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1982

## Lindenwood College Faculty Meeting Minutes, 1982-1983

Lindenwood College

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*John Nichols*

FACULTY MEETING AGENDA

September 2, 1982, 12 noon

*Zelkyl Theatre*  
~~Fine Arts Building, Room 202~~

- I. Minutes of May 6, May 24, and May 28, 1982 meetings
- II. Introduction of new members of the Faculty and Staff - Dean Miller
- III. Reports
  1. Educational Policies Committee - Dr. Balog
  2. Faculty Council - Mr. Nichols
  3. Dean of Faculty - Dean Miller
  4. CAP Center - Ms. Grady
- IV. Organization of the Faculty
  1. Meeting time and place
  2. Announcement of appointments to faculty committees
  3. Election of Faculty Secretary
  4. Election of Faculty Treasurer and establishment of dues
- V. Business from the floor
- VI. Announcements
- VII. Adjournment

The Lindenwood Colleges  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of The Lindenwood Colleges  
May 6, 1982

The regular meeting of the Faculty of The Lindenwood Colleges was held Thursday, May 6, 1982, at 12:00 noon, in the Fine Arts Building. Dean Aaron Miller presided in the absence of President Robert Johns. Dr. Esther L. Johnson gave the invocation.

A motion was made, seconded, and passed to approve the minutes of the April 1, 1982 meeting as distributed.

Dr. C. Edward Balog, Chairman of the Educational Policies Committee, reported that the proposal of EPC in regard to the number of hours a student can take each semester, since there will be no January Term after this year, had been omitted from the April 15, 1982, EPC minutes. EPC recommends that a student be allowed to take eighteen (18) hours per semester without an overload fee.

Dr. Balog reported that EPC has recommended that the name of the Religion Department be changed to Religion and Philosophy Department and called attention to changes in the religion curriculum as listed in the April 15, 1982, EPC minutes.

Mr. James Wilson pointed out that MC 324 - Advanced Reporting - listed in the April 15, 1982, EPC minutes should be MC 342.

Following action at the April 1, 1982, faculty meeting to table the motion in regard to the program proposal: B.S. Degree in Nursing Management and to refer it back to EPC, Dr. Balog moved that the B.S. Degree in Health Care Management be adopted as outlined in the April 15, 1982, EPC minutes. The motion was seconded. After a lengthy discussion it was moved that the motion be tabled until there is a permanent chairman of the Business Administration Department. The motion was seconded and passed.

Dr. Balog announced that the Board of Directors has accepted the unanimous recommendation of the Faculty that Mary Yonker be awarded the honorary degree of Doctor of Humane Letters at commencement.

Mr. John Nichols, Chairman of Faculty Council, reported that the position in Psychology has been filled, the Psychology position in LCIE has been filled, and the ESL position has been offered. Candidates are still being interviewed for the Chairmen of Communications, Sociology, and Physical Education, a position in Art, two positions in LCIE, and Chairman of the Business Administration Department.



The following have submitted resignations:

John N. Bartholomew  
Ed Chance  
Andrew Chirchirillo  
Kathryn Kelly  
Daniel Rocchio  
James Wilson

Mr. Nichols announced that the Faculty End-of-the-Year Dinner will be Monday, May 24, at 6:30 P.M., in Ayres Dining Hall.

Mr. Nichols moved, on the recommendation of Faculty Council, the Faculty Bylaws, as attached to the agenda, be accepted and that debate be postponed until other business has been completed. The motion was seconded and passed.

Dr. James F. Hood, Chairman of the Planning and Research Task Force, moved that discussion of the calendar proposal be postponed until the faculty meeting following commencement. The motion was seconded and approved.

Mr. Rickard B. Scott, Director of Financial Resources and Financial Aid, said that the Admissions and Financial Aid Committee had asked for a report on financial aid. He reviewed the report which was distributed to Faculty and copy of which is attached to the official copy of the minutes. The policy in awarding academic scholarships is that the recommendation comes from the Director of Admissions, is approved by Mr. Scott as far as money is concerned, and then goes to the President for approval.

Dean Miller announced that the baccalaureate service will be held May 21, 1982, at 7:30 P.M., at the Lindenwood College Chapel/St. Charles Presbyterian Church. There will be a reception following at the Memorial Arts Building. On Wednesday, May 19, there will be a barbecue at 4:00 at the President's House. Commencement will be Saturday, May 22, at 10:00 A.M., with a luncheon following in Ayres Dining Hall. Those who will not be participating in baccalaureate or commencement should notify Mary Yonker.

Dean Miller also announced that a special faculty meeting will be held Monday, May 24, at 10:00 A.M.

Mr. David Sullivan, Registrar, moved that the candidates for degrees listed on the attachment to the agenda be approved subject to satisfactory completion of requirements. The motion was seconded and passed.

Dean Miller asked that faculty advisors use judgment in allowing students to carry as many as eighteen (18) hours each semester even though there will be no overload fee.

Mr. James Feely announced that AAUP will meet May 12, at noon, at which time elections will be held.



Since other business of the meeting had been concluded and there was a motion on the floor to adopt the Faculty Bylaws, Mr. Nichols moved to add on page 14 that the Chairperson of the Foreign Languages Department be added to the Academic Resources Committee as an ex officio member under 3.b.(1)a.

Page 12 - A motion was made, seconded and passed to add under VI.B. - Humanities - "Performing Arts"

Page 12 - A motion was made, seconded and passed to change under VI.B - Social Sciences - "Sociology" to "Sociology/Anthropology" and to delete "Sociology - Administration of Justice"

Page 16 - It was moved, seconded and passed that C.1.c. be amended to read: "The Dean of Faculty and the Dean of Students are ex officio members with vote"

Page 16 - A motion was made, seconded and passed to strike C.1.e. - "at least two students shall be present in order to vote on committee business."

Page 16 - A motion was made and seconded to strike "and social events" from C.2.a. The motion failed.

Page 16 - A motion was made, seconded and passed to amend E.1.b. to read: "one faculty representative elected from each of the areas of teacher certification by the faculty of that area."

Because of the lack of a quorum, the meeting was adjourned at 1:25.

Mary Yonker  
Acting Secretary

Approved:

John N. Bartholomew  
Secretary of the Faculty

INSTITUTIONAL FUNDS

Date: 5/6/82

NUMBER OF STUDENTS: 306

SCHOLARSHIPS .....	<u>56,160.00</u>
COLLEGE FINANCIAL ASSISTANT GRANTS .....	<u>91,106.00</u>
TOTAL	<u>147,266.00</u>

FEDERAL FUNDS

NDSL ..... (L.O.E. 191,782.00) .....	<u>123,687.00</u>
BEOG .....	<u>192,911.00</u>
SEOG I ... (29,014.00) .....	<u>33,412.00</u>
SEOG R ... (18,134.00) .....	<u>14,750.00</u>
CWS ..... (82,489.00) .....	<u>59,167.04</u>
(TOTAL WORK ALLOTTED \$82,500.00)	
(\$85,335.00)	
TOTAL	<u>423,927.04</u>

STATE FUNDS

MISSOURI GRANT .....	<u>210,123.00</u>
OUTSIDE AWARDS .....	<u>7,350.00</u>
TOTAL	<u>217,473.00</u>

NUMBER OF STUDENTS: 573

GUARANTEED STUDENT LOAN .....	<u>1,598,323.07</u>
GRAND TOTAL	<u>2,386,989.11</u>



The Lindenwood Colleges  
St. Charles, MO 63301

Minutes  
Special Meeting of the Faculty of The Lindenwood Colleges  
May 24, 1982

A special meeting of the Faculty of The Lindenwood Colleges was held Monday, May 24, 1982, at 10:00 A.M., in Ayres Dining Hall. Dean Aaron Miller presided in the absence of President Robert Johns. The purpose of the meeting was to receive the report of the Nominations Committee, discussion of the calendar proposals, and discussion of the Faculty Bylaws.

Ms. Kathryn Kelly, on behalf of the Nominations Committee, distributed ballots to fill vacancies on two faculty committees.

Faculty Council (two to be elected to fill the unexpired terms of Jane McLaughlin and Kathryn Kelly)

Nominations from the Nominations Committee:

Roger Gibson  
Elizabeth Krekorian  
Tony Perrone

Nominations from the floor:

Solon Chervitz

There being no further nominations, nominations were closed.

Elected:

Tony Perrone  
Solon Chervitz

Nominations Committee (one to be elected to replace Kathryn Kelly)

Nominations from the Nominations Committee:

Michael Castro  
Ed Herendeen  
Suze Sueoka

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

Elected:

Suze Sueoka

Dr. James F. Hood, Chairman of the Planning and Research Task Force, said that two committees - the Planning and Research Task Force, and the Administration Task Force on Calendar - have submitted reports.

The proposal of the Research and Planning Committee, copy of which is attached, is essentially to continue the 1982-83 calendar and the calendar would be essentially the same as the calendar is now except for elimination of the January Term and moving the Spring Term up. A disadvantage would be a short year. An advantage would be that it does not require us to make much change.

Copy of the proposal by the Administration Task Force on Calendar, which is a trimester plan, is also attached. The advantage of this would be that the day program, the Evening College, and the College for Individualized Education would all be on the same calendar.

A third option, Dr. Hood said, would be to go to the conventional semester plan of 16 weeks plus final examination week. Evening College courses would then be reduced to two and one-half hours.

It was suggested that a fourth option might be two semesters of 15 weeks each plus final examinations.

After discussion it was agreed to take a straw vote on the following calendar plans:

1. Trimester plan - proposal of Administration Task Force on Calendar. 4 votes.
2. Two semesters of 14 weeks each plus final examinations plus an interim 3 week May Term with a potential of three-week workshops - proposal of Planning and Research Task Force. 16 votes.
3. Two semesters of 16 weeks each plus summer session. 12 votes.
4. Two semesters of 15 weeks each plus summer session. 15 votes.

It was moved that the above information be sent back to the joint committee for further consideration and discussion with the President and returned to the Faculty. The motion was seconded. A motion was made to amend the motion to expand the joint committee to include Division Chairmen and the Chairman of Faculty Council. The amendment was seconded and passed. The original motion as amended passed.

The meeting was recessed at 12:15 and reconvened at 1:00.

Mr. John Nichols, Chairman of Faculty Council, asked that consideration of the Faculty Bylaws be continued.

Page 16 - It was moved, seconded and passed to change C.1.a. from "two faculty members to be elected by the Faculty and one appointed." to "four faculty members to be elected by the Faculty for staggered two year terms."



Page 17 - A motion was made, seconded and passed to change "G. Nominations Committee" to "H. Nominations Committee" and

Page 18 - to change "H. Athletic Committee" to "G. Athletic Committee."

Page 18 - A motion was made, seconded and passed to change G. (Athletic Committee) l.a. from "three faculty members appointed by the President" to "two faculty members elected by the Faculty, and one appointed by the President."

Page 18 - A motion was made, seconded and passed to change G.l.b. from "representative to the National Association of Intercollegiate Athletes" to "the representative to the National Association of Intercollegiate Athletes."

A motion was made, seconded and passed to validate the election to fill the vacancy on the Nominations Committee.

A motion was made, seconded and approved to accept the Faculty Bylaws as amended.

Dr. C. Edward Balog, Chairman of the Educational Policies Committee, on the recommendation of EPC moved to remove from the table the motion to adopt the B.S. Degree in Health Care Management. The motion was seconded and passed.

After discussion the question was called on the motion and it failed by 18-17.  
NOTE: Following the meeting one faculty member who had voted against the motion submitted a change of vote in writing in favor of the motion making the vote 17 against and 18 for.

Ms. Kelly asked that the Social Science and Natural Science Divisions elect one member from each division to Faculty Council, and for each of these divisions to elect one member each to the Academic Standards Committee.

There being no further business, the meeting was adjourned at 1:55 P.M.

Mary Yonker  
Acting Secretary

Approved:

Aaron Miller  
Dean of Faculty

## Report of the Research and Planning Committee on Calendar

We considered three possible calendar models: trimesters, conventional sixteen-week semesters, and fourteen-week semesters. The quarter system was not seriously considered.

The trimester system would allow year-round scheduling for both faculty and students. Faculty members would have a load distributed through three terms rather than two, and various patterns of teaching could be used to adjust load in various terms. Students who attended year-round could graduate in three years with careful scheduling. Such a schedule would correspond to the present LCIE pattern and allow students in that program to elect courses in other components of the college as part of their trimester study plans.

There are, however, some drawbacks to such a pattern:

1. It has been increasingly difficult to maintain student enrollments in summer terms. This seems to be a national trend, not just a local problem. Filling a summer trimester with enough students to make it financially and academically viable seems almost impossible at present.
2. Courses scheduled in the summer trimester would have to be repeated in other terms to accommodate students not attending in summer. To avoid back-to-back scheduling of some courses in summer and the fall and spring terms, courses would have to "move," being scheduled every third term. This would make scheduling more erratic for fall-and-winter-only students.
3. While most classes could be accommodated in air-conditioned facilities, it is not likely that every class or activity could be so scheduled.

The conventional sixteen-week semester has some attractive features to it as well. It would allow fifty-minute classes on the Monday-Wednesday-Friday sequence. This might well be valuable in areas like mathematics and foreign languages, allowing presentations to take place more frequently for a shorter time. It would give more time for reading and writing assignments in all classes.

This pattern also has some disadvantages:

1. It would require a beginning time in August to start Fall Semester to avoid the "lame-duck" period after Christmas. Everyone seems agreed that the Fall Semester must end before Christmas. Most colleges and universities have abandoned that short period after Christmas. There is no way to do that without beginning in August. This would mean at least two weeks more of classes in non-air-conditioned facilities such as Roemer Hall.
2. It could not coordinate with LCIE which uses trimesters.
3. It would require yet another change for Lindenwood, which has changed already a good deal.



The committee recommends that we retain the present fourteen-week semester plan. This is the interim pattern already announced for 1982-1983. We recommend making this permanent with the 1983-1984 AY.

This would involve a fall semester using the same class patterns we have had for some years. The spring semester would begin and end sooner than at present. There was some discussion of simply closing for the entire month of January to save heating costs, but the committee feels that this would have a very negative impact on student enrollment. We do not feel that the college should shut for six weeks in the middle of the year.

This option does not require us to make any substantial changes in our schedules at all. Daily class patterns would remain as they are now, with sixty-minute classes on Monday-Wednesday-Friday and ninety-minute classes on Tuesday-Thursday. The same meeting periods and lunch break would remain.

For the 1983-1984 AY, such a schedule would produce a calendar like this:

Fall Semester, 1983

Classes Begin	September 7
Thanksgiving Recess	November 24-25
Classes End	December 9
Exams	December 12-17

Spring Semester, 1984

Classes Begin	January 18
Spring Vacation	March 12-16
Classes End	April 25
Exams	April 26-May 3
Graduation	May 5

This schedule produces the same class values in each semester:

40 Monday-Wednesday-Friday classes = 40 hours  
 26 Tuesday-Thursday classes = 39 hours  
 Evening Sessions: 13 180 minute classes = 39 hours

This pattern has some real advantages:

1. It involves no real change.
2. It allows a fairly early graduation and end of spring semester, putting students onto the job market promptly.
3. It allows coordination with LCIE in fall and spring, so that LCIE students might also take some conventional classes.
4. If we should in the future want to move to trimesters, a summer 14-week semester could be added without any change.

5. It permits various summer school patterns to be tried, supplementing the regular program but not replacing it.
6. Schedules could be coordinated years in advance, and alternate year courses could always fall in the same semester.
7. The pattern is compatible with other area institutions, such as the JCD, allowing easy transfer.



## Report of the Administration Task Force on Calendar

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

### Four Year Calendar

<u>A Y</u>	<u>Autumn Trimester</u>	<u>Winter Trimester</u>	<u>Spring Trimester</u>
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



The Lindenwood Colleges  
St. Charles, MO 63301

Minutes  
Special Meeting of the Faculty of The Lindenwood Colleges  
May 28, 1982

A special meeting of the Faculty of The Lindenwood Colleges was held Friday, May 28, 1982, at 11:00 A.M., in Young Lounge. Dean Aaron Miller presided in the absence of President Robert Johns. The purpose of the meeting was to hear the report of the Joint Calendar Committee.

Dr. James F. Hood presented the following report for the Joint Calendar Committee:

The Joint Calendar Committee was charged with examining the various options in calendar discussed at the last faculty meeting and making a recommendation.

We discussed the fourteen-week, fifteen-week, and sixteen-week patterns.

