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1987

## Lindenwood College Faculty Meeting Minutes, 1987-1988

Lindenwood College

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*John Nichols*

FACULTY MEETING  
WEDNESDAY, SEPTEMBER 2, 1987  
2:00 p.m.  
YOUNG 111

AGENDA

1. Approval of Minutes of May 6, 1987
2. Introduction of New Faculty and Staff
3. Report of the President - Dr. Spainhower
4. Organization of Faculty
  - a. time and place of meetings
  - b. election of secretary
  - c. election of Athletic Committee member
5. Report of the Dean of Faculty - Dr. Keck
6. Report of EPC - Dr. Balog
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment

Lindenwood College  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of Lindenwood College  
May 6, 1987

The regular meeting of the Faculty of Lindenwood College was held Wednesday, May 6, 1987, at 2:00 p.m. in the Cardinal Room. Dr. Daniel Keck presided.

The minutes of April 1, 1987, were approved as distributed.

Report of the Dean of Faculty

Dr. Keck announced the resignation of Miriam King-Watts as Dean of Admissions. He stated that the responsibilities for traditional and adult recruitment and admissions will be divided and no longer be handled by one person. The selection committee, which will include three faculty members and three administrators, will be looking for an experienced professional for each of these areas. Dr. Keck will serve in the interim as supervisor for admissions.

Dr. Taich will assume responsibility for adult and corporate recruitment as well as the Saturday Campus and Graduate programs.

With the endorsement of the Department of Business Administration, Dr. James Swift will serve as Acting Chairperson of that department while Dr. Prell is on a year's leave of absence. Dr. Swift will retain his position in the Office of Research and Planning.

Dr. Allen Schwab will be assuming additional responsibilities and will have the title Dean of the Undergraduate College.

Committee Elections

The results of the election of committee members are as follows:

Faculty Council - Rao Ayyagari, Jim Swift  
EPC -John Bornmann  
Academic Resources - John Dooley, Jeanne Donovan, Nancy Polette  
Special Terms - John Dooley, Solon Chervitz, Jim Hood  
Admissions and Financial Aid - Diane Denney  
Lectures and Concerts - Groff Bittner, Niki Juncker  
Athletic Committee - Wanita Zumbrunnen  
Academic Grievance - Daryl Anderson, Edith Graber  
Faculty/Board Liaison - Jim Hood  
College Judicial Board - Bill Tietjen, Jim Feely, Bob Hulett  
College Life Advisory Council - Jean Fields, Jan Czapla  
General Education Review Committee - Daryl Anderson, Dean Eckert, Jeanne Donovan

Report of Faculty Council

Dr. Donovan moved the adoption of an amendment to the By-laws that would add the All-College Reading List to the Lectures, Concerts, and Special Events Committee. The motion was seconded and carried.

Dr. Donovan moved the adoption of a proposed change in the By-laws concerning Sabbaticals. The motion was seconded and carried.

(Copies of these two proposals are attached to the agenda and are a part of the official minutes.)

Report of EPC

On behalf of EPC, Dr. Balog moved that Dr. Mary Talbot be awarded an honorary doctorate at this year's commencement. The motion was seconded and carried.

On behalf of EPC, Dr. Balog moved that the College no longer offer Associate degrees. The motion was seconded and carried.

New Business

Sally Sears presented the list of graduating seniors for faculty approval. Motion was made, seconded, and carried to approve the list.

John Wehmer will be on sabbatical during the fall semester. John Bornmann will accept the duties of faculty treasurer during this period.

Respectfully submitted by Helen Mayden

Approved by Jim Feely

Educational Policies Committee Minutes

August 27, 1987

Present: Jan Czapla, Sally Sears, Jim Hood, Dan Keck, John Nichols, Jim Wilson, Allen Schwab, Ed Balog

Discussion was held concerning two requests for permission to transfer back to Lindenwood more than six hours of credit from another institution.

Motion was made, seconded, and carried to approved to petition of Virginia Roland to transfer back 9 hours of credit.

Motion was made, seconded, and carried to approve the petition of Mary Fassero to transfer back to Lindenwood three courses from another institution.

The following Committee appointments were made:

Special Terms - Jim Hood  
Academic Resources - Jim Hood  
Academic Standards - Ed Balog  
General Education Review Committee - Solon Chervitz

Dr. Keck presented a proposal from the Athletic Department for an Athletic Training course. Considerable discussion was held but there was no motion.

Dr. Keck presented for clarification the issue of pass/fail grades on transcripts for credit gained by proficiency exam. Motion was made, seconded, and passed that a P would be posted on the transcript for exams that were taken with a grade of C or better. Nothing would be posted on transcripts for failed exams.

Discussion was held concerning the fees or charges for proficiency exams. Dr. Keck will examine the issue and will report back to the committee with recommendations.

Dr. Keck presented a list of academic policy exemptions and recommendations for the individual or committee responsible for their approval to be placed on the next meeting agenda.

Dr. Schwab submitted a proposal for class promotion guidelines tied cumulative GPA to be placed on the next meeting agenda.

Dr. Balog was elected EPC chair by acclamation. Another chair will be elected for the spring while Dr. Balog is on sabbatical.

It was agreed that EPC will meet the third Wednesday of every month at 2:00 p.m. in Young 317.

Approved:

Ed Balog

Submitted:

Helen Mayden

Educational Policies Committee Minutes

Special Meeting - April 29, 1987

Present: Ed Balog, Ann Canale, Sally Sears, Jim Wilson, Moheb Nasr, Dan Keck, Arlene Taich, Audrey Meyer, Jim Hood, Allen Schwab

The Committee considered the petition of Frank Krieg to transfer back to Lindenwood 15 hours of coursework from another institution. After considerable discussion, motion was made to leave the matter with Dr. Keck who will examine Mr. Krieg's transcript and make a decision.

Discussion was held concerning the petition of Ramona Williams for an extension of an incomplete. Sally Sears reported that the grade of F on Ms. Williams transcript was the grade given to the student by the instructor and that she had not applied for an Incomplete.

Ann Canale requested that Magazine Writing, presently listed as MC 370, be added to the English course listing. It will be cross-listed with Communications. She also requested that Magazine Writing and Short Fiction course numbers be in sequence.

Approved:

Submitted:

Ed Balog

Helen Mayden

*John Nichols*

FACULTY MEETING  
WEDNESDAY, OCTOBER 7, 1987  
2:00 p.m.  
YOUNG 111

AGENDA

1. Approval of Minutes of September 2, 1987
2. Report of the President - Dr. Spainhower
3. Report of the Dean of Faculty - Dr. Keck
4. Report of Faculty Council - Dr. Zumbrunnen
5. Unfinished Business
6. New Business
7. Announcements
8. Adjournment

Lindenwood College  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of Lindenwood College  
September 2, 1987

The regular meeting of the Faculty of Lindenwood College was held Wednesday, September 2, 1987, at 2:00 p.m. in Young 111. Dr. Daniel Keck presided.

The minutes of May 6, 1987, were approved as distributed.

Dr. Keck introduced the new members of the faculty and staff. Dr. Daniel Alkofer has been appointed Chairperson of Performing Arts. Mr. Gregg Hillmar, Assistant Professor of Performing Arts, will serve as Designer and Technical Director. Ms. Suzanne Mills, who has served in a visiting capacity for the past two years, has been appointed Assistant Professor of Performing Arts. Ms. Marcia Guckes, who also has held a visiting position for the past year, has been appointed Assistant Professor of Communications. Ms. Martha Hasting has been appointed Assistant Professor of Mathematics.

Ed Ruhlman will be filling in for Art Prell while Dr. Prell is on leave. Mr. Ruhlman has been teaching part-time at Lindenwood for the past several years. Dr. Alan Meyers will serve as an adjunct instructor in the Philosophy department this fall and will be teaching World Religions and Contemporary Ethical Issues.

There have been three administrative appointments. Mr. Peter Pitts is the Director of Admissions for the Day College and Ms. Marsha Parker is the Director of Admissions for Evening and Corporate Programs. Ms. Maggie Kracke is the new Director of Off-Campus Centers.

Report of the President

Dr. Spainhower welcomed the faculty to Lindenwood's 160th year and stated that he looked forward to the coming year with great anticipation. He said that he had no announcements or introductions of new administrators and that it was very good to have some longevity in that area.

Dr. Spainhower reported that the College has had over \$1,000,000 in gifts this past year. The goal is to raise another million this year. The alum percentage has continued to increase from 5% in 1982 to 45% this year which is indicative of the depth of commitment.

Dr. Spainhower continued his report by listing some of the physical improvements that are in progress. The window frames in Butler, Ayres, and Roemer are being painted. The lower patio next to the Student Center has been completed and tables and chairs are in place. There will be an upper patio as well. The total cost will be \$15,000.



Faculty Minutes - September 2, 1987

Report of The President continued:

The radio power increase will be completed by the middle of September or the first of October. The KCLC Board of Control has been instituted; its purpose is to be of help to Mr. Wilson.

Two new vans have been ordered. They will be used for field trips, choral group appearances, and athletic teams' away games.

The renovation of the dining hall is a gift from Jane Shotts and two other persons who wish to remain anonymous. The small dining room, which may be called the 1827 room, the Legacy Room, and the larger room, which was called the Cardinal Room, but may now be named the Heritage Room, all have new carpet. The larger room will also have new light fixtures. A committee is considering names for the rooms.

Other improvements include a new cooling tower for Young Hall, and the stadium seats have been repainted. The men and women soccer teams are responsible for the painting work done on the stadium.

Turning to finances, Dr. Spainhower reported that there was a year-end balance of \$56,000. He stated that the financial situation has improved but that enrollment is down. Although the number of residential students is almost the same as last year, the number of new students is down considerably.

Dr. Spainhower reported correspondence from North Central confirmed definite accreditation until 1994.

The best thing that has happened to Lindenwood for a long while, Dr. Spainhower stated, is the arrival of Dan Keck. He continued by stating that he is pleased with Mansion House/Westport under the direction of Arlene Taich, that she is doing a good job, and that he expects long-term benefits from the quarter system.

Under the direction of Richard Wier, a policy concerning sexual harassment has been written.

The new Employee Handbook should be ready for distribution in the next couple of weeks.

Lindenwood has a new logo. Guidelines for the use of the logo will be issued soon.

Dr. Spainhower concluded by speaking of Lindenwood's future. He stated that we are here to help students learn to learn and we have the able and dedicated faculty to achieve that goal. We are on the verge of regaining financial stability, but this next year must be good in admissions.

Faculty Minutes - September 2, 1987

Organization of the Faculty

Motion was made, seconded, and passed that the time and place of the faculty meetings will remain the same as last year: 2:00 p.m., the first Wednesday of every month, in Young 111.

Jim Feely was elected Faculty Secretary by acclamation.

John Dooley was elected to the Athletic Committee.

Dr. John Bornmann presented the Treasurer's report. The expenses for the year were \$200.51 and \$205.00 were received in dues. Motion was made, seconded, and carried that the yearly dues remain at \$5.00.

Report of the Dean of Faculty

Dr. Keck reported that the new Employee Handbook will be published soon. There will be a number of sections, and it will take the place of or encompass the material in the Faculty Manual.

There will also be an Academic Administrative Calendar published soon.

Dr. Keck reported that, had there been the hoped-for number of freshmen this fall, there would not have been enough places in classes. He added that there will need to be new projections for classes next year based on the hoped-for 225 new students.

Dr. Keck spoke briefly on the policies pertaining to incompletes and grade changes. He stated that although he signed all that came through the office this first year, he signed some of them reluctantly. Dr. Allen Schwab and Dr. Arlene Taich will be signing these forms in the future. It is Dr. Keck's intention to instruct them that the stated policy must be followed. In the case of incompletes, they should be granted only for exceptional reasons beyond the student's control. The question was asked whether this policy is too rigid? Dr. Keck replied that if the faculty felt this was so, then, the matter needed to be taken to the Educational Policies Committee. In the case of questionable grade changes, Dr. Keck stated that those were fewer in number than the incompletes. He continued by saying that, although he was fully cognizant of the rights of the faculty as well as the dean in terms of grade changes, a clear policy protects the faculty member.

Lindenwood will be hosting a two-day regional workshop in late October for the National Endowment for the Humanities. A Wednesday afternoon workshop will be exclusively for the Lindenwood faculty. Colleges and universities within a 300-350 mile radius will be sending representatives to a Thursday day-long workshop.

Faculty Minutes - September 2, 1987

Dr. Keck extended a welcome back to Mike Castro from his sabbatical; to Liz Ammann from her semester away; to Edith Graber, Ann Canale, and Hans Levi from their trips to China, Germany, and Egypt. He extended congratulations to Bill Tietjen on his marriage, to Ed Balog and Katherine Logsdon on their new baby, and to Nancy Polette on the success of her workshops around the country. Dr. Keck commended Jim Wilson for his diligent work on the power increase for the radio station. Jan McMahon received congratulations and was commended for the expertise that has resulted in her being named coordinator for the new edition of Current Psychotherapies by F. E. Peacock. Her work will involve the analysis of each chapter, as submitted by top psychologists around the country, to aid in clarity, accuracy, and appropriateness.

Dr. McMahon pointed out that Dr. Evans also deserved recognition for the 400 page test item bank that Dr. Evans is creating for an Introductory Psychology text book that is being published by Prentiss Hall.

Announcements

The Faculty Support Committee of the Board of Overseers is interested in compiling a brochure listing faculty interested in serving as consultants to various corporations. The May company will print the brochures. A blank form will be forwarded to those faculty who have not yet responded as to whether or not they wish to be listed in this brochure.

Dr. Allen Schwab announced that the deadline is September 30 for nominations of outstanding students for Who's Who's.

