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Lindenwood College Faculty Meeting Minutes, 1984-1985

Lindenwood College

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John Nichols.

Faculty Meeting Agenda

August 30, 1984

Young Auditorium
10:00 A.M.

President Spainhower Presiding

1. Call to Order
2. Minutes of May 3 and May 18, 1984
3. Introduction of New Faculty - President Spainhower
4. Report of the President
5. Report of Arlene Taich
6. Report of Jim Hood
7. Report of E.P.C. - Prof. Balog
8. Report of Faculty Council - Prof. Evans
9. Report of A.A.U.P. - Prof. Rickert
10. Organization of the Faculty
 - a. Election of Secretary
 - b. Election of Treasurer
 - c. Setting of Faculty Dues
 - d. Selection of Meeting Time and Place
 - e. Appointments to Committees
11. Business from the floor
12. Announcements

Lindenwood College
St. Charles, MO 63301

Minutes
Meeting of the Faculty of Lindenwood College

May 3, 1984

The regular meeting of the Faculty of Lindenwood College was held Thursday, May 3, 1984, at 12:00 noon, in the Fine Arts Building, Auditorium.

Report of the President

President Spainhower reported that the Board of Directors will hold their meeting May 11.

On behalf of Ed Watkins, the President extended a special thanks to the faculty for their participation in the alumni fund raising phone-a-thon. Dr. Spainhower reported that an average of \$2,000 was collected each evening. The goal for the phone-a-thon is \$40,000.

At this time, Dr. Spainhower expressed his appreciation of Aaron Miller both as a person and in their working relationship. The President assured the faculty that the procedures for finding a successor for Dr. Miller will follow the established guidelines in the Faculty Constitution and By-laws. Dr. Spainhower listed the members of the Search Committee:

Howard Barnett, Chairman
Jim Evans
Jean Fields
Nancy Polette
Bill Tietjen
Jeanne Huesemann
Ed Watkins
Vic Avellino

In answer to a question, President Spainhower said that Martha Layne Collins cannot speak at Commencement. As per the arrangement, she will not receive the honorary degree. The speaker will instead be Mr. Gary Cowger, manager of the General Motors Assembly Division in Wentzville, and a member of Lindenwood's Board of Directors. The speaker at the Baccalaureate services will be Rev. Bob McGruther of the St. Charles Presbyterian Church.

At this time, Howard Barnett reviewed the guidelines developed by the Search Committee. These guidelines were made available to the faculty at the meeting. Prof. Barnett asked the faculty to begin considering viable candidates for the position of Provost/Dean of Faculty.

Motion was made, seconded and passed to approve the minutes of April 5 and April 12.

Dar Eaton presented candidates for degrees for approval by the faculty. Motion was made and seconded to approve the candidates subject to verification by the Registrar that all requirements have been completed. Motion carried.

Report of Educational Policies Committee

On behalf of the Educational Policies Committee, Ed Balog moved to retain the Spanish major and suspend the French major, with the provision that the proposal be sent back to the Humanities Division to deal specifically with two issues raised by EPC:

1. Change FL 101-102 to a 4 hour course rather than the 3 or 4 hour variable, with uniform applicability to the Bachelor of Arts and Bachelor of Science degrees.
2. Eliminate FL 212; combine the content of FL 212 into FL 211.

Bob Peffers, on behalf of the Humanities Division, stated that the Humanities Division has not yet come to any conclusion regarding the issues raised by EPC. The division will be meeting during the summer and hope to have the issues resolved by the fall.

Motion was seconded but did not carry.

Report of Faculty Council

Jim Evans, Chairman of Faculty Council, reported that at the April 25 and May 3 meetings, Faculty Council worked on revision of the faculty manual draft. Later in May, a special meeting of the faculty will be called to review and approve the manual.

Prof. Evans also reported that Faculty Council interviewed a candidate for the Data Processing position May 1.

Report of the Dean of Faculty

Dean Miller asked those faculty who have not yet returned their advisee pre-registration form to his office, to please do so. The President has requested a report within a few days.

John Wehmer distributed information regarding the faculty dinner. Prof. Wehmer made a motion to release funds from the faculty treasury to help pay for the dinner. Motion was seconded and carried.

Report of AAUP

Jeanne Donovan, on behalf of AAUP, announced the new officers of AAUP for 1984-85.

Richard Richert, President
Jan McMahon, Vice President
Becky Glenn, Secretary
Hans Levi, Treasurer

Prof. Donovan reported that AAUP is negotiating with Larry Elam to have AAUP dues taken out through payroll deduction.

In answer to a question, Prof. Donovan reported that Lindenwood has 20 members in AAUP and that adjunct faculty are eligible to join.

Report for Admissions

Miriam King-Watts, Dean of Admission, outlined the recruitment activities that the Admissions Office has been involved in during the year and the current status of the applications received for Fall 1984.

Ms. King-Watts reported that a Scholarship Committee has been established to award scholarships for the coming year. The members of that committee are:

Vicki Frowine
Bob Peffers
Larry Sachman
Miriam King-Watts

Another committee recently established is the Catalog and Brochure Committee consisting of Randy Wallick, Jim Hood, and Miriam King-Watts. This committee will be contacting each department to update current catalog copy and departmental brochures.

Business From the Floor

John Nichols announced that he has been relieved as Athletic Director. He then distributed a proposal to the faculty concerning a revision of Lindenwood's general education requirements and asked faculty to review it for future consideration.

Announcements

Edith Graber made the recommendation to have the policy statement concerning plagiarism placed in the faculty manual.

Howard Barnett encouraged faculty members to contribute to the fund drive.

Bob Peffers encouraged faculty to volunteer for the phon-a-thon currently in progress. A memo will be forthcoming informing everyone that the event has been extended.

In answer to a question, air conditioners may be used after Commencement.

There being no further business, meeting adjourned at 1:15 p.m.

Approved:

Jim Feely

Submitted:

Pam Saloun

John Nichols

FACULTY MEETING AGENDA

October 4, 1984

Cardinal Room, Ayres

1. Minutes of August 30, 1984
2. Report of President - Dr. Spainhower
3. Report of Educational Policies Committee - Prof. Balog
4. Report of Faculty Council - Prof. McMahon
5. Report of Dean of Faculty - Dr. Hood
6. Report of Dr. Graber

WHAT I DID DURING MY SUMMER VACATION

OR

HOW YOU CAN GET FINANCIAL SUPPORT FOR EIGHT WEEKS
OF PROFESSIONAL STUDY ON A TOPIC OF YOUR CHOOSING

7. Business from the Floor
8. Announcements
9. Adjournment

Lindenwood College
St. Charles, MO 63301

Minutes
Meeting of the Faculty of Lindenwood College

August 30, 1984

The regular meeting of the Faculty of Lindenwood College was held Thursday, August 30, 1984 at 10:00 a.m., in Young room 111.

Motion was made, seconded and passed to adopt the minutes of the May 3 and May 18 faculty meetings.

Report of the President

President Spainhower reported on matters that transpired during the summer.

Dr. James Hood has been named Acting Dean of Faculty.

Dr. Arlene Taich has been appointed Dean of Evening College/LCIE.

The newly-formed Academic Administrative Council has been meeting Thursdays at 8:30 a.m. in the President's office. The Council consists of the Acting Dean of Faculty, the Dean of Evening College/LCIE, the Dean of Admissions, the Director of Financial Aid, the Head Librarian, the Registrar, the Dean of College Life and, as Chairman, President Spainhower.

Dr. Arthur Prell has been appointed Chairman of the Business Administration Department and Director of the Babcock Center.

Additions to the faculty are:

Dr. Kazimiera Ezvan, Assistant Professor of Business
Mr. John Dooley, Assistant Professor of Computer Science
Mr. Bruce Longworth, Assistant Professor of Theatre

The Board of Directors have approved a covenant associating Lindenwood College in a non-legal way with the Presbyterian Church. On October 7, 8 and 9 the Association of Presbyterian Colleges and Universities will hold meetings on the Lindenwood campus.

A Sacred Music Institute has been formed.

The Faculty Constitution changes have been approved by the Board.

Accreditation has been approved for an indefinite period. A focused visit is planned for 1987.

Report of Dr. Arlene Taich

Dr. Taich outlined the process of developing an equity institution.

Adopting material from a paper by Dr. Edmund Ackell, President of Virginia Commonwealth University, Dr. Taich listed three developmental stages toward an equity institution.

1. Stage one removes the barriers of age discrimination.
2. Stage two removes segregation between adults and younger students.
3. Stage three is the equality stage. There is active recruitment; and teaching, academic programs, advisement, financial aid, and other services are integrated for adults.

Report of Dr. Hood

Dr. Hood announced the Orientation schedule.

General registration will be September 4th and 5th.

Jean Fields has been named Acting Chairperson for the Communications Department. The curriculum design is in the process of being changed, after which a search committee for the Chairperson will be appointed.

There are some handicapped students on campus this fall. We are morally and legally obliged to make any necessary adjustments to accommodate these students. If a physical handicap is involved it might be necessary to move the class to Young.

The Faculty Retreat is September 15th.

The Educational Policies Committee had no report.

Report of Faculty Council

Dr. Evans reported that in a private meeting with the President he indicated a need for the opportunity for the faculty to engage in scholarly development. In response the President said that in a future budget he would try to reestablish the faculty development fund.

Four candidates were interviewed for the Dean of Faculty position. The Faculty Council recommended three of the four to the search committee.

The faculty manual text, with changes, will be available soon.

There have been three resignations in the Performing Arts Department. The Faculty Council have interviewed a number of candidates for these positions.

Report of AAUP

AAUP officers for 1984-85 were announced.

Richard Rickert, President
 Jan McMahon, Vice President, also in charge of Membership
 Becky Glenn, Secretary
 Hans Levi, Treasurer
 Vicki Frowine, Chairperson, Salary and Tenure Committee

AAUP meetings will be held the first Tuesday after Faculty Meeting in the Cardinal Room in Ayres Cafeteria from 11:30 to 1:00. The first meeting will be September 11.

Agenda for this year will include a drive for membership and an examination of salary scales and benefits with reference to improving pay equity.

