The Lindenwood Colleges was held on Thursday, December 3, 1981, at 12:00 noon, in the Fine Arts Building. President Robert Johns presided. Dr. Esther L. Johnson gave the invocation.

A motion was made, seconded and passed to approve the minutes of the November 5, and November 19, 1981 meetings as distributed. It was pointed out that changes in the Natural Sciences and Mathematics distributive requirements which were approved November 19 would be effective beginning in the Fall of 1982.

Ms. Nancy Bridges, a member of the Continuing Education Organization, said members of the organization have difficulty identifying new students who have returned to college after being out for several years. Since faculty see these students in classes, Ms. Bridges asked that members of the faculty tell these students about the Continuing Education Organization. Such students may contact her, and they are invited to attend meetings which are held every Friday at lunch in the Red Room.

Dr. C. Edward Balog, Chairman of the Educational Policies Committee, called attention to the EPC minutes of October 29 and November 24, attached to the agenda, and said that none of the actions of EPC require faculty action.

There was a lengthy discussion as to whether or not there was a conflict between faculty contracts and the Faculty Constitution regarding the following action taken by EPC November 24 and whether or not it should have faculty action:

Upon a request from the Social Science Division, the EPC held discussion concerning the location of the responsibility of the selection and scheduling of courses. The EPC then passed the following motion:

The Educational Policies Committee recommends that the Political Science Department offer the courses as presently printed in the Spring 1982 schedule of classes (i.e., PS 212, PS 275, and PS 100).

It was pointed out that the members of the Political Science Department would have been willing to negotiate this matter with Dean Aaron Miller, but it was decided to ask the Educational Policies Committee to arbitrate this, which they agreed to do.

President Johns suggested that, since Dean Miller is not present at this meeting, the matter be referred back to EPC and that the Committee report back at the next faculty meeting. Dr. Balog said he felt that EPC has done all it can, and he would prefer to lift it from the table at the next faculty meeting.

After explanation of the procedure to be followed in approving curricula, President Johns said the normal assumption is that curricular matters acted on by the faculty are binding. However, if any action puts the college in jeopardy, then the matter goes to the Board.

Mr. John Nichols, Chairman of Faculty Council, said that the Council has just about completed its consultative obligations with regard to third year appointments. He also said that the Council hopes to complete the draft of the Faculty Bylaws by the February faculty meeting.

Dr. James F. Hood reported that the Academic Standards Committee has been looking at the grade distributions in the Spring Term 1981 and has some questions about them. More A's than B's were given and more B's than C's. Dean Miller will hold a series of meetings with departments about this. Another matter the committee has looked at is the length of time students have to drop courses. They now have until after the middle of the term. Therefore, if a student received a D or F at mid-term, he is likely to drop the course. This matter is being referred to the Educational Policies Committee to determine if the time when a student may drop a course should be shortened.

A motion was made, seconded and passed to approve December 18, 1981 and January 31, 1982 candidates for degrees (per list attached to the agenda) subject to satisfactory completion of requirements, and to table the May 21, 1982 list of candidates.

Mr. James Feely announced that AAUP would meet Tuesday, December 8, at 12:00 noon, in the Memorial Arts Building Parlor.

Ms. Wanita Zumbrunnen announced that the Griffin Creative Happening would be December 7, at 7:00 P.M., in the Reading Room of the Library.

Mr. Montag announced that grades for the Fall Term are due in his office Monday, December 21.

Dr. Mike Castro announced that the next Lindenwood College for Individualized Education Colloquium will be Saturday, December 12, at 9:00 A.M., in Young Auditorium. Mr. Alan Shiller will discuss major aspects of non-verbal communications, and Poet Maurice Kenny will read his own works.

There being no further business, the meeting was adjourned at 12:50 P.M.

Approved:

Mary Yonker
Acting Secretary

John N. Bartholomew
Secretary of the Faculty

Educational Policies Committee

Thursday, December 17, 1981

Members Present: Ed Balog, Jerry Montag, Vicki Frowine, Jim Hood, Aaron Miller, Dominic Soda, Daryl Anderson, Ken Greenlaw, Dean Eckert, Richard Rickert

Motion was made, seconded and carried to approve the Associate in Science, Early Childhood Education program as submitted by the Social Science Division.

*The recommended requirements are as follows:

<u>General Requirements</u>		<u>Professional Courses</u>	
English Comp. 101-102	6	Prin. of Early Childhood Edu.	3
Humanities 110	3	Educational Psychology	3
Humanities Elective	3	Ed. Exceptional Child	3
American History	3	Children's Literature	3
General Psychology	3	Reading Methods-Early Childhood	2
Math (beyond algebra)	3	Screening, Diag. Prescribing	3
Natural Science	<u>3</u>	Health, Nutrition Safety Young Child.	3
	24	Perceptual Motor Development	3
		Current Mat. Early Child	3
		Lang. Acquisition Young Children	3
		Util. Family/Com. Resources	3
		P.E. in Elem. Schools	3
		Art or Music Elem. Schools	2
		Storytelling & Creative Drama	<u>3</u>
			40

*All courses are currently offered and all are transferrable to college degree requirements and Missouri state certification requirements.

On the recommendation of the Academic Standards Committee, the EPC discussed the current drop policy. Motion was made, seconded and carried to revise the withdrawal policy to allow students to withdraw from a class up until the end of the fourth week of classes, effective Fall, 1982.

Also on the recommendation of the Academic Standards Committee, the EPC discussed the merits of reinstating a literacy examination for all undergraduate students prior to establishing their candidacy for graduation. Motion was made, seconded and carried to table the discussion on this item to a later date.

Motion was made, seconded and carried to limit the amount of time a student has to add a class to his/her schedule. School policy will accept an add for one week after classes begin. An add will be accepted the second, third and fourth week with approval from the instructor. No adds will be accepted after the fourth week.

Submitted:

Pam Saloun

John Nichols

FACULTY MEETING AGENDA

February 4, 1982, 12 Noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of January 7, 1982 meeting
- III. Report of Educational Policies Committee - Dr. Balog
- IV. Report of Faculty Council - Mr. Nichols
 - A. Proposed Faculty Constitution revisions
 - B. Other Faculty Council business
- V. Report of the Dean of Faculty - Dean Miller
 - A. Statement of Mission and Goals
 - B. Other announcements
- VI. Report of the President - President Johns
- VII. Business from the floor
- VIII. Announcements
- IX. Adjournment

PLEASE BRING WITH YOU TO FACULTY MEETING COPY OF FACULTY CONSTITUTION

DISTRIBUTED WITH SEPTEMBER 3, 1981 FACULTY AGENDA

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
January 7, 1982

The regular meeting of the Faculty of The Lindenwood Colleges scheduled for Thursday, January 7, 1982, at 12:00 noon, in the Fine Arts Building, was convened as a meeting of the Committee of the Whole since a quorum was not present. President Robert Johns presided. Dr. Esther L. Johnson gave the invocation.

A motion was made, seconded, and passed to recommend to the Faculty that the minutes of the December 3 meeting be approved as distributed.

Dr. James F. Hood, reporting for the Educational Policies Committee, moved that the Committee of the Whole recommend to the Faculty approval of the Associate in Science, Early Childhood Education program as submitted by the Social Science Division. *The recommended requirements are as follows:

<u>General Requirements</u>		<u>Professional Courses</u>	
English Comp. 101-102	6	Prin. of Early Childhood Education	3
Humanities 110	3	Educational Psychology	3
Humanities Elective	3	Ed. Exceptional Child	3
American History	3	Children's Literature	3
General Psychology	3	Reading Methods-Early Childhood	2
Math (beyond algebra)	3	Screening, Diag. Prescribing	3
Natural Science	3	Health, Nutrition Safety Young Child	3
		Perceptual Motor Development	3
		Current Mat. Early Child	3
		Lang. Acquisition Young Children	3
		Util. Family/Com. Resources	3
		P.E. in Elem. Schools	3
		Art or Music Elem. Schools	2
		Storytelling & Creative Drama	3
	—		—
	24		40

*All courses are currently offered and all are transferable to college degree requirements and Missouri state certification requirements.

The motion was seconded. Dr. Gene Henderson moved that the motion be tabled until the members of the Education Department can discuss this further. The motion was accepted with consensus.

On the recommendation of the Educational Policies Committee, Dr. Hood moved that the Committee of the Whole recommend to the Faculty that withdrawal policy be revised to allow students to withdraw from a class up until the end of the fourth week of classes, effective Fall 1982. The motion was seconded and approved.

On the recommendation of the Educational Policies Committee, Dr. Hood moved that the Committee of the Whole recommend to the Faculty that a student may add a course with the instructor's permission during the second, third, and fourth weeks and that no adds be accepted after the fourth week. The motion was seconded and approved. A course may be added during the first week after classes begin without the approval of the instructor.

Mr. Alan Shiller, for Faculty Council, reported that the Council is still working on the Faculty Bylaws and hopefully will bring these to the February faculty meeting for action.

President Johns asked Dr. Hood as Coordinator of the Planning and Research Task Force to have his task force report by April 1 with an analysis of the January Term and recommendations in regard to this term since it is not financially profitable. This task force will also look into registration.

Mr. John Ruyter said that he finds some foreign students in his classes whose English is very poor. President Johns said that these students should be referred back to the English as a Second Language program, and that he would also like the Educational Policies Committee to examine this and to make recommendations.

Mr. Emil Wilde announced that KCLC has won top honors in the country for the best station broadcasting bluegrass music.

There being no further business, the meeting was adjourned at 12:20 P.M.

Mary Yonker
Acting Secretary

Approved:

John N. Bartholomew
Secretary of the Faculty

Educational Policies Committee Minutes

Thursday, January 21, 1982

Members Present: Ed Balog, Jim Hood, Vicki Frowine, Dean Eckert, Daryl Anderson, Ken Greenlaw, Dominic Soda

Discussion was held concerning the placement of ESL students into the regular curriculum. Ed Chance was invited to speak to the Committee to explain the current policies and answer questions regarding the ESL Department. He explained that many of the problems are a reflection on past ESL policies. The EPC felt that the current policies established by the department are acceptable. Mr. Chance gave the following suggestions in dealing with some of the foreign students problems:

1. He recommends that faculty do not give special treatment to foreign students in regards to grades or assigned work. The same should be expected from them as from any other student in the class.
2. He also wanted to impress upon the faculty the importance of accuracy in the class lists to avoid allowing students into classes that are not properly registered.

Approved:
Ed Balog

Submitted:
Pam Saloun

STATEMENT OF MISSION AND GOALS
(Presented to Faculty Spring 1981)

Mission Statement

The Lindenwood Colleges constitute a community of interest and endeavor committed to the goals of liberal education: to overcome intellectual provincialism, to appreciate the role of conceptual innovation, to be aware of history, to understand the relationship of ideas to social structure, to experience the use, purpose, and results of the scientific method and thought in the pursuit of knowledge, to understand that inquiry is infused with values, and to understand the civilizing role of the humanities. We are further committed to the spirit of free and earnest inquiry, moral and intellectual honesty, the creative employment of institutional resources, and service to the larger community of which we are a part.

Lindenwood seeks to foster those modes of learning, judgment, and the creative arts which are essential to the process of self-education by which one refines one's capacity to function as a responsible and productive human being. Thus, education at Lindenwood provides for the acquisition of knowledge and skills leading to a profession, for the discovery of abiding values that inform and give purpose to human activity, and for responsiveness to the needs and interests of a world of diverse and changing cultures.

Goals:

Educational Program Goals---

1. To provide a variety of academic disciplines in sufficient depth that
 - a. students will have options for study in and exposure to a wide range of knowledge
 - b. students in the various disciplines will be provided with an understanding of the discipline and the methodology by which problems in the discipline are studied
 - c. graduates, if they desire, may be prepared for graduate study or equipped to continue in professional programs
 - d. students, if they so elect, may have available, on a liberal-arts base, a variety of career-oriented programs that will give some immediate entree in vocations.
2. To provide opportunities for internships, which meld together theory and practice, and independent studies and tutorials, which allow students to select topics for study of particular use and interest to them.

3. To give a broad cultural and multi-cultural dimension to the college through on-campus and off-campus programs.
4. To provide post-graduate degree programs and non-credit opportunities in areas which meet community needs and in which the college can mount high-quality programs.
5. To continue cooperative programs with other institutions, both in St. Louis and beyond.
6. To maintain a commitment in experimentation in both subject matter and modes of instruction.
7. To maintain a faculty that remains committed to teaching as its primary obligation and to ensure that the faculty is adequately supported in terms of facilities, compensation, and administration.
8. To develop an awareness of the meaning of excellence and of the value of the pursuit of excellence in both academic and extra-curricular activities.