The Lectures and Concerts Committee and the LSG will sponsor a presentation by Mayor Grace Nichols on October 7.

Dr. Ann Canale asked that faculty remind those students who need help to call the CAP Center to arrange for a peer tutor.

John Nichols reported that a book written by Lindenwood graduate Madeena Spray Nolan, titled "The Burning Ground," is available at the Bookstore.

Approved:

Submitted:

Jim Feely

Helen Mayden

Educational Policies Committee Minutes

September 15, 1987

Present: Jim Hood, Solon Chervitz, Allen Schwab, Jan Czapla, Dan Keck, Ed Balog, John Nichols, Sally Sears, Jim Wilson, Doug Hoggatt, Candace Kilpatrick

Discussion was held concerning clarification of the responsibility for approval of policy exemptions and related matters. (A list of responsibilities was distributed with the August 27 agenda.) John Nichols asked who decides which transfer courses are acceptable in terms of general education requirements. Dr. Keck replied that certain guidelines are established by the divisions and departments. If a student wishes to appeal the nontransfer of a particular course, the student contacts Dr. Keck, who in turn consults with the division. Dr. Keck noted that the list under consideration by EPC deals with the clarification of responsibility and not with policy.

Dr. Balog stated that it was important to emphasize "prior" in numbers 2, 3, 4, 5, 6, and 12 of the list of responsibilities. Dr. Keck said that the various approval forms give particular steps for completion.

Motion was made, seconded, and carried for adoption of the list as policy clarification.

Dr. Schwab presented for consideration the adoption of minimal cumulative GPAs for undergraduate class promotion. After discussion, Dr. Schwab moved to table the proposal until he could consult with Larry Sackman for information as to how this proposal would fit in with federal guidelines for students receiving financial aid. The motion was seconded and carried.

John Bornmann was appointed to represent EPC on the Special Terms Committee.

In response to a request for policy clarification, it was stated that recommendations and policy decisions made by the General Education Review Committee will come through EPC before being presented to the faculty.

Jim Wilson stated the need for courses to be scheduled into the approved class time slots. He noted that one class for spring is scheduled over the lunch hour on Tuesdays and Thursdays. Dr. Keck stated that he would take responsibility for reviewing this matter and discussing it with the departments chairs.

Approved:

Submitted:

Ed Balog

Helen Mayden

## REPORT FROM THE FACULTY COUNCIL

The Faculty Council has assumed the responsibility of deciding whether or not to continue the process of selecting a Professor or Lecturer of the year.

MOTION: To continue a Faculty Lecture Program according to the following guidelines:

- That there be three speakers each year  
(one elected from each division),
- that the public be invited to the presentation,
- that a stipend be given (to be divided three ways),
- that the committee work with the All-College Reading List Committee to coordinate the events, and
- that the lecturers speak on a common theme.

The council also suggests that, since this is Lindenwood's 160th year, the theme could be one of the major intellectual events which have taken place during that period of time. An example is the Darwinian theory of evolution and the impact that the theory has had on the disciplines represented by each of the three lecturers.

*John Nichols*

FACULTY MEETING  
WEDNESDAY, NOVEMBER 4, 1987  
2:00 P.M.  
YOUNG 111

AGENDA

1. Approval of Minutes of October 7, 1987
2. Report of the President - Dr. Spainhower
3. Report of the Dean of Faculty - Dr. Keck
4. Report of Faculty Council - Dr. Zumbrunnen
5. Report of EPC - Dr. Balog
6. Unfinished Business
7. New Business  
Election of faculty member to the  
Budget Review Committee
8. Announcements
9. Adjournment

Lindenwood College  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of Lindenwood College  
October 7, 1987

The regular meeting of the Faculty of Lindenwood College was held Wednesday, October 7, 1987, at 2:00 p.m. in Young 111. Dr. Daniel Keck presided.

The minutes of September 2, 1987, were approved as distributed.

Report of the President

Dr. Spainhower announced that Alumni Weekend is October 16 and 17. He invited all of the faculty to participate in the activities. He said that he especially hoped that they would attend the luncheon at noon on Saturday. Dr. Spainhower will be the speaker and he plans to talk about the future of the college.

Report of the Dean of Faculty

Dr. Keck addressed the faculty on the subject of the academic program at Lindenwood. His remarks included his observations about the current academic program, the principles which he believed should guide the future development of the academic program, strategic planning in the academic area, and objectives for 1987-88. In response to a question, Dr. Keck indicated a willingness to meet with each of the divisions to discuss any aspect of his remarks and to answer any questions.

Report of Faculty Council

Dr. Zumbrunnen, on behalf of Faculty Council, moved that the Faculty Lectureship continue as outlined in the proposal attached to the agenda. The motion was seconded. It was suggested that three lecturers would be too much like the Faculty Forums and would diminish the program. The question was asked whether the mechanics were in place to implement the program. Motion was made and seconded to amend the proposal to one or more lecturers. Motion was made and passed to table the proposal until a more concrete and specific proposal could be prepared. There was no specific time attached to the revision of the proposal.

New Business

Dr. Eckert listed the members of the General Education Review Committee and stated that one of the items on the committee's agenda was to review proposals for the second course in the cross-cultural sequence. The proposals will then go to the Educational Policies Committee.

Announcements

Dr. Keck reminded the faculty that October 15 is the deadline for sabbatical requests for 1988-89.

Dr. Keck outlined the schedule for the National Endowment for the Humanities Workshop. He invited faculty from all disciplines to attend. He said that Lindenwood would underwrite the cost of the October 22 luncheon for fifteen faculty members who would be willing to act as unofficial hosts.

William Tietjen thanked the faculty for the wedding present given to him and Mrs. Tietjen.

Approved:

Submitted:

Jim Feely

Helen Mayden



Educational Policies Committee Minutes

October 21, 1987

Present: Jim Hood, John Bornmann, Sally Sears, Doug Hoggatt, Candace Kilpatrick, Ed Balog, Jan Czapla, Jim Wilson, Solon Chervitz, Dan Keck, Allen Schwab, Dominic Soda, Arlene Taich

Sally Sears asked for EPC approval of a form to be used for contract degrees. She also provided a set of guidelines. Dr. Balog suggested that the guidelines needed to contain a stronger disclaimer statement. It was the consensus of the Committee that contract degrees should continue to be offered with the stronger disclaimer statement included in the catalog description.

Sally Sears ask for clarification concerning Clep testing and whether such tests could fulfill a general education requirement. It was agreed that any decision should be deferred until the Registrar orders copies of all the tests that could be used for Lindenwood courses and these tests are reviewed by the appropriate departments. It was suggested that Ms. Sears put together an evaluation sheet to be used by those reviewing the tests.

After discussion, motion was made, seconded, and passed that the schedule for summer 1988 would be one 8 week day session and one 8 week evening session, both to begin June 13 and end August 5.

Motion was made, seconded, and passed to approve the following proposal:

That in some instances, the Dean of Evening and Corporate Programs, with the approval of the appropriate department chairperson, has the authority to offer one or more courses to the employees of a particular corporation or organization. A description of the course, including title, credit hours, and description, must be submitted to the EPC and the Registrar's Office.

Motion was made, seconded, and passed on the following policy for internships:

1. Junior standing, with 3.0 cumulative G.P.A. *3.0 IN THE MAJOR IF THE INTERNSHIP*
2. departments may have additional requirements
3. Junior standing with 3.0 cumulative G.P.A. may be waived in some instances in which an internship is required for the student's major

Extensions of incompletes in BA 322, BA 419, and BA 439 was approved for James Lands.

Motion was made, seconded, and passed to approve Pat Lawlor's petition to transfer back twelve hours of credit.

Motion was made, seconded, and passed to deny the petition of Katherine Fatooh that her transfer grades not be included in her G.P.A.

Approved:

Submitted:

Ed Balog

Helen Mayden

*John Nichols*

FACULTY MEETING  
WEDNESDAY, DECEMBER 2, 1987  
2:00 P.M.  
YOUNG 111

AGENDA

1. Approval of Minutes of November 4, 1987
2. Report of the President - Dr. Spainhower
3. Report of the Dean of Faculty - Dr. Keck
4. Unfinished Business
5. New Business  
Election of replacement for Ed Balog on the  
Educational Policies Committee, Spring Semester 1987
6. Announcements
7. Adjournment

Lindenwood College  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of Lindenwood College  
November 4, 1987

The regular meeting of the Faculty of Lindenwood College was held Wednesday, November 4, 1987, at 2:00 P.M. in Young 111. Dr. Daniel Keck presided.

The minutes of October 7, 1987, were approved as distributed.

Report of the President

Dr. Spainhower reported that the Insurance Committee hoped to have a definite proposal soon.

Dr. Spainhower gave a report on the state of the College. After a brief outline of the financial status of the College, he cited the need for keeping within the budget and the need for continuing efforts toward increased enrollment. He concluded by stating that he believes in the future of Lindenwood and that the College is on the path that it needs to follow.

Report of the Dean of Faculty

As a footnote to the Report of the President, Dr. Keck stated that he believes strongly that admissions is an institutional responsibility. He expressed confidence in the admissions staff and pledged full support of their efforts.

Dr. Keck reported that he had met with the Science Division as a follow-up to his October 7 report to the faculty on the academic program. He cited the need to move expeditiously in consideration and approval of any new programs but emphasized that decisions should not be made in haste.

Report of the Director of Admissions, Day College

Mr. Pitts reported on the goals of the Admissions Office for Day College. He stated that a quantitative goal was to recruit 225 new full-time students for the Fall of 1988, then, an additional 25 new full-time students each year. The two qualitative goals he listed were to continue to recruit students with above average ACT's, class ranks, and G.P.A.'s, and to seek more geographical diversification by recruiting students from states not currently represented on campus.

Mr. Pitts said that the best way that faculty could help in admissions efforts was to take ten or fifteen minutes to visit with prospective students when they come on campus. Another way is to speak at high schools. If any faculty are interested in doing this they should contact his office. A third example of faculty involvement listed by Mr. Pitts is for department chairs to write letters to interested students. He said that if the departments would provide a standard letter, admissions would then generate personalized letters to the prospective students.

### Report of Faculty Council

Dr. Zumbrunnen reported that Faculty Council has voted on two issues regarding the faculty lectureship. First, ballots will be circulated to the members of the Council to elect a lecturer for this year. Second, a survey form will be distributed to the faculty regarding procedures for future years.

### Report of EPC

Dr. Balog reported that a correction should be made to the EPC minutes of October 21, 1987. The policy on internships should include the requirement of a 3.0 G.P.A. in the student's major, when the internship is in the student's major.

### New Business

Bob Hulett was elected to serve as a faculty representative on the Budget Review Committee.

Dr. Balog presented the following resolution for approval:

The Lindenwood College faculty affirms its support of the application of the Lindenwood Student Government to participate in the Citizen' Exchange Council's student exchange program with a Soviet university.

Motion was made, seconded, and passed to approve the resolution.

Alan Shiller reported that evening students are requesting that buildings be left open and the lights left on later in the evening.

Copies of the new catalog and the viewbook were provided to the faculty. Dr. Keck asked that the faculty contact his office to report any errors or any suggestions regarding the format.

Dr. Alkofer reported that there will be four Madrigal Dinners this year.

Dr. Spainhower reported that the College has purchased two new vans. He encouraged the departments to make use of the vans for college business such as field trips, etc.

Approved:

Submitted:

Jim Feely

Helen Mayden

## Educational Policies Committee Minutes

November 16, 1987

Present: Jim Hood, John Bornmann, Sally Sears, Doug Hoggatt, Candace Kilpatrick, Ed Balog, Jim Wilson, Solon Chervitz, Dan Keck, Allen Schwab, Dominic Soda, Arlene Taich

Ed Balog reported that Faculty Council had requested EPC to review three of its subcommittees (Academic Standards, Academic Resources, and Special Terms) and to make recommendations concerning their continuation and/or changes in their duties. After discussion, a motion was made, seconded, and passed to recommend to the Faculty Council the removal of the Academic Standards, Academic Resources, and Special Terms Committees as subcommittees of EPC.

Ed Balog reported that the General Education Review Committee had recommended the approval of seven courses as second courses in the cross cultural sequence in Modern Asia. A motion was made, seconded, and passed to approve the following courses, recommended by the General Education Review Committee, to fulfill the second course requirement in the cross cultural sequence in Modern Asia:

- ANT 205 Cultures of South and Southeast Asia (3 hrs)
- ANT 234 Islamic Societies and Modernization (3 hrs)
- ART 264 Art and Culture of Japan (3 hrs)
- COM 331 Intercultural Communication: U.S. and Japan (3 hrs)
- PS 240 Asian Politics (3 hrs)
- SOC 340 Current Topics in Sociology - China (3 hrs)
- TA 360 Traditional Drama of Asia (3 hrs)

Dan Keck requested clarification concerning the issue of whether Department or Division Chairpersons have the responsibility for determining transfer equivalencies for general education requirements. A motion was made, seconded, and passed to clarify this issue as follows: transfer equivalencies for Lindenwood general education courses with departmental course designations are to be determined by the appropriate Department Chairperson and those with division or college course designations are to be determined by the appropriate Division Chairperson.

Dan Keck reported that the 1987-88 General Education Committee had voted to request that EPC review the following issues:

1. The minimum number of hours required for graduation,
2. The minimum number of 300/400 level hours required for graduation and
3. The maximum number of hours in a major that can be counted toward the minimum number of hours required for graduation.

A motion was made, seconded, and passed to refer these issues to the Academic Standards Committee.

Dan Keck distributed data concerning enrollment in the eight week evening classes in the 1987 Summer Session.

The date and time for the December meeting were tentatively set for 3:30 p.m. on Wednesday, December 16.