The fourteen-week pattern, which we will use next year as an interim arrangement, provides for a very short academic year when used without a January Term. The same amount of instruction and contact time that should go into a 32-week year must be put into 28. The amount of credit allowed students must give them an opportunity to make average progress toward a degree. We rejected the short year concept.

The fifteen-week term does add two weeks of time, three additional meetings in the Monday-Wednesday-Friday sequence to each term. But the additional time would not allow the daily class schedule to be changed without subtracting from the instruction time. Fifty-minute classes on the fifteen-week pattern would reduce contact time to  $37\frac{1}{2}$  hours, down from the 40 hours we now have. There did not seem to be a compelling advantage to this pattern.

The sixteen-week semester did have some advantages:

1. It would allow the daily class time on the Monday-Wednesday-Friday class sequence to be reduced to 50 minutes without loss of total contact time.
2. It would give 7 more class sessions in a semester, allowing more time for reading, discussion, writing, and digesting of materials.
3. For students, particularly in beginning classes, who are not well prepared, the additional class sessions would be helpful.
4. One period is added to the class day over our present schedule, making the class scheduling process a little easier and eliminating some conflicts.

5. Evening classes could be reduced to 2½ hours, a real advantage for both students and instructors.
6. Even with a sixteen-week term in the spring, a good portion of May is available for potential short courses and off-campus instruction. It is possible to obtain at least a month after the end of finals before the beginning of any summer term.
7. It is compatible with the schedules of elementary, secondary, and postsecondary schools throughout the area. Students with families would be back from vacations. It would allow easy transfer into the program.

There did not seem to be any way to reconcile the calendar needed by LCIE with the patterns needed and desired in other units of the college. LCIE can coordinate by scheduling a good portion of its work within the semester patterns of the other units, but total coordination does not seem possible at present.

RECOMMENDATION: The committee, therefore, recommends to the faculty that we adopt, beginning with the 1983-84 academic year, two 16-week semesters per year. This would involve beginning classes in fall term, 1983, on or around the 22 August, ending fall term on 9 December with finals to follow. Spring semester would begin in the second week of January and end early in May, with finals to follow.

A motion was made, seconded, and approved that the recommendation of the Joint Calendar Committee be adopted.

It was pointed out that information about a short May term should be included in the catalog, and that the Special Terms Committee could work out the activities for this period.

In the absence of Dr. John N. Bartholomew, Secretary of the Faculty, Mr. John Nichols, Chairman of Faculty Council, read letter dated May 12, 1982 from Robert Hyland, Chairman of the Board of Directors, in response to the letter the Faculty had written the Board. Copy is attached.

There being no further business, the meeting was adjourned at 11:25.

Mary Yonker  
Acting Secretary

Approved:

Aaron Miller  
Dean of Faculty



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Robert Hyland, Regional Vice President

Dear John:

May 12, 1982

Your letter of April 6 expressed appropriate concern regarding the problem of the short-term debt of the Lindenwood Colleges.

Although your unanimous vote in favor of a fund-raising drive is commendable, the Board assumes the faculty is willing to give its commitment to the Colleges in all respects, not just fund-raising.

All groups within Lindenwood have a part to play and a responsibility for the fiscal affairs of the institution. However, the Board bears the ultimate responsibility for fiscal soundness.

You can be sure that the Board gives the problem of Lindenwood's short-term debt top priority. We are looking into the possibility of engaging outside fund-raising counsel to assist in this effort. We are also seeking to strengthen the administration of the college in order to provide the necessary leadership for the drive.

You can be sure we will keep the faculty informed as we progress in this effort.

Sincerely,



Mr. John N. Bartholomew  
Secretary of the Faculty  
The Lindenwood Colleges  
St. Charles, MO 63301



Educational Policies Committee Minutes

Thursday, May 20, 1982

Members Present: Aaron Miller, Daryl Anderson, Richard Rickert, Vicki Frowine, Jim Hood, Dave Sullivan, Ed Balog, Dominic Soda, Dean Eckert

Also present: Bob Peffers, John Nichols, Bob King, Jim Evans

Discussion was held on the Graduate Certificate Program in Arts Management proposal presented by Bob Peffers.

Motion was made and seconded to approve the proposal, but did not pass. (3 to 2)

It was suggested that those members who voted against the proposal submit to Dr. Peffers their suggestions for areas of improvement.

Discussion was held concerning the clarification of MTH 106 and SS 310. John Nichols and Jim Evans were present to discuss the similarities and differences.

Motion was made, seconded and passed to move decision to the Social Science Division and the Natural Science Division to set prerequisite for SS 310.

Dr. Miller requested that the Health Care Administration Program be brought from the table at the next full faculty meeting - changing the title to Health Programs Management - with the LCIE renaming their Bachelor's program to the same and utilizing Sam Zibit to administer the programs. Thus, both areas of concern (LCIE opposition and concern over lack of administrator) have been eliminated.

EPC agreed to move to remove this item from the table at the next full faculty meeting.

Discussion was held on the policy for assigning credit hours to Internships, Independent Studies and Practica. Motion was made, seconded and passed to accept the following proposal: students will be allowed a minimum of 2 contact hours per 1 credit hour with actual determinations of contact hours to be worked out by the faculty sponsor of the internship, independent study, and practica.

Motion was made, seconded and passed to limit the maximum number of credits for LCIE students to take in Studio Art to 6 credit hours.

Motion was made, seconded and passed to adopt the following new courses in History:

HIS 207: History of Latin America (3) - The history of the Latin American region from pre-Columbian times to the present will be explored with emphasis on the native and colonial traditions that have shaped Latin America and the forces that challenge them: urbanization, industrialization, modernization, and nationalism. Discussions will also include cultural, social, and intellectual history, as well as an examination of Latin America's potential role in the modern world. Prerequisite: History 100.



HIS 208: History of Africa (3) - This course will survey the general history of Africa below the Sahara through three historical periods: precolonial, colonial, and independence. The elements of continuity and change will be discussed through the examination of Africa's political, economic, social, and cultural institutions during these historical eras. Special attention will be given to the political and social history of the past 150 years, and to Africa's potential role in the contemporary world. Prerequisite: History 100.

Motion was made, seconded and passed to adopt the new Mathematics distributive requirements pending course descriptions of MTH 140 and MTH 150, effective Fall 1983.

Distributive Requirements in Mathematics:

Completion of 2 of the following courses:

- MTH 101 - Concepts of Mathematics
- MTH 102 - College Algebra
- MTH 104 - Trigonometry and Elementary Functions
- MTH 105 - Geometry
- MTH 106 - Basic Statistics
- MTH 140 - The Development of Mathematics
- MTH 150 - Introduction to Computing
- MTH 171 - Calculus
- PHL 202 - Introduction to Logic

Dr. Soda presented to the EPC and Undergraduate Degree Program in Computer Science proposal. Motion was made to table the proposal until September.

Educational Policies Committee Minutes

Members Present: Aaron Miller, Daryl Anderson, Richard Rickert, Vicki Frowine, Jim Hood, Arlene Taich, Ed Balog, Dave Sullivan

A special meeting of the EPC was called for Wednesday, June 30, 1982.

Discussion was held concerning the classification of students and the conflict it creates with State and Federal requirements for Guaranteed Student Loans. Motion was made, seconded and passed to adopt the new class standing table to include the statement that normal progress for completion in four years is 30, 60, 90. (see attached)

Motion was made, seconded and passed to adopt the following new courses and new course descriptions in Sociology and Anthropology:

ANT 122: Physical Anthropology and Archaeology. (3) - A study of human evolution, primates, hominid fossils, and race. Emphasis will be on both biological and cultural evolution.

SOC 230: The Sociology of Law. (3) - Study of the legal system as a subunit of society. The effect of law on social change; the impact of societal attitudes and trends on the making of law in such areas as civil rights, abortion, use of marijuana, and other areas of current legal change. The societal roles of legal actors: lawyers, police, judges, juries.

SOC 240: The Sociology of Sex Roles. (3) - Female and male are biological categories; femininity and masculinity are socially defined roles. Cross-cultural variations in sex role definitions; evolving historical trends; societal pressures to conformity; role of innovation; interaction between changing sex roles and genesis of social movements; ethic, class and life-cycle differences.

SOC 320: Social Thought and Theory. (3) - (new description). Survey introduction to the history of sociological theory and social thought. Emphasis on selected European and early American theorists who have had a strong impact on contemporary sociology. Prerequisite: SOC 102 or ANT 112.

SOC 322: Deviance and Social Control. (3) - (new description) Deviance defined as behavior which violates social norms; its social creation, functions, designation, and organization; its regulation and control by society. Prerequisite: SOC 102 or ANT 112.

ANT 324: Religion and Culture. (3) Anthropological approaches to the study of religion, religious beliefs, and practices of selected non-Western and Western cultures. Prerequisite: ANT 112 or SOC 102 or REL 200 or consent of instructor.

SOC 340 or ANT 342: Current Topics in Sociology or Anthropology. (3) - This course will deal with a specialized aspect, topic, or region in sociology or anthropology. Each topic is announced and a course description provided at the time of registration. Prerequisite: SOC 102 or ANT 112 or consent of instructor.



Discussion was held concerning recent problems of cheating and plagiarism. It was decided to refer this to the Academic Standards Committee to draft a policy statement for the college and present to the EPC for presentation to the faculty.

Discussion was held concerning the development of setting a minimum number of upper level courses (300 or higher) needed for graduation. Motion was made, seconded and passed to adopt a 42 hour upper division requirement for graduation effective Fall 1983.

June 29, 1982

TO: Aaron Miller  
FROM: David Sullivan  
SUBJECT: Classification of Undergraduate Students and State and Federal Requirements for GSL

It has come to my attention that the College may be in a situation in which it would, by default, make some students ineligible for Guaranteed Student Loans because of our classification of students as stated on page twenty of the current catalog.

What is happening is that students who earn less than thirty hours in their first year cannot be classified as sophomores until thirty hours are earned. The Guaranteed Student Loan program requires banks to fund only one year at a class level as defined by the school in order to force the student to make satisfactory progress toward the 120 semester hours in four years. Allowances are made for part-time students. The College definition (30 semester hours completed per class level at full-time status) is running higher than the Federal Government's requirement that 12 semester hours is the minimum full-time load. Add to this the frequency of first and second semester problems of adjustment for freshmen and we have a compounded problem.

I recommend that the College adopt the new table below:

<u>CLASS</u>	<u>OLD</u>	<u>NEW</u>
Freshman	Less than 30 hours earned	Less than 24 hours earned
Sophomore	30+	24+
Junior	60+	54+
Senior	90+	84+

The assumption is that the Financial Aid Office would notify all first-time students of this table and its importance to them.



Educational Policies Committee Minutes

Tuesday, August 24, 1982

Members Present: Jim Hood, Ann Canale, Aaron Miller, Dave Sullivan, Ed Balog, Dominic Soda, Arlene Taich, Richard Rickert

A special meeting of the EPC was called for Tuesday, August 24, to discuss the academic policies of the Pass/Fail option and the repeating of courses, and to review the academic honesty statement submitted by the Academic Standards Committee to the Educational Policies Committee.

Motion was made, seconded, and passed to eliminate the Pass/Fail option from the catalog.

Motion was made, seconded, and passed to adopt the following policy for repeating courses:

Students repeating a course taken at Lindenwood must notify the Registrar at the time of registration that a course for which he or she is registering is a repeat of a course already taken. Once a course has been repeated, only the most recent grade shall be used to determine the cumulative average, even though the original course remains on the academic record.

Motion was made, seconded, and passed to adopt the Academic Honesty Statement submitted by the Academic Standards Committee (see attached).

## POLICY STATEMENT CONCERNING ACADEMIC HONESTY

Honesty in the performance of academic assignments is essential to the mastery of a subject and to intellectual development. The responsibility for such honesty must necessarily rest with the individual student. In those instances where that responsibility is not met, however, there must be procedures to protect students who conduct themselves honorably and to preserve the integrity of the academic program. To this end, the following standards and procedures are specified.

- I. Dishonesty in academic performance is defined as follows:
  - a. Giving or receiving aid from another student on examinations or quizzes during the examination or quiz periods.
  - b. Submitting the work of another person as one's own.
  - c. Using or possessing any test without authorization by the professor.
  - d. Writing a test in any place which is not specified or not agreed to by the professor.
  - e. Altering any examination after it has been turned in, or altering any records of any sort.
  - f. Assisting a second party to any of the above.
- II. The student should not only refrain from dishonesty but should avoid giving the appearance of dishonesty in classroom conduct during the examination period.
- III. Plagiarism or methods of preparation not approved by the instructor must be avoided:
  - a. Plagiarism is defined as any misrepresentation in the use of the work of someone, especially as that misrepresentation gives the impression that the student is presenting his or her own work.
  - b. Plagiarism is the use of exact words, phrases, or sentences of another person's work without quotation marks and proper documentation.
  - c. Plagiarism is the use of faulty paraphrasing in which a student makes a composite of borrowed phrases or sentences without quotation marks and proper documentation.
  - d. Plagiarism is the use of opinions and ideas of others in one's own words but without acknowledgement.
  - e. If the student uses the services of a typist, the student bears the responsibility for any mistakes or omissions which might constitute plagiarism.
- IV. Violation of library regulations may also constitute academic dishonesty:
  - a. Reference books and periodicals are not to be removed from the library unless specific permission is granted by the librarian.
  - b. Current circulation procedures should be followed in removing any materials from the library.
  - c. Books and periodicals must not be mutilated in any way.



- V. Procedures to be followed in cases of academic dishonesty:
- a. Responsibility for action is primarily that of the instructor or librarian involved. Students who observe acts of dishonesty may report them to the instructor or librarian involved. If no action follows their report, the students may make an additional report to the Academic Grievance Committee as described below.
  - b. The instructor or librarian involved may take whatever action is considered appropriate, including failure in the course or a recommendation for dismissal from the college as a result solely of this violation of honesty. Corrective actions short of failure in the course or a recommendation for dismissal are entirely between the student and the instructor or librarian. The student may, however, request a review of the action by the Academic Grievance Committee. In the event of a failure in the course or recommendation for dismissal as a result solely of this violation of honesty, the referral of the matter to the Academic Grievance Committee by the faculty member or librarian is mandatory.
  - c. The Academic Grievance Committee is composed of the following categories of membership: Dean of Faculty, Dean of Students, two faculty members elected by the faculty at large, and two students elected by the Student Government.
  - d. The Academic Grievance Committee is charged with the overview of the regulations concerning academic honesty as well as the consideration of individual cases. Meetings shall be held once a semester for review and on demand for individual cases.

*John Nichols*

5 October 1982

To: The Faculty

From: Division of Natural Science and Mathematics

The Division of Natural Science and Mathematics passed the following motion:

Beginning in the Fall Term, 1983, the distributive requirement in Mathematics will be:

Completion of two of the following courses:

- MTH 101 Concepts of Mathematics
- MTH 102 College Algebra
- MTH 104 Trigonometry and Elementary Functions
- MTH 105 Geometry
- MTH 106 Basic Statistics
- MTH 140 The Development of Mathematics
- MTH 150 Introduction to Computing
- MTH 171 Calculus
- PHL 202 Introduction to Logic

Course Descriptions

MTH 102 College Algebra (3 sh) A first course in college algebra including the following topics: real and complex numbers, equations and inequalities, relations and functions, the theory of equations, exponential and logarithmic functions. Prerequisite: Algebra I and II or the equivalent.

MTH 104 Trigonometry and Elementary Functions (3 sh) The basic elements of trigonometry and trigonometric functions will be studied. The study of transcendental functions begun in college algebra will be extended. Prerequisite: College Algebra.

MTH 140 The Development of Mathematics (3 sh) This course will study the development and cultural role of important mathematical ideas. Topics included will be the evolution of the concept of number, the development of calculus, the science of space-euclidean and non-euclidean geometry, topology, and graph theory. These developments will be traced from their beginnings to their contemporary status. There are no requirements beyond elementary algebra and geometry.

MTH 150 Introduction to Computing (3 sh) An introduction to computing and its role in society. Topics will include algorithm development, BASIC programming, data structures, hardware and software, computers and society. No prerequisites.



We further encourage the development of a study skills center and the development of a remedial (non-credit) course in conjunction with the center to assist students needing remedial work.

This requirement will only succeed with strong advising. The mathematics department will assist advisors by examining the high school records of incoming students and making specific recommendations for appropriate placement.

The second item for faculty approval is an Undergraduate Degree Program in Computer Science.

The program requires 46 semester hours to complete.

1. Computer Science Courses

Introduction to Computer Science I, II	6 cr.
Introduction to Computer Systems	3 cr.
Introduction to Computer Organization	3 cr.
Introduction to File Processing	3 cr.
Operating Systems and Architecture	3 cr.
Data Structures & Algorithm Analysis	3 cr.
Organization of Computer Languages	3 cr.