Professor Rickert and Jan McMahon urged membership, and informed the faculty that dues for AAUP can be deducted monthly from their paychecks.

Meeting adjourned for lunch at 12:15. Luncheon speaker: Robert Hyland

Meeting resumed 1:15 in the Cardinal Room of Ayres Cafeteria.

Elections

Election was held for Faculty Secretary.

Nominations from the floor: Jim Feely

The motion was made, seconded and passed that Jim Feely be elected by acclamation.

Election was held for Faculty Treasurer.

Nominations from the floor: Jack Bornmann

The motion was made, seconded and passed that Jack Bornmann be elected by acclamation.

Report of the Treasurer

Balance in September, 1983	\$545.90
Faculty Dues	255.00
Interest	16.68
Expenses	149.42
Balance as of September, 1984	668.16

The motion was made, seconded and passed to accept the Treasurer's report as read.

The motion was made, seconded and passed to keep faculty dues at \$5.00.

The motion was made to change the Faculty Meeting time to 4:00 and to alternate between Wednesday and Thursday. The motion was defeated.

The motion was made and seconded to move the meeting place to the Cardinal Room of Ayres Cafeteria. The motion carried.

Appointments to Committees

Academic Resources Committee:

Rao Ayyagari

Special Terms Committee:

Solon Chervitz

Admissions and Financial Aid Committee:

Ray Scupin

Graduate Admissions Committee:

Richard Rickert

Richard Weir

Athletic Committee:

Hans Levi

A list of committees is to be distributed to the faculty as soon as it is complete.

Business from the floor

Richard Rickert said the AAUP is concerned about the issue of academic dishonesty. Implementation of any action taken when academic dishonesty is discovered is left to the individual instructor under the present policy. Dr. Rickert stated that the method of informing a student and any action taken should be uniform throughout the college.

By concensus it was decided that the matter should be referred to the Academic Standards Committee. The Academic Standards Committee is to invite the Dean of College Life to attend a meeting. The Committee is to bring back specific suggestions to the faculty. A copy of the present Policy Statement is to be furnished to the members of the faculty. Any suggestions as to amendments to the Policy Statement should be taken to the Academic Standards Committee.

A motion was made, seconded and passed that the following list of people should be invited to attend faculty meetings on a regular basis.

Registrar, Dar Eaton
Vice President, Institutional Development, Ed Watkins
Dean of Admissions, Miriam King-Watts
Director of Financial Aid, Larry Sackman
Vice President, Administration, Jerry Rufkahr
Vice President, Finance, Larry Elam
Alumni Coordinator, Esther Fenning
Director of C.A.P., Randi Kapp
Director of Public Relations, Randy Wallick
President of Student Government, Liz Alexander

It was agreed by concensus that any printed announcements to be attached to the Faculty Meeting Agenda should be submitted by 4:00 p.m. on the Friday before the meeting.

Announcements

Anne Canale announced that the faculty are welcome to recommend students to be Student Assistants or Peer Tutors.

Dr. Canale reported that the Visiting Artists series was a big success last year. Season tickets this year are \$18, individual events \$5, and students free. The Jay McShann Jazz Trio will perform Sunday, September 16.

Dr. Gene Henderson announced that the National Council of Accreditation for Teacher Education is sending an 8 person team here March 4,5, and 6. There will be a 300 to 400 page report issued. The first portion is due October 1, and the final portion should be completed by December 1. The Council on Teacher Education will meet soon to get input for the NCAT report.

Jim Wilson announced approval from the Federal Communications Commission for KCLC to increase its power.

Dean Schwab extended an invitation to the faculty for the Orientation dinner September 1.

Dr. Hood announced that the next faculty meeting will be the first Thursday in October.

Dr. Robert Brown, President of Culver-Stocton College, will speak at the faculty retreat September 15. Keith Harmon will speak on Adult Education. There will be coffee and rolls served in the President's garden at 9:00 a.m. The formal session will begin in Young Auditorium at 9:30 a.m.

Approved:

Submitted:

Jim Feely

Helen Mayden

Faculty members are asked to support the Visiting Artists Series. The next two performances are on Sun., Oct. 14 at 3pm, "Bob Kramer's Marionettes," for which children 12 years and younger may attend for a reduced \$3.00 price, and on Tues., Oct. 23, at 8 pm, "Charles Leader as Mark Twain." A season ticket purchase for \$18.00 is still a \$7.00 savings over the price of individually purchased tickets. Also, please employ all appropriate arm-bending techniques to encourage your students to attend.

Educational Policies Committee

Tuesday September 25, 1984

Members Present: Jim Hood, Ed Balog, Dar Eaton, Moheb El-Nasr, Edith Graber, Ann Canale, Daryl Anderson

The point was raised that course numbers, course description and requirements should not change during or between catalogs.

Election of Chairperson:

Nominations: Ed Balog

The motion was made and seconded that nominations cease.

Dr. Balog was elected by acclamation.

Appointments to Committees:

Special Terms Committee - Ed Balog
Graduate Faculty Committee - Moheb El-Nasr
Academic Standards Committee - Ann Canale
Academic Resources Committee - Edith Graber

It was agreed that EPC should meet the 3rd Tuesday of each month at 11:30.

Discussion was held concerning the procedures for probation and suspension. It was decided the matter should be deferred to the Academic and Standards Committee.

Dr. Balog announced the formation of a General Education Study Committee. The purpose of the Committee is to study general education requirements.

The members are: John Bornmann
Edith Graber
John Nichols
James Swift
Ann Canale
Howard Barnett
Ed Balog

The Committee is expected to report back to EPC by November. Their proposal will go to the faculty no later than January.

EPC received a report from the Education Department recommending that the Associate in Science degree in Early Childhood Education be dropped. EPC agreed.

Dr. Hood announced that he will be bringing a proposal to EPC for a change in the By-Laws concerning graduate admissions.

Meeting adjourned at 12:20

Approved:

Ed Balog

Submitted:

Helen Mayden

John Nichols

Faculty Meeting Agenda

November 1, 1984

Cardinal Room, Ayres
12:00 noon

1. Minutes of October 4, 1984
2. Report of President - Dr. Spainhower
3. Report of Educational Policies Committee - Dr. Balog
4. Report of Faculty Council - Dr. McMahon
5. Report of Dean of Faculty - Dr. Hood
6. Report of Dean of Evening College/LCIE - Dr. Taich
7. Report of AAUP - Dr. Rickert
8. Election for Representative for Budget Committee
9. Business from the Floor
10. Announcements
11. Adjournment

Lindenwood College
St. Charles, MO 63301

Minutes
Meeting of the Faculty of Lindenwood College

October 4, 1984

The regular meeting of the Faculty of Lindenwood College was held Thursday, October 4, 1984, at 12:00 noon, in the Cardinal Room of Ayres Cafeteria.

Motion was made, seconded and passed to adopt the minutes of the August 30, 1984 faculty meeting.

Report of the President

President Spainhower reported that the Fall 1984 enrollment is almost the same as Fall 1983. Although there is a rise in resident students, there is not the expected total full-time day enrollment.

A committee has been appointed on retention. The members, Dean Schwab, Dean Hood and Dean Taich, will present a report later.

President Spainhower stated that a letter has been drafted to send to the parents of the current full-time students. The letter has a two-fold purpose: it will welcome the son or daughter to Lindenwood College and will give the parents advance notice of the pre-registration fee.

Speaking on finances, Dr. Spainhower noted that this is the second year we have achieved a balanced budget and are in fact \$14,000 in the black.

A Scholarship Awards and Financial Aid Administrative Committee has been appointed. Its purpose will be to make all scholarship awards and to be available to advise the Director of Financial Aid on policy. Members of the committee are Larry Sackman as Chair, Larry Elam, Randi Kapp, Miriam King-Watts and two faculty members, who have not yet been appointed. In response to a question Dr. Spainhower stated that the committee will work closely with the Admissions and Financial Aid Committee as designated in the Constitution.

Lindenwood has a contract to provide MBA and some undergraduate Business courses to AT & T. Classes are scheduled to start in January and are largely LCIE.

The Annual Report, available October 16, will be distributed to Faculty, Staff, Overseers, Directors and to all contributors.

Meetings with the Overseers and Directors will be held October 15 and 16. Dr. Spainhower stated that the Faculty should feel free to recommend members for consideration to be added as Overseers or Directors.

Dr. Spainhower announced that a commencement committee will be appointed next week. It is his recommendation that the College should extend, once more, the offer of an Honorary Degree to Governor Collins of Kentucky.

Report of Educational Policies Committee

Dr. Balog stated that there was nothing to report other than in the E.P.C. minutes attached to the Faculty minutes.

Report of Faculty Council

Dr. Judith McMahon reported that election of officers was held. Dr. McMahon is Chairperson, Assistant Professor Solon Chervitz is Vice-Chairperson and Assistant Professor Arlene Sueoka is Secretary. The Faculty Council meets, usually twice a month, in the Legacy Room of Ayres Cafeteria.

The Faculty Folder (Constitution, By-Laws, Directory, Manual, Committees) is being compiled and will be distributed soon.

Notices have been sent to all non-tenured faculty concerning their years of service.

Discussion has been held concerning faculty dating students.
Discussion has been held concerning faculty pay scale.

Report of Dean of Faculty

Dr. Hood requested that mid-term grades be submitted October 26. A later date does not allow enough time for preceptors to help students. Incompletes are due one week later than the deadline published.

The General Education Studies Committee has been meeting and will return to the faculty for input shortly.

The 1985-86 Academic Calendar has been plotted. There will be time for off-campus learning experiences between the fall and spring semesters, if any of the faculty would like to plan trips. Dr. Hood stated that he hoped that Special Terms would plan so that trips can be advertised in the Spring. He also recommended that the May term be planned to include courses that the students need.

New Business

An election was held for a member to the Admissions and Financial Aid Committee (to take Vicki Frowine's place).

Nominations:

James Swift
Diane Denney-Myers

James Swift was elected by ballot.

Report of AAUP

Dr. Rickert reported that membership in AAUP was now 54% of the faculty.