Approved:

Submitted:

Ed Balog

Dan Keck

## FACULTY COUNCIL REPORT ON FACULTY LECTURESHIP SURVEY

The following are the results of the survey distributed at the November Faculty Meeting:

A Faculty Lectureship supported by a stipend is favored.

The Faculty Lectureship should have a flexible format allowing for both individual participants selecting his/her own topic or a group of faculty lecturing on a general theme.

A committee composed of representatives from the Faculty Council and the Lectures and Concerts Committee should select, in the preceding Spring, either an individual or a group proposal for the following year.

The theme of the lecture should not be tied to the All College Reading material.

The Lectures and Concerts Committee should implement and promote the Faculty Lectureship.

**FACULTY MEETING**  
Wednesday, February 3, 1988  
2:00 p.m.  
Young 111

AGENDA

1. Approval of Minutes of December 2, 1987
2. Report of the President - Dr. Spainhower
3. Report of the Dean of Faculty - Dr. Keck
4. Report of Faculty Council - Dr. Zumbrunnen
5. Report of EPC - Dr. Hood
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

LARRY HOOD - SACHS ENERGY



Lindenwood College  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of Lindenwood College  
December 2, 1987

The regular meeting of the Faculty of Lindenwood College was held Wednesday, December 2, 1987, at 2:00 P.M. in Young 111. Dr. Daniel Keck presided.

The minutes of November 4, 1987, were approved as distributed.

Report of the President

Dr. Spainhower reported that the Alumni Board, the Board of Directors, and the Board of Overseers will be meeting in December to plan the launching of a fundraising campaign.

Dr. Spainhower complimented the Performing Arts Department on their production of the "Christmas Carol."

Dr. Spainhower stated that he wished to convey to the students the gratitude of the College for their taking over the planning and the financing of the Christmas Walk.

Report of the Dean of Faculty

Election was held for a replacement for Dr. Balog on the Educational Policies Committee while he is on sabbatical leave. Dr. Jeanne Donovan was elected at large to represent the Social Science Division.

New Business

Dr. James Hood moved that the faculty adopt the following resolutions:

1. We remember with gratitude and affection the twenty-seven years of faithful service given to Lindenwood by Thomas William Doherty. His unassuming manner and cheerful countenance enriched our lives and those of generations of students. We extend our sympathy and affection to Christiane and Anne-Claire and Daniel and their families. We assure them of our continued memory of Bill and his contributions to our common life.
2. The Lindenwood faculty and administration remember with love and affection the long years of service to this college by Lula Clayton Beale. Her work and her presence here enlivened and enriched our lives and those of the countless students who were here. We extend our sympathy to Mary Lichliter and assure her that she and Lula Clayton are in our memories and prayers.

The Employee Handbook, with the Faculty Bylaws and Constitution incorporated, are available in Adranna Stapleton's office.

Jim Wilson stated that there had been some reports of interference due to the increase of power at the radio station. He asked that anyone experiencing this kind of difficulty contact him. In some cases there are filters available that can alleviate the problem.

Approved by Jim Feely

Submitted by Helen Mayden

## EDUCATIONAL POLICIES COMMITTEE

January 20, 1988

Present: Solon Chervitz, Jim Hood, Jim Wilson, Allen Schwab, Sally Sears, Jeanne Donovan, Arlene Taich, Jan Czaplá, Dan Keck, Dominic Soda

Jim Hood was elected to serve as Chairperson of EPC until Fall 1988.

John Bornmann was elected to serve as the EPC representative to the Academic Standards Committee.

A motion was made, seconded, and passed to list the introductory cross cultural courses in the catalog and the schedule as Cross-cultural Studies: Asia and Cross-cultural Studies: Europe.

A motion was made, seconded, and passed to approve the following courses as fulfilling the second cross cultural course requirement in the Europe sequence:

- ART 354 - Nineteenth Century Art
- ART 361 - Twentieth Century Art
- ENG 335 - Modern Drama
- ENG 348 - Anti-Theatre in Earlier Twentieth Century Drama
- ENG 337 - Russian Authors
- HIS 212 - History of Russia II
- HIS 334 - Twentieth Century Europe
- PS 211 - Comparative Politics I
- PS 212 - Comparative Politics II

A motion was made and seconded to accept the recommendation of the General Education Review Committee that, beginning with the Spring Quarter, LCIE return to the pre-1987 general education requirements until the newly formed committee examining certain aspects of the relationship of LCIE to the rest of the institution can finish its deliberations and make recommendations. The motion was defeated.

A motion was made and seconded to accept the recommendation of the General Education Review Committee concerning transfer equivalencies for general education courses (see attached). The Committee agreed to the addition of the option of a one semester course in World History as an acceptable equivalent for Human Community. With that one change, the recommendation was adopted.

Dominic Soda raised the issue of extending the period during which a student could withdraw from a course without penalty. Allen Schwab stated that a related issue was the College's policy on incompletes. The Committee agreed to place these items on the agenda of its February meeting.

Several concerns about the academic calendar were shared but no action taken.

Approved:

Submitted:

Jim Hood

Dan Keck

Lindenwood College General Education Requirement	Credits	Current Policy on Transfer Equivalency	Proposed Policy on Transfer Equivalency	01/08/88 Usual Credits
Human Community	3	two semesters of Western Civilization or similar course	one semester of Western Civilization <sup>or history</sup> or a survey course in History which focuses on the western world	3
American History or Govt.	3	an American History or American Government course	an American History or American Government course (no change)	3
Concepts in Chemistry Concepts in Biology	8	for Juniors: three science courses, one of which has a lab for less than Juniors: -two courses of lab Biology=BIO 112 -one course in Biology, plus one course in Physics=BIO 112 -one lab Chemistry course=CHM 111	one course in biological science and one course in physical or earth science, at least one of which includes a laboratory	7-10
Concepts in Math and one additional math course	6	Finite Math=Concepts in Math Selected other specific courses at specific schools=Concepts in Math Another math course which is equivalent to a Lindenwood course=the second math course Other combinations at the discretion of the Department Chair	two courses in mathematics equivalent to math courses offered at Lindenwood	6
English Composition I & II	6	two courses in English Composition or equivalent	two courses in English Composition or equivalent (no change)	6
Foreign Language/ Cross Cultural Courses	6	for foreign language: two courses in any foreign language for cross cultural: no existing policy	for foreign language: two courses in any foreign language (no change) for cross cultural: two courses in non-western or Modern European culture	6-10
The Arts	3	Art Appreciation, Music Appreciation, History or Literature of Music, or History of Theatre or similar course	one course which focuses on an understanding of Art, Theatre, or Music (not to include studio courses)	3
Man in Society	6	two courses from introductory Sociology, introductory Psychology, introductory Economics, or Cultural Anthropology	two courses from the following disciplines (the two courses must be in different disciplines): Anthropology, Economics, Geography, Political Science, Psychology, or Sociology	6
World Literature and Ideas I & II	6	two courses in World Literature at least one of which includes non-modern and non-Western literature <u>or</u> , from St. Louis Comm. College, Arts and Ideas I, II, and III or Humanities I and II	two courses in literature or a combination of literature and philosophy	6

*John Nichols*

**FACULTY MEETING**

Wednesday, March 2, 1988

2:00 p.m.

Young 111

AGENDA

1. Approval of Minutes of February 3, 1988
2. Report of the President - Dr. Spainhower
3. Report of the Dean of Faculty - Dr. Keck
4. Report of Faculty Council - Dr. Zumbrennen
5. Report of EPC - Dr. Hood
6. Unfinished Business
7. New Business  
Election of members to Nomination Committee  
Alpha Sigma Tau Honors List
9. Announcements
10. Adjournment

Lindenwood College  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of Lindenwood College  
February 3, 1988

The regular meeting of the Faculty of Lindenwood College was held Wednesday, February 3, 1988 at 2:00 P.M. in Young 111. Dr. Daniel Keck presided.

The minutes of December 2, 1987 were approved as distributed.

Report of the President

Dr. Spainhower introduced Larry Hood of Sachs Energy Management Systems. Mr. Hood discussed the energy conservation measures that are being taken on campus. He said changes would be made by using controls in certain buildings, including Young Hall, Butler Library, and the Fine Arts Building. The controls would monitor the lighting, heating and air-conditioning for the whole building. The controls would be based in the Security Office and faculty are to contact the guards if they need to have any lights turned on outside of regular hours. If faculty have any special needs for their department, please contact Dr. Keck.

Dr. Spainhower distributed a letter from Robert Hyland, Chairman of the Board of Directors, which was addressed to Alumni and Friends of Lindenwood College. Mr. Hyland's letter stressed a need for growth in enrollments and sizeable gifts, with the development goal for 1987-88 being \$1,100,000. He said our new development program has shown some impressive gains which translated into \$1,013,000 in gifts last year.

Peter Pitts of Admissions thanked the faculty for participating in the Open House. He reported an increase in residential student applications and reported receiving 67 new applications since Christmas.

Dr. Spainhower expressed optimism about the future of the College and pleasure in serving as its President.

Report of the Dean of Faculty

Dr. Daniel Keck discussed a case of the Academic Review Board in which the record of a foreign student showed all Fs. Upon investigation, he learned that the student had not attended any classes. He stressed the need to check the roster of enrollees and to report discrepancies to Sally Sears, Registrar. He also urged faculty to report excessive absenteeism to either Sally Sears or Allen Schwab, Dean of the Undergraduate College. He said the Educational Policies Committee will discuss withdrawal policies.

Dr. Keck said Lindenwood is affiliated with the American University in Washington, D.C. - Washington Semester program. He urged faculty members to be aware of the seven semester programs. He stated that it was important for the faculty to urge interested students to attend the programs. There are brochures in Dr. Keck's office and if the students are interested in applying they should contact Debbie Coats in the CAP Center.

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Faculty Minutes - February 3, 1988

Dr. Keck gave the background of the development of the proposed policy on transfer equivalencies for General Education courses and expressed his support of it.

Report of EPC

Dr. Jim Hood moved the acceptance of the proposed transfer equivalency policy. There was a consensus to clarify the foreign language equivalency statement by changing it to read "two courses in a single foreign language". The motion was approved.

Report of Faculty Council

Dr. Wanita Zumbrennen reported that the Faculty Lecturer for 1987-88 will be Dr. Daryl Anderson. Dean Eckert and Bob King will work with the Lectures and Concerts Committee to plan for the event. The date and time of the Lecture will be set later.

New Business

Mr. John Wehmer received applause for his statement of support for the faculty/staff fundraising campaign and his request that everyone contribute to this fund.

Dr. Ann Canale, on behalf of Writing Across the Curriculum Subcommittee of the General Education Review Committee, announced there were flyers on Writing Across the Curriculum available to the faculty.

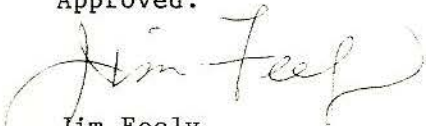
Mr. John Nichols reported that Bob Mulock, 1974 graduate, passed away on January 31 and that the funeral was to be on February 4. A Memorial Scholarship is being set up in his name.

Mr. Solon Chervitz said there will be a Humanities Division meeting in the Heritage Room at 12:00 P.M., February 4.

Mr. Jim Wilson announced plans for a memorial service for Martha Boyer, Professor Emerita of Communications.

Ms. Jean Taylor said the Black Repertory Theater was being held tonight at 7:30 P.M. and there would be a workshop afterwards on Black theater.

Approved:

  
Jim Feely

Submitted:

  
Becky Taylor

EDUCATIONAL POLICIES COMMITTEE

Minutes

February 17, 1988

Present: Jim Hood, Dominic Soda, Jim Wilson, John Bornmann, Dan Keck, Arlene Taich, Sally Sears, Jan Czapla, Allen Schwab, Doug Hoggatt, Jeanne Donovan

Jim Hood stated that he had received a survey form from Dan Keck, acting on behalf of Faculty Council, concerning the composition and duties of EPC. He indicated that the form needed to be received by March 18.

Motion was made, seconded, and passed to recommend that Allen Schwab be made an ex-officio member of the Committee.

Jim Hood asked the Committee to consider whether the present list of duties was satisfactory. He requested that the March agenda include a review of these duties which are contained in the Bylaws.

After discussion, a motion was made and seconded to approve Arlene Taich's proposal regarding commencement participation of LCIE students. After discussion in which some problems with the proposal were identified, Dan Keck proposed the following parallel policy:

Students enrolled in the Spring Quarter who will complete all graduation requirements at the conclusion of that quarter also may participate in commencement exercises. In addition, LCIE students must have completed their culminating (thesis) project with all of the necessary approvals documented in the LCIE office and have any transfer or experiential learning credits already documented on their transcripts by March 31.

This policy would go into effect this Spring and would not affect the current policy for students on the semester calendar. Motion was made, seconded, and passed to accept Dan Keck's proposal for modification of graduation policy for students on the quarter calendar.

Discussion was held on the policy on withdrawal periods, on incompletes, and on administrative withdrawals. Allen Schwab reported on the statistics for late withdrawals. There were 16 late withdrawals since September, 1987 for Day students, with one-third each stating: work conflicts with studies, not doing satisfactorily, and emergency situations. There were 108 Incompletes from September, 1986 to August, 1987, with 38 giving medical excuses, 36 giving academic reasons (e.g., internship not completed), 17 were too busy and 17 work conflicts with studies. Sally Sears, in answering the question on how many Incompletes actually turned into Fs, said many do, and some even turn into Ws after a case of an I turned into an F was requested to be a W.



A proposal was made by Allen Schwab that the deadline for withdrawal with a W be moved to one week after midterm. John Bornmann questioned whether this would work and discussion followed. It was suggested that a higher number of students might drop due to this new policy. Motion was made, seconded, and passed to move the deadline for withdrawal with a W to one week after midterm.