2. Mathematics Courses

Calculus I, II	10 cr.
Linear Algebra	3 cr.
Applied Algebra	3 cr.
Probability	3 cr.
Statistics	3 cr.

(Course descriptions on the next page)

## Course Descriptions

### CS 101 Introduction to Computer Science I

The purpose of this course is to introduce problem solving methods and methods of algorithm development, to teach a high level programming language (PASCAL) and to use it to design, code, debug and document programs using techniques of good programming style. Topics include computer organization, programming language and programming algorithm development.

### CS 102 Introduction to Computer Science II

A continuation of Introduction to Computer Science I aimed at continuing the development of disciplines in program design, style and expression, in debugging a tecting, especially for larger programs. The course will introduce algorithmic analysis and basic aspects of string processing, recursion, internal search/sort methods as well as simple data structures.

Prerequisite: CS 101.

### CS 303 Introduction to Computer Systems

An introduction to the basic concepts of computer systems, computer architecture and to assembly language programming. Topics covered will include computer structure and machine language, assembly language, addressing techniques, macros, file I/O, program segmentation and lineage, assembler constructions. The assembly language used will be

TLA associated with the 6502 processor.  
Prerequisite: CS 102.

### CS 304 Introduction to Computer Organization

This is an introduction to computer architecture, computer arithmetic, and to basic logic design. Topics covered will include basic logic design, coding, number representation and arithmetic, and computer architecture and a detailed examination of at least one actual micro-computer system.

Prerequisite: CS 102.

### CS 305 Introduction to File Processing

An introduction to concepts and techniques of structuring data on bulk storage devices. The course is aimed at giving students experience in file processing on a variety storage devices. Concepts and techniques (particularly algorithmic analysis) introduced in CS 102 will be further developed and used here. Topics will include the file processing environment, sequential access, data structure, random access and file I/O.

Prerequisites: CS 102

### CS 406 Operating Systems and Computer Architecture

To introduce the major concepts of operating systems and their inter-relationships with the architecture of a computer system. Topics will include dynamic procedure activation, system structure, evaluation, memory management, process management, and recovery procedures.

Prerequisite CS 303 and CS 304



CS 407 Data Structures and Algorithm Analysis

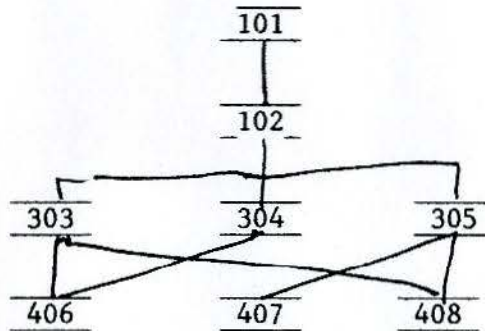
The objectives of the course are to apply analysis and design techniques to non numeric algorithms which act on data structures, and to apply these techniques in selecting methods of data manipulation in the data base management system. Topics will include graphs, algorithm design and analysis, memory management, systems design.

Prerequisite: CS 305

CS 408 Organization of Programming Languages

The course is an applied course in programming language constructs emphasizing the run-time behavior of programs. Topics will include language definition, data types and structures, control structures and data flow, interpretive languages, and lexical analysis and parsing. Prerequisites: CS 303 and CS 305

Prerequisite Structure



Scheduling of Courses

(X means the course is offered)

	Fall	Spring
CS 101	X	
CS 102		X
CS 303	X	
CS 304		X
CS 305	X	
CS 406		X
CS 407	X	
CS 408		X

Relationship to existing courses and programs

- \* This program will require some changes in mathematics course offerings. The main changes include a change in our two introductory programming classes. These should be reduced to 1 hour courses in Fortran and Basic, with CS 1 as prerequisite. In addition a survey course Introduction To Computers should be added.
- \* The current mathematics offerings in computer organization and assembly language programming should be dropped.
- \* There is very little overlap with the current associate degree in data processing

### Facilities Considerations

The first two courses, as well as the language courses in Basic and Fortran can be implemented by expanding our current four Apple computers to support Pascal and Fortran, and by repairing our existing F80 computer. This would carry us through the academic year 1982 - 1983.

The decision concerning further computer equipment is complex and is related to other computer usage at the college. Here are the options in broad terms for academic computing.

1. Microcomputers exclusively - possible in a network
2. Microcomputers and a large minicomputer accessible to them.
3. Terminals and a large central computer on campus.
4. Terminals to an off campus computer - perhaps the Missouri Network or Education Network.

### Staffing, etc.

Let me first consider the requirements for teaching the courses in this program. It appears that the addition of one full time computer scientist in the academic year 1983-1984 will be essential for the success of this program.

The mathematics department can support the mathematics component of the concentration discussed and can teach CS 101, 102 and perhaps some of the upper lever courses as well.

Other necessary staffing will depend on computing equipment and the size of the program. The numbers of students allowed to concentrate or minor will depend on the facilities available. This program requires considerable computing experience. If this program is successful with fifteen students in each of the four courses offered each term, a minimum of 10 microcomputers or terminals will be needed.



*Nichols*

FACULTY MEETING AGENDA

October 7, 1982, 12 Noon

Fine Arts Building Auditorium

1. Minutes of September 2, 1982 meeting
2. Report of Educational Policies Committee - Dr. Balog
3. Report of Faculty Council - Bob King
4. Report of the Dean of Faculty - Aaron Miller
5. Election for Special Terms Committee - Ray Scupin
6. Business from the floor
7. Announcements
8. Adjournment

The Lindenwood Colleges  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of The Lindenwood Colleges  
September 2, 1982

The opening meeting of the Faculty of The Lindenwood Colleges was held on Thursday, September 2, 1982, at 12:00 noon in Jelkyl Theatre. Dean Aaron Miller presided in the absence of President Robert Johns.

A motion was made, seconded and passed to approve the minutes of the May 6, 24, and 28, 1982 faculty meetings as distributed.

Dean Miller introduced the following new members of the faculty:

- Dr. Linda Barnes - Assistant Professor & Director of ESL Program
- Mr. Michael Burroughs - Assistant Professor & Faculty Advisor, LCIE
- Ms. Janice Czapla - Instructor and Professional Librarian
- Ms. Rebecca Glenn - Assistant Professor, Faculty Administrator  
and Program Coordinator, LCIE
- Dr. Edith Graber - Associate Professor and Chair, Sociology Department
- Mr. Patrick Land - Assistant Professor and Faculty Advisor, LCIE
- Ms. Dorothy Stratman-Lucey - Assistant Professor of Nursing
- Dr. Judith McMahon - Assistant Professor of Psychology
- Ms. Shirley Payne - Assistant Professor of Nursing
- Dr. Donna Scheeter - Assistant Professor & Chair, Physical Education
- Ms. Lynn Moore - Adjunct Instructor & Interim Director of  
Fashion Marketing

On recommendation of the Educational Policies Committee, Dr. C. Edward Balog, Chairman of EPC, moved to adopt a 42-hour upper division requirement (300 or higher) for graduation, effective Fall 1983. Motion was seconded and passed.

Dr. Balog, on recommendation of the EPC, moved to eliminate the Pass/Fail option from the catalog, effective Fall 1983. Motion was seconded and passed.

On recommendation of EPC, Dr. Balog moved to adopt the Policy Statement Concerning Academic Honesty, as attached to the September 2, 1982 Faculty Minutes. The policy statement will be inserted in the Student Handbook as a general guideline regarding academic honesty. The motion was seconded and passed. Following discussion, it was decided to change the word "place" to "location" in paragraph I(d) of the policy statement.

Mr. John Nichols, Chairman of Faculty Council, reported unfinished business:

1. Approval of the Faculty Constitution and Bylaws by the Board of Directors.
2. Chair positions yet to be filled are in the Departments of Communication Arts and Business Administration.



Mr. Nichols thanked the members of Faculty Council for the time they gave to the College last year, and thanked the faculty for their cooperation in adopting the Faculty Constitution and Bylaws.

Mr. Nichols announced that the new Faculty Council will convene September 16, 1982, and designated Alan Shiller as spokesman.

Mr. Shiller announced the following new members will be serving on Faculty Council:

Elected by the faculty at large:

Susan Fitzpatrick  
Jim Feely  
Solon Chervitz  
Tony Perrone

Representing the Natural Science & Mathematics Division:

Patricia Kupferer  
Moheb Seif El-Nasr

Representing the Humanities Division:

Hans Levi  
Alan Shiller

Representing the Social Science Division:

Bob King  
(one position yet to be filled)

Dean Miller introduced Board of Directors members Mr. David Babcock and Mr. Henry Elmendorf and announced that they will be serving in executive capacity in lieu of the President. He stated that they will be on campus from time to time and, when necessary, will be available for appointments.

Dean Miller announced that Jane Pace will be serving as Executive Secretary in place of Mary Yonker.

Dean Miller reported results of meetings with Department Chairpersons:

1. The thermafax machine has been moved from the Library to the Duplicating Department.
2. The price of departmental duplicating will be reduced from 10 cents to 7 cents per copy.
3. Parking permits will be required for all faculty and staff for 1982-83 with a reduction in price from \$25 to \$10 for the year.

Dr. Richard Rickert requested information concerning the College's progress in the area of fund-raising. Dean Miller stated that a report will be made to the Board of Directors by the consulting firm of Ketchum, Incorporated.

Mr. Nichols inquired as to the progress made regarding the rate increase of the College's group health insurance. Mr. Lawrence Elam stated that because of last year's increase in hospital claims, insurance premiums had risen from \$63.80 per month to \$107 per month for the family plan. Other insurance companies have been explored but the decision was made to renew with General American for the next six months. This will allow time for further investigation of other companies and alternative plans.

Mr. Elam stated that effective September, 1982, hospitalization premiums will be \$85.80 per month for the family plan and \$34.50 per month for the individual plan, with coverage remaining the same.

Discussion was held regarding free parking and reserved parking spaces for faculty and staff on the Roemer lot, and behind Young Hall and Cobbs. A motion was made to this effect, but it was suggested that a committee be formed for further investigation of the matter; the Committee could then put the suggestion in the form of a motion. To this effect, a motion was made, seconded and passed to have the Faculty Council express the will of the faculty.

Mrs. Ginny Grady reported on the establishment of the Career Academic and Personal Development Program (CAP) now located in the building that formerly housed the Student Health Center. Mrs. Grady explained that the program was developed to consolidate existing student services under one comprehensive plan for all Lindenwood students.

Mrs. Grady introduced Mr. Ed Watkins as the Project Director of the Cooperative Education Program. Mr. Watkins reported that Lindenwood has obtained a Cooperative Education grant in the amount of \$71,700 from the Federal government which becomes effective September 1, 1982. He explained that this grant will support the administrative costs of developing and maintaining the Cooperative Education Program. The emphasis of the grant will be to offer to business and industry Lindenwood students with good basic skills in the areas of writing, verbal communication, and critical thinking. Mr. Watkins sees this program as an excellent opportunity to provide services to employers who, in turn, will be encouraged to be helpful in fund-raising for the College.

Mr. Watkins asked the faculty for cooperation in recommending students for the program and assured the faculty that no student would be allowed to participate in the program without recommendation of a faculty sponsor.



Mrs. Grady reported that, as part of this year's student orientation, all students were tested in the areas of academic, personal, and vocational interest. She stated that, as a result of this testing, freshman preceptors now have comprehensive information recorded on one form with which to advise their freshman students.

Mrs. Grady introduced Mrs. Beverly Bimes as Coordinator of the academic tutorial component of CAP.

Mrs. Bimes explained the three services offered to students:

1. Remedial level skills (which include):
  - a. Computerized assistance to achieve GED level in math and reading.
  - b. A staff of 10 peer tutors working under the direction of Mrs. Bimes and one faculty member.
2. Developmental-level skills seminars offered to all students throughout the academic year.
3. Technical assistance (instructing students in the areas of resumé writing, interviewing skills, etc.).

Decision was made to hold Faculty meetings on the first Thursday of each month at 12:00 noon in the Fine Arts Building auditorium.

Dr. Raymond Scupin of the Nominations Committee announced the following administrative appointments to faculty committees:

Admissions & Financial Aid Committee:

Richard Wier

Special Terms Committee:

John Bornmann

Academic Resources Committee:

Anne Perry

Athletic Committee:

David Van Mierlo

Graduate Admissions Committee:

Jim Evans  
Dominic Soda  
Arlene Taich

Elections by the faculty at large were held to fill positions for three committees.

Athletic Committee (two positions):

Nominations from the floor:

Bob King  
Wanita Zumbrunnen  
Allen Tubbs

Lectures, Concerts and Special Events (two positions):

Nominations from the floor:

Richard Rickert  
Elizabeth Krekorian  
Ken Greenlaw  
John Wehmer

Academic Grievance Committee (one position):

Nominations from the floor:  
Dorothy Stratman-Lucey  
Bill Tietjen

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

Athletic Committee

Elected: Wanita Zumbrunnen  
Bob King

Lectures, Concerts and Special Events

Elected: John Wehmer  
Ken Greenlaw

Academic Grievance Committee

Elected: Bill Tietjen

Election was held for Faculty Secretary.

Nominations from the floor:

Jeanne Donovan  
Gene Henderson

Elected: Jeanne Donovan



Election was held for Faculty Treasurer.

Nominations from the floor:

Jeanne Huesemann  
John Bornmann

Mrs. Huesemann explained that she would be on sabbatical leave during the Spring Term 1983. There being no further nominations, Mr. Bornmann was elected Faculty Treasurer.

Mrs. Huesemann reported \$277.57 in the treasury as of September 2, 1982.

A motion was made, seconded and passed that faculty dues remain at \$6.00 for the 1982-83 year.

Dr. Jim Hood reported on the status of the North Central Accreditation visit. He stated that the report submitted by North Central contained many errors and misinterpretation of data. A challenge to the report, correcting these errors, has been filed by Dr. Hood and Dean Miller to North Central.

Dean Miller announced that the NCA will review the challenge at a meeting being held in Chicago on September 11, 1982. This meeting will be attended by Dr. Hood, Dean Miller, and a member of the Board.

Dr. Hood stated that the College will contest the NCA recommendation regarding probationary status of the College, and that the review will be either sustained or rejected; if rejected, the College can file another appeal.

Dean Miller reminded the faculty that confidential information reported at faculty meetings should be kept in confidence by all those in attendance.

A request was made that Dean Miller form a committee to recognize the retirement of Mary Yonker; it was stated that such a committee had already been formed.

Dean Miller announced that a list of new faculty committees would be distributed within the next couple of weeks.

Mr. Jim Feely suggested that the Special Terms Committee call a meeting to establish a statement for the school catalog regarding a special term for off-campus and special courses for the period between the end of the academic year and the beginning of the summer session.

There being no further business, the meeting was adjourned at 1:10 pm.

Jane Pace  
Acting Secretary

Approved:

Jeanne Donovan  
Faculty Secretary

Educational Policies Committee Minutes

Thursday, September 9, 1982

Members Present: Ann Canale, Allen Tubbs, Ken Greenlaw, Aaron Miller, Jim Hood, Vicki Frowine, Ed Balog, Richard Rickert, Dominic Soda

Ed Watkins attended the September 9 meeting to present the Cooperative Education Guidelines Proposal for approval. The proposal is for granting undergraduate academic credit for cooperative education experience (see attached). The third paragraph was amended to read:

The student must apply to the Cooperative Education Center for either a full time or part time Coop experience. Under the full time plan, the student may receive up to 12 credits of cooperative education in a single term, to a maximum of 18. Under the part time plan, the number of credits earned depends on the number of hours per week spent at the work site. A student may receive a maximum of one (1) credit for every three (3) hours per week, per term, spent in the internship experience. A maximum of 18 hours may be applied toward graduation.

Motion was made, seconded and passed to adopt the proposal as amended.

Motion was made, seconded and passed to extend the Incomplete for Paula Sharp's Student Teaching to the end of the Spring 1983 Semester.

Motion was made, seconded and passed to issue a grade of "E" rather than "F" to ESL students who are unable to complete each level of ESL satisfactorily. The student would then be required to repeat the course before advancing to the next level.

Motion was made, seconded and passed to table discussion of allowing ESL students to take regular academic courses while in the ESL Program.

Approved:

Ed Balog

Submitted:

Pam Saloun



## COOPERATIVE EDUCATION GUIDELINES

### DEFINITION:

A Cooperative Education experience allows the student an opportunity to serve and learn at an approved work site. The work experience must provide the student an opportunity to apply classroom theory in a practical work setting. The experience may be full time or part time.