There are materials (video tapes, magazine, AAUP Red Book) in the library from the National AAUP for perusal.

The AAUP Salary Committee will meet Tuesday, October 9, to discuss pay scale.

Business from the Floor

KCLC General Manager, Jim Wilson, requested the Admissions and Financial Aid Committee to review the hours and compensation difference between students with Work Service and students with Work Study.

Dr. Rebecca Glenn asked that the procedures used to figure transfer students GPA be reviewed. Also, she questioned the credits that they are allowed to transfer to Lindenwood. The matter was deferred to EPC.

Professor John Wehmer protested the higher rates being charged recently to the departments for use of Lindenwood vehicles and also the rates charged by Food Service for providing refreshments for department functions. His protest was based on the fact that departments had not been given sufficient notice to allow the higher rates to be added to the present budgets. Dr. Spainhower suggested that either the charges or the budgets would have to be adjusted.

Report of Dr. Edith Graber

Dr. Graber gave a report entitled, "What I Did During My Summer Vacation or How You Can Get Financial Support for Eight Weeks of Professional Study on a Topic of Your Choosing." Offered by the National Endowment of the Humanities, the summer seminar attended by Dr. Graber was held at Dartmouth College, Hanover, N.H. The goal was faculty development, and Dr. Graber stated that there were 75 different seminars held during the summer of 1984 with a wide disciplinary mix. The sessions attended by Dr. Graber were held two days a week from 9:00 to 12:00, and there were fifty to one hundred pages of required reading for each session. The other week days were used for individual research projects, but the week-ends were free and she was able to do some sightseeing. She said that it was possible to arrange for off-campus accommodations and bring along one's family. Applicants to the program are asked to describe the research project they are interested in doing; however, the program allows the participants to change or amend their projects once the seminar has begun. College teachers selected to participate in the program receive a stipend of \$3,000 to cover travel expenses to and from the seminar location, books and other research expenses. Dr. Graber said the stipend was virtually tax free, and no one was asked to account for the way it was spent. The National Endowment for the Humanities does expect a report on the research project six months after the program ends.

Announcements

Dr. Gene Henderson announced that resumes are needed from everyone who teaches an education type course. These need to be done soon, and they need to be done in the National Council for Accreditation of Teacher Education format. CTE members need to make a list of activities done relative to education.

Dr. Bornmann announced that it is time to pay faculty dues.

Approved:

Jim Feely

Submitted:

Helen Mayden

Educational Policies Committee

Tuesday, October 23, 1984, Young 317

Members Present: Ed Balog, Jim Hood, Moheb El-Nasr, Mike Kohring, Edith Graber, Ann Canale, Daryl Anderson, Vicki Frowine, Dar Eaton, Arlene Taich

Incomplete extensions granted by EPC.

Lisa Anzer	BFM 207	Nov. 19, 1984	Moore
Glennon Bahr	ENG 102	Dec. 18, 1984	Barnett
Fran Gambino	SOC 325	May 11, 1985	Scupin
Fran Gambino	PHL 202	Nov. 5, 1984	Ketchum
Kelly Meyer	BFM 207	Nov. 19, 1984	Moore
Jordan Mogerman	FLS 241	Dec. 18, 1984	Perrone
Karen Potts	BA 307	Dec. 18, 1984	King
Glenn Stephenson	ENG 507	Nov. 30, 1984	Canale
Jack Varnedoe	SOC 293	Dec. 18, 1984	Scupin
Sharel Williams	BFM 207	Nov. 19, 1984	Moore

Motion was made, seconded and passed to use a new petition form for incompletes beginning with Spring 1984. The student will need to have the form signed by the instructor and the Dean of Faculty. There will be copies for the student, his advisor, the instructor and the Registrar if the petition is granted. Any student who does not file a petition for an incomplete should receive an "F" from the instructor. Exceptions will be made only in extreme cases.

Motion was made, seconded and passed that the Chairperson of EPC should hold any incomplete petitions that come in after the deadline and before the next EPC meeting.

In response to a letter from President Spainhower, motion was made, seconded and passed to recommend to the Commencement Committee that Governor Collins of Kentucky be offered an Honorary Doctorate Degree at Spring Commencement.

It was agreed that the guidelines for issuing honorary degrees from Lindenwood should be put on the agenda for further discussion.

Dr. Canale presented, for the Humanities Division, the following course description alteration. The present title for ENG 339 is "Milton and the Literature of the English Renaissance." The request was that it be changed to "The Bible as Literature." There would be little change in course content.

A study of the Bible as literature and of its adaption into English literature of the seventeenth century. Included will be works of Donne, Herbert, Milton, and Bunyan.

It was decided by concensus to retain the procedure for computing the GPA of transfer students. It was also agreed that an examination of the Secretarial Science credits was needed before a decision could be made to alter the policy of accepting them as transfer credit.

It was agreed that EPC should review all academic regulations before the new catalog was printed.

Approved:
Ed Balog

Submitted:
Helen Mayden

John Nichols

PLEASE NOTE THE DIFFERENT LOCATION FOR THE DECEMBER 6 FACULTY MEETING

Faculty Meeting Agenda

December 6, 1984

111 Young
12:00 noon

1. Minutes of November 1, 1984
2. Report of President - Dr. Spainhower
3. Report of Educational Policies Committee - Dr. Balog
4. Report of Faculty Council - Dr. McMahon
5. Report of Dean of Faculty - Dr. Hood
6. Report of Dean of Evening College/LCIE - Dr. Taich
7. Report of AAUP - Dr. Rickert
8. Business from the floor
9. Announcements
10. Adjournment

Lindenwood College
St. Charles, MO 63301

Minutes
Meeting of the Faculty of Lindenwood College

November 1, 1984

The regular meeting of the Faculty of Lindenwood College was held Thursday, November 1, 1984, at 12:00 noon, in the Cardinal Room of Ayres Cafeteria.

Motion was made, seconded and passed to adopt the minutes of the October 4, 1984 faculty meeting.

Announcements

Dr. Gene Henderson announced that the Springboard to Learning Programs will be bringing city school youngsters to the Lindenwood campus, December 3, 4, 5, 6, 11 and 12. In addition to the meetings planned, the children will tour the campus, have lunch in the cafeteria and attend a performance of Peter Pan.

Dr. James Evans reported to the faculty that he has written a computer program to summarize course evaluations for the Apple II series computer. The program is available to any faculty who care to use it.

Dean Schwab announced that there will be a series of Faculty Forums. A notice of the times and dates will be issued later.

Report of AAUP

Dr. Richard Rickert reported that the proposed salary scale has been sent to the Faculty Council.

Report of the Educational Policies Committee

Dr. Balog reported that EPC has approved a new form to be used for reporting incomplete grades. In response to a request made by a faculty member at the October 4th Faculty Meeting, a review was made of the procedures used to figure the GPA of transfer students and the courses they are allowed to transfer to Lindenwood. It was decided by consensus to retain the present procedures. EPC voted to recommend to the faculty the granting of an Honorary Degree to Martha Collins, the Governor of Kentucky.

The motion was made, seconded and passed by the faculty at large to offer an Honorary Doctorate Degree to Governor Collins.

Report of the Faculty Council

Dr. Judith McMahon reported that Dr. John Bornmann was elected to represent the Faculty Council on the Budget Committee. The deadline dates for promotion and tenure are January 31st for applications and February 28th for supporting materials. The proposed salary schedule will be brought to the faculty as soon as possible.

Report of Dean of Faculty

Registration will be the week of November 26th. The students will meet with advisors November 26,27,28 and bring the completed registration forms to the Computer Center Thursday November 29th.

New registration forms are to be used. The old forms are to be turned in to the Registrar's office.

Advisors should keep a list of their advisees who register and also a list of those who don't. The students who do not return for the Spring term will be contacted to find out why.

Students who do not pay the one hundred dollar deposit will not be registered. The deposit will be refunded if the student is academically ineligible to register, providing no money is owed the business office.

The Bookstore requests a memo for the classes for which no books are required.

A memorandum concerning school closings will be distributed to every student. The closings will be announced on KMOX AM and KCLC FM. Dr. Hood will make the decision for day classes in time for the 6:15 broadcast. Dr. Taich will make a separate decision concerning evening classes. If the evening classes are closed, it will include off-campus locations.

A motion was made, seconded and carried to receive the proposed changes to the By-Laws. The proposal was then referred to Faculty Council.

The General Education Studies Committee will present a report in January. There will be a prior report to EPC and the Divisions.

Congratulations were extended to Dr. Ray Scupin on his being elected a fellow of the American Anthropological Society.

Report of the Dean of Evening College/LCIE

Dr. Taich reported on the agreement that has been made with AT&T. The classes will be with the LCIE format and calendar. She stated that a conservative estimate would be one hundred students for the first set of clusters. There will be a need for additional instructors and Dr. Taich plans to speak with department chairs soon about specific needs.

Election by Faculty at Large for Representative to the Budget Committee

Dr. Edith Graber was elected by acclamation.

Meeting adjourned at 1:10. The next meeting will be held December 6th.

Approved:

Jim Feely

Submitted:

Helen Mayden

Educational Policies Committee

Tuesday November 20, 1984

Members Present: Ed Balog, James Hood, Moheb El-Nasr, Jan Czapla, Ann Canale, Daryl Anderson, Edith Graber

After discussion, it was decided to refer the report from the Preceptor's Meeting, concerning students on probation and class attendance, to the Academic Standards Committee.

A clarification of policy determined that foreign students may use English classes to fulfill their second language requirement for a BA. Two years (four courses) are required: English Composition 101, 102 and six hours (two courses) of upper level English classes.

Dr. Balog reported that the General Education Studies Committee should have a report for EPC by January.

Approved:

Ed Balog

Submitted:

Helen Mayden

PROPOSAL FOR SALARY SCHEDULE

Submitted by Faculty Council

December, 1984

INTRODUCTION AND EXPLANATION

The intent and purpose of proposing a salary schedule is to help establish an equitable and predictable means of compensating faculty for their years of service, experience and professional contributions. It is our position that such a schedule is absolutely necessary in order to avoid unfair practices and/or discrimination, whether deliberate or unintentional. An additional advantage is that with a pay scale in place, each faculty member will know exactly where he or she stands and what to expect in the future.