Discussion followed on the Incomplete policy. Allen Schwab stated that it seemed clear that a number of faculty evidently did not agree with the current policy. Two recommendations were made about obtaining faculty views of the issue: 1) Put before Department Chairs or, 2) do a survey at the Faculty meeting. Dominic Soda said that, according to the policy in the catalog, the request for an incomplete should speak to the policy and be more specific as to the reason for requesting an Incomplete. Jim Hood suggested that this matter be referred to Divisions for discussion. There was agreement with this suggestion.

Dan Keck brought up the subject of the procedure of administrative withdrawals. After discussion, there appeared to be agreement that the existing policy, which states that failure to attend classes does not constitute an official withdrawal, was satisfactory. There also was agreement that if a faculty member refused to assign a grade of F to a student who was enrolled in the course, but who had not attended the course, the grade of F could be assigned administratively.

#### Business from Divisions

Motion was made, seconded and carried to change the title and description of ENG 302. This course can substitute for ENG 102 Bibliography and Methods of Research. The new title is Advanced Writing and Research.

Motion was made, seconded and carried to remove the cross-listing of EDU 247 - Adolescent Literature in the English Department course listings.

#### Other Business

It was reported that there were rumors of students being charged to stay in dorms during Spring break. Those rumors are false and arrangements for housing and meals will be made for students who must remain on campus because they are enrolled in Spring quarter classes.

Approved:

  
Jim Hood

Submitted:

  
Becky Taylor

HONOR SOCIETY

<u>Name</u>	<u>Grad Date</u>	<u>Degree</u>	<u>Major</u>	<u>GPA</u>
Aydt, Lynn-Marie	05/14/88	BS	Human & Org Development	3.88
Bowles, Valerie C.	12/30/87	BS	Business Administration	3.87
Campbell, Awilda Rachel	09/30/87	BS	Administration	3.97
Carlson, Kathleen	09/30/87	BS	Business Administration	3.73
Chastain, Mary Ann	05/14/88	BS	Communications	3.50
Claxton, Dorothy Catherine	05/14/88	BS	Computer Science	3.86
Cronin, Linda J.	05/14/88	BS	Administration	3.59
Crouch, Angela	05/14/88	BS	Elementary Education	3.57
Eisenbeis, Brenda Marie	05/14/88	BA	Business Administration	3.54
Fatooh, Kathleen Elizabeth	05/14/88	BA	Communications	3.53
Fears-Menley, Kimberly Sue	05/14/88	BS	Psychology	3.77
Fehlings, Michele J.	05/14/88	BS	Business Administration	3.82
Fruin, Barbara McCormick	05/14/88	BS	Business Administration	3.80
Gambaro, Virginia	09/30/87	BS	Administration	3.71
Harris, Terri Ann	05/14/88	BS	Computer Science/Chemistry	3.87
Haynes, Mamie	09/30/87	BS	Communications	3.76
Hewitt, Susan G.	09/30/87	BS	Administration	3.52
Hoesli, Bonnie	09/30/87	BS	Elementary Education	3.82
Hoggatt, Douglas Winston	05/14/88	BA	English	4.0
Holler, Michael	12/30/87	BS	Psychology	3.56
Hranicka, Kevin R.	09/30/88	BS	Administration	3.82
Jones, Eunice A.	09/30/87	BS	Administration	3.83
Kilpatric, Candace Jo	05/14/88	BS	Psychology	4.0
Koeneker, William	09/30/87	BS	Administration	3.77
Koritz, Elizabeth A.	12/30/87	BS	Industrial Communication	3.90
Lapinski, Cynthia L.	05/14/88	BS	Human & Org Development	3.69
Leach, Karen A.	12/30/87	BS	Business Administration	3.54
Leelathanamongkol, Surachai	05/14/88	BS	Business Administration	3.78
Mohesky, Debra S.	12/30/87	BS	Business Administration	3.70
Obst, Teri L.	05/14/88	BS	Computer Science	3.89
Paese, Lori L.	12/30/87	BS	Business Administration	3.69

Honor Society

Page 2

<u>Name</u>	<u>Grad Date</u>	<u>Degree</u>	<u>Major</u>	<u>GPA</u>
Peterson, Kenneth	12/30/87	BS	Business Administration	3.83
Picker, Ronald H.	05/14/88	BS	Business Administration	3.54
Reasor, Curtis W.	06/30/87	BS	Administration	3.95
Sale, Linda Rae	06/30/87	BS	Business Administration	3.54
Schmidt, Gary Edward	05/14/88	BS	Administration	3.74
Schmierbach, Marlene Denise	05/14/88	BA	English	3.93
Schneider, Scott David	05/14/88	BS	Business Adm./Comp. Sci.	3.57
Schnyder, Linda	09/30/87	BS	Administration	3.65
Schurter, Kristen H.	09/30/87	BS	Business Administration	3.78
Sneddy, Judy Rae	05/14/88	BA	Corp & Industrial Comm.	3.80
Spalding, Nancy Ellen	05/14/88	BS	Psychology	3.68
Sullivan, Dorothy Catherine	06/30/87	BS	Administration	3.64
Tubbs, Laura K.	12/30/87	BS	Business Administration	3.69

ADDITIONS TO HONOR SOCIETY LIST

2/23/88

<u>Name</u>	<u>Grad Date</u>	<u>Degree</u>	<u>Major</u>	<u>GPA</u>
Swindle, Linda Blewer	05/14/88	BS	Human & Org Development	4.00
Witt, Karlyn F.	05/14/88	BS	Communications	3.88
Richard, Katherine Patricia	05/14/88	BS	Communications	3.81

**FACULTY MEETING**  
Wednesday, April 6, 1988  
2:00 p.m.  
Young 111

AGENDA

1. Approval of Minutes of March 2, 1988
2. Report of the President - Dr. Spainhower
3. Report of the Dean of Faculty - Dr. Keck
4. Report of Faculty Council - Dr. Zumbrunnen
5. Report of EPC - Dr. Hood
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

**REPORT OF FACULTY COUNCIL**

FACULTY MEETING

April 6, 1988

Motion: To replace Sections I through VI of the Faculty By-laws with the attached material (Sections I through IX).

## EDUCATIONAL POLICIES COMMITTEE

### Minutes

March 16, 1988

Present: Jim Hood, Jeanne Donovan, Sally Sears, Jan Czapla, John Bornmann, Allen Schwab, Jim Wilson, Dan Keck, Solon Chervitz, Dominic Soda, Doug Hoggatt, and John Wehmer

John Wehmer presented a recommendation that Mary Florence Lichliter be awarded the honorary degree, Doctor of Humane Letters. Motion made, seconded and passed to endorse this recommendation and submit it to the faculty.

The following corrections were made to the minutes of the February 17, 1988 meeting:

The second paragraph of page one should read "the Dean of the Undergraduate College" in place of "Allen Schwab". Paragraph one of page two should have the last sentence added to read, "To take effect Fall '88." Under the heading Business from Divisions the two paragraphs were changed to read:

"Motion was made, seconded and carried to change the title and description of ENG 302 - Bibliography and Methods of Research. The new title is Advanced Writing and Research. This course can substitute for ENG 102 - English Composition II.

Motion was made, seconded and carried to cross-list EDU 247 Adolescent Literature in the English Department as ENG 247."

The Committee reviewed the present duties of EPC. There was agreement that two areas need to be addressed: (1) a statement of the matters which can be decided by EPC and those which must be referred to the faculty for action and (2) an examination of the present duties of the Academic Standards, Academic Resources, and Special Terms Committees to see if any should be incorporated into the duties of EPC. Allen Schwab suggested also that there be an examination of the first responsibility of the committee concerning the administrative officers with which EPC interacts in a consultative and advisory capacity. A subcommittee consisting of Jim Hood, John Bornmann, and Jeanne Donovan was appointed to address these issues and to make recommendations to EPC at the April meeting.

The Committee considered the request from the St. Louis area Army ROTC Battalion to increase the availability of their programs to Lindenwood students. Following extended discussion, the Committee requested that Allen Schwab obtain additional information about the Army ROTC program and report back to the Committee at a future meeting.

The Committee considered the proposal for the establishment of a Division of Management and Communication submitted by Dan Keck, Jim Swift, and Jim Wilson with the endorsement of the Business Administration and Communications Departments. Also included in the proposal was a request to approve a

proposed Minor in Management. The motion to endorse the establishment of a Division of Management and Communications was defeated. No action was taken on the proposal for the establishment of a Minor in Management.

Dan Keck reported on the progress of the Academic Standards Committee in addressing the issues which EPC had referred to the Committee. A full written report containing the Committee's recommendations will be submitted to EPC at the April meeting.

EPC approved the following new courses:

- FLR 101 Elementary Russian I (3)
- FLR 102 Elementary Russian II (3)
- FLR 201 Intermediate Russian I (3)
- FLR 202 Intermediate Russian II (3)
- ISA 452 Market Segmentation Research (3)
- ISA 453 Product Positioning Strategy and the Marketing Plan (3)
- IBA 455 Product Management and Product Development (3)
- ISA 552 Market Segmentation Research (3)
- ISA 553 Product Positioning Strategy and the Marketing Plan (3)
- MBA 517 Governmental and Fund Accounting (3)

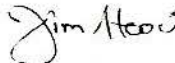
Jim Wilson asked for an opinion from EPC on the issue of a student in the Communications Department who was applying for an internship but who did not have the requisite grade point average. EPC concurred in the position of the department that the student should not be permitted to enroll for the internship.

Submitted:



Dan Keck

Approved:



Jim Hood

A resolution to award an Honorary Doctor of Humane Letters to Mary Florence Lichliter at the commencement exercises on May 14, 1988.

When Mary Lichliter came to Lindenwood College in 1948 to assume the duties of the Dean of Women, she brought with her an impressive list of credentials and accomplishments. Beginning with her undergraduate degree at Wellesley College and her masters in history from the University of Chicago, she went on to serve as Associate Director of Boston University's Department of Student Counseling, Dean of Lasell Junior College in Massachusetts and Dean of Women and Assistant Professor of History at Drury College in Springfield, Missouri.

From these earlier academic situations she brought to Lindenwood the skills, the maturity, and most importantly, the inspired leadership to challenge the minds of young women, and to ask of them a life-long commitment to the fulfillment of their lives at the highest level of achievement. Careers and professions were to Mary Lichliter as natural assumptions for young women as were marriage and homemaking. She was, after all, a career educator and administrator, herself, and a role-model of the successful woman. Under her leadership, Lindenwood's expectations of its graduates broadened to include many more career options for women. Other Lindenwood customs were slower to change, but the challenge to liberate the minds of students was always foremost in what Mary Lichliter saw as her obligation and her privilege. She met regularly with every student in the college to give guidance and counsel in the affirming of goals and methods of achieving them.

After inspiring generations of younger students, in 1964 she started the Continuing Education Program--the assimilating of older adults into the regular college curriculum. It was she who insisted upon the integration of these students with students of traditional college age rather than creating new curricula for them. Begun with the misgivings of many, the program grew from tens of students to hundreds of students by the time she left the Dean of Students office in 1968 to become the full-time Dean of Continuing Education.

For the next six years she guided the education of mature students, both women and men, and saw to it that their advising and curricular opportunities were not neglected. Her final two years at Lindenwood were spent in the office of Alumnae Affairs and Placement which she directed, and where she worked with countless numbers of alumni and developed placement opportunities for new graduates.

Many Lichliter has held membership in a number of important professional organizations and committees including The National Guidance Association, The National Education Association, Personnel Guidance Association, The National Association of Women Deans and Counselors, The American Association of University Women, and Personnel Women of Greater St. Louis, to name just a few.



Her involvement in the community of St. Charles has been extensive and her service includes: the Zonta and Altrusa International organizations, a committee appointment to the Citizens Planning and Advising Committee of St. Charles, the St. Charles Historical Society, the Landmarks Board of St. Charles in compiling an evaluation of historic homes in the Frenchtown section and her considerable efforts in securing a place for historic Sibley Hall on the National Register of Historic Places. Her writing includes a book: We Go Exploring, a first history for children, and an unpublished manuscript titled, An Academic History of Lindenwood College, which deals with the vision of Lindenwood's founders, George and Mary Sibley, and the fulfillment of their hopes and dreams for the college by subsequent generations of educators.

On her retirement from Lindenwood in 1976, the Faculty Council voted unanimously to name her Dean Emerita.

**SELECTION OF FACULTY LECTURER FOR 1988-89**

The ad hoc Committee on the Faculty Lectureship has outlined the following procedures in the selection of a lecturer(s) for the 1988-89 academic year.

(1) Nominations from the Faculty are requested by **Friday, April 15**. The nomination may be for a single lecturer or for a topic which may be shared by two or more lecturers. Faculty members should not hesitate to submit a topic which they would like to present.

(2) It is the understanding of the committee that an honorarium is granted to the lecturer(s).

(3) The committee will seek the approval from nominees regarding their willingness to present a lecture.

(4) The ad hoc Committee will review the nominations and recommend topics to the Faculty Council which, in turn, will have the responsibility of selecting the Faculty Lecturer(s) for the following year.

The Committee plans to make its recommendations to the Faculty Council at its meeting of April 24. The announcement of the Faculty Lectureship for 1988-89 is scheduled to be made at the May Faculty Meeting.

**Faculty Lectureship Committee**

Dean Eckert (Faculty Council)

Robert King (Faculty Council)

Jean Taylor (Lectures, Concerts and Special Events Committee)

-----  
**NOMINATION FORM FOR 1988-89 FACULTY LECTURESHIP**

Nominee(s) \_\_\_\_\_  
\_\_\_\_\_

Suggested Topic \_\_\_\_\_  
\_\_\_\_\_

Commentary \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return to Campus PO Box 732 (Dean Eckert) by **Friday, April 15**.