### ELIGIBILITY:

Sophomores and above. Minimum G.P.A. - 2.0 on 4.0 scale. The student must obtain a faculty sponsor who approves the student and, ultimately, the experience.

### APPLICATION:

The student must apply to the Cooperative Education Center for either a full time or part time Coop experience. Under the full time plan, the student may receive up to 12 credits of cooperative education per term to a maximum of 24. Under the part time plan, the number of credits earned depends on the number of hours per week spent at the work site. A student may receive one (1) credit for every three (3) hours per week spent in the internship experience. A maximum of 24 hours may be applied toward graduation.

### GRADES:

The determination of the grade is decided by the faculty sponsor in consultation with the Cooperative Education Director and the participating employer.

### STUDENT RESPONSIBILITIES:

The student must submit a proposal for a Coop experience to the Cooperative Education office, which is located in the CAP Center.  
The student must be at least a sophomore.  
The student must have at least a 2.0 cumulative grade point average.  
The student must obtain final approval from a faculty sponsor prior to final acceptance into the program.  
The student will be responsible for contacting the Coop office and the employment site when he or she is unable to attend work.

### FACULTY RESPONSIBILITIES:

The faculty member will initially approve or disapprove a student for a Cooperative Education experience.  
Each faculty sponsor will receive all student and employer reports.  
Each faculty sponsor will either visit the work site personally or will receive a report from the Faculty Cooperative Education Coordinator. Each student will be visited on site at least once during the semester.  
The faculty sponsor may wish to assign readings and/or a paper that coincides with the experience.  
The faculty will assign the final grade based on reports received, employer evaluation, visitation evaluation, and any other information required by the faculty member.

### COOPERATIVE EDUCATION CENTER RESPONSIBILITIES:

The Center staff will insure that each student is placed in accordance with the aforementioned guidelines.  
The Center staff will be responsible for helping the student secure a work experience.  
The Center staff will see that each student is visited on site at least once during the course of the semester.

REPORTS:

- \* Initial Cooperative Education Request Form - Completed prior to experience. Requires faculty sponsor signature.
- \* Final Cooperative Education Request Form - Completed once the experience is established and includes work hours, etc.
- \* Student Evaluation Form - Completed by student on the following schedule:
  - a. one month after the first day of the Coop experience.
  - b. two months after the first day of the experience.
  - c. three months after the first day of the experience.
- \* Faculty Sponsor Assignments - The faculty sponsor may assign selected readings and/or reports and will discuss this assignment with the student before the student signs the final request form.
- \* Cooperative Education Visits - Each work site will be visited by the faculty sponsor or by the faculty representative acting on behalf of the sponsor. The evaluation will be submitted to the sponsor.
- \* Employer Evaluation Form - The employer will submit two reports on each student involved in the program. One report will be due prior to mid-term grade reports and one week prior to the end of the semester.



*John Nichols*

FACULTY MEETING AGENDA

November 4, 1982

Fine Arts Building Auditorium

1. Minutes of October 7, 1982
2. Report of Educational Policies Committee - Dr. Balog
3. Report of Faculty Council - Prof. King
4. Report of the Dean of Faculty - Dr. Miller
5. Business from the floor
6. Announcements
7. Adjournment

The Lindenwood Colleges  
St. Charles, MO 63301

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

The regular meeting of the Faculty of The Lindenwood Colleges was held on Thursday, October 7, 1982, at 12:00 noon in the Fine Arts Building Auditorium. Dean Aaron Miller presided in the absence of President Robert Johns.

A motion was made to approve the minutes of the September 2, 1982, faculty meeting as distributed.

The issue was raised of the faculty vote on the Health Systems Management program. The program was initiated after the faculty voted against the program as reflected in the minutes of the May 24 faculty meeting. A motion was made, seconded, and passed to table the motion to approve the minutes of September 2, 1982 in order to reconsider the minutes.

A motion was made, seconded, and passed to reconsider the approval of the minutes for the May 6, 24, and 28 faculty meetings (specifically the May 24th minutes dealing with the Health Systems Management program).

Discussion was held concerning the validity of the May 24th minutes in which a notation was made reporting the action taken after adjournment. Dr. Miller explained the circumstances involved: A faculty member sent a memo to him requesting to change his/her vote from "against" approval of the program to "for" approval of the program, which then made the vote 17 against and 18 for. Dr. Miller said he then spoke with John Bartholomew, Secretary and Parliamentarian to the Faculty, who indicated that he did not feel it was proper procedure according to Robert's Rules of Order. Dr. Miller then consulted President Johns and reiterated Dr. Bartholomew's opinion on the procedure taken. President Johns told Dr. Miller that because of the change in vote, the program would be considered as approved.

The issue was raised regarding the legality of the procedure and whether the vote change and the program approval become invalid. Another issue was whether minutes should reflect only the action taken at faculty meetings and not the action taken outside of the meetings.

After discussion, a motion was made, seconded, and passed to delete the note in the May 24th minutes.

A motion was made to approve the minutes, as amended, of the May 6, 24, and 28 faculty meetings (deleting the note in the minutes of May 24). The minutes were approved as amended.

A motion was made, seconded, and passed to remove from the table the motion to approve the September 2, 1982 minutes. Minutes of the September 2 meeting were approved.



Discussion was held regarding the legality of the Health Systems Management program which is now in operation. Because the program had not been officially approved by the faculty, in accordance with the Faculty Constitution and By-Laws, it was stated that the program is operating illegally.

Dr. Ed Balog, Chairman of EPC, requested that it be stated for the record that although he was informed about initiation of the program, he was not consulted nor was he in agreement with the procedure that led to it.

A motion was made by Bob King (as a member of the faculty who had originally voted against the program), and then seconded to reconsider the Health Systems Management program at the next regularly scheduled faculty meeting. After discussion, the motion carried.

Discussion was held as to whether a faculty committee should be formed to investigate the program in order to give the faculty specific information about the operations of the program. Suggestion was made to have EPC investigate and reconsider the program. Dr. Balog said it was not necessary for EPC to reconsider the program as EPC had already investigated, approved, and brought it to the faculty.

A motion was made, seconded, and carried that EPC gather additional information, reconsider the program, and then report to the faculty with its recommendation.

On behalf of EPC, Dr. Balog reported that EPC approved the issuing of a grade of "E" rather than "F" to ESL students who are unable to complete each level of ESL satisfactorily. The student would then be required to repeat the course before advancing to the next level.

Dr. Balog reported that EPC approved the Social Science Division recommendation to have MTH 106, or the permission of the instructor, as the prerequisite for SS 310, effective Fall Semester, 1983.

EPC brought to the faculty a motion to approve the Cooperative Education Program Guidelines (copy attached to the faculty minutes of September 2, 1982). The motion was seconded; after discussion, the motion carried.

Dr. Balog, on behalf of EPC, moved to approve a degree program in Computer Science with the stipulation that the Administration will give the program full support and financial cooperation to guarantee that it is successfully carried out. Dean Miller reiterated his statement to the EPC that the program would not be advertised or listed in the college catalog until all necessary equipment and staffing have been obtained. The motion was seconded and passed.

On behalf of EPC, Dr. Balog moved to adopt the new distributive requirements in Mathematics, effective Fall Semester, 1983.

A motion was made, seconded, and passed to table the above motion to allow the faculty more time to review the new requirement before voting on its passage. It was decided that a special meeting would be called at a later date in order to vote for approval or disapproval of the math requirements.



It was announced that Bob King was elected President of Faculty Council and Solon Chervitz was elected Vice-President. Prof. King announced that Faculty Council meetings will be held on the 2nd and 4th Thursdays of each month at 11:30 AM in the Red Room, Ayres Dining Hall.

Dr. Miller reported on the North Central Review Committee hearing regarding Lindenwood's appeal for accreditation, held in Chicago, September 11. The hearing was attended by Dr. Hood, Walter Metcalfe, and Dr. Miller. The Review Committee upheld the appeal and Lindenwood's probationary status was lifted pending final approval by the NCA Executive Board. Dr. Miller explained that an accrediting team will visit the college again in two years.

Dr. Miller extended a special thanks to Dr. Hood for his work in preparing the appeal.

Election by the faculty at large was held to fill an additional position for the Special Terms Committee.

Nominations from the Nominations Committee:

Anne Perry  
Richard Wier

There were no nominations from the floor.

Elected: Anne Perry

John Nichols announced that the AAUP meeting will be held Tuesday, October 12, 12:00 noon in the Cardinal Room, Ayres Dining Hall; Dean Eckert will be reporting on the activities of the National AAUP.

Jeanne Donovan announced that the first Faculty Forum of the semester will be held Thursday, October 7, at 3:15 PM in the MAB Parlor.

Dean Miller announced that there will be a series of lectures entitled "Environmental Issues for the Eighties," beginning Wednesday, October 13, at 8:00 PM, FAB auditorium, Thomas Williams will be speaking on "Environment: The Central Public Issue of Our Time," and continuing on Wednesday, November 10, 8:00 PM, FAB Auditorium, when Edward Ziegler, Associate Professor of Environmental Law, University of Dayton, will speak on "Environmental Regulations of the Eighties: Costs and Benefits."

Richard Rickert raised the question about the accuracy of the report made to NCA that there is no evidence that financial problems have affected academic quality. Dean Miller explained that he was speaking on the part of the College, not the faculty, and that there was indeed no evidence in the report of the visiting team that the academic program had been compromised.

In response to a question, Dean Miller reported that the legal issues existing between the Board of Directors and the President had not yet been resolved.

There being no further business, the meeting was adjourned at 1:35 PM.

Jane Pace  
-Acting Secretary

Approved: Jeanne Donovan  
Faculty Secretary



The Lindenwood Colleges  
St. Charles, MO 63301  
Minutes  
Meeting of the Faculty of The Lindenwood Colleges  
October 21, 1982

A special meeting of the Faculty of The Lindenwood Colleges was held on Thursday, October 21, 1982, at 12:00 noon, in the Fine Arts Building Auditorium. The purpose of the meeting was to vote on the new distributive Mathematics requirements, and to elect an additional faculty member to serve on the Search Committee for President. Dean Aaron Miller presided.

Dr. Miller explained that at the October 7, 1982, faculty meeting a motion had carried to table the motion adopting the new distributive requirement for Mathematics in order to allow the faculty more time to review the requirements.

After discussion, the motion to adopt the new distributive mathematics requirements, effective Fall Semester, 1983, carried.

The distributive requirement in Mathematics will be completion of two of the following courses:

MTH 101 Concepts of Mathematics  
MTH 102 College Algebra  
MTH 104 Trigonometry and Elementary Functions  
MTH 105 Geometry  
MTH 106 Basic Statistics  
MTH 140 The Development of Mathematics  
MTH 150 Introduction to Computing  
MTH 171 Calculus  
PHL 202 Introduction to Logic

Course Descriptions

MTH 102 College Algebra (3 sh) A first course in college algebra including the following topics: real and complex numbers, equations and inequalities, relations and functions, the theory of equations, exponential and logarithmic functions. Prerequisite: Algebra I and II or the equivalent.

MTH 104 Trigonometry and Elementary Functions (3 sh) The basic elements of trigonometry and trigonometric functions will be studied. The study of transcendental functions begun in college algebra will be extended. Prerequisite: College Algebra.

MTH 140 The Development of Mathematics (3 sh) This course will study the development and cultural role of important mathematical ideas. Topics included will be the evolution of the concept of number, the development of calculus, the science of space-euclidean and non-euclidean geometry, topology, and graph theory. These developments will be traced from their beginnings to their contemporary status. There are no requirements beyond elementary algebra and geometry.

MTH 150 Introduction to Computing (3 sh) An introduction to computing and its role in society. Topics will include algorithm development, BASIC programming, data structures, hardware and software, computers and society. No prerequisites.

Dr. Miller announced that the two members of the Faculty-Board Liaison Committee, Profs. Robert King and Groff Bittner, are serving on the Presidential Search Committee, but the Board of Directors has asked for three faculty members to serve on the Search Committee.

Election was held for the additional faculty member to serve on the Search Committee:

Nominations from the floor:

Dominic Soda  
Jeanne Huesemann  
John Nichols  
Ed Balog  
Howard Barnett

Profs. Soda and Nichols declined the nominations.

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

Elected: Ed Balog

A motion was made, seconded, and carried that the results of the above election will be interpreted to mean that Dr. Balog is elected to the Faculty-Board Liaison Committee in place of Prof. King. (As President of Faculty Council, Prof. King is serving on the Presidential Search Committee. It was felt by the faculty that another faculty member was needed to serve in Prof. King's place on the Faculty-Board Liaison Committee).

Faculty members serving on the Presidential Search Committee are: Prof. King, President of Faculty Council, and Profs. Bittner and Balog, Faculty-Board Liaison Committee.

Dr. Miller read the letter from Chairman of the Board, Robert Hyland, (copy attached as part of the official minutes) and the advertisement that appeared in the St. Louis Post-Dispatch and Globe Democrat which set forth the criteria for applicants for President. Dr. Miller explained that ads were not placed in the Chronicle because of the criteria that candidates be knowledgeable of and respected in the St. Louis area, and given the timetable set by the Board (completion of the search sometime in November), only local advertising was done.

Dr. Miller reported that the enrollment figure for Fall Semester, 1982 is 1950. He explained that this figure is due in part to the Mansion House and hospital contracts, and that it is the second highest enrollment in the history of the College - the highest enrollment being in the Fall, 1980.



Faculty Minutes

October 21, 1982

Dr. Miller announced the appointment of Sharon Stites as Director of Admissions, effective October 20, 1982. Mrs. Stites was formerly from the Kansas City Art Institute and served as Vice-President for College Relations, Dean of Admissions, and Director of Admissions.

It was requested that members of the Administration be invited to regular faculty meetings to give reports to the faculty regarding their areas of operation.

There being no further business, the meeting adjourned at 1:00 PM.

Jane Pace  
Acting Secretary

Approved:

Jeanne Donovan

Educational Policies Committee Minutes

Tuesday, October 5, 1982

Members Present: Ken Greenlaw, Dominic Soda, Ed Balog, Dar Anderson, Jim Hood, Richard Rickert, Alan Tubbs

A report was made to the EPC from the Social Science Division that the prerequisite of MTH 106-Basic Statistics for SS 310-Social Science Statistics had been voted on and approved by the Social Science Division.

It was decided that EPC meetings will be held monthly on the Tuesday, 10 days before the Faculty Meetings.

Election was held for Chairman of the EPC. Nominated were Ed Balog and Jim Hood. Motion was made to table election in order to wait for seventh member's vote to break 3 - 3 tie.

The following members of EPC were appointed as EPC Representative to the following faculty committees:

Academic Resources - Dominic Soda

Special Terms - Allen Tubbs (for Daryl Anderson, currently on Sabbatical)  
Committee on Graduate Faculty - Richard Rickert

Academic Standards - Jim Hood

Discussion was held on the Computer Science Program which was table at the May 20, 1982 EPC meeting. Motion was made, seconded and passed to adopt the Program on the condition that the College commit itself to providing a full-time instructor, necessary funding and an adequate facility to support this program. EPC will request a statement of commitment from the administration.

The course descriptions for the new Mathematics requirements, which had already been approved by the EPC in May of 1982 pending those descriptions, were provided. Motion was made, seconded and passed to approve the new course descriptions and to adopt the complete Mathematics requirements.

Motion was made, seconded and passed to extend the incomplete grade for Jean Smith from Spring, 1982 to January 1, 1983.



Educational Policies Committee Minutes

Tuesday, October 26, 1982

Members Present: Aaron Miller, Jim Hood, Vicki Frowine, Dar Anderson, Allen Tubbs, Ann Canale, Ed Balog, Dave Sullivan, Dominic Soda, Arlene Taich, Richard Rickert, Ken Greenlaw

Motion was made, seconded and passed to approve an extension of the Incomplete for Cheryl Spencer in Advanced Newswriting to December 10, 1982.

Election was held for Chairman of the Educational Policies Committee:

Nominated: Ed Balog

Elected: Ed Balog

Sam Zibit was present at the EPC meeting to discuss the Health Systems Management Program which had been referred back to EPC for reconsideration by the faculty at the October 7 Faculty Meeting. During the discussion, Dr. Miller reported that he spoke to the accrediting team from the National League of Nurses about the Program and they indicated no objections. Sam Zibit explained the progress of the program, his responsibilities in it, and the qualifications of Phil Edwards. After considerable discussion, motion was made, seconded and passed that upon conclusion of the review of issues raised regarding the Health Systems Management Program, the EPC again recommends its acceptance.