The proposed salary schedule would ensure a minimum pay increase for each year of additional service to the College, outside of any cost-of-living adjustments that may be made. It is understood that the base pay on which this schedule rests will be adjusted each year in terms of the cost of living, which in turn would increase the dollar amount of each step-wise increment. Consequently, the particulars of the salary schedule would require annual recalculation. The particular base pay recommended at this time for the coming year is \$15,500 with a 4.5% of base pay increase for each step in the schedule (a dollar amount of \$698). It is not the intention of this proposal to limit raises to that amount, but to guarantee that amount as a minimum, regardless of other considerations. The proposed salary schedule shall also be open-ended, relative to the total number of steps possible.

Please be aware of the following when considering this proposal. 1) No one can suffer a reduction in salary as a result of the institution of any pay scale. 2) While it is our hope that eventually everyone's salary will correspond fairly well with the outlined schedule, those people whose incomes show the greatest discrepancies in terms of lower wages will be dealt with first. In the meanwhile, we have attempted to fit current salaries to the proposed schedule by placing each one in the step which most closely corresponds, with the assumption that the proposed increase will be added for the academic year 1985-86. 3) The actual amount of any given salary may well be different from the amount listed in the schedule, due to possible add-ons or additional compensation included in this report. For instance, Assistant Professors would automatically receive a salary increase of \$750 when promoted to Associate Professor, plus receiving the standard increment for returning the following year. Similarly, a department chair would receive additional compensation for the administrative duties entailed in that position. Also, additional increments may be given for meritorious service.

Faculty Council has not yet completed its work on devising procedures for review and implementation. In the meantime, we will be distributing a form to each full-time faculty member, as soon as feasible, requesting you to estimate the step you feel is the appropriate one for you according to the guidelines for initial placement, along with supporting and/or explanatory statements. Detailed instructions will be included.

GUIDELINES FOR INITIAL PLACEMENT OF FACULTY IN SALARY SCHEDULE

- I. Definitions of rank according to Lindenwood College By-Laws.
 - A. Instructor: both of the following criteria must be met.
 1. Master's degree or its equivalent
 2. Fewer than three years of college teaching experience
 - B. Assistant Professor: either IB1 or IB2 plus IB3 of the following criteria must be met.
 1. Master's degree with additional professional education (usually one year of work toward a doctorate or comparable professional preparation) and three years as an Instructor
 2. Earned doctorate or appropriate terminal degree in one's field
 3. Evidence or demonstrable promise of professional accomplishment and/or institutional service
 - C. Associate Professor: either IC1 or IC2 plus IC3 and IC4 of the following criteria must be met.
 1. Master's degree with additional professional education (usually one year of work toward a doctorate or comparable professional preparation)
 2. Earned doctorate or appropriate terminal degree in one's field
 3. Four years as an Assistant Professor
 4. Evidence of noteworthy professional accomplishment and/or institutional service
 - D. Professor: all of the following criteria must be met.
 1. Earned doctorate or appropriate terminal degree in one's field
 2. Five years as an Associate Professor
 3. Evidence of distinguished professional accomplishment and/or institutional service

II. Initial designation of step number within rank.

- A. Beginning Instructor: Step 1 of Instructor Scale.
- B. Instructor with previous experience: see III below.
- C. Beginning Assistant Professor: Step 1 of Assistant Professor Scale.
- D. Assistant Professor with previous experience: see III below.
- E. Associate Professor: Step 1 of Associate Professor Scale as minimum; for additional information, see III below.
- F. Professor: Step 1 of Professor Scale as minimum; for additional information, see III below.

III. Criteria for granting additional credit.

One additional step in the salary schedule shall be given for each year of academic credit earned by the appointee on the basis of the formula for granting such credit explained below.

- A. Previous college teaching or administration: one year's credit for each full year or its equivalent in credit hours taught.
- B. Elementary and secondary teaching or administration at elementary or secondary level (only if directly related to discipline to be taught): one year's credit for each two full years up to a total of four years' credit.
- C. Graduate work beyond the Master's degree: one year's credit for each full year (24 semester hours) up to a maximum of two years' credit.
- D. Business and professional experience, including scholarship and research (only if directly related to the discipline to be taught): one year's credit for each two years up to a total of four years' credit.
- E. If after all of the above criteria have been applied, we remain in an uncompetitive salary step for a given individual, it shall be the responsibility of the department chair to propose and support a recommendation for initial placement which will make our salary offer competitive but not exorbitant.

GUIDELINES FOR ADDITIONAL COMPENSATION

1. Committee assignments are considered voluntary and part of the normal workload and consequently do not entitle faculty to additional compensation.
2. Advisee loads and/or service as a preceptor are considered voluntary and part of the normal workload and consequently do not entitle faculty to additional compensation.

3. Twelve-month appointments constitute an increase in workload and consequently entitle faculty members to a twenty-two percent (22%) increase in their salary as determined by placement in the proper step of the proposed salary schedule.
4. Service as chair of a department with two or more members constitutes an increase in workload and entitles the faculty member to an increase in annual salary of \$1200 or a reduction in annual course load of three semester hours. Department chairs in one-member departments are entitled to an increase in annual salary of \$400 or a reduction in annual course load of one semester hour.
5. Service as chair of a division is considered voluntary and consequently does not entitle faculty to additional compensation.
6. Full-time faculty teaching off-campus courses shall be compensated for their travel time by receiving a semester stipend of \$150 for each weekly hour spent commuting. The number of hours involved shall be calculated on the basis of the average time required to travel from Lindenwood College to the off-campus site and return to Lindenwood College. (E.g., a faculty member with three hours' travel time per week shall receive an additional \$450 for that semester.) In lieu of such compensation, the faculty member's annual course load shall be reduced appropriately, consonant with departmental needs, and with the approval of the department chair and Dean of Faculty.
7. Promotions from one rank to the next automatically carry with them an increase in salary above and beyond any step-wise progression up the scale in the following manner: promotion to Assistant Professor includes an increase of \$500 in annual salary; promotion to Associate Professor includes an increase of \$750 in annual salary; promotion to Professor includes an increase of \$1,000 in annual salary.
8. The determination of meritorious professional accomplishment in teaching, scholarship/research, or service to the institution shall entitle the faculty member to additional compensation in the form of a salary increase or stipend, the particular amount and form of such compensation to be decided by Faculty Council and the College administration through a process of consultation.

PROPOSED SALARY SCHEDULE: BASE PAY OF \$15,500 AND RATE OF 4.5% (\$698)

This scale was calculated for nine-month appointments. Faculty members with twelve-month appointments would be placed in the proper step of the schedule and have twenty-two percent (22%) of that amount added on to determine their actual income.

Although thirty (30) steps are listed here, the proposed scale would not be limited as to the total number of steps possible. Also, with the exception of Instructors who are limited to six years in the by-laws, the number of possible steps within a given rank would not be limited.

Step 1	15,500	(Step 1 of Instructor Scale)
Step 2	16,198	
Step 3	16,896	
Step 4	17,594	(Step 1 of Ass't. Prof. Scale)
Step 5	18,292	
Step 6	18,990	
Step 7	19,688	
Step 8	20,386	(Step 1 of Assoc. Prof. Scale)
Step 9	21,084	
Step 10	21,782	
Step 11	22,480	
Step 12	23,178	
Step 13	23,876	(Step 1 of Professor Scale)
Step 14	24,574	
Step 15	25,272	
Step 16	25,970	
Step 17	26,668	
Step 18	27,366	
Step 19	28,064	
Step 20	28,762	
Step 21	29,460	
Step 22	30,158	
Step 23	30,856	
Step 24	31,554	
Step 25	32,252	
Step 26	32,950	
Step 27	33,648	
Step 28	34,346	
Step 29	35,044	
Step 30	35,742	

Proposed New Text for By-Laws

VII F 1, 2. Also to delete VII D 1, 2 and renumber remaining articles.

F. Graduate Council

1. Membership

Three faculty members, one elected for each division, and each having the earned doctorate, and three faculty members appointed by the president, the Dean of Faculty, the Dean of LCIE, the chairperson of the Educational Policies Committee, and the chairperson of those departments responsible for programs in which graduate degrees may be earned.

2. Duties

- a. To review student applications for admission and to grant or deny admission to these programs. All members shall have vote.
- b. To review proposed new graduate programs or revisions to existing programs as proposed by the various departments or the LCIE. The proposal shall be returned to the Department or LCIE with comments or recommended to the EPC.
- c. To provide over-all cohesion and direction to Lindenwood graduate programs by promulgating general standards for admission, retention, dismissal, and graduation. The Committee may formulate standards and criteria for new graduate programs as well as propose changes in existing programs.
- d. To review the academic credentials for all faculty proposed as graduate instructors in any Lindenwood College program and accept or reject such instructors.
- e. To review and approve the content of the Graduate Catalog.
- f. To maintain a record of all actions of the Committee.

John Nichols

Faculty Meeting Agenda

February 7, 1985

Cardinal Room, Ayres

1. Minutes of December 6, 1984
2. Report of President - Dr. Spainhower
3. Report of Educational Policies Committee - Dr. Balog
4. Report of Faculty Council - Dr. McMahon
5. Report of Dean of Faculty - Dr. Hood
6. Report of Dean of Evening College/LCIE - Dr. Taich
7. Report of AAUP - Dr. Rickert
8. Business from the Floor
9. Announcements
10. Adjournment

Lindenwood College
St. Charles, MO 63301

Minutes
Meeting of the Faculty of Lindenwood College

December 6, 1984

The regular meeting of the Faculty of Lindenwood College was held Thursday December 6, 1984, at 12:00 noon, in Young 111.

Motion was made, seconded and passed to adopt the minutes of the November 1, 1984 faculty meeting.

Report of the President

Dr. Spainhower introduced Reverend George Wilcox, who will be serving as Chaplain at Lindenwood. Rev. Wilcox, a recent graduate of Princeton Theological Seminary, is the Associate Minister at the St. Charles Presbyterian Church.