## Changes

(References are to proposed by-laws)

- IA1 - Chairperson of Faculty Council must be tenured
- IA2 - Provisions for replacement of Faculty Council member
- IB2 - Provisions for quorum for Faculty Council
- IB4 - Provisions for confidentiality on personnel matters
  
- IIA5 - Addition of section on Visiting Appointments
- IIB - New section - Criteria for Initial Appointment
- IIC1 - Clarification of responsibility for file preparation
- IIC2 - Provisions for deadlines relating to contract renewal
- IIC3 - Provision for determining years of service
- IIC4 - Provision for handling contract renewals of untenured department chairpersons
  
- IIIA2 - Clarification of "extraordinary circumstances" for termination of tenured appointment
  
- IIIB - New section - Eligibility for Tenure
- IIIC2 - Policy on credit toward probationary period for prior service
- IIID1 - Clarification of responsibilities for file preparation
- IIID2 - Provisions for cases when department chairperson is being considered for tenure
- IIID4 - Establishment of voting procedures
- IIID6 - Establishment of formal date of notification of candidates for tenure
  
- IVA - New section - Purpose of Promotion
- IVC2 - Clarification of responsibility for file preparation
- IVC3 - Provisions for cases when department chairperson is being considered for promotion
- IVC5 - Establishment of voting procedures
- IVC6 - Establishment of formal date of notification of candidates for promotion
  
- VA - New section - Eligibility and Conditions (Sabbatical Leaves)
  
- VIA1 - New section - Expectations of Faculty
- VIB - New section - Procedures for Faculty Evaluation (incorporates material from a variety of sections in existing by-laws; additional material added)
  
- VIIIB - Change as to who is covered by appeal procedure in VIIIB (no longer covers faculty member who is denied tenure; this is now covered under VIIIA)
- VIIIB5 - Clarification of role of ad hoc committee (see Section IE2d, e, f of existing by-laws)
  
- VIIIA1 - Clarification of voting membership of faculty
- VIIIB6 - New section - Treasurer of Faculty
  
- IXB - Change in composition of divisions (includes only departments)
- IXC - New section - assignment of non-departmental faculty to divisions
- IXD - Clarification of voting membership of divisions
- IXE2 - New section - term of office clarified

**SUMMARY OF MAJOR BY-LAW REVISIONS**

**Organization**

<u>Section in Existing By-laws</u>	<u>Subject</u>	<u>Section in Proposed By-laws</u>
I	Faculty Council	I
IA	Organization	IA
IB	General Procedures	IB
IC	Procedures for Consultation	IC
ID	Procedures for Joint Action	ID
IE	Procedures for Appeal	VII
IF	Procedures for Other Responsibilities	IE
II	Initial Appointment and Renewal of Contract	II
IIA	Term of Initial Appointment	IIA
IIB	Procedure for Renewal of Contract	IIC
IIC	Criteria for Faculty Evaluation	VIA
IID	Notice of Reappointment and Non-Reappointment	IID
IIE	Notice of Resignation	IIE
III	Tenure and Promotion	III/IV
IIIA	Purpose of Tenure	IIIA
IIIB	Terms of Probation	IIIC
IIIC	Procedures for Promotion and Granting of Tenure	IIID/IVC
IIID	Recommended Guidelines for Promotion	IVB
IV	Procedures for Sabbatical Leaves	V
IVA	Application	VB
IVB	Approval	VC
IVC	Criteria	VD
IVD	Reporting	VE
V	Faculty Organization	VIII
VA	Membership	VIIIA
VB	Faculty Meetings	VIIIB
VI	Divisions	IX
VIA	Organization	IXA
VIB	Listing	IXB
VIC	Membership	IXD
VID	Election of Division Officers	IXE

Lindenwood College  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of Lindenwood College  
March 2, 1988

The regular meeting of the Faculty of Lindenwood College was held on Wednesday, March 2, 1988 at 2:00 P.M. in Young 111. Dr. Daniel Keck presided.

The minutes of February 3, 1988 were approved as distributed.

Report of the President

Dr. Spainhower announced that the next Board meeting would be held on May 13 at 3:00 P.M. and there would be a reception at his home with dinner to follow at Ayres Cafeteria. He mentioned that the Reverend Robert Collins of the Board of Directors will be the Baccalaureate speaker.

Dr. Spainhower said Marcia Parker reported twice the applicants for the Spring Quarter compared to a year ago.

Dr. Spainhower praised the faculty for their support.

Report of the Dean of Faculty

Dan Keck said that as a result of the discussion of the case of the student, Manoun Barakat, who was mentioned in last month's meeting, he has had some feedback from faculty stating that they had made efforts to advise the Registrar's Office that this student was not attending their classes.

Dan Keck reported that the Evaluation Team of the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools has approved the College's accreditation for the maximum amount of time of seven years. He then read the section of the report which summarized the team's assessment, of institutional strengths and concerns. The 16-page report is available to read in Dan Keck's office and copies can be made if requested.

Dan Keck discussed a clarification that was made in the President's Council this morning regarding tuition charges for the Spring Quarter which begins on April 9th. Except in unusual circumstances, Day College students will be charged the regular tuition if they register in the Spring Quarter. He said that, if faculty thought an exception to that policy should be made, the faculty member should suggest that the student complete a "Petition for Policy Exemption" form. He also mentioned that provisions are being made for Spring vacation housing arrangements.

Report of the Director of Admissions, Day College

Peter Pitts reported that the St. Charles Journal had an article on Lindenwood College stating that our admissions applications were up "45%".

He stated that since that time, however, additional applications have been received and now the applications are actually up by 54%. The total number of applications now stands at 210.

Mr. Pitts said that 23 students participated in Motley Scholarship Day and also that the Presidential Scholarship Day is Saturday, March 5. He requested that three more faculty members volunteer to interview 15 students from 9:30 - 4:00 on March 5. Mr. Pitts said the upcoming registration dates for incoming students will be April 16, June 27, and July 29.

#### Report of the Faculty Council

Wanita Zumbrunnen announced that there would be a brief meeting of Faculty Council in Young 115 following this meeting.

#### Report of EPC

Jim Hood reported that the EPC minutes of February 17 should have the following changes: The second paragraph of page one should read "the Office of the Dean of the Undergraduate College", in place of "Allen Schwab". Paragraph one of page two should have the last sentence added to read, "To take effect Fall '88." Under the heading Business from Divisions the two paragraphs were changed to read:

"Motion was made, seconded and carried to change the title and description of ENG 302 - Bibliography and Methods of Research. The new title is Advanced Writing and Research. This course can substitute for ENG 102 - English Composition II.

Motion was made, seconded and carried to cross-list EDU 247 - Adolescent Literature in the English Department as ENG 247."

#### Unfinished Business

The question was asked if heat will be off in academic buildings during Spring break and the answer was that classes will be held and so the heat will be on.

#### New Business

##### Election of the Nominations Committee

Three nominations were made from the floor for the Nominations Committee. Elected: John Bornmann, Richard Rickert, and Liz Ammann. John Bornmann was asked to serve as the convener of the group.

Dean Eckert presented the Honors List for Alpha Sigma Tau and gave a brief history of the Society which was founded in 1922 and requires a GPA of 3.5-4.0. He added one additional name, Alice Johnson Neaf, a Communications graduate, with a GPA of 3.53. It was moved, seconded and passed to approve the election of the 48 students to Alpha Sigma Tau.

Announcements

Dan Keck read a note from Howard Barnett thanking the faculty for flowers sent following his recent surgery.

Esther Fenning reported that the College needs to raise \$150,000 from the Phon-a-thon which starts Monday, March 8 and lasts through May. She is seeking volunteers who can work Monday through Thursday, 6 - 10 P.M. and if anyone can work during the day, arrangements can be made.

Bob King asked why March 20 was chosen for Honors Day and he was told it was the only date the auditorium was open. Several faculty requested a later date be scheduled in the future. The suggestion was made that faculty encourage students to attend.

Groff Bittner announced there would be a piano recital in Sibley Hall by Michael Ashmore at 7:30 P.M. that evening.

Jean Taylor announced the Black Repertory Theatre production, which was cancelled last month, has been rescheduled for March 22 at 7:30 P.M. in Jelkyl Theatre.

Jean Taylor announced that Marian Koblick will present the St. Joseph Health Center Chemical Dependency Program on March 22 at noon in the Heritage Room.

Jean Taylor announced that Becky Glenn of LCIE will discuss "Sex Roles in the Schools" in Ayres Cafeteria from 12:00-1:00 on March 29.

Ann Canale said there will be a meeting of the All-College Reading List Committee on March 22 from 12:00-1:00.

Solon Chervitz announced there would not be a Humanities Division meeting on March 3. He said the subjects to be discussed at next month's meeting would be on Incompletes, Withdrawals, etc.

Dean Eckert announced there is a Faculty Art Exhibit in the Harry D. Hendren Gallery and that it also includes works by Niki Juncker and Gregg Hillmar.

Approved:

Submitted:

Jim Feely



  
Becky Taylor

## BY-LAWS

### I. Faculty Council

#### A. Organization

1. The Council shall elect its own chairperson, vice-chairperson and secretary for one year terms at the initial meeting in September called by a returning council member designated in the previous spring. The chairperson will be a tenured faculty member.
2. No faculty member shall substitute for the elected Faculty Council member. In the case of sabbatical leave, leave of absence, or illness, substitutes for the elected Faculty Council member will be elected from the division or faculty at large as specified in the Constitution (I-Cla).
3. A council member may succeed himself/herself.
4. Vacancies on the Council shall be filled for the remainder of the unexpired term at the next meeting of the appropriate elective body as specified in the Constitution (I-Cla).
5. Meetings of the Council shall be held at least monthly during the academic year.

#### B. General Procedures

1. Council meetings shall ordinarily be called and conducted by the chairperson.
2. Half of the membership of Faculty Council constitutes a quorum. Votes are binding only if a quorum is present and voting.
3. Any member of the faculty may request that an item be placed on the agenda providing the chairperson receives at least 24 hours notice.
4. Both the deliberations and recommendations of the Faculty Council on personnel matters are to be considered confidential. Only the Chairperson of the Faculty Council has the authority to communicate the recommendations of the Council to the faculty member concerned and to the appropriate administrative office.

#### C. Procedures for Consultation



1. The Council shall act in consultation with the Dean of Faculty concerning priorities in faculty appointments.
2. The Dean of Faculty shall discuss with the Council vacancies and needed additions to the faculty before such positions are advertised.
3. The Council shall act in consultation with the Dean of Faculty on appointments. The Council shall interview all candidates for full-time, tenure-track positions and inform the Dean of Faculty of its recommendation in writing.
4. The Council shall act in consultation with the Dean of Faculty concerning reappointments and promotions. The Council shall review all available data and inform the Dean of Faculty of its recommendation in writing.
5. The Council shall act in consultation with the Dean of Faculty concerning changes in fringe benefits.
6. The Council shall act in consultation with the Dean of Faculty concerning sabbatical leaves.

D. Procedures for Joint Action

1. In cases of granting of tenure and/or dismissal of tenured faculty members, Council shall review all available data and inform the Dean of Faculty of its recommendation in writing.
2. If the Council, the Dean of Faculty, and the President concur, the case is concluded unless the intervention of a special ad hoc hearing committee is requested by the faculty member. (See Section VII-B)
3. If the Council and the President do not concur, the Council shall establish a special ad hoc hearing committee as specified in Section VII-B.

E. Procedures for Other Responsibilities

1. Council shall recommend and review the criteria concerning appointments, reappointments, non-renewals of contracts, promotions and rank, salary policies, fringe benefits, tenure, evaluations, and replacement of faculty on sabbatical or other leave.
2. Council shall maintain channels of communication between the Board of Directors and the faculty. One channel

shall be a Faculty-Board of Directors Liaison Committee. This shall consist of the Chairperson of Faculty Council, two faculty members selected by the faculty from the faculty at large, for staggered two year terms, three Board of Directors members, and the President.

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

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

## II. Initial Appointment and Renewal of Contract

### A. Term of Initial Appointment

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

2. Associate Professor: The initial appointment to the rank of Associate Professor is for one year or other written contractual periods of less than one year and may be renewed on a yearly basis thereafter. Evaluation procedures as outlined in the By-laws shall be followed.
3. Assistant Professor: The initial appointment to the rank of Assistant Professor is for one year or other written contractual periods of less than one year and may be renewed on a yearly basis thereafter. Evaluation procedures as outlined in the By-laws shall be followed.
4. Instructor: Appointment to this rank shall be for one year and is renewable up to six years. If, after six years, the faculty member has not been promoted to the rank of Assistant Professor, the instructor will be given notice of one year. Evaluation procedures as outlined in the By-laws shall be followed.
5. Visiting Appointment: Visiting appointments at any rank may be made for a minimum of one term. These appointments may be renewable for a maximum of two years depending upon the circumstances within the respective department and the College.
  - a. Visiting appointments are not tenure-track appointments. If a faculty member who has served in a visiting capacity is subsequently offered a regular, tenure-track appointment, the years of service in the visiting capacity shall not be counted for purposes of contract renewal or as credit toward the probationary period.
  - b. Exceptions may be made by Faculty Council upon recommendation by the department chairperson and/or the Dean of Faculty.