Student Goals---

1. To provide an environment in which students from a wide range of areas, ages, and backgrounds and goals can continue to learn in the same classes and programs.
2. To provide opportunities for college work for those individuals who fall into special categories:
 - a. those whose work schedules preclude regular classroom work or might require programs entirely at night
 - b. those who prefer non-traditional modes of instruction and learning
 - c. those whose particular interests are too specialized for ordinary programs.
3. To provide academic and personal counseling services and support for students of all ages.
4. To keep faculty-student ratio at a level that will allow for close student-teacher interaction.
5. To provide enrichment opportunities for persons over sixty-five at little cost.
6. To provide cultural and extra-curricular activities on and off-campus that will promote student (and faculty) growth and enrichment outside the classroom and service the need of the surrounding community as well.

7. To promote active student government.

Facilities Goals---

1. To provide adequate library and other learning resources and services to support the various programs.
2. To maintain and extend physical plant facilities for academic and extra-curricular programs.

John Nichols

FACULTY MEETING AGENDA

March 4, 1982, 12 Noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of February 4, 1982 meeting
- III. Report of Educational Policies Committee - Dr. Balog
- IV. Report of Faculty Council - Mr. Nichols
- V. North Central Self-Study - Dr. Hood
- VI. Report of the Dean of Faculty - Dean Miller
- VII. Report of the President - President Johns
- VIII. Election of Faculty Marshal
- IX. Report of 1981-82 Nominations Committee - Dr. Rickert
- X. Election of 1982-83 Nominations Committee
- XI. Candidates for Degrees - Dean Miller
- XII. Business from the floor
- XIII. Announcements
- XIV. Adjournment

The Lindenwood Colleges
St. Charles, MO 63301

Minutes
Meeting of the Faculty of The Lindenwood Colleges
February 4, 1982

The regular meeting of the Faculty of The Lindenwood Colleges was held Thursday, February 4, 1982, at 12:00 noon, in the Fine Arts Building. President Robert Johns presided. Dr. Esther L. Johnson gave the invocation.

A motion was made, seconded, and approved to ratify the action of the Committee of the Whole on January 7, 1982. A motion was made, seconded, and passed to approve the minutes of the meeting of January 7, 1982 as distributed.

President Johns announced that because many employees and spouses who have had tuition waivers for courses withdraw from the courses before the end of the term, we are now notifying those who apply for such tuition waivers that if they withdraw before the end of the term, they cannot apply for waivers for one full year.

Dr. James F. Hood, for the Educational Policies Committee, reported that the Associate in Science, Early Childhood program had been slightly revised. On behalf of EPC he moved that the Associate in Science, Early Childhood Education program be approved. *The recommended requirements are as follows:

<u>General Requirements</u>		<u>Professional Courses</u>	
English Comp. 101-102	6	Prin. of Early Childhood Education	3
Humanities 110	3	Educational Psychology	3
Humanities Elective	3	Ed. Exceptional Child.	3
American History	3	Children's Literature	3
General Psychology	3	Reading Methods - Early Childhood	2
Concepts of Math	3	Screening, Diag. Prescribing	3
Natural Science	3	Health, Nutrition, Safety Young Child.	3
		Perceptual Motor Development	3
		Current Mat. Early Child.	3
		Lang. Acquisition Young Children	3
		Util. Family/Com. Resources	3
		P.E. on Elem. Schools	3
		Art or Music Elem. Schools	2
		Storytelling & Creative Drama	3
	<u>24</u>		<u>40</u>

*All courses are currently offered and all are transferable to college degree requirements and Missouri state certification requirements.

The motion was seconded and passed.

Mr. John Nichols, Chairman of Faculty Council, announced that Faculty Council has made its recommendations on those receiving third year contracts. Recommendations for first year people must be in by February 5, and recommendations for promotion, tenure, and non-tenured contracts must be in by February 8.

Last May, Mr. Nichols continued, the Faculty adopted a revision of the Faculty Constitution which was then submitted to a committee made up of two Board members, two administrative officers, and the three officers of Faculty Council. That committee is now bringing the following changes to the Faculty:

1. Page 2, I-A delete "and subsequently...Reports."
2. Page 3, I-B-3 change "Administrators" to "Advisors"
add "This constitution applies only to faculty as defined above."
3. Page 3, I-C delete "and Dean have" Add "has"
4. Page 3, I-C-1-c add "with no vote."
5. Page 4, I-C-2-a add "or the President" after ", Dean"
6. Page 4, I-C-2-b replace "and the Dean" with "and the President"
delete "and the Dean"
7. Page 4, I-C-3 change c. to d., d. to e., e. to f., f. to g.,
g. to h.
add "c. To consult with the President on an
intent to recommend the declaration of financial
exigency."
delete h. on page 5
8. Page 4, I-C-3-b delete "policies of salary and"
I-C-3-d delete "with the Dean, as administrative representative"
I-C-3-e delete "with the Dean, as administrative representative"
delete "for incompetence, moral turpitude, or
financial exigency."
I-C-3-f add "faculty" before "appointments,"
9. Page 5, I-C-3-1 delete ", to amend such proposed Bylaws if deemed
appropriate,"
10. Page 5, II-B-1 delete "appropriately"
11. Page 6, III-B-1 replace "subject to the consent of" with "in
consultation with"
12. Page 7, III-D change "Administrators" to "Advisors"
13. Page 7, III-D-1 change "Administrators" to "Advisors"

14. Page 7, III-D-2-b delete "appropriately"
15. Page 7 delete III-D-2-c and III-D-2-d
change III-D-2-e to III-D-2-c
16. Page 8, V-A add "is granted by the President in consultation with the department chairperson, the Dean and the Faculty Council."
17. Page 8, V-A-2 change to read "2. Sabbatical leave shall include a while academic year with half-salary compensation, or a portion of a year with full-salary as described in the Bylaws."
18. Page 8, V-B-4 delete "except those taking full-time employment elsewhere"
add "not" before "continue"
19. Page 9, V-B-5 change "may forfeit" to "will forfeit"
A motion was made, seconded and passed to leave "may forfeit" in and not to change to "will forfeit"
20. Page 9, VI-A delete "September 1 of the year nearest his or hers 68th birthday."
add "the end of the contractual year of his or hers 70th birthday."
21. Page 9, VII-B delete "may amend the proposed Bylaws, and"
22. Page 9, VIII-A replace "those present and voting" with "eligible voting members." A motion was made, seconded and passed to reject the change and leave in "those present and voting."
delete last paragraph "Subsequent..."
23. Page 10, VIII-B delete "may revise the proposed amendment and"

On behalf of the committee Mr. Nichols moved to approve the above changes. The motion was seconded and passed.

Dean Aaron Miller announced that the meeting of department chairs will be February 5, at 3:00 P.M., in Roemer 208.

Dean Miller said that he has had several complaints from students and parents that students have been treated discourteously by some members of the faculty. He urged that this be discontinued.

The Statement of Mission and Goals, attached to the agenda, was presented to the Faculty in February 1981. At that time it was asked that one statement be clarified, which was done, but no action was taken on the statement. A motion was made, seconded, and passed to approve the statement as submitted.

President Johns reported that he and some other people have been over the North Central Self-Study with our two consultants and no substantive changes have been made. The Executive Committee will meet soon to discuss the budget, tuition charges for next year, and the nursing program. Board members are being presented with a list of capital needs for next year totaling \$2,500,000.

Mr. Montag moved that the following candidates for degrees be approved for the appropriate degrees subject to satisfactory completion of the requirements. The motion was seconded and passed.

Candidates for degrees December 18, 1981:

Carl J. Allrich	Master of Arts
John F. Angleton	Master of Business Admin.
Linda Louise Bischoff	Bachelor of Science
Lon Joseph Cicotte	Master of Business Admin.
Jeannine Marie Eng	Bachelor of Science
Janet Priscilla Fisher	Master of Business Admin.
Nadia Suliman Gaddor	Bachelor of Science
Samuel David Lobmaster, Jr.	Bachelor of Science
Russell K. Roeber	Master of Business Admin.
Keith L. Stettes	Master of Business Admin.
Sharon Montalbano Tebbe	Master of Arts

Candidates for degrees January 31, 1982

William Carl Heusler	Bachelor of Science
Janice Ceil Jacoby	Bachelor of Science
Martha Jeanne McCutchan	Master of Arts

It was announced that because of the bad weather the LCIE Spring Trimester will begin Saturday, February 13, instead of February 6.

There being no further business the meeting was adjourned at 1:50.

Mary Yonker
Acting Secretary

Approved:

John N. Bartholomew
Secretary of the Faculty

Educational Policies Committee Minutes

Friday, January 29, 1982

Members present: Ed Balog, Richard Rickert, Dean Eckert, Daryl Anderson, Jim Hood, Ken Greenlaw, Aaron Miller, Dominic Soda, Vicki Frowine

A special meeting of the EPC was called to discuss the Associate in Science, Early Childhood Education Program math requirement.

Gene Henderson, Jeanne Donovan, and Dan Rocchio were invited to attend the meeting.

Motion was made, seconded and passed to accept Concepts of Math as the math requirement (without Algebra proficiency) for the Associate in Science, Early Childhood Education Program.

Approved:

Ed Balog

Submitted:

Pam Saloun

Educational Policies Committee Minutes

Tuesday, February 23, 1982

Members present: Ed Balog, Dean Eckert, Vicki Frowine, Jim Hood, Ken Greenlaw, Arlene Taich, Dominic Soda, Daryl Anderson

Motion was made, seconded and passed to grant an extension of a January incomplete for Andy Skroska until April 15, with the grade due by April 23.

Motion was made, seconded, and passed to drop Biology 101, 101L, 102, 102L and substitute Biology 100 - Principles of Biology, effective Fall 1982.

Motion was made, seconded and passed to adopt the following new courses in Biology, effective Fall 1982:

BIO 100 - Principles of Biology (4). The lecture and laboratory in this course will examine biological concepts on the organization levels of cells, organisms and populations with emphasis on chemistry, energetics, physiology, genetics, evolution and ecology.

BIO 103 - Zoology (4). A survey of the animal kingdom from protozoa through the vertebrates. The evolutionary and ecological relationships of selected phyla are stressed as well as special adaptations in the animals' physiology and behavior.

BIO 104 - Cell Biology (3). Concepts of cellular and subcellular organization and function are examined, stressing the relationship between cell structure and the dynamics of the cell.

BIO 105 - Plant Biology (4). A lecture and laboratory course examining concepts in cell biology, energy transformations, genetics, evolution, ecology, anatomy and reproduction characteristic of plant life.

BIO 313 - Immunology (2). A lecture and laboratory course introducing concepts and technology of advances in immunology. Prerequisites: Chemistry 151, Biology 104.

BIO 358 - Parasitology (2). An introductory lecture and laboratory course on members of the animal kingdom living in and on the human body with aspects of medical significance. Includes the study of vectors, reservoirs, hosts, and factors of an ecologic and epidemiologic nature associated with disease transmission and prevention. Prerequisites: BIO 103, 104, 105 or permission of instructor.

BIO 21 - Mechanisms of Disease (3). Overview course covering human diseases of genetic, microbiological and physiological and environmental origins. Causes, symptoms and treatments of various diseases including cancer, emphysema, heart diseases, and social diseases will be considered.

BIO 309 - Molecular Genetics (3). A course stressing a molecular approach to genetics. Special emphasis will be given to replication and recombination, regulation of protein synthesis and gene expression in prokaryotic and eukaryotic systems. Certain topics relevant to the students' background will also be included. Prerequisite: BIO 308.

BIO 343 - Invertebrate Zoology (4). A lecture and laboratory study of invertebrate groups with the exception of the insects. Emphasis is placed on the ecology, behavior, physiology and phylogenetic relationships of the taxa. Prerequisites: BIO 103, 104, 105.

BIO 344 - Vertebrate Natural History (4). A survey of the vertebrates emphasizing characters and systematics, factors governing distribution, adaptations to different environments, reproductive physiology and behavior and population dynamics. Laboratory work will include identification, behavior and ecology of the fishes, amphibians, reptiles, birds and mammals. Local field trips are planned. Prerequisites: BIO 103, 104, 105.

BIO 345 - Economic Entomology (4). A taxonomic survey of the major insect groups and their relatives. In addition, the physiology, behavior and ecology, life histories and control of those species which are pests of man, his crops and animals will be studied. Major emphasis will be placed on medically important arthropods, collections, preservation and population sampling techniques are introduced as well as experiments concerned with parasitism, habitat selection, life histories and the effects of insecticides. Prerequisites: BIO 103, 104, 105.

BIO 264 - Alpine Ecology (2). A two-week backpacking experience into the upper elevations of the Rocky Mountains. The major components of the course will be: the ecology and natural history of alpine organisms, the geology and topography of montane environments, and basic backpacking technique and wilderness survival skills. Prerequisite: Consent of instructor.

Approved:

Ed Balog

Submitted:

Pam Saloun

THE LINDENWOOD COLLEGES
OFFICE OF THE REGISTRAR

List of students who expect to graduate January 31, 1982:

Janice Ceil Jacoby Bachelor of Science

List of students who expect to graduate May 21, 1982:

Shirley May Antal Master of Business Admin.

Flora Mae Armon Master of Business Admin.

Betty J. Arnold Associate in Science

Leonard Allen Boyd Master of Science

Charles Harry Brandes Bachelor Science

David Lee Branham Master of Business Admin.