*J. Nichols*

FACULTY MEETING AGENDA

December 9, 1982

Fine Arts Building, Room 202

1. Minutes of November 4 and November 11, 1982
2. Report of Faculty Council - Prof. King
3. Report of the Dean of Faculty - Dr. Miller
4. Business from the floor
5. Announcements
7. Adjournment



The Lindenwood Colleges  
St. Charles, Mo 63301

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

The regular meeting of the Faculty of the Lindenwood Colleges was held Thursday, November 4, 1982, at 12:00 noon in the Fine Arts Building Auditorium. Dean Aaron Miller presided.

Dean Miller announced that beginning with the next scheduled meeting, all faculty meetings will be held in Room 202 of the Fine Arts Building.

On behalf of EPC, Dr. Balog, moved to adopt the Health Systems Management Program. The recommendation was made after EPC had reconsidered the program as requested at the October 7, 1982 faculty meeting. The motion was seconded and, after considerable discussion, the motion carried.

Prof. Robert King, on behalf of Faculty Council, reminded faculty members in their second year of service to submit evaluation materials for consideration of renewal of appointment to Dean Miller by 4:00 PM, November 19.

Prof. King reported on the meeting of the Presidential Search Committee held Wednesday, November 3, 1982: The Search Committee is made up of five Board members - Robert Hyland, Walter Metcalfe, John Hannegan, David Babcock, Henry Elmendorf; three faculty members - Profs. Robert King, Groff Bittner, Ed Balog; two administrators - Aaron Miller and Lawrence Elam; and a representative from the Alumni Council - Ms. Janet Bornstein. A sub-committee of the Search Committee met Monday, November 1, 1982 to review the 25 applications that had been received. At this meeting, the sub-committee narrowed the applications to 10 to take to the Search Committee. The full Search Committee at its meeting narrowed the applications to three. The final three candidates will be contacted by three members of the Search Committee and given details of Lindenwood's status. Each candidate interested in the position will then be invited to the Lindenwood campus for interviews.

REPORT OF THE DEAN

Dean Aaron Miller reported that total enrollment at Lindenwood this fall is 1974 students, a figure that is the highest in the institution's history (this figure does not include students who have withdrawn).

Dr. Miller reported that the Executive Board of Higher Education had upheld the North Central Review Committee's earlier recommendation that Lindenwood continue to receive accreditation. The College will be reviewed again in Spring of 1984 which increases the need for the College to raise the funds necessary to pay off the short-term debt.



Discussion was held regarding contributions by the faculty to aid the College in paying off the short-term debt. It was suggested that a long-range gift-giving program could be developed that would involve the community as a whole.

Dean Miller summarized the findings of a study made by Ketchum, Inc: The Executive Committee of the Board of Directors commissioned Ketchum, Inc. to do a feasibility study that would determine the fund-raising potential of Lindenwood. Interviews with 39 persons were conducted; these interviews were held on campus, and in St. Charles and the Greater St. Louis area. Dean Miller read the following excerpt from the report:

"Among those interviewed were corporation and foundation executives, business and professional persons, faculty members, and alumni, both in St. Charles and in the Greater St. Louis area. Eleven of the interviewees are representatives of corporations and foundations or are individuals believed to be capable of considering gifts in the range of the top ten gifts projected in the table of giving standards. In the opinion of counsel, the thirty-nine interviews represent a valid sample for determining potential support for a Lindenwood campaign.

This study sought fact and opinion about Lindenwood to be measured against the elements of a campaign which experience has proven to be necessary for success. These factors include a strong, positive image of the institution among its constituencies and in the community; a clear, understandable need convincingly set forth in a strong case for support; willingness, by those qualified, to work and to accept the responsibilities of leadership; willingness on the part of individuals and corporations to give at levels that will validate the giving standards and point to success..."

Based on the findings of the study, the overall conclusion was that because of the College's image in the community, it was not feasible for Lindenwood to pursue a broad fund-raising effort at this time. However, the report indicated that Lindenwood could possibly raise the funds needed to pay-off the short-term debt over the next two years.

Question was raised as to whether this plan would be implemented. Dr. Miller responded that the Board felt it was not feasible to implement the plan until a new President had been appointed.



Dr. Miller stated that the new President's major responsibility will be in the area of fund-raising. Therefore, Dr. Miller and Mr. Elam will continue to function with the responsibilities and division of labor as they exist at the present time. For this reason, Dr. Miller has asked Dr. James Hood for assistance; beginning in January at the start of Spring Semester, Dr. Hood will serve as Acting Assistant Dean of Faculty and Acting Director of Evening College; Dar Anderson will serve as Assistant Director of the Evening College.

Jim Feely reported on behalf of the Special Terms Committee: It was felt that the 16-week term that was approved in May, 1982, does not allow for a special term. A motion was made and seconded to change from the approved 16-week semester to a 15-week semester. After discussion, a motion was made, seconded, and carried to table the above motion with the understanding that a special meeting of the faculty be called for Thursday, November 11 to reconsider the issue.

The Nursing Department announced that free health assessments are available to faculty and staff, and volunteers are needed to aid the nursing students in taking histories and giving physical examinations.

In response to a question about Lindenwood being identified as one of the locations where dioxin was at one time used, Mr. Elam explained that he had recently received a letter of apology from the EPA. The letter stated that the EPA had not investigated the Lindenwood property and, therefore, have no indication that any problem in fact exists. Within the next three months the EPA plans to conduct tests on Lindenwood property to check for dioxin levels.

#### ANNOUNCEMENTS

Dr. Aaron Miller will speak on the subject of tenure at the AAUP meeting, Tuesday, November 9, 12:00 noon, Cardinal Room of Ayres Cafeteria.

Mr. Ed Watkins of the Cooperative Education Program will conduct a seminar on making career changes, Saturday, November 5, 9:00 AM, Young Hall.

The Lectures and Concerts Committee is sponsoring a poetry reading, Sunday, November 7, 3:00 PM, in the main reading room of Butler Library. Featured are three Native American poets - Maurice Kenny, Wendy Rose, Lorna DeeCervantes.

On Friday, November 19, 3:00 PM, MAB Parlor, Ahmed Sakar, Ph.D., will give a lecture entitled "Jesus - A Prophet of Islam." A reception hosted by the international students and the ESL Department will follow the lecture.

Anne Perry will be the speaker for the Faculty Forum series, Thursday, November 18, 3:15-4:15 PM in the MAB Parlor.

On Wednesday, November 10, 8:00 PM, FAB Auditorium, the second of a series of lectures on "Environmental Issues for the Eighties" features Edward Ziegler speaking on "Environmental Regulations of the 1980's: Costs and Benefits."

The Lindenwood Faculty Art Show opens November 8 and runs through December 17, in the Hendren Gallery, Fine Arts Building. A reception for the art exhibit will be held Friday, November 12 from 4:00-7:00 PM.

Tickets for the Madrigal dinners are available at the Box Office, Roemer Hall. The dinners will be held in the Memorial Arts Building, beginning at 7:00 PM, November 30 - December 1 and December 3-5.

Monday, November 15, from 7:00-9:00 PM in the main reading room of Butler Library, the Griffin Society will present its "Creative Happening." Student and faculty poets will join three guest poets - Edward Boccia, James Finnigan, Rev. Karl Kopp - to read original works.

There being no further business the meeting adjourned at 1:30.

Submitted:

Jane Pace

Approved:

Jeanne Donovan  
Faculty Secretary



The Lindenwood Colleges  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of The Lindenwood Colleges  
November 11, 1982

A special meeting of the faculty of The Lindenwood Colleges was held Thursday, November 11, 1982 at 12:00 noon in the Fine Arts Building, Room 202. Dean Aaron Miller presided. The purpose of the meeting was to consider a proposal to change the academic calendar.

Dean Miller explained that at the November 7, 1982 faculty meeting a motion had carried to table the motion to change the academic calendar effective for the 1983-84 Academic Year from a 16-week semester to a 15-week semester. This change would allow time during the month of May of each academic year for a Special Term.

After considerable discussion, the motion to adopt a 15-week semester (as opposed to a 16-week semester) effective Fall Semester 1983.

Dean Miller made the following announcements:

1. Ginny Grady will serve as Acting Dean of Students until the search for a new Dean of Students is completed; a new Dean will probably be appointed sometime during Spring 1983. Mrs. Grady's office will remain in the CAP Center.
2. Rick Scott will serve as Acting Athletic Director until the appointment of a Dean of Students is made.
3. Interviews with two candidates for the position of President will be held on campus Monday, November 15 and Tuesday, November 16; it is likely that candidates will return for second interviews. Dr. Miller will be talking with the third candidate to arrange his interview.

Prof. Robert King announced that the interviews with the Presidential candidates and the Faculty Council will be open to any faculty members who cannot attend the 3:30 PM meetings.

Discussion was held regarding the procedures for checking references and past employers of the Presidential candidates. Prof. King proposed that the faculty meet after the first round of interviews to present their views and recommendations to the faculty representatives of the Search Committee.

A motion was made, seconded, and carried expressing the will of the faculty that representatives of Lindenwood College make personal contact with the Presidential candidates' references and past employers.

In response to a question regarding the lawsuits filed against the college and/or its employees, Dr. Miller reported that while he is aware of some lawsuits, he is not sure what the terms of the suits are.

When asked about the sexual harrassment charge filed against Dr. Johns, Dr. Miller said he had no knowledge of the disposition of the charge.

A suggestion was made that the "highly-placed source" quoted by the local newspapers be found and asked to be more discreet when talking with reporters.

There being no further business the meeting was adjourned.

Submitted:

Jane Pace

Approved:

Jeanne Donovan  
Faculty Secretary



*John Nichols*

8 January 1983

MEMORANDUM

To: The Faculty

From: Aaron Miller

A special meeting of the Faculty will be held Thursday, January 13, at 12:00 noon, FAB 202, to discuss and act upon the attached recommendations for changes in the Faculty Constitution and By-laws.

PROPOSED CHANGES IN CONSTITUTION

- I, A, 2 — fourth paragraph (top of page 3): add: By "adequate" is meant sufficient time for the institution to conduct a proper search for a replacement. Under most circumstances, this means a minimum of one full semester.
- I, A, 3 — fourth line: substitute for the word "dismissal" the words "termination of service."
- I, C, 1, a -- Change this statement to read: "Two representatives from each academic division, all of whom must hold tenure, and four members of the faculty elected at large, who may or may not hold tenure."
- I, C, 1 -- change "d." to "e." and insert as the new "d." the following:  
"The Director of the Lindenwood College for Individualized Education will sit as ex-officio representative of that unit, with no vote."
- I, C, 2, a -- fourth line, after the word "expression," change the text to read: "in a manner sufficiently explicit to record their position on issues for administrative action."
- II, B -- add "3." as follows: "To pursue activities designed to enhance professional growth and effectiveness."



PROPOSED CHANGES IN BY-LAWS

- I, B, 3 — Substitute for the existing statement the following statement:  
"Confidentiality shall be maintained by individual Council members in all Council deliberations. The reporting of Council decisions, actions, and recommendations shall be the responsibility of the Council Chairperson or his/her designee."
- I, C, 2 — Eliminate the redundant word "prospective."
- III, A, 2 — After the words "financial exigency" add the words "or institutional reorganization."  
  
Substitute for "within two years" the phrase "at least one full academic year."
- III, A, 3 — delete the words "or promotion."
- III, C, 6 — third line: add the word "and" after the word "candidate" and end that sentence with the word "performance," eliminating the rest of the sentence. We're simply not using the Check Sheet.
- VI, B — Move Physical Education from the Social Sciences Division to the Division of Natural Sciences and Mathematics. Reorganization and redefinition of the Physical Education Department now justifies moving it back to the academic unit with which it was previously affiliated.

Add terms of membership for all committees for which such information now is lacking.

*John Nichols*

FACULTY MEETING AGENDA

February 3, 1983

Fine Arts Building, Room 202

1. Minutes of January 6, 1983 and January 13, 1983
2. Report of EPC - Professor Balog
3. Report of the Faculty Council - Professor King
4. Report of the Dean of Faculty - Dr. Miller
5. Report of C.A.P. Center - Professor Bimes, Ms. Toben
6. Business from the floor
7. Announcements
8. Adjournment



The Lindenwood Colleges  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of The Lindenwood Colleges

January 6, 1983

The regular meeting of the Faculty of The Lindenwood Colleges was held Thursday, January 6, 1983, at 12:00 noon, in the Fine Arts Building, Room 202.

Dean Aaron Miller introduced President James I. Spainhower to the faculty. At that time, President Spainhower delegated to Dean Miller the responsibility to preside at faculty meetings as is his privilege as stated in the Faculty By-laws, V, B, 6. President Spainhower told the faculty that he will attend faculty meetings periodically and will accept requests from faculty to attend.

President Spainhower explained that a Memorandum of Understanding has been drawn up between the Board of Directors and himself to provide a framework for future operations. The memo was distributed to the faculty to review and becomes an official document of the minutes of the January 6, 1983 faculty meeting. Dr. Spainhower stated that if any individual, department, or division would like to discuss this memo with him, they are welcome to approach him on any item contained in the memo.

President Spainhower announced that he will request meetings with the Division Chairs and then with each Department to discuss their operations, budgets, and any concerns they may have. He suggested working these meetings in with the budget meetings being held the week of January 24, 1983.

Dean Aaron Miller presided.

Motion was made, seconded and passed to adopt the minutes of the December 9, 1983 faculty meeting.

There was no report from EPC.

Report of the Faculty Council

Prof. King, on behalf of the Faculty Council, reported that the faculty Constitution and By-laws were being reviewed in view of several suggestions for changes submitted to the Council. Faculty Council will then present these suggestions for change to the faculty at a special meeting to be called on Thursday, January 13, 1983. The final draft of the Constitution and By-laws will then be submitted to the Board of Directors for review at the February 15, 1983 meeting of the Board.

In response to a suggestion that the newly formed Administrative Committees be reviewed and added as part of the By-laws, Dr. Spainhower explained that his Committee outline is a "proposed and tentative" organizational structure for the college pending approval of the Board of Directors and that it may be premature to include it as part of the By-laws at this time.



For the benefit of those faculty not familiar with this proposed organizational plan, Dr. Spainhower explained briefly that it will consist of two administrative Committees: the President's Council which will be responsible for formulating administrative policy for the College and which will meet twice a month, and the Administrative Committee which will be responsible for the College's Master Calendar and coordinate activities for the College and will meet every other month.

#### Report of the Dean of Faculty

Dr. Miller announced to the faculty that a freeze has been imposed on certain expenditures. Faculty Travel funds proposed to date will have to be reconsidered and future funding will be limited to travel within the Greater St. Louis area.

In response to Dr. Miller's announcement, President Spainhower explained that the current debt stands at \$2.9 million and last year's operational deficit was \$214,000. He stated that he plans to stop budget deficits and wants to get close to a balanced budget for fiscal year 1982-83 by cutting expenditures and increasing income. He plans to accomplish this by implementing a \$500,000 fund drive. The goals set are:

- \$150,000 from the St. Charles Community
- 150,000 from alumni
- 25,000 from the Board of Directors
- 25,000 from faculty and staff
- 150,000 from Friends of Lindenwood

Dr. Spainhower also explained that no salary increases will be recommended for the 1983-84 fiscal year unless projected receipts permit it within the confines of a balanced budget, although an official decision on this cannot be made until May or June.

President Spainhower announced the appointment of Ed Watkins as temporary Director of Development and that Randy Wallick, Terrie Rollings, Ed Watkins, and himself have formed a Staff Development Council to organize the \$.5 million fund-raising drive. At that time, Dr. Spainhower gave his pledge of \$1,000.

Dr. Spainhower stated that the College is currently in the process of writing a Cooperative Education Program grant and a Computer Facilities grant.

In response to a question, Larry Elam stated that Lindenwood has received a bequest from Mrs. Boyce's Estate in the form of a \$200,000 endowment fund to be used for scholarships. He anticipates that the scholarships will be ready to use for the Fall 1983 Term.

President Spainhower gave a statement of honesty to the faculty and pledged that there will be no information kept from faculty in all areas relevant to them. He also gave a promise of confidentiality in matters discussed with him, and reminded faculty that they are welcome to meet with him at any time.

#### Announcements

Dr. William Schwienher, Chairman of the Mass Communications Department, was introduced to the faculty.



John Wehmer announced that the Joffrey II Ballet will perform at Lindenwood Sunday, January 16, beginning at 3:00 p.m. in the Jelkyl Theatre. The performance is open to the public free-of-charge.