B. Criteria for Initial Appointment

1. Professor: Initial appointment at the rank of professor may be made if the candidate meets the following requirements:
  - a. an earned doctorate or appropriate terminal degree in the faculty member's field,
  - b. service for five years or more as an associate professor or one year or more as a professor at prior institution of employment, and

- c. evidence of recent distinguished professional accomplishment and/or institutional service.
2. Associate Professor: Initial appointment at the rank of associate professor may be made if the candidate meets the following requirements:
  - a. an earned doctorate or appropriate terminal degree in the faculty member's field,
  - b. service for four years or more as an assistant professor or one year or more as an associate professor at prior institution of employment, and
  - c. evidence of recent noteworthy professional accomplishment and/or institutional service.
3. Assistant Professor: Initial appointment at the rank of assistant professor may be made if the candidate meets the following requirements:
  - a. an earned doctorate or appropriate terminal degree in the faculty member's field, or one year of work toward a doctorate beyond a master's degree, and
  - b. evidence of demonstrable promise of professional accomplishment.
4. Instructor: Initial appointment at the rank of instructor may be made if the candidate holds a master's degree in the faculty member's field.

C. Procedures for Renewal of Contract

1. The responsibility for ensuring that a complete contract renewal file is prepared for each faculty member under consideration for contract renewal shall rest with the Dean of Faculty. The contract renewal file shall contain those materials specified in the section on Faculty Evaluation (Section VI-B).
2. All materials related to the contract renewal shall be submitted to the Dean of Faculty's office as follows:
  - For first year faculty - by January 31
  - For second year faculty - by November 1
  - For other untenured faculty - by March 1
3. For purposes of both contract renewal and years served in the probationary period, faculty members who teach at

least one semester or two quarters in their initial year of appointment shall be considered to have completed one year of service.

4. In the case of contract renewal of a department chairperson who is untenured, the Dean of Faculty shall appoint a chairperson of another department within the respective division to act in the capacity of the Department Chairperson.
5. Once the necessary materials have been received, the Dean of Faculty will make them available, along with the other materials, to the Faculty Council. Procedures for consultation with Faculty Council will be followed as outlined in Section I-C of the By-laws.

D. Notice of Reappointment and Non-Reappointment

1. Written notice of reappointment and non-reappointment shall be given not later than March 15 of the first academic year of service, if the appointment expires at the end of that year.
2. Written notice of reappointment and non-reappointment shall be given not later than December 15 of the second academic year of service, if the appointment expires at the end of that year.
3. Written notice of reappointment and non-reappointment shall be given at least nine months before the expiration of an appointment after the faculty member has served two or more years at Lindenwood College.

E. Notice of Resignation

1. Faculty members who intend to resign their appointments should notify the Dean of Faculty as soon as possible, but in no case later than May 15 or 30 days after receiving a contract letter outlining the conditions of employment for the following year, whichever date occurs later.
2. In the event of an emergency situation, the faculty member may ask the Dean of Faculty and the President to waive this deadline.

III. Tenure

A. Purpose of Tenure

1. A faculty member who is awarded tenure is appointed to a permanent academic position with Lindenwood College. Tenure is a means to encourage and preserve the atmosphere of academic freedom for teaching and research. Tenure is also a means
  - a. to attract and retain individuals of ability to college teaching.
  - b. to bring stability and strength to a faculty that might otherwise be subject to frequent change of personnel.
  - c. to plan and carry through long-range goals, especially in the face of difficulties.
  - d. to develop unity in the achievement of the educational goals of Lindenwood College.
2. Once tenure is granted, faculty members have tenure until retirement. Tenured service can be terminated only for cause or for reasons of financial exigency or program discontinuance. If a tenure appointment is terminated because of financial exigency or program discontinuance, the released faculty member shall be offered an alternate appointment at the College if qualified, and will not be replaced and the vacancy will not be filled within two years unless the released faculty member has been offered reappointment and has declined.
3. Transfer of a tenured faculty member from one department to another, or to or from an administrative position within Lindenwood College, shall not deprive the person involved of rank, tenure, or the opportunity for promotion.

B. Eligibility for Tenure

1. Tenure shall be granted to faculty members who have demonstrated teaching excellence; professional, intellectual, and moral integrity; and a commitment to the mission of Lindenwood College.
2. Normally, tenure shall be granted to faculty members who possess a Ph.D. or other earned doctorate. In selected disciplines, the master's degree may be considered the terminal degree and faculty members who hold that degree shall be considered eligible for tenure.

3. Tenure shall be granted only to those faculty members who have served the probationary period as specified in Section III-C below.

C. Terms of Probation

1. The probationary period of full-time faculty members beginning their careers with Lindenwood College shall be six years of full-time service.
2. A faculty member may receive a maximum of three years credit toward the six year probationary period for full-time teaching at another institution of higher education. A faculty member may request that Faculty Council approve part-time teaching experience and/or relevant professional experience as being the equivalent of up to three years credit toward tenure. In any case, a faculty member must complete a minimum of three years of full-time teaching at Lindenwood College before being eligible for tenure.
3. Leaves of absence are not included in the probationary period.

D. Procedures for Tenure

1. The responsibility for ensuring that a complete tenure review file is prepared for each faculty member eligible for tenure shall rest with the Dean of Faculty. In the preparation of this file, the Dean shall consult with the faculty member and the department chairperson. The tenure review file, which shall contain those materials specified in the section on Faculty Evaluation (Section VI-B), shall be prepared by January 31.
2. In the event that the department chairperson is being considered for tenure, or the faculty member is the only full-time member of the department, or the department chairperson is on sabbatical leave or other extended absence, the Dean of Faculty shall appoint a faculty member from the respective department or division to act as the department chairperson in the tenure review process.
3. Once the tenure review file is complete, the Dean of Faculty will submit it to the Faculty Council for its review and recommendation.
4. The following procedures shall be in effect in voting on tenure recommendations:

- a. At least seven members of Faculty Council must be present and voting.
- b. All voting on tenure recommendations in the Council shall be by secret ballot. Each ballot shall indicate "yea", or "nay", or "abstain".
- c. The following number of affirmative votes are necessary for a positive tenure recommendation:
  1. if ten members are present and voting "yea" or "nay", seven affirmative votes
  2. if eight or nine members are present and voting "yea" or "nay", six affirmative votes
  3. if seven members are present and voting "yea" or "nay", five affirmative votes
  4. in all cases, a minimum of five affirmative votes are required for a positive tenure recommendation.
5. Once the Faculty Council has concluded its deliberations, the procedures outlined in Section I-D of the By-laws shall be followed. The deadline for the submission of all recommendations to the Dean of Faculty shall be April 1.
6. Formal written notification of the granting or denial of tenure shall be provided to the candidate for tenure by the President no later than May 1.

#### IV. Promotion

##### A. Purpose of Promotion

1. Promotion is awarded in recognition of excellent teaching and superior performance in one or more of the following areas: research, publication, advising, professional activities, and community service.
2. Promotion is awarded in order to enhance the goals and mission of the College.

##### B. Eligibility Requirements for Promotion

1. To be eligible for promotion to the rank of Professor, a faculty member must meet the following requirements:



- a. an earned doctorate or appropriate terminal degree in the faculty member's field,
  - b. five years as an Associate Professor, and
  - c. evidence of distinguished professional accomplishment and/or institutional service.
2. To be eligible for promotion to the rank of Associate Professor, a faculty member must meet the following requirements:
    - a. an earned doctorate or appropriate terminal degree in the faculty member's field,
    - b. four years as an Assistant Professor, and
    - c. evidence of noteworthy professional accomplishment and/or institutional service.
  3. To be eligible for promotion to the rank of Assistant Professor, a faculty member must meet the following requirements:
    - a. an appropriate terminal degree or a master's degree with additional professional education (at least one year of work toward a doctorate or comparable professional preparation),
    - b. three years as an Instructor, and
    - c. evidence of demonstrable promise of professional accomplishment and/or institutional service.

C. Procedures for Promotion

1. Initiative for promotion may come from the Dean of Faculty, the Division Chairperson, the Department Chairperson, the faculty member, or from another faculty member. Nominations and/or a statement of intention to apply for promotion from the faculty member are due in the Dean of Faculty's office by December 1.
2. The responsibility for ensuring that a complete promotion review file is prepared for each faculty member being considered for promotion shall rest with the Dean of Faculty. In the preparation of this file, the Dean shall consult with the faculty member and the Department

Chairperson. The promotion review file, which shall contain those materials specified in the section on Faculty Evaluation (Section VI-B), shall be prepared by January 31.

3. In the event that the Department Chairperson is being considered for promotion, or the faculty member is the only full-time member of the department, or the Department Chairperson is on sabbatical leave or other extended absence, the Dean of Faculty shall appoint a faculty member from the respective Department or Division to act as the Department Chairperson in the promotion review process.
4. Once the promotion review file is complete, the Dean of Faculty will submit it to the Faculty Council for its review and recommendation.
5. The following procedures shall be in effect in voting on promotion recommendations:
  - a. At least seven members of Faculty Council must be present and voting.
  - b. All voting on promotion recommendations in the Council shall be by secret ballot. Each ballot shall indicate "yea" or "nay" or "abstain".
  - c. A majority of those present and voting is required for a positive promotion recommendation.
6. Once the Faculty Council has concluded its deliberations, a written report of its recommendation shall be submitted to the Dean of Faculty no later than April 1.
7. Formal written communication of the administration's action on the promotion recommendation shall be provided to the candidate for promotion by the President no later than May 1.

## V. Sabbatical Leave

### A. Eligibility and Conditions

1. Eligibility requirements for sabbatical leaves and their conditions are set forth in Section V of the Faculty Constitution.
2. Tenured faculty teaching on the semester calendar may either take a leave for the entire academic year (two semesters) at half pay or a leave of one semester at full pay.

3. Tenured faculty whose teaching and related responsibilities are primarily based on the quarter calendar have the option of taking a leave of one quarter at full pay after three years of service, two quarters at full pay after six years of service, or three quarters at half pay after six years of service since the most recent sabbatical leave.

B. Application

1. Written application and proposal should be received by the Dean of Faculty on or before October 15.
2. The application should be accompanied by a supporting letter from the Department Chairperson (or other full-time faculty member appointed by the Dean of Faculty if the applicant is a Department Chairperson). This support letter must address the merits of the proposal and include staffing recommendations.

C. Approval

1. The Dean of Faculty will bring the applications to the Faculty Council for its recommendations at the first regularly scheduled meeting in November.
2. The President will inform individual applicants and their department chairpersons of the decision in writing by December 15.

D. Criteria

1. In cases where Faculty Council deems it necessary, for financial or programmatic reasons, to recommend deferral of a sabbatical leave, the following criteria will be considered in priority order:
  - a. the number of years since the last sabbatical and/or whether a particular proposal could be deferred without jeopardizing the benefit to the individual
  - b. the benefit to the institution
  - c. seniority (the number of years full-time at the institution)
  - d. if all other considerations fail, choices will be made by lot.
2. If a proposal is deferred, that proposal will be given priority consideration the following year.

## E. Reporting

1. Upon completion of the sabbatical leave, the faculty member shall make a written report to the Dean of Faculty.
2. This report shall become part of the faculty member's personnel file.

## VI. Faculty Evaluation

### A. Criteria for Faculty Evaluation

1. The College expects that all faculty members will be individuals of academic and moral integrity who will conduct themselves in a professional manner in the fulfillment of their responsibilities at the College. In addition, the College expects that all faculty members will be supportive of the mission of the institution. While faculty members are not routinely evaluated on their adherence to these standards, the expectations remain. If, at any time, those involved in the faculty evaluation process have legitimate concerns about the behavior of a faculty member in these areas, those concerns are to be shared with the faculty member and an opportunity for a response provided. This process is intended both to protect the integrity of the institution and the rights of a faculty member to know the full basis upon which personnel evaluations are being made.
2. Teaching and Professional Effectiveness
  - a. meeting of classes promptly and regularly
  - b. demonstration of a positive attitude towards students
  - c. intellectual integrity
  - d. intellectual competence
  - e. clarity of presentation
  - f. continuing effort to keep abreast of new knowledge in higher education generally and in one's field(s) of specialization
  - g. willingness to incorporate new ideas and techniques into one's teaching

3. Professional Service

- a. active participation in and cooperation with other faculty and administrative personnel concerning such activities as
  - 1. student recruitment
  - 2. service on faculty committees
  - 3. curricular development
- b. performance in advisement and counseling of students
- c. demonstration of commitment to and support of the advancement of the mission and goals of the college in such activities as
  - 1. leadership and initiative in faculty affairs
  - 2. assistance in the development of extramural funding for institutional enhancement
  - 3. institutional service to the community

4. Professional Development

- a. demonstration of professional ethics
- b. professional honors, achievements, additional academic degrees
- c. research, publications, productions, performances, exhibitions, or developing new areas of expertise
- d. consultative roles outside the institution
- e. participation in professional organizations

B. Procedures for Faculty Evaluation

- 1. All members of the faculty, including those on continuing appointments and department chairs, shall undergo periodic performance reviews. The purpose of these performance reviews is to assist individual faculty members in assessing their own professional activities and performance, as well as to provide a basis, where appropriate, for personnel decisions, such as contract renewal, promotion, and tenure.
- 2. All performance reviews will include the following elements:

- a. Self evaluation through the completion of annual summaries of professional activities (see Section VI-B-8 below),
  - b. Course evaluations (see Section VI-B-9 below),
  - c. Peer evaluations (see Section VI-B-10 below), and
  - d. Evaluation by the department chairperson or appointed reviewer (see Section VI-B-11 below).
3. In the case of department chairpersons, the Dean of Faculty, in consultation with the department chairperson, will appoint a faculty member from the chairperson's division to serve as the reviewer.
  4. All elements of the periodic performance review will be forwarded to the Dean of Faculty for inclusion in the faculty member's personnel file. The following individuals will have access to the personnel file:
    - a. the faculty member;
    - b. the department chairperson or appointed reviewer;
    - c. members of Faculty Council, when the faculty member is being considered for contract renewal, promotions, and tenure; and
    - d. the Dean of Faculty and the President.
  5. Following each performance review, the Dean of Faculty will schedule a meeting with the individual faculty member and the department chairperson or appointed reviewer to discuss the results of the performance review.
  6. Normally, the results of periodic performance reviews of tenured faculty will not be submitted to the Faculty Council except when a faculty member is being considered for promotion. However, the Dean of Faculty may request that Faculty Council review the results in a particular case if, in the Dean's judgment, such a review is appropriate.
  7. The frequency of performance review shall be as follows:
    - a. for untenured faculty, annually;
    - b. for tenured faculty, every five years, except as modified below;

- c. for tenured faculty, in the year they are being considered for promotion; and
  - d. for tenured faculty, at other times, if requested by the department chairperson or appointed reviewer, by Faculty Council, or the Dean of Faculty.
8. Each faculty member shall prepare and submit to the Dean of Faculty's office an annual summary of professional activities. This summary, to be submitted on a form approved by Faculty Council, will include sections on Instruction, Professional Service, and Professional Development.
9. Course evaluations shall be considered as an integral aspect of faculty evaluation. The purpose of course evaluations is to help assess the teaching effectiveness of faculty members.
- a. Course evaluations shall be administered by the Dean of Faculty's office as follows:
    - 1. for untenured faculty, every year, in every course taught;
    - 2. for tenured faculty, every five years and/or in the year prior to consideration for promotion;
    - 3. for all faculty, at other times, if so requested by the Dean of Faculty, department chairperson, or the faculty member concerned.
  - b. All departments shall use the approved course evaluation instrument; however, departments may choose to use additional evaluation material.
  - c. The course evaluations shall be summarized by the Department Chairperson, or appointed reviewer, and the summary shall be forwarded to the Dean of Faculty. The Dean of Faculty shall review the summary, and it shall be placed into the faculty member's personnel file.
  - d. The department chairperson or appointed reviewer shall retain the individual course evaluations for a minimum of six years.
10. Peer evaluations are another integral aspect of faculty evaluation. The purpose of peer evaluations is to have other faculty members assess the contributions of their colleagues. Peer evaluations shall be based upon the criteria as specified in Section VI-A of the By-laws.