Janet Hanssen Bueneman Bachelor of Science

William G. Butters Master of Business Admin.

Velda Jane Chowning-Thornton Bachelor of Science

Barton Francis Corley Master of Business Admin.

David Joseph Echele Master of Business Admin.

Brian Raymond Evdo Master of Business Admin.

Robyn Ann Foster Associate in Science

Deborah Lynn Gilbert Bachelor of Science

Christine Clair Harris Bachelor of Science

George Edward Harris, Jr. Master of Business Admin.

Jane B. Henning Bachelor of Arts

David Alan Henson Bachelor of Science

Shirley E. Herr Master of Business Admin.

Corinne E. Hill Associate in Science

Richard Allen Hollander Bachelor of Science

Robert Eugene Horton Master of Business Admin.

Dennis R. Johndrow Master of Business Admin.

Office of the Registrar, 2

List of students who expect to graduate May 21, 1982 (cont'd):

Debra Lynne Jones	Master of Business Admin.
John Thomas Keegan	Master of Business Admin.
Robert J. Knittel	Master of Business Admin.
Rick Charles Koelz	Master of Business Admin.
Kraig Louis Kurtz	Master of Business Admin.
Nina Marie Lia	Bachelor of Science
Karen L. Lumpe	Bachelor of Arts
John P. Mahoney	Bachelor of Science in Nur.
Edward James Maloney, Jr.	Master of Business Admin.
Hubert Lee Marshall	Master of Business Admin.
William Lee Mathews	Bachelor of Science
Robert W. Maxey	Master of Business Admin.
Roger Keith Mayden	Bachelor of Fine Arts
Marylen Joan Melgaard	Master of Business Admin.
Barbara B. Messing	Associate in Science
Donald Ray Mielke	Bachelor of Science
Mary Kay Miller	Master of Science
Kenneth Leon Niswonger	Master of Business Admin.
Lori Philippi	Bachelor of Fine Arts
Ronald L. Pillow	Bachelor of Science
Rebecca Gene Rainwater	Bachelor of Arts
Tommie Jean Roosmann	Master of Business Admin.
Serena Jean Rowan	Master of Business Admin.
Mary-Eileen Rufkahr	Bachelor of Arts
Edward Matthew Shields	Bachelor of Science
James Paul Schiro, Jr.	Bachelor of Science

Office of the Registrar, 3

List of students who expect to graduate May 21, 1982 (cont'd):

Daniel Joseph Squires	Master of Business Admin.
Christine Paula Toettcher	Bachelor of Science
Rose Marie Walker	Master of Business Admin.
David M. Wehner	Bachelor of Science
Virgil David Weiss	Bachelor of Science
Ann T. Wienstroer	Bachelor of Science
David George Wilhelm	Master of Business Admin.
Richard Paul Wozniak	Master of Business Admin.
Donald J. Young	Bachelor of Science

List of students who expect to graduate July 30, 1982:

Deborah Lynn Baker	Master of Science
Linda Anne Koenig	Bachelor of Science
Patricia Kay Pirker	Bachelor of Science
Karima Zhiri	Bachelor of Arts

LCIE Graduation List

May Ceremony 1982

Lila J. Abdullah 1453 Gettysburg Landing St. Charles, MO 63301	MA Counseling Psychology
Linda Anastacia Aldridge 11 Old Farmhouse St. Charles, MO 63301	MA Counseling Psychology
Dean Allen P. O. Box 95 Calvert City, KY 42029	MA Counseling Psychology
Robin L. Baldwin 1320 E.N.W. Hwy. Arlington Heights, IL 60004	MA Art Therapy
Elizabeth Beck 1057 Jefferson St. Charles, MO 63301	BS Interdisciplinary Humanities
Paul J. Bellina 10 Steeplechase St. Peters, MO 63376	BS Administration
Diane Berry 59 Gocke St. Louis, MO 63141	BA Political Science
Katherine M. Beyer 7924 Rock Hill Road St. Louis, MO 63123	MA Education
Margaret Fischbach Bilinsky 13 Country Fair St. Louis, MO 63141	BS Administration
Melbahue Boles % Coro Foundation 617 S. Olive Los Angeles, CA 90014	BS Administration
Elizabeth Branstetter 325 Rebecca Drive St. Charles, MO 63301	MA Management
Beverly J. Bull 600 Walter Place St. Charles, MO 63301	BS Administration
Evelyn Jones Busby 1720 Stilton Florissant, MO 63031	BS Psychology

LCIE Graduation List - Page 2

Richelle Simmons Clark 4344 St. Ferdinand St. Louis, MO 63113	MS Health Administration
William Doyle Davis 1004 Baltimore Avenue Kansas City, MO 64105	MA Valuation Science
Suzanne DeSutter 4544 Choutau St. Louis, MO 63110	BS Psychology
James Patrick Dudley 39 Gary Glenn Drive St. Peters, MO 63376	BS Administration
Sarah Dunn 35 Kingsbury Place St. Louis, MO 63112	MA English as a Second Language
Alice L. Eckert 4250 Carrollton Court #D Bridgeton, MO 63044	MS Health Administration
Vicky J. Enochs #6 Cherrie Court St. Peters, MO 63376	MA Education
Rehana Fareed 124 McClay Road St. Charles, MO 63301	MS Health Administration
Mark Fisher Route 3, Box 634 O'Fallon, MO 63366	MA Photography
Donna Jean Fischer 4162 Rutherford St. Louis, MO 63125	MS Health Administration
Steven M. Freer 3506 Oak Court Godfrey, IL 62035	MS Procurement Management
David L. Frerker P. O. Box 4258 St. Louis, MO 63163	MS Health Administration
Pamela Furrer 7525 Big Bend Webster Groves, MO 63119	MA Art Therapy

Oscar R. Gain, Jr. 1105 Forest Hills Belleville, IL 62221	MA Gerontology
Sandra Gain 1105 Forest Hills Belleville, IL 62221	MA Gerontology
Sandra Marlene Gaines 7059 Tulane Ave. University City, MO 63130	BS Administration
Frank Michael Gallagher 1785 San Ricardo #6 St. Louis, MO 63138	MA Art
Kathleen A. Gentry 4149 W. Pine St. Louis, MO 63108	MA Counseling Psychology
Donald A. Gilbert 731 Deauville Ct. St. Louis, MO 63141	BS Administration
Madeline Capvano Graham 121 Old Windmill St. Charles, MO 63301	BS Psychology
Anita Grunmann 722 Yale St. Louis, MO 63130	MA Theatre
Susan A. Hall 400 Baltezor Road, Apt. 8 St. Peters, MO 63376	BS Administration
Antoinette Harmon 7228 Normandy Place St. Louis, MO 63121	BS Administration
Sandra Harris 2615 Kinamore Drive Jennings, MO 63136	BS Administration
Dyer A. Henke 151 Pinedale Drive St. Charles, MO 63301	MS Health Administration
Dorothy Ann Hoffman 11130 Stoney View Lane St. Louis, MO 63141	BS Administration

Fern Hogan 3980 B. Brittnay Circle Bridgeton, MO 63044	MS Health Administration
Jack D. Holt 202 Whitehead Lane Wentzville, MO 63385	MA Administration
Carol J. Hummert 7335 Shaftesbury University City, MO 63130	BS Holistic Health
Theodore Ingram 102 Falmouth Ballwin, MO 63011	BS Administration
Sharon Kirsch 1104 Orchard Lakes St. Louis, MO 63141	MA Counseling Psychology
Beverly Ann Krause 2831 Beechwood Maryland Heights, MO 63043	MS Health Administration
Mary Kriegshauser 9010 Eager Road, Apt. 1AA St. Louis, MO 63144	BS Health Administration
Hatsephi Kushma 4268 W. Aldine St. Louis, MO 63113	BS Mass Communications
Dorothy Lambert Principia College Elsah, IL 62028	BS Administration
Annie Laura Lee 7259 Dartmouth University City, MO 63130	BS Health Administration
Willis A. Lee 12777 Hazenmore Drive Creve Coeur, MO 63141	BS Administration
Mary LeMay 658-B Tempo Trail Drive St. Louis, MO 63141	BS Administration
Melvin Lester, Jr. 3605 Knollstone St. Louis, MO 63135	MS Management

Charlene Levin
12323 Boothbay Ct.
Creve Coeur, MO 63141

BS Psychology

Robin Lewis
5763 Waterman
St. Louis, MO 63112

BS Administration/Mass Communications

Susan J. Lindemann
150 Lynn Meadows
Florissant, MO 63033

BS Administration

Nicki R. J. McClusky
7322 Melrose
St. Louis, MO 63130

MA Counseling Psychology

Linda McCombs
19 Dauphine
Lake St. Louis, MO 63367

BS Administration

Frank J. McSpaden
2 South 511 Gray Ave.
Lombard, IL 60148

MA Valuation Science

Barbara Malta
9114 Medallion
Crestwood, MO 63126

MS Management

Doris T. Margrabe
5416 Welsh
St. Louis, MO 63163

MS Health Administration

Robert Maruska
2355 Thunderbird
Florissant, MO 63033

BS Administration

Norman Craig Marvel
12838 Vista Ridge Lane
St. Louis, MO 63138

BS Administration

Masoud Mehranfar
Branch 1516
Edwardsville, IL 62026

MS Health Administration

Michael Mertens
20 Barkwood Trails
St. Peters, MO 63376

MS Administration

Ruth Mihevc
740 Shervick
Manchester, MO 63011

MA Counseling Psychology

Joseph Miller 300 Meadowlark Drive St. Charles, MO 63301	BS Administration
Juanita Moore 4430 Enright St. Louis, MO 63115	MS Health Administration
Richard R. Moore 52 Normandy Drive Lake St. Louis, MO 63367	BS Marketing
Nedra Morris 3118 North Sarah St. Louis, MO 63115	BS Psychology
Catherine Jostedt Murphy 7204 Zephyr Maplewood, MO 63143	BA Art/Psychology
Allen Neff 13 Heather Valley Circle St. Peters, MO 63376	BS Valuation Science
Martha Neuman 921 S. Third St. Charles, MO 63301	BS Health Administration
David Nolting 26 Steiert St. Peters, MO 63376	MS Health Administration
Deborah Payne Heppermann 11 Sugar Maple Lane, Apt. 10 St. Charles, MO 63301	BS Administration
Teresa Peerman 1353 Hampton St. Charles, MO 63301	BS Administration
Delores Pinson 38 Marianne Drive St. Peters, MO 63376	BS Administration
Andrew Z. Richardson 15384 Aimber Hill Lane Chesterfield, MO 63017	MS Health Administration
Shirley Mae Rice 4917 Arkansas Ave., N.W. Washington, D.C. 20011	MA Art Therapy

Kimberly Lynn Riemer 1404 Pendleton Lane Glenview, IL 60025	MA Art Therapy
Rena Roberts #4 Singletree Lane, Apt. 10 St. Charles, MO 63301	BS Administration
Maxine Roby 5305 Lucas-Hunt, Apt. E St. Louis, MO 63121	MS Health Administration
Jo Anne Cornell Rocklage 512 N. Central University City, MO 63130	MA Counseling Psychology
Deborah Rogers P.O. Box 622 St. Charles, MO 63301	MA Counseling Psychology
Joseph H. Seitz 543 Jackson St. Charles, MO 63301	MA Health Administration
Ellen Jean Sherman 7323 Edson University City, MO 63130	MA Gerontology
Ellen M. Sherwood 1504 Ashland Ave. 2nd Floor Evanston, IL 60201	MA Art Therapy
Joanne Shroba 2722 Beloit Maryland Heights, MO 63043	MA English
Harry Christian Siebert, Jr. Route 4, Box 353 Troy, MO 63379	BS Administration
Bettie Jean Simon 8447 Atherton, Apt. 25 St. Louis, MO 63130	MA Teaching of Foreign Language
Isaac Sims 13 Chip Drive O'Fallon, MO 63366	MS Procurement Management

Nick L. Smith 1 Jane Drive St. Peters, MO 63376	BS Administration
Patricia Callison Soucy 4 Weldon Spring Heights St. Charles, MO 63301	MA Valuation Science
James D. Spitler 101 Meadow Lane Columbia, IL 62236	MS Health Administration
Eunice Spratt 719 A Ewing St. Louis, MO 63103	MA Education
Imogene Springer 1895 Pyrenees Drive Florissant, MO 63033	BS Administration
Kevin Stouffer Box 62 St. Charles, MO 63301	BS Mass Communications
Hazel Stretz 4400 Lindell Blvd. St. Louis, MO 63108	MS Health Administration
Patricia Terry 629 Kenilworth Ballwin, MO 63011	BS Administration
Carolyn E. Truby 14542 Britannia Drive Chesterfield, MO 63017	BS Health Administration
Reza Vahidi 210 Channing, Apt. 309 St. Louis, MO 63103	MS Health Administration
Raymond H. Vietmeier 20 Shadowcreek Drive St. Peters, MO 63376	BS Administration
Vivian A. Ware 14705 Flintstone Lane Silver Spring, MA 20904	MA Art Therapy
Miriam King-Watts 516 N. 7th Street St. Charles, MO 63301	MA Adult Studies