January 16 also marks the opening of a pottery and glass exhibition in the Hendren Gallery of the FAB at 4:00 p.m. The exhibition, featuring work by Bruce Lowry will continue through January 31.

The next AAUP meeting will be held Tuesday, January 11. The agenda will include discussion of salary and fringe benefits. Richard Rickert reminded faculty to return to him the questionnaire he distributed concerning faculty salaries.

Ann Canale, on behalf of the Lectures and Concerts Committee, suggested that faculty not only encourage their students to attend events sponsored by the Committee, but possibly require them to attend those events relevant to their classes.

On Sunday, January 23, Jim Roberts, Jazz Pianist, returns to Lindenwood to give a recital beginning at 3:00 p.m. in Sibley Chapel. The concert is free-of-charge and open to the public.

Peter Raven, Director of the Missouri Botanical Gardens, will be the next speaker in the four-part Environmental Lectures Series. Dr. Raven will speak Wednesday, February 9, 8:00 p.m. on "Tropical Ecosystems: Survival or Global Disaster?" The lecture will be held in the FAB Auditorium at 8:00 p.m. The fourth lecture is scheduled March 14 at 8:00 p.m. in the FAB Auditorium, and will feature a presentation by Gene Woodruff, a professor of nuclear engineering at Washington University.

On Friday, February 11, poet Gwendolyn Brooks will give a poetry reading to open Lindenwood's observance of Black History Week. Ms. Brooks will be on campus all day conducting discussions and writing workshops and concluding with a poetry reading at 7:30 p.m. in Jelkyl Theatre.

Another poet, Carolyn Forshe, will be on campus April 23 to give a poetry reading in the Cardy Reading Room. The event begins at 3:00 p.m. and is open to the public free-of-charge.

Bev Bimes reminded faculty of the three-day Critical Thinking Workshop being conducted January 4, 5, 6, from 1:30 to 3:30 each day in FAB 202.

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

Approved:

Jeanne Donovan  
Faculty Secretary

Submitted:

Pam Saloun



The Lindenwood Colleges  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of The Lindenwood Colleges

January 13, 1983

A special meeting of the Faculty of The Lindenwood Colleges was held on Thursday, January 13, 1983, at 12:00 noon, in the FAB, Room 202. The purpose of the meeting was to vote on the proposed changes to the Faculty Constitution and By-laws as submitted by the Faculty Council.

PROPOSED CHANGES IN CONSTITUTION

Motion was made, seconded and carried to adopt each of the following:

- I, A, 2 - add to the fourth paragraph (top of page 3) "By 'adequate' is meant sufficient time for the institution to conduct a proper search for a replacement. Under most circumstances, this means a minimum of one full semester."
- I, A, 3 - fourth line: substitute for the word "dismissal" the words "termination of service."
- I, C, 1, a - Change this statement to read: "Two representative from each academic division, all of whom must hold tenure, and four members of the faculty elected at large, who may or may not hold tenure."
- I, C, 1 - change "d." to "e." and insert as the new "d." the following: "The Director of the Lindenwood College for Individualized Education will sit as ex officio representative of that unit, with no vote."
- I, C, 2, a - fourth line, after the word "expression," change the text to read: "in a manner sufficiently explicit to record their position on issues for administrative action."
- II, B - add "3." as follows: "To pursue activities designed to enhance professional growth and effectiveness."

CHANGES IN BY-LAWS

Motion was made and seconded to adopt each of the following:

- I, B, 3 - Substitute for the existing statement the following statement:  
"Confidentiality shall be maintained by individual Council members in all Council deliberations. The reporting of Council decisions, actions, and recommendations shall be the responsibility of the Council Chairperson or his/her designee."

Motion did not carry.

- I, C, 2 - Eliminate the redundant word "prospective."  
Motion carried.



III, A, 2 - After the words "financial Exigency" add the words "or institutional reorganization."

Motion did not carry.

III,           Substitute for "within two years" the phrase "at least one full academic year."

Motion did not carry

III, A, 3 - delete the words "or promotion."

Motion carried

III, C, 6 - third line: add the word "and" after the word "candidate" and end that sentence with the word "performance," eliminating the rest of the sentence. We're simply not using the Check Sheet.

Motion carried.

VI, B       - Move Physical Education from the Social Sciences Division to the Division of Natural Sciences and Mathematics. Reorganization and redefinition of the Physical Education Department now justifies moving it back to the academic unit with which it was previously affiliated.

Motion carried.

Add terms of membership for all committees for which such information now is lacking.

Motion carried.

Approved:

Jeanne Donovan  
Faculty Secretary

Submitted:

Pam Saloun



Educational Policies Committee Minutes

January 27, 1983

Members Present: Ed Balog, Dominic Soda, Ken Greenlaw, Ann Canale, Jim Hood, Daryl Anderson, Aaron Miller, Arlene Taich, David Sullivan, Vicki Frowine, Richard Rickert, Dar Anderson

Motion was made, seconded, and carried to approve the following proposed changes in the Physical Education Curriculum:

1. Restructure the present instructional activity program to reflect current and future emphases in the areas of health-related fitness, stress management, lifetime leisure sports, and outdoor pursuits.
2. Discontinue the major program in physical education including the teacher certification emphasis. Student enrollment, facilities, equipment, faculty size, and budgetary allowances do not merit the continuation of these extremely weak programs.
3. Retain those theory courses in health, physical education, and recreation that could serve as a foundation for future recreation/leisure programming, to supplement the forthcoming proposal for an environmental/outdoor leadership program, and to satisfy requirements in health and physical education majors and those pursuing coaching certification.
4. Improve the existing inventory of instructional equipment, supplies, and support services to provide a quality physical education program "without walls."

Patrick Land, Coordinator of Business Programs for LCIE, attending the EPC meeting to present the proposed restructuring plan of the LCIE Masters Program in Business from an MS Program to an Executive MBA Program. Motion was made, seconded, and carried to approve the LCIE Executive MBA Program as proposed. (see attached)

Motion was made, seconded and carried to approve the Honors Project for Helen Ohlms from the Business Administration Department. The topic for the project is The American Economy Paralleling the Prosperous '20's with the '70's and the Depression '30's with Current Conditions.

Motion was made, seconded and carried to extend Incomplete grades for the following students:

- Saud Bakr - Incomplete in Biology extended to Jan. 31, 1983
- Fadil AlGhalib - Incomplete in Econ. extended to April 30, 1983
- Maha Al Najami - Incomplete in Econ. extended to April 30, 1983
- John King - Incomplete in Econ. extended to April 30, 1983
- John King - Incomplete in Business extended to April 30, 1983
- Craig Stewart - Incomplete in Econ. extended to April 30, 1983
- Salah Al Bassam - Incomplete in Business extended to April 30, 1983

Approved:  
Ed Balog

Submitted:  
Pam Saloun



TO: Social Science Division/Faculty

FROM: Patrick Land, Coordinator Business Programs, LCIE

SUBJECT: Restructuring of Masters Program in Business from an MS Program to an Executive M.B.A. Program.

DATE: September 8, 1982

## I. RATIONALE

LCIE has been offering business programs since its inception in 1975, and virtually since its beginning it has offered an M.S. in business administration. Last Spring, of the 300 or so students enrolled in LCIE, approximately 175 were in business programs; 150 in bachelors programs, 25 in masters.

The M.S. in business administration is essentially a specialized degree. It consists of 4 trimesters of work. Generally, students take 2 or 3 trimesters of work in their area of concentration, and the remaining trimester(s) in another area. The 4th trimester is devoted to the completion of the culminating project.

Such a degree is useful to someone with an undergraduate degree in business or someone with extensive business experience who wants to specialize in a particular area.

A number of our present M.S. students have expressed an interest in an M.B.A. program in the LCIA format. What they tell us is that they like the format but they want a broader exposure to the core functional areas of business. Many of the students in our bachelors program in business have expressed similar interests. Also, our admissions people have indicated to us that there is significant interest in the St. Louis area for this type of program.

Therefore, we began looking into the possibility of an M.B.A. program because we were getting a large number of requests to do so. These requests were given additional impetus by another development. One of my initial tasks since coming to Lindenwood was to review existing LCIE business programs and make recommendations for modifications. In reviewing the M.S. program, two things struck me. First is that, except for students whose undergraduate education in business is both recent and of high quality, I have reservations about how well the M.S. program really meets students' needs. Although we are certainly living in an area of specialization, people functioning in business have to constantly interact with people in other functional areas, and it is certainly to their advantage to be knowledgeable about areas other than their own. The other consideration was economic. The present M.S. program offers majors in 4 areas: accounting, finance, marketing and management. If the typical student takes 3 trimesters



in their major area, we need to provide a minimum of 12 clusters to cover the 4 major areas, and yet we have, currently, 25 to 30 students in the program. Obviously, to have large numbers of clusters for a modestly sized group is not very economic. An M.B.A. program, as you will see, would involve an offering of about 8 clusters and would undoubtedly attract more students.

So it was for 3 types of considerations, requests from students and admissions people, program questions about the M.S., and economic considerations, that we went on to develop the proposed M.B.A. program.

## II. THE EDUCATIONAL MODEL: APPLIED ANALYTICAL

The program will follow the applied analytical model of business education which was used at my alma mater, the Wharton Business School, for some time and which has currently become the most widely used model for business education at the collegiate level.

Historically, there have been 3 models for collegiate business education. In order to fully understand the applied analytical model, a brief overview of all 3 models follows:

### 1. The Descriptive Model

Its focus is material that describes. For example, a marketing course taught under this model would describe marketing, -- by covering the history of marketing, a description of the institutions of marketing (a marketing department, and advertising agency, etc.), a description of the duties of people who do marketing (the marketing manager, the branch manager, the account executive), the size of the marketing function and its contribution to our economy (dollars spent on advertising, packaging, distribution, etc.), etc. etc.

### 2. The Theoretical Model

Here the emphasis is on theory, and somewhat abstract theory at that. Under this model our marketing course would contain theories of mass communication, theories of consumer behavior, psychological and sociological theories of persuasion, etc.

### 3. The Applied Analytical Model

In this model, the focus is on the application of knowledge and skills to the decision making process from the perspective of the manager. Under this model, a marketing course would include the kinds of information needed by marketing managers to make decisions (marketing research) and how they manipulate this information in the decision making process; the variables the marketing manager has to work with in developing his or her offering for the marketplace (product, price, promotion, distribution), the managers developing strategies appropriate to competitive considerations, etc.



Not only is the applied analytical model the state of the art in business education, but it is particularly well suited to the LCIE graduate student. Using data based on a recent trimester (Spring 1982), we find that the average age of students in the M.S. in business administration program is 35, and that over 85% of them have management experience.

It is well established in adult education that the educational needs of experienced adults are different from those of 20 year olds. Malcolm Knowles, for example, notes that adults have a significantly greater need for application in their educational process. Obviously, the APPLIED analytical model is application centered. Jack Gibb, in the Handbook of Adult Education, asserts as his first premise of adult education that it be problem centered rather than subject centered. Again, the applied analytical model is problem centered.

(It is also interesting to note that the entire concept and format of the LCIE program is in almost perfect alignment with well established premises of adult education. Knowles, for example, stresses that adults are much more self directed than dependent, and that their life experience is a significant learning resource. The LCIE format is designed so that our students learn from each other in our small clusters, and the individualization that each student does within their cluster is often related to their experience and interests.)

At any rate, the educational model is not only on very sound footing from the perspective of business education, but also from the perspective of adult education.

### III. EXECUTIVE M.B.A.

An executive M.B.A. program is one geared toward people who are presently functioning in the business world as managers. There have been executive M.B.A. programs for over a decade. Often these programs have a weekend, evening, or day/released time format of delivery. Currently there are no executive M.B.A. programs in the St. Louis metropolitan area.

Programmatically, executive M.B.A. programs show the same high degree of variance that general M.B.A. programs have. For example, of the general M.B.A. programs right in our metro area, there is a variance from 30 credits for graduation at Maryville, to 36 at Lindenwood, to 39-60 at UMSL, to 57 at St. Louis U. and 60 at Wash. U. Since there aren't any executive M.B.A. programs here, we need to go outside our area to look at examples. We find the same variation from 30 units at New York Institute of Technology to 57 units at Wharton.

The LCIE M.B.A. would require 3 years of management experience for admission to the program. It would be delivered in the traditional LCIE cluster format on weekends and evenings, and would require 45 units.



Applicants to the program will be required to submit transcripts of their undergraduate record and a resume of their professional experience. An admission interview will be conducted, as is standard practice for all CIE applicants.

This will truly be something unique as an educational offering in this area and should attract a substantial number of impressive students. Also, since it will be a unique offering, we should be able to get news feature coverage for the program which would be useful in getting it off to a good start. Finally, a number of our M.S. students have expressed an interest in an M.B.A. and so we might expect that this program could have a number of students right from the beginning. As mentioned before, the M.S. would be phased out because of the fact that it is not as economic to administer as the M.B.A. and also because it only meets the needs educationally of a rather select group of students, due to its narrow scope.



IV. PROGRAM OVERVIEW: EXECUTIVE M.B.A.

The program is 5 trimesters in length (45 credits). The sequence and content of the clusters is as follows:

TRIMESTER

1. QUANTITATIVE METHODS:  
BUSINESS STATISTICS (4) -- tables and graphs, frequency distribution, variability, probability, sampling, estimation, hypothesis testing.  
COMPUTER SCIENCE/INFORMATION (5) -- data processing and information systems, programming, system analysis and design, simulations.
2. FINANCIAL AND MANAGERIAL ACCOUNTING (5) -- the construction and analysis of financial reports and statements; the preparation, analysis and use of budgets; cost accounting, control.  
FINANCE (4) -- operating and financial methods of capitalization, budgeting, and decision making; cost of capital; short, intermediate, and long term financing, management of assets, mergers and consolidations.
3. MANAGEMENT (7) -- the evolution and schools of management; the functions of planning, organizing and controlling; management of people (personnel) and production; the formulation and implementation of strategies.  
(Course will include readings from non-academic sources, newspapers, general and business periodicals, as well as from traditional texts).  
BUSINESS LAW (2) -- the basic concepts of law as they apply to business; contracts, agency, negotiable instruments (the Uniform Commercial Code) as well as antitrust and related statutes and public policy.
4. MARKETING (6) -- principles and management; the marketing mix (product, price, promotion and distribution); consumer and industrial markets; marketing services, marketing for not-for-profits, and international marketing; consumerism.  
ECONOMICS (3) -- micro and macro; supply and demand, perfect competition, imperfect competition, oligopoly and monopoly. Smith, Keynes, Galbraith and Friedman; unemployment and inflation; GNP, monetary and fiscal policy.
5. MAJOR AREA OF CONCENTRATION 6 units of course work; plus  
THESIS OR PROJECT (3) -- also in the major area.

The first four clusters are required. Students can have "areas of concentration" in any of 4 areas: accounting, finance, management and marketing.

*Johanna Nichols*

FACULTY MEETING AGENDA

March 3, 1983

Fine Arts Building, Room 202

1. Minutes of February 3, 1983
2. Report of Educational Policies Committee - Professor Balog
3. Report of the Faculty Council - Professor King
4. Report of the Dean of Faculty - Aaron Miller
5. Business from the Floor
6. Announcements
7. Adjournment



The Lindenwood Colleges  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of The Lindenwood Colleges

February 3, 1983

The regular meeting of the Faculty of The Lindenwood Colleges was held Thursday, February 3, 1983, at 12:00 noon, in the Fine Arts Building, Room 202.

Motion was made, seconded and passed to adopt the minutes of the January 6, 1983 faculty minutes.

Report of EPC

Prof. Balog, Chairman of the Educational Policies Committee, reported that EPC had approved the new P.E. Curriculum, the requests for extensions of incompletes, and the Honor's Project for Nancy Ohlms.

On the recommendation of the Educational Policies Committee, Prof. Balog moved to adopt the Executive MBA Program from the Lindenwood College for Individualized Education. Motion was seconded. After considerable discussion, the question was called and seconded.

Motion was made and seconded to request unanimous consent to revoke the call of the question. Motion did not carry with unanimous consent.

Motion to approve LCIE's Executive MBA Program proposal passed: 23 for, 20 against.

John Nichols expressed his opposition to and resentment of the call for the question. He said his questions, specifically his concern for quality of content, were not answered satisfactorily.

Dr. Spainhower made the following announcements to the faculty:

1. Steps are being taken to keep the Faculty/Board of Directors Liaison Committee active. The appropriate number of Board members required for the Committee, as stated in the Faculty By-laws, will be appointed at the February 15 meeting of the Board of Directors. The Faculty By-laws and Constitution will be referred to that Committee for review and approval.
2. As of April 1, 1983, the Berlitz program, currently operating on the Lindenwood campus, will be discontinued. Although there will be a loss of income to the college, the continuation of the program does not seem to be in the best interest of the college.