- a. The peer evaluations shall be administered as follows:
  1. for untenured faculty, every year, beginning with the second year;
  2. for tenured faculty, every five years and/or in the year of consideration for promotion; and
  3. for all faculty, at other times, if so requested by the Dean of Faculty or Department Chairperson.
- b. Peer Evaluation forms are available in the Dean of Faculty's office. However, faculty members may choose to use other formats, such as letters, reports of class visitations, reviews of scholarship, etc.
- c. The Dean of Faculty, after consultation with the faculty member and the Department Chairperson or appointed reviewer, will determine the faculty members to be asked for peer evaluations and will request those faculty members to submit peer evaluations.
- d. The peer evaluations will be forwarded to the Dean of Faculty's office and placed in the faculty member's personnel file.

11. At the time of each periodic performance review, the Department Chairperson or appointed reviewer shall submit an evaluation of the faculty member's professional performance to the Dean of Faculty's office for inclusion in the faculty member's personnel file. In the case of reviews associated with the faculty member's considerations for contract renewal, promotion, or tenure, the evaluation also shall include a recommendation on the particular personnel issue.

## VII. Appeals

- A. A non-tenured faculty member who is notified by the President that the faculty member's contract will not be renewed at the expiration date of the faculty member's appointment may follow these appeal procedures:
  1. The faculty member will review the matter with the Department Chairperson, the Chairperson of the Faculty Council, and the Dean of Faculty.



2. The results of this review will be reported to the Faculty Council by the Chairperson of Faculty Council.
  3. The faculty member may then, by written request, ask that a hearing before the Faculty Council be arranged. At the same time, the faculty member shall provide the Chairperson of Faculty Council a written statement setting forth the basis for the appeal.
  4. If a hearing is to be held, the Council shall elect a sub-committee of three Council members (two of whom shall be tenured) to conduct the hearing.
  5. At the hearing, the affected faculty member, the Dean of Faculty, and the Department Chairperson involved shall be present; the faculty member shall have the opportunity to present any information which the faculty member believes will support the faculty member's case.
  6. The Dean of Faculty, the Department Chairperson, the affected faculty member or members of the sub-committee itself may invite other members of the faculty or administration to speak to the issue.
  7. Student opinion may be solicited and introduced, either by individual written statements or by the personal appearance of representative properly delegated by the student government. Council may set limits upon the number of such representatives to be received, provided the limit shall be no lower than three but may be higher.
  8. On receipt of this sub-committee's report at the conclusion of the hearing, the Council shall meet and shall arrive at a recommendation within 48 hours to be made to the President. Only after this recommendation has been received shall the President make a final disposition of the case.
- B. A tenured faculty member who is to be dismissed or a non-tenured faculty member who is to be dismissed before the expiration of the faculty member's appointment, may follow these appeal procedures:
1. The procedures set forth in Section VII-A 1-8 will be followed.
  2. If the recommendations of the Council and the President do not agree, the Dean of Faculty shall schedule another meeting of the Council at which meeting the President shall be present.

3. If this meeting is not successful in producing concurrence, an ad hoc committee shall be established to review the case.
4. If the affected faculty member is not satisfied with the joint action of Faculty Council and the President, the faculty member may request the establishment of an ad hoc committee.
5. This ad hoc committee shall consist of three faculty members not previously connected with the case, who are elected by the faculty after being nominated by the officers of the Faculty Council. The proceedings of the hearing committee shall be governed by the 1958 Statement of Procedural Standards in Faculty Dismissal Proceedings issued by the AAUP.
6. Upon receipt of the recommendation of the ad hoc hearing committee, the President shall transmit the full report of the hearing committee to the Board of Directors which shall make the final decision on the appeal.

#### VIII. Faculty Organization

- A. For the purpose of the general faculty meetings, the Faculty shall consist of:
  1. Voting members, who shall include:
    - a. all members of the teaching faculty who hold tenure or who hold appointments leading to tenure,
    - b. those persons to whom faculty status belongs by constitutional provision, namely the President of the College, the Dean of Faculty, the professional librarians, and the LCIE Faculty Advisors, and
    - c. other such persons whom, by virtue of their responsibilities within the College and their general competence in higher education, the Faculty may choose to seat. These persons shall be recommended to the Faculty by the Faculty Council. Faculty approval shall be by simple majority.
  2. Non-voting members, who shall include:
    - a. persons who are teaching any course at Lindenwood, excluding graduate assistants and laboratory assistants, but who are not entitled to vote,
    - b. such other persons who, by virtue of their responsibilities within the College and their general competence in higher education, the Faculty

may choose to seat. These persons shall be recommended to the Faculty by the Faculty Council. Faculty approval shall be by a simple majority, and

- c. a maximum of 3 students designated by Student Government.

B. Practices concerning Faculty Meetings

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

campus, the Dean of Faculty may serve as Chairperson of the Faculty. In the absence of both, the Chairperson of the Educational Policies Committee shall preside.

IX. Divisions

A. A member of the Faculty shall also be a member of one of the three divisions within the College: Humanities, Natural Sciences and Mathematics, and Social Sciences.

B. The Divisions shall include the following departments:

<u>Humanities</u>	<u>Natural Sciences and Mathematics</u>	<u>Social Sciences</u>
English	Biology	Business Administration
Communications	Chemistry	Education
Art	Mathematics and	History and Political
Foreign	Computer Science	Science
Languages		Psychology
Library Science		Sociology/Anthropology
Performing Arts		

C. Faculty members who are voting members of the faculty but who are not members of a department listed in Section IV-B will be assigned by the Dean of Faculty to a division based upon their academic discipline.

D. For the purposes of meetings of the Divisions, the faculty of a Division shall consist of:

1. Voting members, who shall be all those faculty members who are voting members of the faculty, and whose teaching responsibilities and/or academic disciplines are within the Division.
2. Non-voting members, who shall include all persons who are currently teaching any course within the Division, but who are not entitled to vote.

E. Election of Division Officers

1. Each Division shall elect a chairperson, a vice-chairperson, and a secretary for a two-year term of office, the elections to be held at the end of the academic year in which the terms expire.
  - a. A notice of the election shall be sent by the Division Chairperson at least one week before the election.
  - b. An election requires a majority of those present and voting, a run-off between the two candidates receiving the most votes to be held if necessary.

2. The term of office shall start with the beginning of the academic year (ten days before the first day of classes in the Fall Semester).
3. A Division officer may be removed from office by a 2/3 majority vote of the Division. In such cases, the election of a new officer, following the method outlined above, shall take place within two weeks.

**FACULTY MEETING**

Wednesday, May 4, 1988

11:30 a.m.

Heritage Room

**AGENDA**

*Tues*  
*MAY 17*  
*9:30*  
*WAC*

1. Approval of Minutes of April 6, 1988
2. Report of the President - Dr. Spainhower
3. Report of the Dean of Faculty - Dr. Keck
4. Report of Faculty Council - Dr. Zumbrunnen
4. Report of EPC - Dr. Hood
6. Report of Nomination Committee - Dr. Bornmann
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment

**PLEASE NOTE TIME AND PLACE OF MEETING**

**PLEASE BRING YOUR COPY OF THE PROPOSED BYLAW REVISIONS, DISTRIBUTED WITH THE APRIL FACULTY MEETING AGENDA, TO THIS MEETING**

REPORT OF FACULTY COUNCIL

FACULTY MEETING

May 4, 1988

Motion: To remove from the table the motion to replace Sections I through VI of the Faculty Bylaws with proposed Sections I through IX.

Motion: To amend these proposed revisions as follows:

Section I. E. [p.2]

Add as New 2. **Council may approve exceptions to guidelines for faculty appointments and promotions.**

Re-number existing paragraphs 2. and 3. to 3. and 4.

Section II. A. 5. b. [p.4]

Change to read: Exceptions **to the provisions of section II. A. 5. a.** may be made by Faculty Council upon recommendation by the department chairperson and/or the Dean of Faculty.

Section III. C. 2. [p.8]

Change the first sentence to read: A faculty member may receive a maximum of three years credit toward the six year probationary period for full-time teaching at another **accredited** institution of higher education.

Add the following sentence at the conclusion of the paragraph: **The determination of years of credit granted toward tenure will be made at the time of initial appointment.**

Section IV. B. [p.9]

Change heading from Eligibility Requirements for Promotion to Eligibility **Guidelines** for Promotion.

In paragraphs IV. B. 1., 2., and 3. change the word must to **should**.

Section IX. D. 2. [p.21]

Change to read: Non-voting, members who shall include all persons who are currently teaching any course within the Division, but who are not **voting members of the faculty**.

Motion: To replace Sections VII and VIII of the Faculty Bylaws with proposed Sections X and XI (see attached).

Note: Changes are in bold type throughout.

## FACULTY BYLAWS

### X. Faculty Committees

#### A. Educational Policies Committee

##### 1. Membership

- a. Division Chairpersons
- b. Three faculty members, one from each division elected at large for staggered three-year terms.
- c. Two students elected by the student body or appointed by the Student Government for a term of one academic year.
- d. The Dean of Faculty, **the Dean of the Undergraduate College**, and the Dean of the Evening and Corporate Programs as ex officio members without vote.
- e. The Registrar of the College and the Head Librarian as ex officio, non-voting members.

##### 2. Duties

- a. To represent the faculty in a consultative and advisory capacity to the President and the Dean of Faculty in academic matters.
- b. To initiate or consider proposed changes in the educational program including the creation, merger or abolition of departments and programs, and to make recommendations to the faculty regarding such changes.
- c. To recommend to the faculty candidates for honorary degrees using as criteria:  
The candidate should
  - (1) be a person of character,
  - (2) have attained a level of eminence in his or her career, and
  - (3) have achieved social significance by contributing to the well-being of the community.
- d. To establish criteria for, and to administer all programs and events awarding academic honors.



- e. To choose a member, excluding the three Division Chairpersons, to serve on **the** subcommittee of the Educational Policies Committee.
- f. To consider and approve all exceptions to graduation requirements.
- g. To review the academic programs of Lindenwood College for the purpose of establishing and maintaining consistent and appropriate academic standards.
- h. To review and recommend to the faculty procedures relating to academic standards, specifically to include grading practices, the granting of academic credit for practica, internships, and experiential learning, transfer credit policies, and probation, suspension, and readmission policies.
- i. To evaluate the Lindenwood Library collection and to recommend the strengthening of those resources which seem to be inadequate.
- j. To review annually the adequacy and make recommendations concerning the budgets given to each department for the purpose of the acquisition of new resources for the Lindenwood Library.
- k. To evaluate and make recommendations concerning the quantity, condition, and accessibility of resources, such as projectors, record players, computers, available to the Faculty.

### 3. Procedures

- a. Proposals for new courses, course deletions, substantive changes in course descriptions or credit hours, and changes in departmental or divisional requirements should originate in departments, obtain divisional approval, and be approved by the Educational Policies Committee. Such actions are reported to the full faculty by the Educational Policies Committee minutes and may, by motion of any faculty member, be considered by the full faculty.
- b. All general education requirements, all specific graduation requirements, elimination or creation of programs and degrees, changes in the academic calendar, and basic academic policies and standards which are approved by the Educational Policies Committee must be submitted for full faculty vote.

4. Subcommittee (Terms of membership are for one year, except as noted)

a. General Education Review Committee

(1) Membership

a. Six faculty members: three elected at large, one from each division, **one elected by the faculty of LCIE**, one appointed, for staggered two-year terms, and one member of the Educational Policies Committee.

b. Two students, elected by the student body or appointed by the Student Government.