Mitchell Weltman 7399 Pershing, Apt. G University City, MO 63130	MA Political Science
Wilma Whitley 2936 Firview St. Louis, MO 63121	BS Administration
Doris Widen 37 Deborah Drive St. Peters, MO 63376	BS Administration
Judy Drost Wiemann 25 Lakewood Edwardsville, IL 62025	BS Administration
Elaine Marie Williams 8516 Park Lane St. Louis, MO 63147	BS Administration
Solola Wilson 5334 Maple St. Louis, MO 63112	BS Human Services
Arleta Witwer 235 Savoy Drive Lake St. Louis, MO 63367	MA Biomedical Communications
Kathleen Woods 6 Wilbert St. Charles, MO 63301	BS Administration
Maxine F. Woods 3526 Edwards St. Landover, MD 20785	MA Art Therapy
Aileen Wynne 6055 Grimshaw St. Louis, MO 63120	MS Health Administration
Stephanie Young P.O. Box 1236 Carolina Beach, N.C. 28428	MFA Scene Design

John Nichols

FACULTY MEETING AGENDA

April 1, 1982, 12 noon

Fine Arts Building, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of March 4, 1982 meeting
- III. Report of Nominations Committee and election to committees
- IV. Report of Educational Policies Committee - Dr. Balog
- V. Report of Faculty Council - Mr. Nichols
- VI. Report of Planning and Research Task Force - Dr. Hood
- VII. Report of the Dean of Faculty - Dean Miller
- VIII. Report of the President - President Johns
- IX. Candidates for degrees - Mr. Sullivan
- X. Business from the floor
- XI. Announcements
- XII. Adjournment

The Lindenwood Colleges
St. Charles, MO 63301

Minutes
Meeting of the Faculty of The Lindenwood Colleges
March 4, 1982

The regular meeting of the Faculty of The Lindenwood Colleges was held Thursday, March 4, 1982 at 12:00 noon, in the Fine Arts Building. President Robert Johns presided. Dr. Esther L. Johnson gave the invocation.

A motion was made, seconded and passed to approve the minutes of the February 4 meeting as distributed.

On the recommendation of the Educational Policies Committee, Dr. C. Edward Balog, Chairman of EPC, moved to drop Biology 101, 101L, 102, and 102L and substitute Biology 100 - Principles of Biology - effective Fall 1982. The motion was seconded and approved.

Mr. John Nichols, Chairman of Faculty Council, reported that Faculty Council has recommended Solon Chervitz, Robert King, and Alan Shiller for tenure. John Nichols for promotion, first and second year people for contracts for the coming year, W. Dean Eckert, James Feely, Jeanne Huesemann, and Daryl Anderson for Sabbaticals. He said that Faculty Council has been interviewing several candidates. A rough draft of the Bylaws will be ready for Board meeting March 26. The Faculty-Board Liaison Committee will probably meet in April.

Dr. James F. Hood, Chairman of the North Central Steering Committee, reported that the North Central team will be on campus March 29, 30, and 31. The members of the team are:

Dr. J. Roger Miller
President, Millikin University
Decatur, Illinois

Dr. Kay Howe
Vice Chancellor for Academic Services
University of Colorado-Boulder
Boulder, Colorado

Dr. J. Terrence J. MacTaggart
Associate Dean of Continuing Studies
St. Cloud State University
St. Cloud, Minnesota

Sister Mary Damascene Brocki
Madonna College
Livonia, Michigan

Dr. Hood said that the self-study which we have prepared reflects the realities of Lindenwood. The accrediting team is entitled to see anything and may talk with anyone. He then explained the process involved in seeking renewal of accreditation. Mrs. Victoria Frowine, Librarian, commented on the report on the library in the Self-Study. Copies of the Self-Study are available in the Library for anyone to see.

Dean Aaron Miller announced that there will be an Academic Advising Workshop on March 12, at 1:30, conducted by Ed Watkins. Copies of the interim academic calendar for 1982-83 are being distributed to faculty, administration, students, and staff. The Retention Task Force will be sending a form to members of the faculty to fill out and Dean Miller asked that these forms be returned promptly. The information the task force is trying to garner will help to develop a stratagem for better student retention.

President Johns said that he has learned that some people are concerned about the memorandum he sent out freezing expenditures. Income and expenditures were on target until the spring enrollment showed that we were down in every area. In addition, we had not budgeted for the removal of heavy snow. However, instruction will not suffer any serious problem. The budget for 1982-83 has been approved by the Board but will not be implemented until June 1. The anticipated enrollment for next year is close to last fall's enrollment.

Mr. James Feely was nominated to be Faculty Marshal. Since there were no other nominations, Mr. Feely was elected by acclamation.

Dr. Richard Rickert, of the Nominations Committee, reported that since Andrew Chirchirillo has resigned from Faculty Council and the Academic Resources Committee it is necessary to elect people to these committees to replace him.

Faculty Council - to be elected by the faculty at large for a term expiring in 1983.

Nominations from the Nominations Committee:

Daniel Rocchio
Jane McLaughlin
James Evans

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

Elected:

Jane McLaughlin

Academic Resources Committee - to be elected for a term expiring in 1982:

Nominations from the Nominations Committee:

Mike Castro
Edward Herendeen
Raymond Scupin
Wanita Zumbrunnen

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

Elected:

Raymond Scupin

Since it was necessary for President Johns to leave to attend another meeting, he turned the chair over to Dean Miller

Dean Miller presented the list of candidates for degrees attached to the agenda and added the following names:

Neal Edgar Cones	Bachelor of Arts
Mary Jane Caragher (LCIE)	Business Administration

A motion was made, seconded and passed to award the appropriate degrees to those whose names are listed, pending satisfactory completion of requirements.

The following were nominated from the floor as candidates for the 1982-83 Nominations Committee:

Kathryn Kelly (LCIE)
Allen Tubbs (Natural Science Division)
Wanita Zumbrunnen (Humanities Division)
Raymond Scupin (Social Science Division)

There being no further nominations, nominations were closed. A motion was made, seconded, and passed to approve the above slate.

Mr. John Wehmer called attention again to the fact that a questionnaire from the Retention Task Force will be distributed to faculty which will be different than the one distributed to students, and he emphasized the fact that it should be returned promptly.

Mr. Feely announced that AAUP will meet March 9, at 12 noon, in the Cardinal Room. Mr. Robert Kennedy, Regional Director of AAUP, will be the speaker.

Dr. Dean Eckert announced that a retrospective exhibit of Arthus Kanak's works is now on display. The opening reception will be March 7 from 2:00 to 5:00.

Dr. Richard Rickert announced that LCIE will have a colloquium March 20 on computers and data processing.

Dr. Jeanne Donovan announced that the next Faculty Forum will be March 5 at 12:30. The speaker will be Raymond Scupin.

Dr. Allen Tubbs announced that Dr. John Craighead, internationally renowned specialist in wildlife research, will give a lecture March 16, at 7:30 P.M., in Jelkyl Theatre.

Dean Miller announced that pianist Jim Roberts will give a jazz recital March 16, from 11:30 to 12:30, in Sibley Chapel.

Ms. Joy Ebest announced that Sentinel Newspaper will be honoring her and another person on April 3 for their work in the National Youth Sports Program.

Dean Miller expressed appreciation to Dr. Hood for the enormous amount of work he has done in getting the self-study ready for North Central.

There being no further business the meeting was adjourned at 1:15 P.M.

Mary Yonker
Acting Secretary

Approved:

John N. Bartholomew
Secretary of the Faculty

Educational Policies Committee Minutes

Thursday, March 18, 1982

Members Present: Jim Hood, Daryl Anderson, Vickie Frowine, Dominic Soda
Arlene Taich, Richard Rickert, Dean Eckert

Discussion was held concerning the INC grades from the Fall 1982 Semester and January 1982 Semester. The EPC recommends that an automatic extension of 4 weeks be established for all INC grades from Fall 1982 and January 1982.

Incomplete grade extensions were approved for:

Mitchell Spiro - for History 248, until April 15
Hesham Almanae - for History 105, until April 16
Kinuko Hatakeyama - for Education 550, until end of Spring Term
Tipsuda Rutngamlug - for Education 550, until end of Spring Term
Paul Van Horn - for MBA 550, until end of Spring Term
Lisa Venezia - for English 375, until April 15

Motion was made, seconded and passed to approve the following new course in Psychology, effective Fall 1982.

PSY 269 Human Sexuality. (3) Survey of theories and research on psychological aspects of human sexual behavior. Topics include: Sex differences in the development of sexuality, psychological factors in sexual behavior, sexual behavior in cross-cultural perspective, sexual behavior in special populations, aberrant sexual patterns, and current sexual trends in America.

Motion was made, seconded and passed to approve the following change in title and description of PSY 340A Human Cognitive Behavior to:

PSY 340 Altered States of Consciousness. (3) Research will be done in the area of hypnosis, meditation, or biofeedback. The student will work in small groups to complete both a review of current literature and an empirical study. A discussion/seminar format will be employed to evaluate the literature, and students will prepare research reports. Prerequisite: PSY 100

Motion was made, seconded and passed to approved the change in the department name from Sociology to Sociology/Anthropology Department.

Motion was made, seconded and passed to approve a change in course designations for the following existing courses:

from SOC 112 to ANT 112 Cultural Anthropology
from SOC 122 The Origin of Man to ANT 122 Physical Anthropology
from SOC 317 to ANT 317 Social and Cultural Change

Motion was made, seconded and passed to approve the following new courses in the Department of Sociology/Anthropology:

ANT 210 North American Indians. (3) This course will examine the origin, traditional culture, and situation of the Native American in contemporary society.

ANT 272 Urban Anthropology. (3) This course will consider various case studies of urbanization, primarily in third world areas. Students will be encouraged to do experimental field work in an urban area.

ANT 332 Language and Culture. (3) An exploration of the relationship between language and culture. Special areas to be emphasized include: comparisons of communication systems, historical linguistics, theories of origins, linguistic change, and the functions of language in the speech community. Prerequisite: Prior work in either anthropology or a foreign language.

Discussion was held concerning the B.S. Degree in Nursing Management. Motion was made, seconded and passed to table further discussion until a time when Dr. Miller could be present.

Friday, March 19, 1982

A special meeting was held Friday, March 19 to continue discussion on the B.S. Degree in Nursing Management proposal.

Motion was made, seconded and passed to adopt the program proposal: B.S. Degree in Nursing Management with the following course title change:

from NMGT Community Health Care Nursing to NMGT Community Health Care

(Program proposal attached)

Approved:
Aaron Miller

Submitted:
Pam Saloun

PROGRAM PROPOSAL: B.S. DEGREE IN NURSING MANAGEMENT

This program is designed to meet the interests and needs of a growing number of nursing practitioners to assume managerial and other administrative responsibilities in health care facilities. It is a baccalaureate completion program for Registered Nurses and students who have completed the Associate Degree in Nursing. Initially, the program will be offered at Lindenwood's Mansion House and Westport Education Centers.

The structure of the program is consistent with that of our BSN degree program and requirements for its completion are consistent with those for all of Lindenwood's undergraduate degree programs: a minimum of 120 semester hours for graduation, successful completion of current general education requirements, a minimum of 30 semester hours at Lindenwood. Since this is a baccalaureate completion program, applicants must have the R.N. or A.D.N. diploma in hand before they can be admitted. The maximum number of credit hours that may be accepted in transfer from R.N. and A.D.N. programs is 66. Students who have completed additional college courses with grades of C or better from accredited institutions may transfer an additional 24 to 30 credit hours, depending upon the suitability of the courses and the number of hours which brings them to a maximum of 90 transfer hours.

The program major calls for eleven courses: 33 semester hours. Two of those courses currently exist in our Business Administration curriculum:

- BA 220 - Introduction to Data Processing
- BA 331 - Financial Management

Two other courses are variations on existing Business Administration courses:

- Personnel Management and Labor Relations (BA 348)
- Management and Organizational Analysis (BA 346)

The remaining courses are new to the curriculum and particular to this program. Attached are a complete program outline and course descriptions.

B.S. NURSING MANAGEMENT
(33 Semester Hours)

Introduction to Data Processing
Behavioral Science Systems
Personnel Management & Labor Relations
Management and Organizational Analysis
Community Health Nursing
Health Care Delivery Systems
Comprehensive Health Care Planning
Policy Formation in Health Care Organizations
Legal and Ethical Aspects of Nursing
Financial Management & Budgeting
Recent Trends and Advances in Health Care

B.S. NURSING MANAGEMENT
(33 Semester Hours)

NMGT INTRO. TO DATA PROCESSING: A course designed to provide the student with a comprehensive understanding of data processing. Topics will include data structures, instrumental capabilities, access procedures, methods of implementation, and economic feasibility considerations.

NMGT BEHAVIORAL SCIENCE SYSTEMS: Current behavioral science concepts as applied to the administration of human relations in the organization. Topics include 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 a systems approach to management upon the employee and the organizational structure.