Report of the Educational Policies Committee

Dr. Balog reported that the General Education Studies Committee had completed a first draft of the Curriculum Proposal, which should be distributed by December 7. The Divisions are asked to respond with suggestions.

Report of the Faculty Council

Dr. McMahon announced that the Faculty Council will meet December 11th to consider contract renewals for second year faculty.

Dr. McMahon asked that the Proposed By-Laws changes and the Proposed Salary Schedule be considered and put to vote.

Motion was made, seconded and passed to adopt the proposed changes to the By-Laws.

Motion was made, seconded and passed to adopt the proposed Salary Scale Schedule.

When asked to respond to the proposed salary schedule, Dr. Spainhower stated that he thought the concept of a salary schedule is a good one, and that the administration will be pleased to consider the faculty's recommendations.

Report of the Dean of Faculty

Dr. Hood stated that about 250 current full-time students have pre-registered for the Spring term. Students who don't pre-register before the last day of classes will have to wait for general registration. Resident students who do not pre-register will have to vacate their rooms.

There was no report from the Dean of Evening College/LCIE.

Report of AAUP

Dr. Rickert stated that the Salary Schedule had originated with the local chapter of AAUP.

Announcements

Dr. Spainhower reported that Governor Martha Collins will not be here to speak at commencement.

Motion was made, seconded and passed to have the next faculty meeting Thursday, February 7.

Meeting adjourned at 1:10.

Approved:

Jim Feely

Submitted:

Helen Mayden

Educational Policies Committee

Tuesday, January 29, 1985

Members Present: Ed Balog, Jan Czapla, Moheb Seif El-Nasr, Dar Eaton, Ann Canale, Bob Peffers, Allen Schwab, Arlene Taich

A proposal was submitted to EPC that would allow transcripts to reflect plus and minus grades. Dar Eaton reported that the Registrar's office was only now reaching the point where GPA's could be computed accurately and the Poise system is not set up to compute plus and minus grades. The committee recommended that a change in the grading system not be considered until the computer system becomes fully functional.

Concerning the deadline for "W" withdrawals, EPC recommended that the present deadline of four weeks into the semester be continued and enforced. Any petition for a "W" withdrawal after the deadline should only be for medical reasons and would need the instructor's and advisor's signature before being submitted to the Dean of Faculty.

Approved Incompletes: Barry Wall, Steven Joseph

Ed Balog reported that the General Education Committee will meet next week to consider Division recommendations concerning the General Education Proposal.

The EPC Committee meeting time this semester will be the 3rd Tuesday of the month.

The next meeting will be February 19th.

Approved:

Ed Balog

Submitted:

Helen Mayden

John Nichols

Faculty Meeting Agenda

March 7, 1985, 12:00 noon

Cardinal Room, Ayres

1. Minutes of February 7, 1985
2. County Mental Health Tax Proposal
3. Report of Educational Policies Committee - Dr. Balog
4. Report of Faculty Council - Dr. McMahon
5. Report of Dean of Faculty - Dr. Hood
6. Report of Dean of Evening College/LCIE - Dr. Taich
7. Report of AAUP - Dr. Rickert
8. Business from the Floor
9. Announcements
10. Adjournment

Lindenwood College
St. Charles, MO 63301

Minutes
Meeting of the Faculty of Lindenwood College

February 7, 1985

The regular meeting of the Faculty of Lindenwood College was held Thursday, February 7, 1985, at 12:00 noon, in the Cardinal Room, Ayres Cafeteria.

Motion was made, seconded and passed to adopt the minutes of the December 6, 1984 faculty meeting.

Announcements

Ed Watkins announced that Phonathon 1985 is beginning and encouraged the faculty to participate.

Jean Fields reported that the first Year Book in five years is being put together and the students are doing well with it; however, they are in need of more department photographs of the faculty.

Richard Rickert representing AAUP urged the faculty to respond to President Reagan's budget cuts in educational funding.

Ann Canale distributed a list of Survival Workshops sponsored by the CAP Center and the Peer Tutors. Although the workshops were designed primarily to help probationary students, all students who wish to improve their study skills are welcome.

Dr. Henderson stated that more faculty data was needed for the NCATE visit.

John Wehmer reported that the Lectures and Concerts Committee is planning the schedule for next year. The Committee would welcome any input from the faculty concerning the format. Members of the Committee to be contacted are listed in the Faculty Folder.

Allen Schwab announced that interviews with the candidates for Resident staff will be held March 1 and 2. As a service to the students, faculty and staff, the College Life office is collecting information about apartments and houses for rent or sale. The Faculty Forums are scheduled for March 22, April 12 and 26. The forums begin at 4:00 preceded by a social hour at 3:15 in MAB Lounge.

Report of the President

President Spainhower stated that if the Salary Schedule were approved by the faculty, he would submit it to the Board of Directors at the May meeting.

Our current enrollment of 1868 for Spring 1985 is the highest second semester enrollment in Lindenwood history. The enrollment for Spring 1984 was 1740.

There were 108 high school students on campus February 13th for Science Day.

Dr. Spainhower announced that Dr. Taich will preside at the March faculty meeting, Dr. Hood at the April meeting and Dr. McMahon will preside in May.

Jane Pace submitted her resignation, effective February 15. Marlene Niederhelm will be the new secretary to the President.

Vice-President for Finance Lawrence Elam has submitted his resignation, effective February 28.

A letter will be sent from the President's office, the beginning of March, to the current students and their families. It will announce an increase in tuition, the first increase in four years. The new tuition rate for full-time students will be \$4950. LCIE, both graduate and undergraduate will increase \$5 per credit hour and the new rate for Evening College will be \$125 for undergraduate and \$160 for graduate per credit hour. There will be a new room and board structure which will feature two meal plans.

Report of the Educational Policies Committee

Dr. Balog reported that EPC has reviewed the withdrawal policy. The date for withdrawal with a "W" will remain at four weeks into the semester.

Report of the Faculty Council

Dr. McMahon gave a brief explanation and history of the Salary Schedule and then asked for a motion that it be approved for discussion. The motion was seconded and after discussion the Schedule was approved with the following amendments:

Amendment 1. That the second sentence be deleted from Item 3 on page four.

Amendment 2. That the words "and Professional Librarians" be inserted in the first sentence of Item 3 on page four, after the words LCIE Faculty Advisors.

Report of the Dean of Faculty

Dr. Hood reported that he has received calls asking for a list of faculty members who are available to speak at various functions. If any faculty member would like to be on such a list, please notify the Dean of Faculty's office.

All departments will be asked to review their portion of the catalog for possible revision for the new catalog. EPC will review the academic policies.

There being no further business the meeting adjourned at 1:25 p.m.

Approved:

Submitted:

Jim Feely

Helen Mayden

Educational Policies Committee

Tuesday, February 19, 1985

Members Present: Ed Balog, Jim Hood, Dar Eaton, Jan Czapla, Ann Canale,
Daryl Anderson, Arlene Taich, Mogebe Seif El-Nasr, Bob
Peppers

President Spainhower suggested that EPC give consideration to Congressman
Richard Gephart as a candidate for an honorary degree at Commencement.

Motion was made, seconded and passed that EPC recommend Mr. Gephart to the
faculty.

The Educational Policies Committee reviewed academic regulations for the
new catalog.

Approved:

Ed Balog

Submitted:

Helen Mayden

Lindenwood College
St. Charles, MO 63301

Minutes
Meeting of the Faculty of Lindenwood College

May 2, 1985

The regular meeting of the Faculty of Lindenwood College was held Thursday May 2, 1985, at 12:00 noon, in the Cardinal Room, Ayres Cafeteria.

Motion was made, seconded and passed, to adopt the minutes of the April 4, 1985 as distributed.

Report of the President

President Spainhower announced that Jan Czapla has been appointed Head Librarian. Dr. James Swift has been appointed the Director of Office of Research and Planning. Dr. Swift will be responsible for institutional research and planning and report directly to Dr. Spainhower.

Dr. Spainhower reported on the budget. He began by comparing the budget for this year with the one for next year. An increase of one million dollars in the budget is projected for next year. A 25% increase is expected in utilities. A handout was provided detailing estimated tuition. He stated that 82% of the budget will be dependent upon tuition. One major change in the budget will be to increase the book allowance for the library from \$20,000 to \$75,000. Dr. Spainhower commented that there is a need to explore ways of bringing the budget timetable into line with the enrollment time.

There is a 30% increase in admission inquiries. Actual applications are also up. However only 50-60% of the prospective students actually enroll. There would need to be 440 applications for Lindenwood to reach a goal of 200 new full-time day students.

George Tilden, Vice President for Finance, will be on campus August 1.

Faculty Committee Elections

Faculty Council - Richard Wier, Jeanne Donovan, Becky Glenn, Solon Chervitz
Educational Policies - Jim Wilson
Academic Resources - John Dooley, Nancy Polette, Ray Scupin
Special Terms - Ray Scupin, John Dooley, Solon Chervitz
Admissions and Financial Aid - James Swift, Daryl Anderson
Lectures and Concerts - Tony Perrone, Michael Castro
Athletic Committee - Hans Levi, Jan Czapla
Academic Grievance - Ed Balog, Jan McMahon
Faculty/Board Liason - Jim Wilson
College Judicial Board - Liz Ammann, Ray Scupin
College Life Advisory Board - Jean Fields, John Dooley

Faculty Minutes, May 2, 1985

(Note: There will be an updated, complete list of committees distributed to the faculty in September.)

Report of the Educational Policies Committee

There was no report. Dr. Balog was asked why the General Education Proposal was not approved by EPC. He replied that it was the consensus of the committee to continue evaluation.

Report of Faculty Council

Dr. McMahon reported that it was the recommendation of Faculty Council that faculty participating at special meetings with papers or exhibitions be given priority in the distribution of faculty development funds.

Report of the Dean of Evening College/LCIE

Dr. Taich reported that the unofficial count of registrations for LCIE is 61 students more than have ever registered for the Spring Trimester.

Dean Taich reported on a problem that has arisen due to students who participate in the May graduation ceremony but who have not completed their graduation requirements.