3. The first meeting of the President's Long-Range Planning Committee was held February 2. This Committee will be meeting several times between now and May 24. At that time, all information gathered will be reviewed and final recommendations will be submitted to the Board. At the February 2 meeting, four sub-committees were formed and a Task Force Director of each sub-committee was named:

Sub-Committee on Values - Dr. Edith Graber  
" Work Programs - Ed Watkins  
" The Resident College - Dr. James Hood  
" Non-Traditional Studies, Evening College,  
and Graduate Offerings - Dr. Arlene Taich

If any faculty member is interested in helping with any sub-committee, contact the respective Director.

4. President Spainhower gave an up-date on the \$500,000 Fund Drive. As of February 3, 1983, the Faculty and Staff had contributed over \$3,000. Preparations for the St. Charles Drive are going well, with solicitation of funds to begin in May. The plans for the Alumni Drive and Friends of Lindenwood Drive are currently underway. The board of Directors Drive, with Board Member, John Hannegan in charge, also is going well.
5. According to the Board of Director's By-laws, the Governance of the College consists of three level:
  1. Board of Directors which is to consist of 21 members. Currently, the Board has 11 members. In compliance with the By-laws, Dr. Spainhower wants all 21 positions filled, and requested faculty to submit nominations for positions on the Board.
  2. Board of Overseers consists of not more than 20 members who can serve a maximum of 1 three-year term, and an unlimited number of life members who are persons who have served at least two consecutive terms on the Lindenwood Board of Directors. Members of the Board of Overseers may attend Board of Director's meetings, but do not vote. President Spainhower will recommend to the Board of Directors to enliven the Board of Overseers and again requested faculty to submit nominations for the Board of Overseers.
  3. Various schools or departments have advisory counsils. He encourages departments to do this. He would like to try to formalize a Board of Advisors for Lindenwood College as a whole in order to get more people involved. According to the Lindenwood College Board of Directors By-laws, one member of this Board of Advisors shall be a member of the Board of Directors.
6. Dr. Spainhower announced his support for the appeal for NLN accreditation. He did mention, however, that if the appeal fails, the Nursing Department will be phased out.
7. After the meeting of the Board of Directors on February 15, Dr. Spain- will make his report of that meeting to the faculty.



There was no report from the Faculty Council.

Report from the Dean of Faculty

Dean Miller reported to the faculty the deadline dates for book orders for the May, Summer, Fall 1983 Terms.

May Term - March 1, 1983  
Summer Term - March 31, 1983  
Fall Term - June 1, 1983

Orders for caps and gown should be in to the Bookstore by February 25 to avoid late charges

Dr. Miller gave an Admissions report on current applications for Fall Term, 1983, with a note that new admissions standards have been implemented.

- to date: 269 applications have been received; 254 full-time, 15 part-time
- one year ago: 103 applications had been received

Dean Miller announced that he and Dr. Krekorian have met to work on the appeal for NLN accreditation. The deadline for receipt of the appeal is February 15. NLN then has 90 days in which to repond with a decision.

Report of the CAP Center

Prof. Bimes introduced Susan Toben, Acting Director of the Consolidated Advising Plan (CAP). Ms. Toben is responsible for the 3 areas of advising that CAP offers: academic, career, personal.

Bev Bimes is Director of the peer tutoring services. Prof. Ann Canale assists in the tutoring services and Paul Randolph coordinates the tutoring.

Jan Lewien is Coordinator of Cooperative Education and Internship Programs.

Prof. Bimes explained that each faculty member will receive a tutorial plan on their students who are using the tutoring service. The instructors are to recommend immediate and long-range plans for their students. These plans will be continuously updated and sent to the instructors to explain the progress of the students.

Prof. Bimes also explained the Tutor Guideline Form. It is a contract between the student, tutor, and instructor outlining the responsibilities of each.

Business from the Floor

John Bornmann gave the Faculty Treasury Financial Report:

Balance at beginning of school year	\$277.59
Receipts	360.41
Interest Received	5.38
Expenditures	84.67
Balance as of February 3, 1983	\$558.71

Richard Wier expressed concern about curriculum advising. He feels that departments don't know all their majors, and that there are academic advising problems with students with double majors. A suggestion was made to refer this problem to the Academic Standards Committee.

John Nichols announced that the next AAUP meeting will be held Tuesday, February 3. He also suggested that since Faculty Constitution changes have removed salary and tenure decisions from the Faculty Council, AAUP might set up an ad hoc committee to deal with these issues.

#### Announcements

Memorial services for Doris Crozier, who served as Dean of the Women's College at Lindenwood from 1972-1979, will be held Sunday afternoon, February 6.

Also on Sunday, February 6, a reception will be held in the FAB Lounge beginning at 3:00 p.m. to open an exhibition by Lamar Gatewood. This exhibition is part of Black Awareness Week.

On February 20, beginning at 2:00, photographer Ken White will present a lecture and slide show on "Photography and American Society." The lecture will be held in the FAB Auditorium with a reception immediately following.

Prof. Hulett of the Business Administration Department will offer seminars for faculty members on tax return preparation for college teachers. The workshops will be held February 7, 10, and 17 (if needed) from 4:00 - to 5:00 p.m. in the Babcock Center, Cobbs Hall. Faculty members interested in attending should call Marilyn Leach, ext. 266, to make reservations.

Richard Rickert announced the results of the faculty salary and fringe benefits questionnaire collected by AAUP. 46 of 66 questionnaires distributed were returned. Of those 46, 36 want reserved parking on campus, 29 want reinstatement of faculty meal tickets, and 32 expressed interest in including dental coverage in the health plan.

On February 28, at 2:00 p.m. and 7:30 p.m., a storytelling program will be sponsored by the Communications, Education, and Theatre Departments. The program, to be held in Jelkyl Theatre, is open to everyone.

Ann Canale announced that the "Art of Film" film series begins Friday, February 4. The first film will be Amarcord, which will be shown at 7:00 p.m., in Young Auditorium. There will be an informal discussion following the film.

Dr. Peter Raven will present his environmental lecture Wednesday, February 9, beginning at 8:00 p.m. in the FAB Auditorium.

On Friday, February 11, poet Gwendolyn Brooks will give a poetry reading to open Lindenwood's observance of Black History Month. Ms. Brooks will be on campus all day conducting discussions and writing workshops and concluding with a poetry reading at 7:30 p.m. in Jelkyl Theatre.



Alan Shiller announced that the senior class raised \$1,200 from their Dance Marathon held January 28, 1983.

Alan Shiller also announced that the Christian Fellowship was sponsoring an Ice Cream Social February 3, 1983, beginning at 6:00 p.m. in Young Lounge.

There being no further business, meeting was adjourned at 1:30 p.m.

Approved:

Jeanne Donovan  
Faculty Secretary

Submitted:

Pam Saloun

Educational Policies Committee Minutes

Tuesday, February 22, 1983

Members Present: Jim Hood, Aaron Miller, Ed Balog, Vicki Frowine, Ken Greenlaw, Dominic Soda, Dar Anderson, Richard Rickert, Ann Canale

EPC approved the extension of Incomplete grades for the following students:

- Elizabeth Boschert - Music 101 - extension to April 8, 1983
- Debra Bringman - PE 305 - extension to April 30, 1983
- Susan Hutton - FLF 201 - extension to April 30, 1983
- Thomas Meurer - FLF 201 - extension to April 30, 1983
- Deborah Wilcox - FLF 201 - extension to April 30, 1983
- Rebecca James - FLF 350 - extension to April 30, 1983
- Chris Van Mierlo - MTH 106 - extension to April 30, 1983
- Chris Van Mierlo - Music 110 - extension to April 30, 1983

The Academic Standards committee made its recommendation to EPC that the Faculty and Course Evaluation forms be maintained and that Faculty Council review the existing form and strengthen it in regard to its focus on course content, as opposed to instructional methods. Decision was made to give the document to EPC members Canale and Soda to review and revise. The new evaluation form will then be submitted to EPC at their next regularly scheduled meeting in March.

On the recommendation of the Academic Standards Committee regarding identification of student majors, EPC moved that freshman students should be encouraged to complete a declaration of major form prior to pre-registration of their sophomore year and that they be required to complete a declaration of major form prior to pre-registration of their junior year. The motion was seconded and passed.

Motion was made, seconded and passed to waive the P.E. activity requirement for participants in varsity sports. Students must play in varsity athletics for two semesters, with proper documentation of such from the coaches. This will become effective Fall 1983 and will apply to all students who have not yet completed their P.E. requirements.



*John Nichols*

FACULTY MEETING AGENDA

April 7, 1983

Fine Arts Building, Room 202

1. Minutes of March 3, 1983
2. Report of Educational Policies Committee - Professor Balog
3. Report of Faculty Council - Professor King
4. Report of the Dean of Faculty - Aaron Miller
5. Business from the Floor
6. Announcements
7. Adjournment

The Lindenwood Colleges  
St. Charles, Mo 63301

Minutes  
Meeting of the Faculty of The Lindenwood Colleges

March 3, 1983

The regular meeting of the Faculty of The Lindenwood Colleges was held Thursday, March 3, 1983, at 12:00 noon, in the Fine Arts Building, Room 202.

Motion was made, seconded and passed to adopt the minutes of the February 3, 1983 faculty minutes.

Report of the President

Dr. Spainhower reported that at the February 14 Board of Directors meeting, the Board approved his plan of restructuring Lindenwood's short term debt.

Faculty and staff pledges have now reached \$20,000. With the Board of Directors' pledges totalling \$32,000, a new goal of \$50,000 has been set for them.

Breakfasts are currently being held for invited members of the St. Charles community. It is hoped that these will help in gaining support for Lindenwood when the St. Charles fund drive begins.

The President's Long-Range Planning Committee is planning to have their proposed mission statement for Lindenwood prepared at their March 29 meeting. This proposed statement should be ready for distribution to the faculty at the April 7 faculty meeting. Dr. Spainhower asked that at that time, faculty review and consider the proposal. A special faculty meeting will then be called to discuss the proposed statement and hopefully have it approved before graduation in May. That final proposed mission statement will then be submitted to the Board of Directors for their meeting on May 24.

Gary Cowger, manager of the General Motors Assembly Division in Wentzville has been appointed to the Lindenwood Board of Directors. This appointment brings the total membership of the Board to 13. Dr. Spainhower stated that he has received recommendations for Board memberships from the faculty and that memberships for the Board of Directors and the Board of Overseers will be completed at the May 24 meeting.

Report of EPC

Prof. Balog, chairman of the Educational Policies Committee, reported that the matter of the Faculty and Course Evaluation forms that was referred to EPC for consideration by the faculty at the December faculty meeting, was referred by EPC to the Academic Standards Committee for a recommendation. The Academic Standards Committee recommended that the form be maintained and strengthened to focus more on course content than instructional method.



Revision of the Faculty and Course Evaluation form is currently underway by EPC members Ann Canale and Dominic Soda. EPC will then take those revisions to the Faculty Council and work with them on a final copy.

Dr. Balog also reported that on the recommendation of the Academic Standards Committee regarding identification of student majors, EPC passed a motion that freshman students should be encouraged to complete a declaration of major form prior to pre-registration of their sophomore year and that they be required to complete a declaration of major form prior to pre-registration of their junior year.

On behalf of the Educational Policies Committee, Prof. Balog moved to waive the P.E. activity requirement for participants in varsity sports. Discussion was held, and Donna Scheeter, Chairman of the Physical Education Department, explained to the faculty the difference between participation in sports and activity class education. She added that the P.E. curriculum has been restructured to include cognitive as well as physical objectives. The motion to waive the P.E. activity requirement did not pass.

#### Report of Faculty Council

Bob King, Chairman of the Faculty Council reported that the Council has been making recommendations to Dean Miller regarding retention of first year faculty and faculty seeking promotion and tenure.

In answer to a question, Bob King stated that the faculty By-laws and Constitution will be reviewed by the Faculty/Board of Directors Liaison Committee for presentation at the May meeting of the Board of Directors.

#### Report of the Dean of Faculty

Dr. Miller reported that the NLN appeal panel will be meeting March 30 to make their decision on the accreditation of the Nursing Program. Dr. Miller will be contacted sometime that day of the panel's decision.

Dean Miller reported that incomplete grades given to students are on the rise again and asked that faculty try to hold down on them and encourage their students to complete the coursework during the semester. He reminded faculty that students on probation cannot receive incomplete grades.

#### Business from the Floor

John Nichols made a motion to have the faculty sanction the AAUP Salary and Tenure Committee and Executive Committee as representatives of the faculty in dealing with the administration concerning salary and fringe benefits. In answer to a question, John Nichols stated that as an organization, they have collected data and have developed ideas to present to the administration. Motion was seconded and passed.

John Nichols reported that the next AAUP meeting will be held Tuesday, March 8, 1983, to discuss priorities.

In response to a question, Dr. Miller stated that his title change to Provost and Dean of Faculty does not mean that his title of Provost has to be added to all references to the Dean of Faculty in the Constitution and By-laws. Also, the title of Provost means that in the absence of the President, the Provost takes charge.

In accordance with the By-laws, nominations were taken from the floor for the Nominations Committee.

Nominations from the floor:

Wanita Zumbrunnen  
Richard Rickert  
Ray Scupin  
Ann Canale  
Donna Scheeter

There being no further nominations, motion was made, seconded and passed to close nominations.

Elected to Nominations Committee:

Wanita Zumbrunnen  
Ray Scupin  
Donna Scheeter

#### Announcements

Bob King announced that two Executive Fridays have been scheduled for this semester. The first Executive Friday will be held March 18 at 5:00 p.m.. It will feature Gary Cowger, manager of the General Motors Assembly Division in Wentzville. Mr. Cowger's topic will be "Productivity." The second Executive Friday has been scheduled for Thursday, April 14 at 4:30 p.m. and will feature James Chace, managing editor of Foreign Affairs magazine. The topic of his discussion will be "U.S. Vital Interests, Can We Afford to Do What We Are Doing?" Both discussions will be held in the Babcock Center lounge and are open to all faculty.

On April 6, the C.A.P. Center and the Peer Tutors are sponsoring a seminar entitled "Is There Life After College?" The seminar will be held from 2:00 to 4:00 p.m. in the Cardinal Room of the cafeteria. It will feature guests, including Lindenwood alumni, from a variety of sectors of industry, education, business, and others to speak to students on career choices. Faculty was requested to encourage their students to attend.

The third film in this semester's "Art of Film" series will be shown Friday, March 4, at 7:00 p.m. in the Young Hall Auditorium. This week's films will include "Smiles of a Summer Night" and "Dream of the Wild Horses."

Lutanist and guitarist, Jeffrey Noonan, will appear in concert March 6 as part of the Sunday Concert Series sponsored by the Lectures and Concerts Committee. The concert begins at 3:00 p.m. and will be held in the Cardy Reading Room of the Library. Admission is free-of-charge.



On Sunday, March 13, Quincy Troupe will give a poetry reading in the Cardy Reading Room of the Library. The program begins at 3:00 p.m., and is open to the public free-of-charge.

On Monday, March 14, Gene Woodruff will present the final environmental lecture entitled "Nuclear Energy and the Environment - a Focus on Hazardous Waste." The lecture, to be held in Young Auditorium, begins at 8:00 p.m., with an informal discussion immediately following.

Niki Juncker and Lynn Moore will conduct the English Department Colloquy entitled "Costumes Through the Ages," on March 10, beginning 12:00 noon. The Colloquy will be held in the English Department Lounge and is open to faculty, staff and students.

On Wednesday, March 16, LCIE will sponsor a talk featuring A.J. Baer on "Women in Mangement - An Alternative Prospective." This open discussion will be held in the Goodall Lounge of the MAB beginning at 7:30 p.m.

Another Colloquium sponsored by LCIE will be held Saturday, March 26, beginning at 9:00 a.m. The discussion entitled "A Colloquium on Wellness," will feature Sam Zibit, Richard Rickert, Maxene Roby, and Joanie Schultz.

There being no further business, meeting was adjourned at 1:13 p.m.