NMGT PERSONNEL MANAGEMENT AND LABOR RELATIONS: The scope of business and industrial personnel services. Analytical appraisal of policies in labor relations and personnel administration. Included will be the nature and development of unionism, collective bargaining, arbitration, and the fundamental legal issues upon which the relationship between employer and employee is based.

NMGT MANAGEMENT & ORGANIZATIONAL ANALYSIS: An analysis of management and organizational structures as applied to the individual. Both a systems and a behavioral approach will be applied to the processes of planning, organizing, directing, controlling, and evaluating applicable resources toward organizational goals. Emphasis will be placed on the compatibility of organizational philosophy with both internal and external societal responsibilities.

NMGT COMMUNITY HEALTH CARE NURSING: This course addresses the latest trends and research in community health care. Assessment and skill requirements for community action programs, care of the elderly, preventive medicine, and epidemiology will be discussed, as well as exercise, relaxation, nutrition, ecology, and environmental health problems.

NMGT HEALTH CARE DELIVERY SYSTEMS: Aimed at potential supervisors and managers of health care organizations and hospitals, this course focuses on a set of management concepts, tools, and techniques which can assist the student in developing and promoting efficient and effective management. An integrative system approach is used, examining recent management innovations, using tools of decision-making, planning, budgeting, and conflict resolution. Control and evaluation techniques are explored together with analytical management models.

NMGT COMPREHENSIVE HEALTH CARE PLANNING: Updating and integration of departmental, institutional, and regional planning for health care services will be surveyed in this course. The design, development and implementation of various courses of action for achieving desired results, given the occurrence of expected events, are studied according to various methodologies. Recent Federal and State interventions in the planning process are reviewed, as well as the capabilities of nurses and other professionals to forecast future problems and solutions. Nursing goals and objectives are reviewed by case studies and compared with hospital goals and objectives. Methods of measurement of objectives and outcomes are emphasized together with political and social restraints.

NMGT POLICY FORMATION IN HEALTH CARE ORGANIZATIONS: This course explores the translation of current issues into the need for internal policy change in institutions. A review of the social, political and economic forces and internal environment in developing operating policies is also included. The course also evaluates the impact of changing government laws, regulations, and third party payments and investigates the concepts and terminology used in budget administration.

NMGT LEGAL AND ETHICAL ASPECTS OF NURSING: The fundamental principles and concepts of malpractice law for nurses are discussed in this course; problems of obtaining the patient's informed consent to treatment in addition to material on intentional torts with a discussion of the legal problems involved in the nursing practice are also examined. A critical study of the principles of moral actions and social and political values, with emphasis on the standards of behavior as practiced and demanded by various groups, individuals, and organizations are discussed while evaluating the standards of ethical theory.

NMGT FINANCIAL MANAGEMENT & BUDGETING: Examines basic principles of financial organization, health care facilities, accounting principles, sources of revenue, cost analysis, and rate-setting impact on federal and state regulations. The course includes analysis of quantitative information, the use of standard costs and flexible budgets as a means of managerial control, relevant cost analysis, and alternative accounting systems. Description and characteristics of budget administration and guidance to operating officials will be discussed.

NMGT RECENT TRENDS & ADVANCES IN HEALTH CARE: Contemporary issues involving the nursing role in health care delivery. Topics include professionalism, nursing education, research, current theory and practice. An interdisciplinary approach to professional relationships and the future of nursing will be taken to emphasize the increasing interpenetration of health-related issues with other public issues.

THE LINDENWOOD COLLEGES
OFFICE OF THE REGISTRAR

Candidates for degrees May 1982

Randall Lawrence Adoor	Master of Business Admin.
Joanne E. Bader	Master of Arts
Wanda Holland Bueneman	Master of Arts
Dorothy M. Crispell	Master of Science
Diana Dulany	Master in Fine Arts
Barbara Jean Joplin	Master of Science in Admin.
Johnnie Marie Jordan	Bachelor of Science
Nancy Lorraine Karl	Master of Arts
Virginia L. Kinion	Master of Science
Robert J. Knittel	Master of Business Admin.
Jeffrey William Londoff	Bachelor of Science
Thomas Charles Lumley	Master of Business Admin.
Edward James Maloney	Master of Business Admin.
Michael Timothy May	Master of Business Admin.
Helen Louise Mayden	Bachelor of Science
Mary Kay Miller	Master of Science
Nedra Morris	Bachelor of Science
Elizabeth Anne Rutledge	Bachelor of Science
Edgardo Sanchez	Associate in Science
Mick J. Sanders	Bachelor of Science
Phillip Galen Sheaffer	Master of Business Admin.
Eunice Spratt	Master of Arts
Teri Downard Timmons	Master of Arts
Margaret Krampe Yount	Bachelor of Science

John Nichols

FACULTY MEETING AGENDA

May 6, 1982, 11:30 A.M.

Fine Arts Buildings, Room 202

- I. Invocation - Dr. Johnson
- II. Minutes of April 1, 1982 meeting
- III. Report of Educational Policies Committee - Dr. Balog
- IV. Report of Faculty Council - Mr. Nichols
 - A. Faculty Bylaws
 - B. Other Faculty Council business
- ✓ V. Report of Planning and Research Task Force - Dr. Hood
- VI. Report on Financial Aid - Mr. Scott
- VII. Report of the Dean of Faculty - Dean Miller
- VIII. Report of the President - President Johns
- IX. Candidates for degrees - Mr. Sullivan
- X. Business from the floor
- XI. Announcements
- XII. Adjournment

PLEASE NOTE - The meeting will begin at 11:30 instead of 12:00 so that there will be additional time to review the Faculty Bylaws.

The Lindenwood Colleges
St. Charles, MO 63301

Minutes
Meeting of the Faculty of The Lindenwood Colleges
April 1, 1982

The regular meeting of the Faculty of The Lindenwood Colleges was held Thursday, April 1, 1982, at 12:00 noon, in the Fine Arts Building. President Robert Johns presided. Dr. Esther L. Johnson gave the invocation.

A motion was made, seconded, and passed to approve the minutes of the March 4, 1982 meeting as distributed.

President Johns thanked members of the Faculty for the unusually good work and contributions they made to the fine oral report the North Central Evaluating Team made before they left campus. President Johns then asked Dr. James F. Hood to report on the team's visit.

Dr. Hood said that the team reported on what they believe are strengths and areas of concern. In regard to the academic program there was almost no criticism and members of the team were unanimous in their view that the academic program was going very well. In addition to the academic program, they were particularly complimentary about the Library and the changes that had been made there. They also reported that the Business Office operations were much improved and that the cash flow is better. Alumni support has come up but is still below the national average. Members of the team complimented us on meeting the needs of adults.

In regard to the areas of concern there was one point which came to the forefront - the cost of debt service and the fact that we have made no progress in reducing short term debt service. They were also critical of the services available to students. They felt some of our record keeping was not in excellent shape. They wondered if we were readjusting our teaching methods for small classes.

The recommendation the team will make to the North Central Association is that our accreditation at the bachelor's and master's levels be continued. They will also recommend that another group come to look at our finances in eighteen months and will recommend that the college show substantial success in reducing the short term debt and have a firm plan for reducing the rest of it.

President Johns said he felt confident that we would raise \$2,600,000 with little difficulty.

Ms. Kathryn Kelly, on behalf of the Nominations Committee, distributed ballots for elections to faculty committees:

Educational Policies Committee (one to be elected):

Nominations from the Nominations Committee:

Tony Perrone
Ann Canale

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

Elected:

Ann Canale

Admissions and Financial Aid Committee (two to be elected):

Nominations from the Nominations Committee:

Katy Kadar Hill
Patricia Kupferer
Alan Shiller
David Van Mierlo
Richard Wier

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

Elected:

Alan Shiller
David Van Mierlo

Student Academic Grievance Committee (one to be elected)

Nominations from the Nominations Committee:

Ray Scupin
Bill Tietjen

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

Elected:

Ray Scupin

Special Terms Committee (two to be elected)

Nominations from the Nominations Committee:

John Bornmann
Jim Feely
Anne Perry
Moheb Seif El-Nasr

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

Elected:

Jim Feely
Moheb Seif El-Nasr

Academic Resources Committee (three to be elected)

Nominations from the Nominations Committee:

Howard Barnett
Jeanne Donovan
Dean Eckert
Nancy Polette
Richard Rickert
Wanita Zumbrunnen

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

Elected:

Howard Barnett
Nancy Polette
Wanita Zumbrunnen

Faculty-Board Liaison Committee (two to be elected)

Nominations from the Nominations Committee:

Groff Bittner
Solon Chervitz
Bob King
Liz Krekorian

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

Elected:

Groff Bittner
Bob King

Lectures and Concerts Committee (two to be elected)

Nominations from the Nominations Committee:

Charlotte Hanselman
Hans Levi
Dominic Soda

Nominations from the floor:

Kenneth Greenlaw
John Wehmer

There being no further nominations, nominations were closed.

Elected:

Hans Levi
Dominic Soda

Dr. C. Edward Balog, Chairman of the Educational Policies Committee, reported EPC had passed a motion to change the department name from Sociology to Sociology/Anthropology.

On the recommendation of EPC Dr. Balog moved to adopt the program proposal: B.S. Degree in Nursing Management with the following course title change: from NMGT Community Health Care Nursing to NMGT Community Health Care. (The program proposal is attached to the March 19, 1982 EPC minutes.) The motion was seconded. Since the members of the Nursing Department said they had not been consulted about this, a motion was made, seconded and passed to table the motion until further discussion has taken place. The matter, therefore, will be returned to EPC.

Upon the recommendation of Mr. John Nichols, Chairman of Faculty Council, it was agreed by consensus that at the termination of the business meeting the Faculty will meet in executive session.

Mr. Nichols reported that tenure has been approved for Solon Chervitz, Robert King, and Alan Shiller, emeritus status for Esther L. Johnson and Arthur L. Kanak, Sabbaticals for Daryl Anderson, Dean Eckert, Jim Feely, and Jeanne Huesemann, and promotion for John Nichols.

He also reported that the Board of Directors at its meeting March 26 did not act on the Faculty Constitution and Bylaws. The Board would like the Faculty to act on the Bylaws before they act on the combination. It is expected that the Bylaws will be brought to the Faculty at the May meeting.

Mr. Nichols also reported that the Faculty Council has been interviewing candidates for faculty positions.

Dr. Hood, in reporting for the Planning and Research Task Force, said that the Task Force believes no vote on the calendar for 1983-84 should be taken until the May meeting so that members of the Faculty will have an opportunity to review the recommendations of the Task Force.

President Johns suggested that the Planning and Research Task Force meet with the Dean of Faculty, the Director of Admissions, and the Registrar to iron out any difficulties in the calendar.

Dean of Faculty Aaron Miller reminded members of the Faculty that former Senator Gaylord Nelson will be on campus April 5 and 6. He will lecture the morning of April 6 and will have an open discussion in the evening.

President Johns introduced Mr. David Sullivan, the new Registrar.

President Johns reported that we are proceeding with everything in the construction area except Niccolls. The contractor has decided to pull off the job and the matter is now in the hands of legal counsel.

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

Mr. Nichols suggested that because there are a number of items to be discussed at the May meeting, the meeting be rescheduled at a time other than noon so that the meeting could be longer than an hour and a half. President Johns appointed Mr. Nichols, Dr. John N. Bartholomew, and Miss Mary Yonker to work out a time and notify the faculty.

Mr. Feely announced that AAUP would meet April 12, from 12:00 noon to 1:30 P.M. in the Red Room. The annual Alice Parker Lecture will be April 16, at 8:00 P.M., in the Memorial Arts Building. The speaker will be Joyce Armstrong.

Dr. Kenneth Greenlaw announced that the Humanities Division will meet Tuesday, April 6, at 11:30.

Dr. Jeanne Donovan announced there will be a Faculty Forum April 1, at 3:00 P.M., with Dr. Howard A. Barnett as the speaker. There will be another Faculty Forum April 6, at 7:00 P.M., in the Memorial Arts Building, with Dr. Michael Castro as the speaker.

Mr. Emil Wilde announced that KCLC will have an auction on April 18 and 19 from 6:00 A.M. to midnight.

Dr. Dean Eckert announced that an exhibition of the American Southwest, including paintings of Missy Hunter, is now on display in the Fine Arts Building with a reception to be held Friday evening, April 2.

Dr. Richard Rickert announced that the next LCIE colloquium will be April 17.

Mr. Robert King announced that Ronald Steel, noted author, will lecture April 29, in the evening, in the Memorial Arts Building.

There being no further business, the meeting was adjourned at 12:45.