Motion was made and seconded to require those students who participate in graduation to have completed all graduation requirements by the date of the graduation ceremony.

Motion was made and seconded to table the previous motion for further study. The motion was defeated.

Question was called for the first motion. The motion carried.

Motion was made and seconded to investigate the possibility of a second graduation ceremony to accommodate the students who fulfill their requirements after the May ceremony. The motion was defeated.

A substitute motion was made and seconded to compose a committee to investigate the holding of a second ceremony and also to investigate the possibility of the college assuming the cost of the academic regalia that would be needed for the second ceremony. The motion carried.

Report of the Dean of Faculty

Dr. Hood announced that five faculty members have received promotions for Fall 1985, Jan Czapla, Michael Castro, William Tietjen, Ed Balog, and James Evans. Four faculty members have been granted tenure, Edith Graber, Niki Juncker, Michael Castro and Hans Levi.

Dr. Hood reported that the new salary schedule will be implemented with the 1985-86 contracts. The contracts will be issued after the board meeting.

Faculty Minutes, May 2, 1985

Report of AAUP

Dr. Rickert announced the new officers of AAUP for 1985-86:

Jan McMahon - President
Edith Graber - Vice President
Hans Levi - Treasurer
Secretary - Jack Kirk

Motion was made, seconded and passed to call for volunteers to serve on the committee to make recommendations for the All-College Reading List. The committee will also follow up by developing related programs throughout the academic year.

The All-College Reading List Committee members:

William Tietjen
Michael Castro
Becky Glenn

There being no further business, the meeting adjourned at 1:45.

Approved:

Jim Feely

Submitted:

Helen Mayden

John Nichols

Faculty Meeting Agenda

May 2, 1985, 12:00 noon

Cardinal Room, Ayres

1. Minutes of April 4, 1985
2. Report of the President - Dr. Spainhower
3. Report of the Educational Policies Committee - Dr. Balog
4. Report of Faculty Council - Dr. McMahon
5. Report of the Dean of Faculty - Dr. Hood
6. Report of the Dean of Evening College/LCIE - Dr. Taich
7. Report of AAUP - Dr. Rickert
8. Election of Committee Members
9. Business from the Floor
10. Announcements
11. Adjournment

Lindenwood College
St. Charles, MO 63301

Minutes
Meeting of the Faculty of Lindenwood College

April 4, 1985

The regular meeting of the Faculty of Lindenwood College was held Thursday, April 4, 1985, at 12:00 noon, in the Cardinal Room, Ayres Cafeteria.

Motion was made, seconded and passed, to adopt the minutes of the March 7, 1985 faculty meeting with one correction. The second item in Business From the Floor should read as follows:

Dr. Ann Canale submitted for approval a proposal for an all-college recommended reading list from the Humanities Division. Motion was made, seconded and passed to accept the proposal.

Report of the Dean of Faculty

Dr. Hood announced that the use of the new "incomplete" forms is to be implemented as of now.

Sally Sears will begin her duties as the new registrar April 15. Mrs. Sears has a masters degree in Higher Education. She was the Administrative Assistant to the Dean of Admissions at Washington University before accepting the position at Lindenwood.

Fall schedules will be available April 5. Registration will be the next two weeks with the schedules to be put into the computer April 18. Dr. Hood asked the faculty to remind their advisees of the registration deposit and to inform them that it was refundable until June 28.

Report of the Educational Policies Committee

Dr. Balog reported corrections to the EPC minutes as follows:

BIO 100 Principles of Biology will not be dropped from the catalog.

BIO 103 General Zoology and BIO 105 Plant Biology will be dropped.

BIO 104 Cell Biology will be changed to 204.

ANT 235/BA 315 should be ANT 335/BA 315

The motion was made, seconded and carried to suspend the Colloquium pending the organization of the new General Education Committee.

Faculty Minutes, April 4, 1985

Report of the Faculty Council

Dr. McMahon reported that instructions have been given to the negotiation committee to hold off on any admendments to the salary schedule until it has been accepted in total by the Board of Directors.

There was no report from the Dean of LCIE/Evening College.

Report of the AAUP

Dr. Rickert expressed the AAUP's concern about government cuts in student aid. The matter is before the Senate now. The appropriate phone numbers and addresses have been supplied to the faculty and Dr. Rickert urged the faculty to respond quickly.

Report of the President

Dr. Spainhower announced that Congressman Gephart will accept the Honorary Degree offered by Lindenwood and has agreed to speak at commencement.

Dr. William Shoop, minister of the Webster Groves Christian Church will be the speaker at baccalaureate.

The Student Government has undertaken to supply the funds to build a gazebo.

Election of Nominations Committee

Six nominations were made for the nominations committee.

Elected: Elizabeth Ammann, Janice Czapla, John Dooley

Election for the General Education Committee

Fifteen nominations were made for the General Education Committee.

Elected:

Social Science

Humanities

Physical Science

Robert King
Arthur Prell
Ray Scupin

Ann Canale
Dean Eckert
Jim Wilson

Daryl Anderson
John Dooley
Moheb Seif El-Nasr

Business From the Floor

Dr. Bornmann, the Faculty Treasurer, read a letter form Hans Levi thanking the faculty for their best wishes and the flowers they sent while he was incapacitated.

Faculty Minutes, April 4, 1985

Larry Sackman, Financial Aid Director and Chairman of the Scholarship and Financial Aid Committee, reported on the scholarship award policies for the coming year. Mr. Sackman provided the faculty with a detailed list of the guidelines that will be used.

John Wehmer suggested a faculty end of year and retirement party. Dr. Spainhower issued an invitation from him and Mrs. Spainhower for a backyard picnic. The consensus of the faculty was for a backyard dinner with members of the faculty bringing their favorite covered dish.

Ann Canale announced that the Humanities Division would like a Faculty Development Retreat. The matter was tabled until the May faculty meeting.

There being no further business the meeting adjourned at 1:25.

Approved:

Submitted:

Jim Feely

Helen Mayden

Educational Policies Committee

Tuesday, April 23, 1985

Members Present: Ed Balog, Moheb Seif El-Nasr, Edith Graber, Ann Canale, James Hood, Jan Czapla, Sally Sears, Daryl Anderson, Allen Schwab, Bob Peffers. Guests: Jean Fields, Jim Wilson

Motion was made, seconded and passed to adopt the Communications department changes as presented.

Motion was made, seconded and passed to approve the recommendations offered by the English department.

Motion was made, seconded and passed to approve the new course added by the Biology department.

Discussion was held concerning a code that would be put in the new catalog to indicate what courses would count for distributional requirements.

It was agreed that the regulations concerning Educational Co-op should be reviewed for inclusion in the new catalog.

After considerable discussion no specific action was taken on the American Studies Proposal.

Motion was made, seconded and passed to approve an Honors Project for Margaret Kauffmann which will be completed under the supervision of Dr. Dean Eckert.

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

Approved:

Submitted:

Ed Balog

Helen Mayden

Course to be added in Biology department.

BIO 315 Plant Molecular Biology (2). A course for advanced students covering methods for gene manipulation, the organization, structure and expression of genes in higher plants, and genetic interactions between plants, bacteria, and viruses, Prerequisites: Bio 314, Bio 316, Bio 308.

- I. Course recommendations from the English Department. All have been previously offered but are not in the present catalogue.

ENG 310. Twentieth Century Novel. (3) The novel in the twentieth century with an emphasis on American and British works. Consideration will be given to treatment of contemporary problems against a background of modern thought.

ENG 354. Criticism. (3) The major texts in criticism from the Greeks through the Moderns. Students will have an opportunity to individualize their study through photography, painting, sculpture, and theatre. Prerequisite: Six hours of literature or permission of instructor.

ENG 375. American Lives: Autobiography. (3) A study of autobiographical literature written by a broad spectrum of Americans. The philosophies, values, defeats, triumphs and destinies of the writers as Americans will be considered.

ENG 351. Twentieth Century Poetry. (3) Poetry from 1900 to the present, principally English and American but with selections in translations from other cultures. Readings include poetry representing the growing importance of women and other writers who have not previously been in the mainstream of poetic tradition.

- II. Course title change.

ENG 340. Folklore and Fables: The Telling of Tales.
(was called "The Art of the Story-teller from Ancient Times to the Present")

ENG 312. Writing for Electronic Media.
(was "Writing for Film and Broadcasting")

- III. Courses to be dropped from the catalogue.

ENG 351. T.S. Eliot: The Poetry and Criticism of the Modern Era. (Description change; see above)

ENG 382. Contemporary Poetry.

ENG 310. The Novel in the United States. (Description change; see above)

COMMUNICATION DEPARTMENT CURRICULUM CHANGES:

The Communication Department has revised the curriculum into two major areas of study: Mass Communication and Corporate & Industrial Communication. Under the Mass Communication umbrella students may choose a General Mass Communication emphasis or, through choice of electives, may choose an emphasis in Broadcasting, Journalism or Public Relations. Formerly, the areas of emphasis were (1) Broadcast Production & Performance (2) Broadcast News & Public Affairs (3) Broadcast Sales & Management (4) Journalism (5) Public Relations. The core requirements for the Mass Communication major remain the same, thirty-one hours.

The Corporate & Industrial undergraduate major is new and is meant to prepare students for the communication industries. Both majors require a strong Liberal Arts background to provide students with the broad range of knowledge necessary in all areas of communication.

The Corporate & Industrial Communication major has three components:

1. A core of 35 semester hours of required courses.
2. A minimum of 12 or a maximum of 15 hours of electives from Mass Communication and Business.
3. A requirement of 70 semester hours to be taken outside the major field. Students wishing to enroll in more than 50 hours of Mass Communication and related Business courses will be required to take an equal number of credits beyond the 120 required to graduate. Corporate & Industrial Communication majors may not take a double major in either Business or Mass Communication.

CORPORATE & INDUSTRIAL COMMUNICATION

The Corporate & Industrial Communication major was created in response to the new communication industry and to the incorporation of communication departments within traditional industries. The major is designed to prepare students to work with and to manage corporate and industrial communication and to provide them with a conceptual understanding of the organizational process as well as media technology. The major reflects an increasingly diverse business environment in which information technology is combined with communication and business skills. At least 95% of the new communication jobs are now in industry rather than in traditional media. We think the major will attract new students who seek an alternative to traditional media studies.