Approved:

Submitted:

Jeanne Donovan  
Faculty Secretary

Pam Saloun

Educational Policies Committee

Tuesday, March 29, 1983

Members Present: Vicki Frowine, Ken Greenlaw, Ed Balog, Richard Rickert, Dominic Soda

Motion was made seconded and passed to approve the following course changes in Performing Arts:

- |   |  |
|---|--|
| MUS 111 Madrigals                         | to MUS 111 Vocal Ensemble (Specific Designation-<br>Madrigals/Show Choir)  |
| MUS 114 Beginning Piano                   | to MUS 114/115 Beginning Piano I & II  |
| MUS 115 Intermediate Piano                | to MUS 214/215 Intermediate Piano I & II   |
| MUS 140 Beginning Voice                   | to MUS 140/141 Beginning Voice I & II  |
| MUS 141 Intermediate Voice                | to MUS 240/241 Intermediate Voice I & II   |
| TA 106/107 Stage Movement I & II          | to TA 106 Stage Movement   |
| TA 108 Voice and Diction                  | to TA 108 Stage Voice  |
| TA 109 Script Analysis                    | to TA 204 Script Analysis  |
| TA 140 Beginning Dance                    | to TA 140/141 Beginning Dance I & II   |
| TA 240 Intermediate Dance                 | to TA 240/241 Intermediate Dance I & II  |
| TA 207 Set Design                         |  |
| TA 208 Lighting Design                    | to TA 207/208 Theatre Design I & II: An<br>introduction to the process of set design<br>from research and thumbnail sketches to<br>color elevations and property sketches; the<br>mechanics of stage lighting from ohms to<br>SCR's, and a thorough examination of lighting<br>design, from lighting plot and dimmer list<br>to a rough copy of cues and levels; study<br>and practice of the basic skills for the<br>construction and fitting of stage costumes.<br>Introduction to purchasing, drafting, cutting,<br>basic design concepts and pattern making. |
| TA 209 Costume Design                     |  |
| TA 407 Scene Design Studio                |  |
| TA 408 Lighting Design Studio             | to TA 407/408/409/410 Desing Studio I, II, III, &<br>IV: A studio course for the student inter-<br>ested in a career in scene, lighting or<br>costume design. Designs shall be chosen and<br>completed with an emphasis placed on port-<br>folio and personal artistic growth.   |
| TA 409 Costume Design Studio              |  |
| TA 542/543 Graduate Directing<br>Workshop | to TA 547, 548, 549, 550 Directing Studio I,<br>II, III, & IV  |

Motion was made, seconded and passed to table approval of new courses proposed in Performing Arts pending further information on the courses.

Motion was made, seconded, and passed to adopt the following new course in Physics:



PHY 160 Light and Color (2) Bornmann

A description of the physical nature of light, color, color vision, and geometric optics with limited use of mathematics. For the non-science students such as those interested in art, photography, stage lighting, television, fashion design, and psychology.

Motion was made, seconded, and passed to approve the following course changes in Biology:

BIO 355 Survey of Plants: Change from 5 to 4 semester hour credits

SCI 60 (3) - Change title from Microcomputers in the Laboratory to Micro-computer Electronics and Programming

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

BIO 146 Mushrooms and Slime Molds (1) Trips to local woodlands and streams will be combined with laboratory exercises to examine the rich diversity of Missouri saprophytes. Although the course will not specifically emphasize edibles, some attention will be directed towards recognition of interesting, edible, useful, poisonous and harmful members of these groups. Lab fee.

BIO 354 Fungi and Protists (4) Form, behavior, taxonomy, development and associations of representative members of the Kingdoms Fungi and Protists will be examined in lecture and laboratory. Prerequisite: BIO 103 or 104 or 105. Lab fee.

BIO 330 Developmental Biology (3) This course will examine the general principles of developmental biology. The course includes concepts about the onset of development, the molecular and cellular phenomena and cell and tissue interactions and morphogenesis.

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

Terry Schuler - EDU 341 - extension to March 15, 1983

Melody Wren - BIO 392 - extension to March 17, 1983

Glenn Vaughn - PS 450 - extension to March 31, 1983

Motion was made, seconded and passed to adopt the revision of the Faculty/ Course Evaluation form as submitted by EPC members Ann Canale and Dominic Soda. The evaluation will now be forwarded to the Faculty Council for review.

Approved:

Ed Balog  
Chairman, EPC

Submitted:

Pam Saloun

*John Nichols*

FACULTY MEETING AGENDA

May 5, 1983

Fine Arts Building, Room 202

1. Minutes of April 17, 1983
2. Presentation by EECU Representative
3. Report of the President - Dr. Spainhower
4. Report of Educational Policies Committee - Professor Balog
5. Report of Faculty Council - Professor King
6. Report of the Dean of Faculty - Aaron Miller
7. Report of AAUP Executive Committee - Professor Nichols
8. Business from the Floor
9. Announcements
10. Adjournment



The Lindenwood Colleges  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of The Lindenwood Colleges

April 7, 1983

The regular meeting of the Faculty of The Lindenwood Colleges was held Thursday, April 7, 1983, at 12:00 noon, in the Fine Arts Building, Room 202.

Motion was made, seconded and passed to adopt the minutes of the March 3, 1983 faculty meeting.

There was no report from the Educational Policies Committee.

There was no report from the Faculty Council.

Report of the Dean of Faculty

Dean Miller reported to the faculty, on behalf of the Educational Employees Credit Union, that a new EECU branch will be opening at Cave Spring next week. A representative from EECU will attend the May faculty meeting to give a short presentation to the faculty. Question was raised as to whether the faculty meeting was the proper place for the presentation to be given. Hearing no further objections, Dr. Miller will invite the representative to the May meeting.

Fulbright awards forms will be available in the Dean's office later this month for those faculty interested in pursuing a Fulbright award.

Since the list of candidates for degrees, distributed to department chairs earlier in the week, had not yet been reviewed by all faculty members, Dr. Miller announced that a special meeting may be called to review and approve the candidates for graduation. Dar Anderson asked that all department chairs stop by the Registrar's office to review the records of graduating seniors in their respective departments to verify fulfillment of major requirements.

Business from the Floor

The Nominations Committee distributed ballots for the election of faculty to faculty committees for academic year 1983-84.

Educational Policies Committee - one member elected by faculty at large for term expiring 1986.

Nominations from the Nominations Committee:

Bob King  
Rebecca Glenn

Nominations from the floor:

Edith Graber

Elected:  
Edith Graber

Faculty Council - four members elected by faculty at large for term expiring 1985.

Nominations from the Nominations Committee:  
Solon Chervitz  
Richard Wier  
David Van Mierlo  
William Schwienher  
Dean Eckert  
Michael Burroughs

Nominations from the floor:  
Niki Juncker  
Linda Barnes

Elected:  
Solon Chervitz  
William Schwienher  
David Van Mierlo  
Dean Eckert

Academic Resources Committee - three faculty members elected by faculty at large for term expiring 1984.

Nominations from the Nominations Committee:  
Donna Scheeter  
Nancy Polette  
Howard Barnett  
Mel Dickerson  
Richard Rickert

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

Elected:  
Mel Dickerson  
Nancy Polette  
Howard Barnett

Admissions and Financial Aid Committee - two faculty members elected by faculty at large for term expiring 1984.

Nominations from the Nominations Committee:  
Robert Peffers  
John Bornmann  
Diane Denney-Myers  
Vicki Frowine

Nominations from the floor:  
Patrick Land

Elected:  
Robert Peffers  
Vicki Frowine



Lectures and Concerts Committee - two members elected by faculty at large for term expiring 1985.

Nominations from the Nominations Committee:

Michael Castro  
Ann Canale  
Groff Bittner  
Ed Herendeen

Nominations from the floor:

John Wehmer

Elected:

Ann Canale  
John Wehmer

Faculty/Board Liaison Committee - one member elected by faculty at large for term expiring 1985.

Nominations from the Nominations Committee:

Robert Peffers  
Robert King  
Judith McMahon

Nominations from the floor:

Jeanne Donovan  
Anne Perry  
John Nichols

Elected:

John Nichols

Academic Grievance Committee - two members elected by faculty at large for term expiring 1984.

Nominations from the Nominations Committee:

Alan Shiller  
Moheb Seif El-Nasr  
Judith McMahon  
Howard Barnett

Nominations from the floor:

Tony Perrone  
Hans Levi  
Ed Balog

Elected:

Moheb Seif El-Nasr  
Howard Barnett

Athletic Committee - two members elected by faculty at large for term expiring 1984.

## Nominations from the Nominations Committee:

Wanita Zumbrunnen  
Donna Scheeter  
John Ruyter  
Solon Chervitz

## Nominations from the floor:

David Van Mierlo  
Arlene Taich

## Elected:

Wantia Zumbrunnen  
Donna Scheeter

Special Terms Committee - three members, one from each division, elected by faculty at large, for term expiring 1984.

## Nominations from the Nominations Committee:

Robert Peffers - Humanities  
Jim Feely - Humanities  
John Bornmann - Natural Science  
Bill Tietjen - Natural Science  
Nancy Polette - Social Science  
Ray Scupin - Social Science

## Nominations from the floor

Jean Fields - Humanities

## Elected:

Jim Feely  
Bill Tietjen  
Ray Scupin

In response to a question, Alan Shiller told the faculty that no formal word has yet been given on the decision of which insurance company the college will go with.

Dean Miller reported to the faculty that the NLN appeal was denied. A conference call has been set for April 26 to discuss the specific issues involved with the denial. Dr. Miller went on to explain that the Nursing Department will be phased out; several courses will be offered this summer to enable those students close to completion to finish their coursework and graduate from Lindenwood. Lindenwood is currently looking to other institutions in St. Louis to accept our Nursing students without requiring residency requirements.

Discussion was held concerning the proposed mission statement. Motion was made and seconded to approve the mission statement as distributed. After considerable discussion, motion was made, seconded and passed to table further discussion and hold a special meeting on Monday, April 11, 3:30 p.m. in FAB 202, for the purpose of discussing this issue. A suggestion was made to bring any proposed changes to this document in writing to that meeting.



Announcements

Daryl Anderson made the recommendation to faculty that they take a more active role in educating students and the community in social issues and activities.

On April 15, Dakin Williams, brother of Tennessee Williams, and co-author of Tennessee Williams, An Intimate Biography, will be on campus from 4:00 - 6:00 p.m. to autograph copies of his book, and will attend the opening of the play "The Glass Menagerie" and a reception later that evening.

Bob King reminded faculty that James Chace, managing editor of Foreign Affairs magazine, will be on campus Thursday, April 14, to speak on "U.S. Vital Interests, Can We Afford to Do What We Are Doing?" The discussion begins at 4:30 p.m. and will be held in the Babcock Center, Cobbs Hall.

John Nichols stated that he commends the Concerts & Lectures Committee for bringing the Environmental Lectures Series to Lindenwood.

Richard Rickert announced that Radio Shack is sponsoring 24 hours of instruction for anyone interested in learning about their own computers.

On Sunday, April 24, the Opera Theatre of St. Louis will give a performance in Jelkyl Theatre beginning at 3:00 p.m. The performance, sponsored by the Lectures & Concerts Committee, is open to the public, free-of-charge.

On Saturday, April 23, poet Carolyn Forche will appear at Lindenwood to present a poetry reading in Butler Library. Carolyn Forche's appearance, also sponsored by the Lectures & Concerts Committee, will begin at 3:00 p.m. and is open to the public, free-of-charge.

The final film in this semester's Art of Film series, entitled The Discreet Charm of the Bourgeoisie, will be shown Friday, April 15, 7:00 p.m.

Approved:

Jeanne Donovan  
Faculty Secretary

Submitted:

Pam Saloun

The Lindenwood Colleges  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of The Lindenwood Colleges

April 11, 1983

A special meeting of the Faculty of The Lindenwood Colleges was held Monday, April 11, 1983, at 3:30 p.m., in the Fine Arts Building, Room 202, to discuss the mission statement that was tabled at the April 7, 1983, faculty meeting.

Before discussion began, Dr. Edith Graber explained to the faculty how the proposed mission statement was composed.

The Sub-Committee on Values is a sub-committee of the President's Long-Range Planning Committee. From the Sub-Committee on Values, a Task-Force was developed to draft a mission statement for the college. This Task-Force consists of the following members:

- 1 student - Paul Randolph
- 2 Alumni - Mrs. Gibbons, Mrs. Hodges
- 5 Faculty - Ann Canale, Jeanne Donovan, Ed Balog, Richard Rickert,  
and Edith Graber, Director of the Task-Force

Each of these members wrote a draft of the mission statement. These were compiled into one draft and brought to the Sub-Committee on Values. After several revisions, the fifth draft was distributed to the faculty for their input.

Motion was made and seconded to take from the table the draft of the mission statement for review and approval.

The issue was raised that there was an insufficient number of faculty members present to constitute a quorum.

Motion was made and seconded to adjourn due to lack of a quorum.

Prof. Barnett opposed the motion, stating that since the President needs the faculty's input for the Tuesday, April 12, Long-Range Planning Committee meeting, a decision or recommendation for changes will be needed by the faculty immediately.

The motion to adjourn did not carry.

Motion was made, seconded and carried to revert to a committee of the faculty as a whole to enable recommendations to be made from the faculty to meet the President's request.

After discussion was held and recommendations were made to the Task Force Director, the motion to approve the mission statement went back to the table since the committee as a whole cannot vote on the motion.

Approved:

Jeanne Donovan  
Faculty Secretary

Submitted:

Pam Saloun



Educational Policies Committee

Tuesday, April 26, 1983

Members Present: Vicki Frowine, Aaron Miller, Ken Greenlaw, Ed Balog, Ann Canale, Jim Hood, Dominic Soda, Daryl Anderson, Richard Rickert

Motion was made, seconded and passed to approve the following course in Education, to be offered in the Blind and Visually Impaired program during the 1983 Summer Term:

SED 359/559 (2) The Blind Child with Additional Disabilities (Excluding Deaf/Blind). This course is directed to instruction of the visually impaired child with physical and developmental disabilities and/or mental retardation. Included is a study of sensory development, assessment procedures, methods, materials, and community resources, and opportunity for simulated exercises and application. Graduate students will be expected to examine research literature in this area over and above the regular course requirements.

Discussion was held concerning whether or not to discontinue the Physical Education graduation requirement since the P.E. program has been terminated. Consideration was given to (1) maintaining the graduation requirement in P.E. but offering courses on an adjunct basis, (2) dropping the P.E. requirement and offering or not offering limited courses on an adjunct basis.

Objections were raised concerning the process used in terminating the P.E. program and the absence of the P.E. Department chair in this meeting, since it concerned that department's curriculum.

Motion was made, seconded and passed to discontinue the P.E. requirement until such time a full-time faculty member can be replaced in that department; at which time the question of the graduation requirement shall be reconsidered.

Motion was made, seconded and passed to approve the following new courses in Performing Arts, effective Fall 1983:

PA 417 (3) Marketing and the Arts. This course applies to marketing theory in the arts. Special emphasis will be placed on art consumers, product management, marketing strategy, marketing research, pricing policy and marketing control. Using *case* studies students will observe and evaluate six marketing campaigns evaluating the various strategies employed. Special emphasis will be placed on the identification and uniqueness of art consumers. Each student will undertake a research project to develop a profile of a specific arts patronage. Pricing and product adjustment will be considered in light of the statistical information development from the research.

PA 418 (3) Financial Theory in the Arts. This course will consider budget development, income and expense estimations, personnel, budget control, accounting and management theory. Decision making will be the center focus of this class. The financial research necessary to prepare accurate need assessments, the preparation of budgets, and control and utilization of resources and the methodology for operating within the market place will be

surveyed in this class. Organizational structure as it effects personnel and decision making will also be analyzed.

It is assumed that students have a background in accounting and basic financial theory. The case study approach will be used as students consider and evaluate specific operating procedures in a local arts organization.

PA 419 (3) Fund Raising in the Arts. This course will investigate the various methods of capital development. Special consideration will be given to private foundations, corporate development, and public financing. A bulk of Performing Arts organization are classified as non-profit and therefore the subject of public and private funding plays a more significant role than in the normal business activity. Though the development of earned income will be a subject for consideration, private foundations and public granting institutions will be the focus of the course. Students will learn how to write a proposal. The correct methods of contacting and soliciting foundation support will be studied. Students will learn to use the Foundation Directory, the Federal Register and Commerce Business Weekly as tools to foundation research.

The case study approach will be followed in this course with students analyzing existing grant proposals and writing proposals of their own.

PA 420 (3) Arts and the Law. This course will survey the various legal aspects of the arts. Copyrights, labor law, tax law and contracts and torts will be analyzed. Special projects related to copyrights, trademarks and contracts will prepare students to operate effectively within the legal arts environment. Practical information on correct legal procedures will be presented. Students will be given a variety of resources to contact to obtain more expert legal information. A case study approach to the subject will be used as various local lawyers present guest lectures related to various legal interpretations of arts related law.

Approved:

Ed Balog

Submitted:

Pam Saloun