Mary Yonker
Acting Secretary

Approved:

John N. Bartholomew
Secretary of the Faculty

Educational Policies Committee Minutes

Thursday, April 15, 1982

The B.S. Degree in Health Care Management proposal was reviewed and accepted with the following changes:

HCM Intro. to Data Processing changed to
BA 22 Intro. to Data Processing

HCM Financial Management & Budgeting changed to
BA 331 Financial Management & Budgeting

Motion was made, seconded and passed to accept the following new courses in Education:

SED 356/556 Conservation and Use of Limited Vision (2) This course will cover the principles of visual perception development, implications of visual field losses, introduction to optics, optical and non-optical low visual aids, low vision stimulation experience and activities. Prerequisites: SED 355/555 or permission of instructor. Graduate students will be expected to examine research literature in this area over and above the regular course requirements.

SED 357/557 Remediation in Elementary Math (3) The foci of the course (A) the teacher's knowledge of mathematical principles and remedial techniques fundamental to arithmetic and the psychological aspects of arithmetic learning; (B) the teacher's competency in the use of concrete materials embodying mathematical principles and structures; (C) and the teacher's sensitivity and willingness to adapt instruction to experiential needs of students. Prerequisites: Fulfillment of college math requirements EDU 303 or EDU 322, and EDU 312. Graduate students will be expected to examine research literature in this area over and above the regular course requirements.

EPC recommends changing the name of the Religion Department to the Department of Philosophy and Religion with the following changes in the religion curriculum:

1. Drop - REL 110 - Literature and Religion of the Old Testament
- REL 111 - Literature and Religion of the New Testament
- REL 201 - Modern Theology
- REL 203 - Women in Religion
- REL 204 - The Meaning of Jesus for Today
- REL 205 - The Meaning of Paul for Today
- REL 310T - The History of Christian Thought
- REL 302T - The History of Christian Thought

2. Combine REL 100 and REL 102, Religions in America I and II into one course, REL 202, Religions in America, with the following course description:

REL 202 Religions in America (3) - Study of the history and development of the major religious traditions in the United States, beginning with the Puritans and concluding with contemporary religious movements. Included are the beliefs, programs, and organizations of the major Protestant denominations, the Roman Catholic Church, and Judaism, along with ethnoreligious groupings, ecumenical movements, and church-state relations.

3. Add the following course:

REL 208 Taoism and Confucianism (3) - Study of the two major religious traditions which have shaped Chinese culture, specifically to include the writing of Lao Tzu, Chuang Tzu, Lieh Tzu, and Confucius, and the important schematic worldview of the Book of Changes.

4. Change the title of the course REL 210 Zen Buddhism to REL 210 Ch'an and Zen Buddhism.

The following new course in Chemistry was approved:

CHM 343 Coordination Chemistry (2) - A laboratory course covering modern coordination chemistry. The central theme will be inorganic coordination chemistry, with emphasis on a variety of common analytical and instrumental techniques fundamental in the characterization of inorganic compounds. Prerequisites: CHM 152 and consent of the instructor. Lab fee.

The following revision of the journalism curriculum was adopted:

MC 341 Beginning Reporting (3) - The role of the reporter in communicating public intelligence. Laboratory work in basic news gathering, reporting, and writing techniques. Work on the Lindenwood Ledger. Prerequisite: ENG 102, MC 100.

MC 324 Advanced Reporting (3) - Gathering information and writing news, background, and interpretive stories. Analysis of legal, social, and moral responsibilities of the reporter. Work on the Lindenwood Ledger. Prerequisite: MC 341.

MC 343 Editing (3) - The planning and production of a newspaper. News judgment, story selection, copy editing, headline writing, picture selection and display, make-up. Use of standard reference books. Prerequisite: MC 341

MC 349 Production and Layout (3) - Production, editing, design, layout of publications. Emphasis on magazine design and its influence on other publications, such as newspapers, company magazines and newsletters, brochures, folders, yearbooks, books. Prerequisite: MC 343

MC 348/548 School Publications (3) - A course designed to prepare secondary education instructors for advising school publications. The course will focus on student newspapers, magazines, and yearbooks. Discussion will include the problems of staffing; developing annual budgets; gathering, writing, and editing information; and dealing with administrators. (This course is intended for those certified in secondary education).

A meeting of the EPC was called for April 22 to continue discussion on the English curriculum and the college-wide policy on course numbering.

After extensive discussion with Dr. Barnett, the following curriculum was adopted pending the revision of the course description of ENG 207, World Literature.

New courses:

ENG 210 The Novel in the United States (3) - Selected works from the Colonial period to 1917, with attention to the place of the American Novel in the rise of a distinctively American literary tradition.

ENG 202 Bibliography and Methods of Research (3) - An introduction to library reference materials as well as to the skills of finding information regarding topics of individual interest and general knowledge. This will involve the use of various reference materials such as periodical indices, concordances, lexicons, specialized dictionaries, and national bibliographic catalogs. During the course, students will compile a bibliography in a selected area of their interest.

ENG 216 Comedy: Its Origin and Development (3) - Lover or scoundrel, the comic hero as the "wise fool" upholding basic human values of mirth and pleasure in a society caught up in its own complacency. The course will investigate the nature of laughter and the function of comedy in society. Papers and projects may deal with topics such as the Feast of Fools, Mardi Gras, clowns and jesters, vaudeville, and comedians of the silent films.

ENG 227 The English Novel (3) - A study of selected novels from the eighteenth century to the early twentieth century with attention to the development of the novel as a literary form and to its importance in the culture of its historical period. Also included is an account of the forerunners of the novel in the narrative tradition since the Homeric era.

ENG 240 The Art of the Story-teller from Ancient Times to the Present (3) - A cross-cultural course dealing with the art of story-telling and with the role of the story-teller in society. Readings will include parables and fairy tales, selections from epics, selected tales from 1001 Arabian Nights, from Boccaccio and Chaucer, and from L. Sprague de Camp's Gavagan's Bar.

ENG 265 Selected Essays of English and American Culture (3) - Readings from the work of journalists and literary artists who have interpreted and preserved the intellectual and aesthetic life of the English-speaking people from the sixteenth to the twentieth century.

ENG 270 The Detective Novel (3) The relationships between the "criminal" and the "victim," the detective and the criminal, the pursuer and the pursued. In the readings, students will study the concept of "criminality" as it is considered by societal norms, treating characters such as Dostoevsky's Reskolnikov and Porfiry, A. Conan Doyle's Sherlock Holmes, Agatha Christie's Hercule Poirot, and George Simenon's Inspector Naigret.

ENG 274 Mark Twain and the Mississippi River (3) The History and folklore of the Mississippi River and its influence on the works of Missourian Mark Twain. Readings will include Missouri Folklore, Life on the Mississippi, Huckleberry Finn, and the Autobiography of Mark Twain.

ENG 275 Science Fiction (3) A study of international science fiction novels, short stories and film as critiques of modern society and signposts of the future.

ENG 276 Popular Culture (3) A study of the history of popular tastes in literature, art and the electronic mass media, with emphasis on methods of analyzing their popular appeal. Readings will include the dime novel adventures of Buffalo Bill, Davy Crockett and Horatio Alger, as well as such best sellers as Little Women and Gone with the Wind. Popular film and situation television comedy will also be explored.

ENG 278 Literature of Developing Countries. Contemporary literature of developing countries in Asia, Africa, Central and South America. The literature will be a focal point for revealing third world values, problems and assertions of identity.

ENG 279 Russian Authors (3) An in-depth study of one or two major Russian Authors: Dostoyevsky, Tolstoy, Chekhov, Solzhenitsyn. The course may also be structured around a literary trend or political ideology, such as the Symbolist Movement or the Soviet Period.

ENG 281 Short Fiction (3) A study of short fiction as an enduring form of literature. Selections of American and/or world literature will be used to discuss the development, structure and style of short fiction.

ENG 283 Contemporary Poetry (3) A study of current poetry, principally American and British, but with selections in translation from other cultures. The course will include extensive readings among poets representing the growing importance of women and others who have not previously been in the mainstream of poetic tradition.

Courses deleted:

- ENG 225 - The 18th Century Novel
- ENG 226 - The 19th Century Novel
- ENG 236 - World Fiction
- ENG 238 - Renaissance Studies
- ENG 245 - 18th Century Studies
- ENG 248 - Anti-Theatre in 20th Century Drama
- ENG 263 - The Romantic Period in English Literature
- ENG 264 - The Victorian Period in English Literature
- ENG 270 - Comparative Drama
- ENG 354 - Criticism (see Eng 251)

Also deleted: ENG 503, 520, 525, 535, 575.

Courses renamed:

ENG 256-Greek Drama to Epic and Tragedy

ENG 232-American Literature II to The American Writer and the American Scene

ENG 250-Classical Mythology to Myth and Civilization

ENG 251-20th Century Poetry to T.W. Eliot: The Poetry and Criticism of Modern Era

ENG 372-Linguistics Workshop to Modern Grammar

ENG 239-Milton to Milton and the Literature of the English Renaissance

ENG 337-Chaucer to Chaucer and the Literature of the Middle Ages

Courses renumbered:

ENG 229J Classicism and the English Romantic Tradition to ENG 289. (Off-campus course for special term)

Per the request of Dr. Miller, the EPC discussed the college-wide policy on course numbering and a policy for a minimum number of hours in upper division courses. EPC concluded that this affected too many sequential and required courses within the divisions. They recommend that Dr. Miller submit his request to the divisions with a proposal to consider these items.

Submitted:
Pam Saloun

CANDIDATES FOR GRADUATION

Candidates for Degrees May 1982

Lawrence Loyola Burke	Master of Business Administration
Stephanie Joy Lucy Copek	Bachelor of Science
Stephen Clifford Davis	Master of Business Administration
Raymond Peter Kenny, Jr.	Bachelor of Science
Laura F. Scales	Master of Art

BY-LAWS

I. Faculty Council

A. Organization

1. The Council shall elect its own chairperson, vice-chairperson and secretary for one year terms at the initial meeting in September called by a returning council member designated in the previous spring.
2. No faculty member shall substitute for the elected Faculty Council member.
3. A Council member may succeed himself/herself.
4. Vacancies on the Council shall be filled for the remainder of the unexpired term at the next meeting of the appropriate elective body.
5. Regular meetings of the Council shall be held.

B. General Procedures

1. Council meetings shall ordinarily be called and conducted by the chairperson.
2. Any member of the faculty may request that an item be placed on the agenda providing the chairperson receives at least 24 hours notice.
3. Confidentiality shall be presumed to exist in Council deliberations only if invoked by the Council in individual cases for specific reasons.

C. Procedures for Consultation

1. The Council shall act in consultation with the Dean concerning priorities in faculty appointments. The Dean shall discuss with the Council vacancies and needed additions to the faculty before such positions are advertised.
2. The Council shall interview prospective candidates and inform the Dean of their recommendation in writing.
3. The Council shall act in consultation with the Dean concerning reappointments and promotions. The Council will request the Dean to notify the faculty of the proper timetable to submit materials and information for the purposes of reappointment and promotion. The Council shall review all available data and inform the Dean of their recommendation in writing.
4. The Council shall act in consultation with the Dean concerning fringe benefits.

D. Procedures for Joint Action

1. In cases of granting of tenure and/or dismissal of tenured faculty members, Council shall review all available data and inform the Dean of their recommendation in writing.
2. If the Council and the President concur, the case is concluded unless the intervention of a special ad hoc hearing committee is requested by the faculty member (see E-1).

E. Procedures for Appeal

1. A non-tenured faculty member who is notified by the Administration that his/her contract will not be renewed at the expiration date of his/her appointment (or in other cases in which the Council has a consultative role) may follow these appeal procedures:
 - a. The faculty member will review the matter with his/her Department Chairperson and the Dean of Faculty.
 - b. The results of this review will be reported to the Faculty Council by the Department Chairperson or the Dean.
 - c. The faculty member may then, by written request, ask that a hearing before the Faculty Council be arranged.
 - d. If a hearing is to be held, the Council shall elect a sub-committee of three Council members (two of whom shall be tenured) to conduct the hearing.
 - e. At the hearing, the affected faculty member, the Dean, and the Department Chairperson involved shall be present; the faculty member shall have the opportunity to present any information which he/she believes will support his/her case.
 - f. The Dean, the Department Chairperson, the affected faculty member or members of the sub-committee itself may invite other members of the faculty or administration to speak to the issue.
 - g. Student opinion may be solicited and introduced, either by individual written statements or by the personal appearance of representatives properly delegated by the student government. Council may set limits upon the number of such representatives to be received, provided the limit shall be no lower than three but may be higher.
 - h. On receipt of this sub-committee's report at the conclusion of the hearing, the Council shall meet and shall arrive at a recommendation within 48 hours to be made to the administration. Only after this recommendation has been received shall the administration make a final disposition of the case.