Cores Courses for Corporate & Industrial Communication

MC 100 Introduction to Mass Communication	3
BA 200 Accounting	3
SC 222 Business & Professional Speaking	3
MC 242 Basic Reporting	3
MC 322 Media Presentations	3
Eng312 Writing for Electronic Media	3
SC 326 Persuasion	3
BA 240 Introduction to Data Processing	3
SC 420 Organizational Communication	3
BA 450 Advertising & Promotional Policy	3
BA 452 Principles of Public Relations	3
MC 410 Mass Communication Seminar	3

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Students may select a minimum of 12 hours of electives from the following list. Electives may not exceed 15 hours.

CS 441 Information Systems	3
BA 331 Organizational Behavior & Human Resources Management	3
BA 451 Consumer Behavior	3
BA 453 Marketing Management & Planning	3
BA 350 Principles of Marketing	3
BA 330 Principles of Management	3
SC 240 Interviewing	1
MC 347 Organizational Newsletter	3
SC 313 Group Dynamics	3
MC 349 Production & Layout	3

Corporate & Industrial Communication majors may not take a double major in either Business Administration or in Mass Communication; a strong liberal arts background is necessary for this major.

THE FOLLOWING COURSES ARE TO BE DELETED FROM THE COMMUNICATION CURRICULUM:

- MC 271 Contemporary Film
- MC 302 Mass Communication History
- MC 303 Audience Research
- MC 304 Broadcast Advertising Sales
- MC 308 Broadcast Programming Strategies
- MC 343 Editing
- MC 345 Advanced Broadcast Newswriting
- MC 355 TV Field Operations
- MC 370 Topics in Film
- MC 403 Radio & TV Management

THE FOLLOWING NEW COURSES ARE TO BE ADDED TO THE COMMUNICATION CURRICULUM:

- MC 360 BROADCAST OPERATIONS (3) An examination of the structural organization of radio and television stations in the United States. Various divisions and departments of broadcast station operations will be studied. Special attention will be placed on programming, promotions, audience research and broadcast management techniques. (Prerequisites: MC 100, MC 151; suggested prerequisites MC 201, MC 354)
- MC 460 MASS COMMUNICATION SEMINAR (2) An examination of the relationship between mass communication theory and the evolution in the communication industry. Students will develop a major paper as well as explore career opportunities in the fields of Mass Communication. (Prerequisites: senior standing and the completion of a minimum of 15 hours of communication courses.)
- MC 322 MEDIA PRESENTATIONS (3) An indepth course in producing and presenting multi-media presentations. Emphasis will be placed on non-broadcast audio, video, slide and other forms of electronic communication delivery for business and industry. (This course does not apply to Mass Communication majors) Prerequisite SC 222 or permission of the instructor.
- SC 113 FUNDAMENTALS OF SPEECH (3) This course will introduce the diverse areas of speech communication: the nature of human communication, interpersonal communication, public speaking, and small group communication. Emphasis will be placed on the crucial importance of speech as an agent of social control.
- MC 370 MAGAZINE WRITING (3) Writing popular non-fiction articles for magazines with emphasis on targetting and marketing articles for publications. Prerequisite: permission of the instructor.

John Nichols

Faculty Meeting Agenda

April 4, 1985, 12:00 noon

Cardinal Room, Ayres

1. Minutes of March 7, 1985
2. Report of Dean of Faculty - Dr. Hood
3. Report of Educational Policies Committee - Dr. Balog
4. Report of Faculty Council - Dr. McMahon
5. Report of Dean of Evening College/LCIE
6. Report of AAUP - Dr. Rickert
7. Election of Nominations Committee
8. Business from the Floor
9. Announcements
10. Adjournment

Lindenwood College
St. Charles, MO 63301

Minutes
Meeting of the Faculty of Lindenwood College

March 7, 1985

The regular meeting of the Faculty of Lindenwood College was held Thursday, March 7, 1985, at 12:00 noon, in the Cardinal Room, Ayres Cafeteria.

Motion was made, seconded and passed to adopt the minutes of the February 7, 1985 faculty meeting.

Report of the Educational Policies Committee

Dr. Balog reported that EPC reviewed academic regulations and recommended that the following regulations be omitted from the new catalog.

1. All students are expected to attend the last meeting of a course before a vacation period and the first meeting of a course following a vacation period.
2. If a final examination is not given, the class still must meet for a session during that period.
3. During the final term prior to graduation, graduating seniors may be exempt from final examinations in those courses in which they have established a grade of B or better.

Motions were made, seconded and passed that the three regulations be omitted from the new catalog.

Dr. Balog reported that it was EPC's recommendation that Congressman Richard Gephardt be offered an honorary degree and asked to speak at commencement.

Motion was made, seconded and passed that Congressman Gephardt be offered the honorary degree and invited to speak at commencement.

Dr. Balog announced that a new form, with deadline date noted, is available for requesting incompletes. Since there have been a number of extensions and second extensions, the faculty is urged to stay within the deadlines.

Dr. Balog reported that the General Education Committee has reached an impasse and that the recommendation is for a new committee to be formed.

There was no report from Faculty Council.

Report of Dean of Faculty

Dr. Hood announced that registration would take place the last week of March. It will be registration and not pre-registration. If a class does not meet minimum size, it could be cancelled.

Motion was made, seconded and passed to send back to Faculty Council, for renegotiation, the part of the Salary Schedule that allows classes to be cancelled in March for the following fall.

Dr. Hood submitted the list of May graduates. He asked that the faculty approve the list contingent upon the students satisfactorily completing their present work, the review of their general education requirements, and the review of their majors by the Department Chairs.

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

Honors Day will be Sunday, April 28, at 7:00 p.m., in Jelkyl Theatre.

There was no report from the Dean of Evening College/LCIE.

Report of AAUP

Dr. Rickert urged the faculty to respond to President Reagan's cuts in student aid.

Business From the Floor

Motion was made, seconded and passed that the Nominations Committee start the process of selecting candidates for a new General Education Committee. An amendment was defeated that would have required a representative from every Division be nominated.

Dr. Canale submitted for approval a proposal for a required reading list recommended to the faculty by the Humanities Division. Motion was made, seconded and passed to accept the proposal.

Objection was made to material being brought to faculty meetings rather than being circulated in advance. Motion was made, seconded and passed to table the issue until the next faculty meeting.

Dr. Canale urged the faculty to recommend peer tutors to those students who are experiencing academic difficulties.

There being not further business, the meeting adjourned at 1:35.

Approved:

Jim Feely

Submitted:

Helen Mayden

Educational Policies Committee

Tuesday, March 26, 1985, Young 317

Members Present: Ed Balog, Edith Graber, Jan Czapla, Daryl Anderson, Moheb Seif El-Nasr, Allen Schwab, Ann Canale

EPC approved the following new Philosophy courses:

- PHL 101 Great Thinkers in the History of Philosophy. A study of several major philosophers each from a different historical epoch; e.g., classical Greece, the Middle Ages, the Enlightenment. A good understanding of the continuity of the philosophical enterprise and its perennial problems should emerge as well as some of the distinctive methods and assumptions which are characteristic of different historical epochs.
- PHL 250 American Philosophy. A survey of American Philosophy. The course will emphasize the development of pragmatism and naturalism from C.S. Peirce to the present. The contributions of Emerson and Thoreau to American thought will also be studied. A major goal of the course is to deepen our understanding of our culture by studying those who shaped a uniquely American view of our place in the world.

The following changes in Biology were approved:

Drop:

BIO 100 Principles of Biology

Add:

- BIO 101 (4), BIO 102 (4) General Biology 1 & 11. Integrated courses which explore basic concepts in the life sciences including structures, functions, and adaptations of the human species, animals, and plants. Special emphasis is placed on unifying principles in biology; including molecular, cellular, organismic, ecological, and evolutionary aspects. Lab work will be included (Lab fee). Biology 101 is a prerequisite for Biology 102.
- Bio 314 Experiments in Plant Tissue Culture (2) A procedural and historical examination of the use of plant cell and tissue culture under controlled laboratory conditions to study differentiation, organogenesis, and clonal proliferation of horticultural and agricultural plants. Prerequisites: BIO 204, 334, CHM 152. Lab fee.

The following new courses were approved in the Dept. of History and Political Science

- HIS 212 The United States in Vietnam. An investigation of the U.S. involvement in Vietnam from 1950 to 1975. Topics will include the motives for initial involvement, reasons for the escalation of U.S. assistance, the relationship of the Vietnam war to U.S. foreign policy in general, the process of foreign policy formulation in the American government, and the impact of the war on American domestic policy.

- PS 240 Asian Political Systems. A survey of the political institutions, parties, decision making systems, domestic and foreign policies of major Asian states. The course will ordinarily focus on Japan and the Peoples Republic of China

The following changes were approved for the Physics department:

Drop:

- PHY 311 General Physics 1-Mechanics
 PHY 312 General Physics 11- Heat, Electricity & Magnetism
 PHY 313 General Physics 111- Waves (Sound, Light, Matter)

Add:

- PHY 301, 302 General Physics 1,11 (4,4) By the application of calculus to the definitions, the fundamental principles of physics are simplified. Topics covered in this course include mechanics, heat, sound, electricity, magnetism, light, and nuclear physics. Prerequisite or concurrent registration: MTH 171 or equivalent. 3 hours lecture and 2 hour laboratory.
- CHM 200 Pharmacology (2) This course deals with the use of drugs in the management of medical disorders and clinical situations, presenting information about modern medications in a manner relevant to the needs of nurses. Course topics included drug standards and legislation; pharmaceutical preparation of drugs; administration of medicines; autonomic, cardiovascular, central nervous system, and psychotropic drugs; drug abuse; anesthetic agents, respiratory system drugs, histamines/and antihistamines; fluids-electrolytes and nutrients; diuretics, antimicrobial agents, chemotherapeutics, antiseptics, serums and vaccines, sex hormones, enzymes, and toxicology. Prerequisites; BIO 227 & 228, and CHM 140.