2. A tenured faculty member who is to be dismissed or a non-tenured faculty member who has been denied tenure or who is to be dismissed before the expiration of his/her appointment, may follow these appeal procedures:
 - a. The procedures are the same as in E-1, through the Council's hearing of the case and arriving at its recommendation to the Administration.
 - b. If the recommendations of the Council and the President do not agree, the Dean shall schedule another meeting of the Council at which meeting the President shall be present. If this meeting is not successful in producing concurrence, the procedures of the ad hoc committee shall then be invoked.
 - c. The ad hoc committee shall be invoked: 1) by Faculty Council if Faculty Council and the President do not concur; or 2) by the affected faculty member if he/she is not satisfied with the joint action of Faculty Council and the President.
 - d. This ad hoc committee shall consist of three faculty members not previously connected with the case, who are elected by the faculty after being nominated by the officers of the Faculty Council.
 - e. If the affected faculty member, or the Faculty Council, or the President is not satisfied with the decision of the ad hoc committee, the President shall schedule a joint meeting of the Council, the President, the ad hoc committee and an appropriate committee from the Board of Directors. For this joint meeting, procedures outlined in the 1958 Statement of Procedural Standards in Faculty Dismissal Proceedings of AAUP are to be followed.
 - f. The affected faculty member shall have the privilege of appearing before this joint meeting, but appellants are the Council and the President, the ultimate decision being a matter of Board action.

F. Procedures for Other Responsibilities

1. Council shall recommend and review the criteria concerning appointments, reappointments, non-renewals of contracts, promotions and rank, salary policies, fringe benefits, tenure and replacement of faculty on leave or sabbatical.
2. Council shall maintain channels of communication between the Board of Directors and the faculty. One channel shall be a Faculty-Board of Directors Liaison Committee. This shall consist of the chairperson of Faculty Council, two faculty members selected by the faculty from the faculty at large, three Board of Directors members and the President.

- a. They shall meet at least twice during each academic year to discuss special issues of faculty concern.
 - b. When a president or dean is to be appointed, they shall act as consultants in the initial stages of the process of screening and interviewing candidates. The committee shall seek faculty opinion regarding standards for evaluation of candidates and the names of possible candidates. They shall then present these as recommendations to the Board of Directors and shall remain available for consultation until the appointment is made.
3. Council shall recommend emeritus status for retiring faculty members when appropriate. Normally the persons considered as candidates for emeritus status will have:
- a. served The Lindenwood Colleges for at least ten years.
 - b. attained the rank of professor or associate professor.
 - c. demonstrated scholarly achievement.
 - d. made significant contributions to The Colleges.

The Council will consult the faculty members in the department in question and will, as it deems necessary, consult with other faculty members and administrators. It will then send its recommendation to the President through the Dean of Faculty for final consideration by him and the Board of Directors.

4. When a faculty member applies for sabbatical leave, and there appear to be indications that this may not be granted, the Council, at the request of either the faculty member or the Dean, may review the situation to determine if a satisfactory resolution can be achieved.

II. Initial Appointment and Renewal of Contract

A. Term of Initial Appointment

1. Professor: The initial appointment to the rank of Professor is for one year or other written contractual periods and may be renewed on a yearly basis thereafter. At the end of each year evaluation procedures as outlined in the By-laws shall be followed.
2. Associate Professor: The initial appointment to the rank of Associate Professor is for one year or other written contractual periods and may be renewed on a yearly basis thereafter. At the end of each year evaluation procedures as outlined in the By-laws shall be followed.

3. Assistant Professor: The initial appointment to the Assistant Professor rank shall be for one year and shall be renewable. At the end of each year evaluation procedures as outlined in the By-laws shall be followed.
4. Instructor: Appointment to this rank shall be for one year and is renewable up to six years. If, after six years, promotion to assistant professor is denied, the instructor will be given notice of one year. At the end of each year evaluation procedures as outlined in the the By-laws shall be followed.
5. The precise terms and conditions of every appointment are stated in writing in a contract and are accepted by both the Administration and the faculty member before the appointment is in force.

B. Procedure for Renewal of Contract

1. Initiative for renewal will come from the Dean of Faculty in consultation with the Department Chairperson.
2. The Dean will inform the faculty member under consideration, as well as the Department Chairperson, of the dates on which documentation must be received by the Dean's office.
3. The candidate will submit a Summary of Activities for his/her entire period of service to the College. Copies of the summary should be sent to the Dean, the Department Chairperson and to colleagues asked to provide peer evaluations. This summary should follow the criteria for faculty evaluation (see II-C).
4. The Department Chairperson will request peer evaluations from colleagues who are in a position to comment knowledgeably upon the candidate's performance. Evaluators may use either the Peer Evaluation Form or a letter format and address the items stated in the criteria for faculty evaluation (see II-C). Peer evaluations are to be sent directly to the Dean.
5. The Department Chairperson will submit to the Dean a summary of recent student evaluations and an individual evaluation of the candidate's performance (see II-C).
6. In the case of a one person department, the Dean shall appoint a chairperson of another department to act in the capacity of the Department Chairperson.
7. Once the necessary materials have been received, the Dean will make them available, along with the other materials, to the Faculty Council. Procedures for consultation with Faculty Council will be followed as outlined in I-C of the By-laws.

C. Criteria for Faculty Evaluation

1. Teaching and Professional Effectiveness

- a. meeting of classes promptly and regularly
 - b. demonstration of a positive attitude towards students
 - c. intellectual integrity
 - d. intellectual competence
 - e. clarity of presentation
 - f. continuing effort to keep abreast of new knowledge in higher education generally and in one's field(s) of specialization
 - g. willingness to incorporate new ideas and techniques into one's teaching
2. Professional Service
- a. active participation in faculty and administrative affairs, such as
 1. student recruitment
 2. service on faculty committees
 3. curricular development
 - b. performance in advisement and counseling of students
 - c. cooperation with other faculty and administrative personnel in the advancement of the mission of the college
 - d. leadership and initiative in faculty affairs
 - d. assist in the development of extramural funding for institutional enhancement
 - f. institutional service to the community
3. Professional Development
- a. demonstration of professional ethics
 - b. professional honors, achievements, additional academic degrees
 - c. research, publications, productions, performances, exhibitions
 - d. consultative roles outside the institution
 - e. membership and offices in professional organizations
 - f. attendance at professional meetings
 - g. development of new areas of expertise

D. Notice of Non-Reappointment

1. Final written notice of non-reappointment shall be given not later than March 15 of the first academic year of service, if the appointment expires at the end of that year.
2. Final written notice of non-reappointment shall be given not later than December 15 of the second academic year of service, if the appointment expires at the end of that year.
3. Final written notice of non-reappointment shall be given at least nine months before the expiration of an appointment after two or more years at The Lindenwood Colleges.

E. Notice of Resignation

1. A faculty member should not resign in order to accept other employment as of the end of the academic year, later than May 15 or 30 days after receiving notice of the terms of his/her continued employment the following year, whichever date occurs later.
2. In the event of an emergency situation, the faculty member may ask the Dean and the President to waive this deadline.

III. Tenure and Promotion

A. Purpose of Tenure

1. When a faculty member receives tenure, he/she is appointed to a permanent academic position with The Lindenwood Colleges. Tenure is a means to encourage and preserve the atmosphere of academic freedom for teaching and research. Tenure is also a means
 - a. to attract and retain men and women of ability to college teaching.
 - b. to bring stability and strength to a faculty that might otherwise be subject to frequent change of personnel.
 - c. to plan and carry through long-range goals, especially in the face of difficulties.
 - d. to develop unity in the achievement of the educational goals of The Lindenwood Colleges.
2. Once tenure is granted, faculty members have tenure until retirement. Tenured service can be terminated only for cause, or under extraordinary circumstances such as financial exigency. If a tenure appointment is terminated because of financial exigency, the released faculty member shall be offered alternate appointment at the College if qualified, and will not be replaced and the vacancy will not be filled within two years unless the released faculty member has been offered reappointment and has declined.

3. Transfer of a tenured faculty member from one department to another, or to or from an administrative position within The Lindenwood Colleges, or promotion shall not deprive the person involved of tenure.

B. Terms of Probation

1. The probationary period of full-time faculty member beginning his/her career with 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/she has served as a full-time faculty member for three or more years shall not exceed three years of service at Lindenwood.
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 tenure reviews, except in extraordinary circumstances where the faculty member specifically requests that his/her probationary period be extended for one year. The faculty member must state in writing that he/she is requesting a delay of decision and that any possible right to de facto tenure is waived.
5. Leaves of absence shall not be included in the probationary period.

C. Procedures for Promotion and Granting of Tenure

1. Initiative for promotion and tenure may come from the Administration, the Department Chairperson, the faculty member him/herself, or from another faculty member. In any case, it is the candidate's responsibility to send formal notification of intent to submit materials to the Dean by the date specified by the Dean in consultation with the Faculty Council.
2. All members of the faculty including those holding continuing appointment and departmental and divisional chairs shall undergo an annual performance review to guarantee faculty access to consideration for promotion and/or tenure.
3. Annually, faculty members shall submit to their Department Chairpersons, and through them to the Dean, a statement citing, and evaluating, their professional activities and achievements and their institutional services for one year.
4. The candidate for promotion and tenure will submit to the Department Chairperson and through him/her to the Dean and other reviewers a Summary of Activities for his/her entire period of service to the College, with emphasis on the past three years.

This summary should follow the criteria for faculty evaluation (see II-C).

5. The Department Chairperson will request Peer Evaluations from colleagues who are in a position to comment knowledgeably upon the candidate's performance. These Peer Evaluations are to be sent directly to the Dean.
6. The Department Chairperson of the candidate will submit to the Dean of Faculty a summary of recent student evaluations of the candidate, an individual evaluation of the candidate's performance, and a copy of the Faculty Performance Review Check Sheet with appropriate notations. The Chairperson shall not review himself or herself. The Dean shall appoint a reviewer from the respective department or division for that purpose.
7. Once the necessary materials have been received, the Dean will submit them to the Faculty Council for their review.
8. The Faculty Council shall give full deliberation to the appropriateness of each recommendation.
 - a. The Council may properly lay such a report on the table to make a final judgment at a subsequent meeting, but that judgment must take place in time to affect administrative action.
 - b. All voting for promotion and/or tenure decisions in the Council shall be by secret ballot. Each ballot shall indicate "yea," or "nay," or "abstain," followed by a written explanation justifying the vote.
9. Once the Faculty Council has concluded deliberations, all recommendations shall be submitted to the Dean.
10. Formal notification of the granting of tenure and promotion will be made by the Administration prior to the issuing of contracts for the next academic year.

D. Recommended Guidelines for Promotion

1. Professor

- a. an earned doctorate or appropriate terminal degree in one's field
- b. five years as an Associate Professor
- c. evidence of distinguished professional accomplishment and/or institutional service

2. Associate Professor

- a. an earned doctorate or appropriate terminal degree in one's field

- b. four years as an Assistant Professor
 - c. evidence of noteworthy professional accomplishment and/or institutional service
3. Assistant Professor
- a. a master's degree with additional professional education (usually one year of work toward a doctorate or comparable professional preparation)
 - b. three years as an Instructor
 - c. evidence or demonstrable promise of professional accomplishment and/or institutional service

IV. Procedure for Sabbatical Leave

- A. All sabbatical leaves shall be announced to the faculty in the term prior to which the sabbatical leave is to be effective. The criteria to which the Council shall give attention shall at least include:
- 1. Receipt of written proposal by the Dean of Faculty on or before January 31 of the academic year preceding effective date.
 - 2. The length and quality of service of the applicant at The Lindenwood Colleges.
 - 3. The merit of the proposal for the individual's professional growth, and the return of benefit to the institution.
- B. Upon completion of the sabbatical leave, the faculty member shall make a report to the Dean.

V. Faculty Organization

- A. For the purpose of the general faculty meetings, the Faculty shall consist of:
- 1. Voting members, who shall include:
 - a. all those persons whose teaching load is regularly more than half-time, and who do not belong primarily to some other faculty. For the purpose of this by-law, a full-time load shall be defined in the annual contract. Summer courses, individualized instruction, and independent study supervision shall not apply.
 - b. those persons to whom faculty status belongs by constitutional provision, namely the President of the Colleges, the Dean of Faculty, the professional librarians, and the Faculty Advisors.
 - c. other such persons whom, by virtue of their responsibilities within the Colleges and their general competence in higher

education, the Faculty may choose to seat. These persons shall be recommended to the Faculty by the Faculty Council. Faculty approval shall be by simple majority. Once persons are approved, their voting status shall not be reviewed annually.

2. Non-voting members, who shall include:
 - a. persons who are currently teaching any course in The Lindenwood Colleges, but who are not entitled to vote.
 - b. such other persons whom, by virtue of their responsibilities within the Colleges and their general competence in higher education, the Faculty may choose to seat. These persons shall be recommended to the Faculty by the Faculty Council. Faculty approval shall be by a simple majority and shall be reviewed annually.
 - c. a maximum of 3 students designated by Student Government.