The following changes were approved for the Mathematics/Computer Science department:

The Computer Science program will be decreased from 46 hours to 37 hours. The major will require 24 semester hours of Computer Science and 13 semester hours of related Mathematics courses. Specifically the courses that will be required are CSC 101, 102, 303, 304, 305, 406, 407, 408, and MTH 171, 206 and 321.

"Introduction to" will be removed from the following titles:

- CSC 101 Computer Science 1
 CSC 102 Computer Science 11
 CSC 303 Computer Systems
 CSC 304 Computer Organization

CSC 305 Introduction to File Processing will be changed to:

- CSC 305 File Processing and Data Base Design (3). This course introduces the concepts and techniques of structuring data on secondary storage devices, file processing techniques, including sorting and retrieval of random and sequential records, database organization and design, using the hierarchical and relational models, and provides experience with a database management system. Prerequisite: CSC 102.

MTH 321 Discrete Structures will change from a 3 to 5 semester hour course.

MTH 321 Discrete Structures (5). A study of discrete mathematics and applied algebra, including logic, sets, proof techniques, relations, functions, partially ordered sets, graph theory, Boolean algebra, switching theory, finite state machines, formal languages and grammars, computability, groups, semi-groups, monoids, modular arithmetic, and number theory. Prerequisite: MTH 171.

The following changes were approved in the Fashion Marketing program.

New numbers only: no change in course title or content.

New Number	Old Number
BFM 171 Introduction to Fashion Marketing	BFM 101
BFM 172 Consumer Behavior in Fashion	BFM 102
BFM 173 Textiles	BFM 103
BFM 174 Merchandise Planning and Control	BFM 104
BFM 175 Non-apparel Fashion Marketing	BFM 212
BFM 176 History of Fashion	BFM 106
BFM 271 Fashion Merchandising: Principles and Techniques	BFM 105
BFM 272 Survey of Retail Operations	BFM 209
BFM 274 Survey of National Markets	BFM 214
BFM 276 Fashion Planning and Coordination	BFM 211

New title and new number with the same content.

BFM 275 Retail Sales Promotion & Advertising	BFM 213
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New title and number of credits. Reduction of credits from 6 to 3.

BFM 273 Work/Study Internship	BFM 207
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Cross listing of Art Department courses as listed below:

BFM 277—same as ART 208, Color Theory
 BFM 278—same as ART 218, Fashion Illustration
 BFM 377—same as ART 219, Fashion Photography

New courses, numbers, and descriptions:

BFM 279 Display Principles and Techniques (3). Introduction to modern display techniques, equipment, and materials. Basics of design and decoration for window and interior displays in department and specialty stores.

BFM 379 Special Topics in Fashion Marketing (3).

The following new courses were approved in the Business Administration Department.

BA 210 Survey of Economics (Economics for non-business majors) (3).
 A one semester survey of the major economic issues of the day and an introduction to the principles used for the analysis of these problems. The basic economic problem of how scarce resources should be used to meet human needs will be the central theme of this course.

BA 210 will serve as an alternative to the one-year sequence of micro-macro for non-business majors.

Finance:

BA 321 Commercial Banking Operation and Management (3). The relationship between business financial management and the commercial banking system. A survey and study of the administrative responsibility of bank managers and the general operations of commercial banks in regard to the business community and the individual, including organization, structure, and asset management. Also, a review of the business financial record as the commercial banking community views it. Prerequisite: BA 211, 212, 320.

BA 322 Financial Institutions (3). A study of the evaluation, functions, and practices of the many types of financial intermediaries, especially which have developed in the post World War II period and with the changing role of the Federal government. Prerequisite: BA 320.

Marketing:

BA 351 Marketing Information Sources & Research (3). An introduction to the various sources of data and information employed in planning and operating a marketing and sales program. Defining markets in terms of potential customers and geographic areas are examined. Consumer behavior and preferences data collection systems and industrial data are reviewed. Methods of market and marketing research are developed. Prerequisite: BA 350.

BA 352 Sales Policy and Management (3). An examination of the organization of the sales effort and of functions of salesmen and sales managers (including all echelons from the general marketing managers to the territory salesman). Problem areas such as sales department organization, recruitment and training, motivation, supervision, and goal setting are reviewed. Prerequisite: BA 350.

MBA Accounting Management:

MBA 512 Cost Accounting & Budgeting (3). Concepts of cost determination, reporting, and control applied to manufacturing operations. Emphasis is placed upon job order and process cost accounting systems. Also objectives and methods of preparing coordinated and flexible budgets for business planning and control purposes will be covered.

MBA 513 Advanced Accounting (3). Specialized topics in advanced financial accounting: consolidations, mergers, partnership liquidations, consignments, installment sales, estates, and trusts.

MBA 514 Auditing (3). Theory and application of generally accepted auditing standards and procedures used by independent public accountants. Responsibilities and ethics of the CPA as well as practical problems are examined.

MBA Management:

- MBA 542 Socio-Political Environment of Business (3). A study of the social issues and the legal constraints facing management in the modern industrial society. An examination of regulatory function of government as it affects management decisions, public policy versus business policy, and when it is congruent to business policy. Emerging issues which relate to public issues, taxation, environmental, working environments, the corporation as a good neighbor.
- MBA 546 Managerial Problem Solving (3). This course explores the many faceted arena of problem solving by focusing on problem descriptions, sorting out causal factors, developing and evaluating alternatives, assessing associated risks, and determining most viable choices. Both individual and small group experiences are included as well as samples from the spectrum of problem solving strategies and techniques. Students will use basic statistical tools (brainstorming, parito diagram, etc), the structured technique of cause and effect diagraming, creative problem solving through synectics, and the more formal process skills of contemporary approaches. The practicum nature of the course results in skills which are immediately transferable to the workplace.
- MBA 548 Leadership in Structured Situations (3). Designed to develop understanding of the function and the context of the leadership role in formal organizations through the examination of leadership research and theories of leadership effectiveness. The various bases for exercising influence and the situational factors affecting leadership. Emphasis on understanding the leadership function as well as developing thinking and action capabilities for improving leadership effectiveness.

MBA Marketing:

- MBA 552 Marketing Information and Research (3). A study of the various sources of information essential to managing the marketing function. A study and review of the various methodologies in securing marketing information. Evaluating primary and secondary sources of information and data. Survey techniques and construction of research instruments. Presentation of research findings.
- MBA 553 Marketing Communications Management and Policy (3). A study of the various communication systems available to the marketing manager. An analysis of print advertising, electronic advertising, promotions, collateral materials, catalogue development, direct response systems, couponing, etc. Also, budgeting and controlling marketing communications will be discussed. Integrating the communications functions with the sales department and other areas of the firm will be discussed.
- MBA 555 Product Management and Product Development (3). A review and study of the product management system, the role of the product manager in the firm and the interfaces required with other areas. The application of strategy models to product management, monitoring, tracking, updating, etc. The developing of new products will be analyzed with methods of evaluation, new venture teams, the pre-entry planning phase, budgeting, and decision trains. Class will develop new product concept.

MBA 556 Industrial Marketing (3). A study of the unique aspects of operating a marketing program in the industrial market. Case histories will be employed. Data sources and market analysis of industrial markets. The industrial marketing department functions and relations with the sales organization.

MBA 558 Management of the Sales Organization (3). An analysis of the organization of the selling function, staffing, training, budgeting, selection, evaluation, setting goals, competitive situation analysis, motivation. Types of organizations applicable to sales function, types of compensation, ranking of sales personnel, etc.

MBA International Business:

MBA 573 International Accounting Systems (3). This course focuses on the international dimensions of accounting. The comparative practices in accounting are reviewed, foreign currency translation, financial reporting and disclosure, analyzing foreign financial statements, international credit environment, transfer pricing and international taxation.

MBA 575 International Business Communications (3). A review and study of advertising and promotion in international scene. The problems of translating marketing ideas and concepts into promotional materials for use in foreign business environments. Review of media, measurement of communication effectiveness. Study of interpersonal communications for business in various cultures.

MBA Small Business Management:

MBA 560 Small Business Management (3). An examination of principles and methods in the operation of a small business. Emphasis is placed on the small business in planning, controlling, financing and managing operations. The problems of starting up new enterprises is considered as well as preparing the management for multiple responsibilities in operating the business.

MBA 561 Accounting Practice for Small Business (3). Concentration of the accounting functions as unique to the small enterprise. Setting up a basic system to begin control and to prepare reporting systems for external use and for required agencies.

MBA 562 Financing for Small Business (3). Sources of capital, use of banking resources, sources of financial consul and assistance. The roll of the government (federal, state and local) in providing assistance in funding small business. Methods of financial analysis and control are also considered.

MBA 563 Small Business and the Law (3). Review of forms of business enterprise with emphasis on new businesses, private and public company structures. The federal role in governing small business operations. Rules and regulations required by government agencies at all levels from licensing, registering, etc.

MBA 565 Marketing Practices for Small Business (3). Developing the marketing plan for a small business, Forms of sales organizations and compensation, gathering marketing intelligence, defining markets, selecting distribution systems, pricing, product service, etc.

- MBA 566 Personnel Management for Small Business (3). The practice and theory of organizing the human resources of a firm. Developing position definitions, manning tables, standard practices, etc. Evaluation of performance, motivation, training, etc.
- MBA 567 The Government and Small Business Relations (3). The role of government in promoting and regulating business. The Small Business Administration program. Regulatory areas affecting small business. Organizations of business to represent business with government. State and local government relations.
- MBA 568 Entrepeneursip (3). The role of the innovator in business. Methods of starting a business; reasons, logic and problems in starting new business. Invention and patent protection for new ideas, methods of funding interested parties to commercialize new ideas and products.

Motion was made, seconded and passed to table the American Studies proposal until the next EPC meeting.

Discussion was held concerning the problem of extra curricular activities that are scheduled during the week of finals. It was agreed to send the issue to the Divisions.

Motion was made, seconded and passed to suspend the offer of the Colloquium pending a new General Education Committee.

Approved:

Ed Balog

Submitted:

Helen Mayden