B. Practices concerning Faculty Meetings

1. Regular meetings of the Faculty shall be held once each month during the academic year. Special meetings may be called by the President, the Dean of Faculty, or the Faculty Council.
2. The agenda shall be distributed to each Faculty member no later than the second day before each regular or, if time permits, before each special meeting of the Faculty. By a two-thirds vote of the members present and voting, the Faculty can waive the two-day requirement regarding any particular item of business. On any subject requiring vote, a statement of the proposal to be voted on and pertinent information concerning it shall accompany the agenda.
3. One-half of the voting Faculty membership shall constitute a quorum.
4. Meetings and other business of the Faculty shall be conducted according to Robert's Rules of Order.
5. The Secretary of the Faculty shall be elected at the September Faculty meeting and shall begin duties of office at that meeting. The Secretary shall serve a term of two years, and may be re-elected. The Secretary shall keep a record of all proceedings of the Faculty, along with all memoranda, petitions, requests, and reports introduced at the Faculty meetings, and may secure the services of a professional secretary in the actual taking and construction of the minutes.
6. The President is Chairman of the Faculty and presides at Faculty meetings; he has the privilege of delegating the right to preside. In the President's absence from campus, the Dean of Faculty may serve as Chairman of the Faculty. In the absence of both, the chairperson of the Educational Policies Committee shall preside.

VI. Divisions

- A. A member of the Faculty shall also be a member of one of the three divisions within the Colleges: Humanities, Natural Sciences and Mathematics, and Social Sciences.
- B. The Divisions shall consist of the following departments and fields of study:

<u>Humanities</u>	<u>Natural Sciences and Mathematics</u>	<u>Social Sciences</u>
English	Biology	Business Administration
Communications	Chemistry	Economics
Religion and Philosophy	Mathematics	Education
Art	Physics	Physical Education
Foreign Language	Nursing	Geography
Theatre		History
Library Science		Psychology
Music		Anthropology
<i>Prof. Art</i>		Sociology - <i>Justice</i> Administration
		Political Science

- C. For purposes of meetings of the divisions, the faculty of a Division shall consist of:
 1. Voting members, who shall be all those persons whose teaching load is regularly more than half-time, and whose courses fall within the division and who do not belong primarily to some other faculty. If a person has a joint appointment in two Divisions, he/she shall vote in the Division in which he teaches a majority of the time. If the division of labor is entirely equal, he may choose the Division for voting membership, subject to the approval of the Faculty Council. (This process shall also apply in establishing voting membership in a department in cases of joint appointment).
 2. Non-voting members, who shall include all persons who are currently teaching any course within the Division, but who are not entitled to vote.
- D. Election of Division Officers
 1. Each Division shall elect a chairperson, a vice-chairperson, and a secretary for a two-year term of office, the elections to be held at the end of the academic year in which the terms expire.
 - a. A notice of the election shall be sent by the Division Chairperson at least one week before the election.
 - b. An election requires a majority of those present and voting, a run-off between the two candidates receiving the most votes to be held if necessary.

2. A division officer may be removed from office by a 2/3 majority vote of the Division. In such cases, the election of a new officer, following the method outlined above, shall take place within two weeks.

VII. Faculty Committees

A. Educational Policies Committee

1. Membership

- a. Division Chairpersons
- b. three faculty members, one from each division elected at large for staggered three-year terms
- c. two students elected by the student body or appointed by the Student Government
- d. the Dean of Faculty and the Directors of the Evening College and the College for Individualized Education as ex officio members without vote
- e. the Registrar of the College and the Head Librarian as ex officio, non-voting members

2. Duties

- a. to represent the faculty in a consultative and advisory capacity to the President and the Dean of Faculty in academic matters
- b. to initiate or consider proposed changes in the educational program including the creation, merger or abolition of departments and programs, and to make recommendations to the faculty regarding such changes
- c. to recommend to the faculty candidates for honorary degrees using as criteria:

The candidate should

- (1) be a person of character.
 - (2) have attained a level of eminence in his or her career, and
 - (3) have achieved social significance by contributing to the well-being of the community.
- d. to establish criteria for, and to administer all programs and events awarding academic honors
 - e. to choose a member, excluding the three Division Chairpersons, to serve on each subcommittee of the Education Policies Committee

3. Subcommittees (Terms of membership are for one year)

a. Academic Standards Committee

(1) Membership

- a. the Dean of Faculty, who shall serve as chairperson
- b. five faculty members: one member elected from each academic division by each of the three divisions, a College for Individualized Education Faculty Administrator, and a member of the Educational Policies Committee
- c. two students elected by the student body or appointed by the Student Government

(2) Duties

- a. to review the academic programs of The Lindenwood Colleges for the purpose of establishing and maintaining consistent and appropriate academic standards
- b. to review and recommend to the Faculty through the Educational Policies Committee procedures relating to academic standards, specifically to include admission policy, grading practices, the granting of academic credit for practica, internships, and critical life experience, transfer credit policies, and probation, suspension, and readmission policies
- c. to assist in any way feasible the Academic Grievance Committee in the conduct of its responsibilities

b. Academic Resources Committee (Terms of membership are for one year)

(1) Membership

- a. five faculty members, three elected at large, one a member of EPC and one appointed. The Librarian, Audio-Visual Director, ~~and~~ Director of Computer Center, are ex officio members with vote. *+ Ch. For. Lang Dept*
- b. two student members appointed by the student body or appointed by the Student Government

(2) Duties

- a. to evaluate the Lindenwood Library collection and to recommend the strengthening of those resources which seem to be inadequate
- b. to review annually the adequacy and make recommendations concerning the budgets given to each department for the purpose of the acquisition of new resources for the Lindenwood Library

- c. to evaluate and make recommendations concerning the quantity, condition, and accessibility of resources, such as projectors, record players, computers, available to the Faculty

c. Special Terms Committee

(1) Membership

- a. five faculty members: three elected at large, one from each division, one appointed, and one member of the Educational Policies Committee
- b. two students elected by the student body or appointed by the Student Government

(2) Duties

- a. to initiate, review, and implement proposals for special terms and their programs
- b. to report to the Educational Policies Committee and through them to the Faculty

B. Admissions and Financial Aid Committee (Terms of membership are for one year)

1. Membership

- a. three faculty members, two elected, one appointed
- b. the Director of Admissions, the Director of Financial Aid, the Registrar, the Dean of Faculty, the Dean of Students, and the Director of the College for Individualized Education as ex officio members with vote
- c. two students elected by the student body or appointed by the Student Government

2. Duties

- a. to assist the Admissions Office and to coordinate recruitment efforts of departments and divisions
- b. to review and make recommendations to the President and the Dean of Faculty, policies concerning all scholarships and all other financial assistance given to students
- c. to hear appeals concerning decisions that alter the terms of a student's aid and to make recommendations concerning such to the Director of Financial Aid
- d. to make available on request information to the Faculty Council and Educational Policies Committee

C. Lectures, Concerts and Special Events Committee

1. Membership

- 2 elected each yr staggered 2-yr term*
- a. ⁴ two faculty members to be elected by the Faculty ~~and one appointed~~ *for staggered 2-yr terms.*
- b. four student members appointed by the Student Government
- c. the Dean of Students *& Prof Faculty* as ex officio members with vote
- d. The chairperson shall be one of the faculty members determined by election.
- e. ~~At least two students shall be present in order to vote on committee business.~~

2. Duties

- a. to evaluate, plan and budget special events, such as programs that bring visiting lecturers, artists and other performing groups, and social events
- b. to stimulate interest in such events with adequate publicity

D. Committee on Graduate Faculty

1. Membership

- a. the Dean of Faculty
- b. the Directors of Graduate programs
- c. one member of the Educational Policies Committee
- d. one member of Faculty Council
- e. Ordinarily, members of the Graduate Faculty will hold terminal degrees in their fields of instruction.

2. Duties

- a. to review the academic credentials of faculty members, both full and part-time, for instructional service in graduate degree programs

E. Committee on Teacher Education

1. Membership

- a. the staff of the Department of Education, the Dean of Faculty, and the Registrar
- b. one faculty representative elected from each of the areas of teacher certification *by the fac of that area*

- c. two students, one seeking elementary certification and one seeking secondary certification, appointed by the Chairperson of the Education Department

2. Duties

- a. to review, plan, and approve the Program of Teacher Education
- b. To approve entrance of students into the Program of Teacher Education and to accept them for student teaching.

F. Graduate Admissions Committee

1. Membership

- a. Three faculty members, one elected from each division and each having the earned doctorate, and three faculty members appointed by the President. The Dean of Faculty, the Director of LCIE, and Chairpersons of those departments responsible for programs in which graduate degrees are to be given will serve as ex officio members without vote.
- b. The election or appointment to this committee will be for a term of two years.

2. Duties

- a. to review student applications for admission and to grant or deny admission to these programs

~~C.~~ Nominations Committee

1. Membership

- a. Three members, one from each of the divisions, elected from and by the Faculty at each March Faculty Meeting; nominations to this committee shall be made from the floor of that meeting.

2. Duties

- a. To nominate the Faculty members to be appointed or elected to committees, except the Nominations Committee. In each case, a minimum of one more nominee than required shall be submitted to the President or to the Faculty. Also, in each case, the committee shall notify the Faculty of the date by which nominations are to be completed, so that names may be submitted to the committee for consideration.
- b. to keep records of all nominations and memberships on committees
- c. To nominate members to fill vacancies on committees, except on the Nominations Committee, in which case nominations shall be made from the floor and election held at the first Faculty Meeting following the occurrence of a vacancy.

H. Athletic Committee

1. Membership

a. ~~three~~ *electd by Faculty + one* faculty members appointed by the President

b. representative to the National Association of Intercollegiate Athletes

2. Duties

a. to consult with the Athletic Director on implementation of policies governing athletic programs

VIII. General Procedures

A. Quorum: A simple majority shall be sufficient to conduct the business of any body subject to these by-laws, except: The quorum of the Faculty Council, in any hearing or deliberation relating to the case of a particular faculty member, shall be 2/3 of the members.

B. Proxy Votes: No proxy votes shall be permitted in any body subject to these by-laws.

C. Roberts' Rules of Order shall be the basis of parliamentary procedure in any circumstance not explicitly determined in these by-laws.

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13 May 1982

To: All Faculty

This is to remind you of the Faculty Meeting scheduled for Monday, May 24, at 10:00 a.m. in the Fine Arts Building, Room 202.

Items

1. Report from the Nominations Committee
2. Discussion of the attached calendar proposal
3. Discussion of the By-laws

PLEASE REMEMBER TO BRING YOUR COPY OF THE BY-LAWS DISTRIBUTED WITH THE MAY 6, 1982 FACULTY AGENDA.

Calendar Proposal

Dear President Johns:

There are several benefits to be derived from coordinating all of the major academic units of the college onto one calendar. A synchrony of calendars will (1) permit students to more easily interchange and intermix courses from the Day, Evening and CIE branches of the college, (2) facilitate full use of the faculty in all of these branches, (3) simplify the jobs of the business, registrar, and financial aid offices, and (4) insure that student services, such as the library and audio-visual aids, are available to students when their unit is in session.

The calendar which we believe will best serve all of the academic units is the 13-week trimester schedule with two or three weeks between trimesters.

Figure 1 illustrates the proposed four-year trimester calendar:

Figure 1

	<u>Four Year Calendar</u>		
A Y	Autumn Trimester	Winter Trimester	Spring Trimester
82-83	20 Sept - 17 Dec	10 Jan - 8 April	25 April - 22 July
83-84	19 Sept - 16 Dec	9 Jan - 6 April	23 April - 20 July
84-85	17 Sept - 16 Dec	7 Jan - 5 April	22 April - 19 July
85-86	16 Sept - 13 Dec	6 Jan - 4 April	21 April - 18 July

Beyond the aforementioned benefits, the proposed calendar offers additional advantages. The trimester more fully utilizes the faculty who will be able to teach 39 weeks of the year rather than 32. The coordination of the calendars will improve our ability to distribute the full-time faculty among the units of the college. This will cut some of the need for adjuncts in the Evening and CIE branches. Even without additional use of the full-time faculty, no increase in the number of adjuncts is projected. Courses will be distributed over three terms rather than two, thereby adding flexibility in the schedules of both faculty and students.

From the perspective of admission and retention of students, we believe

the proposed calendar will have advantages for the students. They will have easier access to the entire range of programs offered by all units of the college. They will be able to accelerate through their four-year curriculum in three years if they so choose. Because the Spring trimester begins so early, they will be encouraged to attend all three terms.

We project that this calendar will have a positive impact upon the budget. The money currently allocated for faculty salaries will yield greater value in terms of longer and more efficient use of the faculty. Residential students will be likely to enroll for three terms, providing fuller use of dormitories. Students in the CIE will be more likely to enroll for three trimesters rather than two, with the proposed eight-week hiatus in the summer allowing time for family vacations and rest from continuous study. Because August and September are statistically the hottest months in this area, the proposed calendar obviates the need for air-conditioned classrooms during the peak cooling season. It also provides needed maintenance time. Moreover, it is conceivable that some of the administrative staff currently on 12-month contracts may be placed on 11-month contracts, with some offices closed for one month in the summer or operational with only a skeleton staff. Finally, it reduces the disparity between the workloads and salaries of the full-time faculty in the traditional and non-traditional units of the college.

We believe the proposed calendar will be appealing to the administration, board, students of the college and the faculty of the CIE. Because of its many advantages, we are hopeful of attaining the advocacy of the general faculty for this proposal.

Calendar Task Force:
Aaron Miller, Dar Anderson, Dave Sullivan,
Arlene Taich