(2) Duties

a. To monitor the implementation and integrity of the general education program across the several instructional areas of Lindenwood College, i.e., Day College, Evening College, Lindenwood College for Individualized Education, and off-campus centers, making an annual report to the Educational Policies Committee and the Dean of Faculty, citing strengths, weaknesses, and concerns.

b. To initiate and/or receive and review any proposals from departments/divisions for changes, deletions, additions to the general education program, making recommendations regarding such proposals to the Educational Policies Committee.

c. To serve in an advisory capacity to the Dean of Faculty in matters related to the implementation of the general education program, including the coordination of grant proposals seeking funding to improve the general education program.

[Note: The Academic Standards Committee, the Academic Resources Committee, and the Special Terms Committee have been eliminated. The duties of the Academic Standards Committee and the Academic Resources Committee have been reassigned to EPC.]

B. Admissions and Financial Aid Committee

1. Membership

- a. Six faculty members, three elected and three appointed (including representatives from all divisions) to serve in staggered two-year terms.
- b. **The Director of Admissions-Day College, the Director of Admissions-Evening and Corporate Programs, the Director of Financial Aid, the Registrar, the Vice President for Academic Affairs, the Dean of the Undergraduate College, the Dean of Evening and Corporate Programs, and the Director of the CAP Center** as ex officio members with vote.
- c. Two students, one elected by the student body or appointed by the Lindenwood Student Government and one appointed by the Admissions and Financial Aid Committee to serve for one-year terms.

## 2. Duties

- a. To assist the Admissions Office and to coordinate recruitment efforts of departments and divisions.
- b. To review and make recommendations to the President and the Vice President for Academic Affairs, policies concerning admissions standards, scholarships and other types of financial aid for students.
- c. To hear appeals concerning admission, scholarship and financial aid decisions and to make recommendations concerning such to the Dean of Admissions and the Director of Financial Aid.
- d. To review individual cases that require special consideration in the admissions and financial aid process.
- e. To determine research needs in the area of admissions and financial aid and to work with the Office of Research and Planning to ensure that the appropriate data-gathering and research activities are conducted and the results made available to the appropriate faculty committees and administrative offices.

## C. Lectures, Concerts and Special Events Committee

### 1. Membership

- a. Four faculty members to be elected by the Faculty for staggered two-year terms.

- b. Four student members appointed by the Student Government for a term of one academic year.
- c. The Dean of College Life and the Dean of Faculty as ex officio members with vote.
- d. The chairperson shall be one of the faculty members determined by election.

## 2. Duties

- a. To evaluate, plan and budget special events, such as programs that bring visiting lecturers, artists and other performing groups, and social events.
- b. **To cooperate with the Campus Events Coordinating Committee in providing adequate publicity for these events.**
- c. To establish each year an All-College Reading List Committee.

### (1) Membership

- a. One member of the Lectures & Concerts Committee
- b. Faculty members (minimum 3, maximum 6) chosen by Lectures & Concerts from the list of volunteers received by the Nominations Committee, serving for two-year terms.
- c. One student appointed by the Student Government for a one year term.

### (2) Duties

- a. To solicit suggestions for the yearly All-College Reading List, to select books for the list, to promote the reading and use of the books, to plan and advertise related activities.

## D. Committee on Teacher Education

### 1. Membership

- a. The staff of the Department of Education, the Dean of Faculty, and the Registrar.

- b. One faculty representative elected from each of the areas of teacher certification by the faculty of that area for a term of one year.
- c. Two students, one seeking elementary certification and one seeking secondary certification, appointed by the Chairperson of the Education Department for a term of one academic year.

## 2. Duties

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

## E. Graduate Council

### 1. Membership

- a. 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.

are to be completed, so that names may be submitted to the committee for consideration.

- b. To keep records of all nominations and memberships on committees.
- c. To nominate members to fill vacancies on committees, except on the Nominations Committee, in which case nominations shall be made from the floor and election held at the first Faculty Meeting following the occurrence of a vacancy.

#### H. Academic Grievance Committee

##### 1. Membership

- a. The Dean of the Undergraduate College and **the Dean of Evening and Corporate Programs and Dean of Graduate Studies.**
- b. Two faculty members to be elected by the faculty for a term of one academic year.
- c. Two student members appointed by the Student Government for a term of one academic year.

**Note:** When the grievance is initiated by a graduate student, the two student members shall be graduate students.

[Note: The Dean of Faculty is no longer a member of the Academic Grievance Committee.]

##### 2. Duties

- a. To hear academic grievances after all other appropriate grievance procedures have been exhausted and to make recommendations concerning the grievances to the Vice President for Academic Affairs.

##### 3. Procedures

- a. When the grievance concerns a Day College student, the Committee will be convened and chaired by the Dean of the Undergraduate College; when the grievance concerns an Evening College, LCIE, or graduate student the Committee will be convened and chaired by the Dean of Evening and Corporate Programs and Dean of Graduate Studies.

- 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.

F. Athletic Committee

1. Membership

- a. Two faculty members elected by the Faculty for staggered two-year terms and one faculty member appointed by the President for a term of one academic year.
- b. The representative to the National Association of Intercollegiate Athletics.
- c. Two student athletes, one representing female athletes and one representing male athletes, elected by the student athletes, for a term of one year.

2. Duties

- a. To consult with the Athletic Director and the Undergraduate Dean on the creation and implementation of policies governing the athletic program and to monitor the execution of them. The committee is specifically concerned with eligibility and scholarship issues and evaluation processes.

G. Nomination Committee

1. Membership

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

2. Duties

- a. To nominate the faculty members to be appointed or elected to committees, except the Nomination Committee. In each case, the committee shall notify the Faculty of the date by which nominations

are to be completed, so that names may be submitted to the committee for consideration.

- b. To keep records of all nominations and memberships on committees.
- c. To nominate members to fill vacancies on committees, except on the Nominations Committee, in which case nominations shall be made from the floor and election held at the first Faculty Meeting following the occurrence of a vacancy.

#### H. Academic Grievance Committee

##### 1. Membership

- a. The Dean of the Undergraduate College and **the Dean of Evening and Corporate Programs and Dean of Graduate Studies.**
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**Note:** When the grievance is initiated by a graduate student, the two student members shall be graduate students.

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##### 2. Duties

- a. To hear academic grievances after all other appropriate grievance procedures have been exhausted and to make recommendations concerning the grievances to the Vice President for Academic Affairs.

##### 3. Procedures

- a. When the grievance concerns a Day College student, the Committee will be convened and chaired by the Dean of the Undergraduate College; when the grievance concerns an Evening College, LCIE, or graduate student the Committee will be convened and chaired by the Dean of Evening and Corporate Programs and Dean of Graduate Studies.



XI. General Procedures

- A. Quorum: A simple majority shall be sufficient to conduct the business of any body subject to these bylaws, except: The quorum of the Faculty Council, in any hearing or deliberation relating to the case of a particular faculty member, shall be 2/3 of the members.
- B. Proxy Votes: No proxy votes shall be permitted in any body subject to these bylaws.
- C. Robert's Rules of Orders shall be the basis of parliamentary procedure in any circumstance not explicitly determined in these bylaws.

Lindenwood College  
St. Charles, MO 63301

Minutes  
Meeting of the Faculty of Lindenwood College  
April 6, 1988

The regular meeting of the Faculty of Lindenwood College was held Wednesday, April 6, 1988 at 2:00 P.M. in Young 111. Dr. Daniel Keck presided.

The minutes of the March 2, 1988 meeting were approved as distributed.

Report of the President

President Spainhower introduced Glen Cerny who has assumed responsibilities as General Manager of KCLC. The President noted that Glen is a 1974 graduate of Lindenwood.

The President began his report by reading an excerpt from a document he had prepared for the Executive Committee of the Board of Directors. The excerpt dealt with the state of the academic program at the College. He stated that, for Lindenwood to have a reputation as an institution of high quality, at least five ingredients had to be present. These included faculty salaries equal to the national average for colleges of our size and type, a strong liberal arts program, selected programs of unusual distinction, a nurturing of non-traditional and graduate programs, and a careful monitoring of all academic service centers. He stated that he was recommending to the Executive Committee that an ad hoc committee on academic affairs be established to assist the administration and faculty in addressing these areas as well as to review market needs which might be met through the development of new programs.

Dr. Spainhower then reviewed the financial position of the College. He pointed out that the College had received \$500,000 less in tuition than was budgeted and that it was likely that the College would end the year in a deficit position. He stated that the tentative 1988-89 budget contained no funds for salary increases except for promotions. He said that salary adjustments might be possible in January, depending on fall enrollments. The President indicated that the budget was predicated on 500 day students and 1250 non-traditional students. The tuition for full-time students will be \$6,150.

The President then commented on the implications of the closing of St. Mary's College and the decision of CASA to close its Lindenwood branch effective June 30, 1988. He stated that he and Dr. Keck had met with the President of St. Mary's and that, based upon that discussion, they did not believe there is much of a role for Lindenwood to play as far as St. Mary's students are concerned, since most of them are in nursing. He then stated that we are giving serious consideration to taking over CASA's operation if we can do so without losing money.

### Report of the Dean of Faculty

In his report, Dr. Keck commented positively on the proposal for the creation of a committee of the Board of Directors which would focus on academic affairs. Such a committee, he said, can be helpful in getting support for the faculty and the academic program. He then emphasized the importance of student retention, noting that the goal of 500 day college students included 275 returning students.

Peter Pitts provided an update of activity in admissions for the Day College. The statistics for this year and comparable figures for the previous two years are:

	<u>1988</u>	<u>1987</u>	<u>1986</u>
Applications	254	170	255
Admits	177	82	120
Deposits	32	15	22
Matriculated		138	185 (approx.)

He also stated that he would welcome faculty volunteers to make phone calls to prospective students.

### Report of Faculty Council

Dr. Zumbrunnen, reporting for Faculty Council, issued an invitation to the faculty to attend the 1987-88 Faculty Lecture, which would be presented by Dr. Daryl Anderson on April 17. She also noted that nominations for the 1988-89 Faculty Lectureship were due by April 15.

Dr. Zumbrunnen then presented the proposed revisions to the Faculty By-laws and distributed a summary of the proposed changes. Among the issues raised during the ensuing discussion were the following: (1) the inconsistency between requirements for promotion and tenure, (2) the need for clarification of what constitutes a terminal degree in the various disciplines, (3) the question of whether a terminal degree should be required for promotion to the rank of Associate Professor, (4) whether the new criteria for promotion and tenure would be applicable to faculty already at Lindenwood, and (5) the use of the term "requirements" as opposed to "guidelines" in the section on promotion. A motion was made, seconded, and passed to table consideration of these proposed changes in the By-laws.

### Report of EPC

Dr. Hood reported for EPC. A motion was made, seconded, and passed to recommend to the Board of Directors that an honorary degree be awarded to Mary Lichliter.

Old Business

Professor Wehmer reported on the Faculty-Staff Campaign.

Dr. Schwab stated that advisors were needed for the April 16 registration for new students.

New Business

Dr. Graber reported that the Missouri Conference of the AAUP would be meeting on the Lindenwood campus on April 15 and that the Women's Program Council of the HEC would be meeting here on April 19.

Dr. Soda asked whether there would be a report on the change to the quarter calendar for the Evening College. He indicated that quarter classes pose a problem for some faculty. A motion was made, seconded, and passed to request EPC to study the effect of having Evening College classes on the quarter calendar.

Professor King noted that, when we have weekend campus events, the gates need to be opened.

Announcements

The following events were announced:

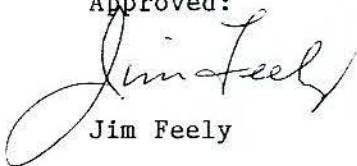
- AAUP Meeting, April 21, 12:00, Faculty Lounge - Sibley
- Humanities Division Meeting, April 8, 12:00
- Robyn Smith Lecture, April 6, 7:00
- Rhinoceros, April 14-16, 21-23
- Becky Glenn Lecture, April 22, 12:40

Dr. Rickert announced that appraisers are on campus taking an inventory of all equipment and furnishings.

Dr. Keck announced that faculty participating in the medical insurance program should pick up booklets from the personnel office.

The meeting was adjourned.

Approved:

  
Jim Feely

Submitted:

  
Dan Keck

## EDUCATIONAL POLICIES COMMITTEE

### Minutes

April 20, 1988

Present: Jim Hood, Dan Keck, Sally Sears, Jan Czapla, Jim Wilson, Arlene Taich, Solon Chervitz, John Bornmann, Jeanne Donovan, Dominic Soda, and Allen Schwab

Cynthia Lowe, a Master of Business Administration degree candidate, presented a petition to allow summer graduate students to be hooded at the Commencement ceremony in May. After discussion, a motion was made to allow only those currently enrolled in the Spring Quarter 1988, finishing within six weeks of the ceremony, to be hooded. The motion was seconded but defeated. A second motion was made to allow all summer graduate students to be hooded, providing they met existing requirements for participation in the ceremony. The motion was seconded and carried.

Jim Hood presented a recommendation that Thomas Eagleton be awarded the honorary degree, Doctor of Laws, honoris causa. Motion was made, seconded and carried to endorse this recommendation.:

Jim Hood, reporting for the subcommittee reviewing the duties of EPC, made the following recommendations for changes:

Faculty Bylaws, page 38, Sec. VII. A. 2. Duties: add f. To consider and approve all exceptions to graduation requirements.

Faculty Bylaws, page 38, Sec. VII. A. New section 3. to read as follows:

#### 3. Procedures:

- a. Proposals for new courses, course deletions, substantive changes in course descriptions or credit hours, and changes in departmental or divisional requirements should originate in departments, obtain divisional approval, and be approved by the Educational Policies Committee. Such actions are reported to the full faculty by the Educational Policies Committee minutes and may, by motion of any faculty member, be considered by the full faculty.
- b. All general education requirements, all specific graduation requirements, elimination or creation of programs and degrees, changes in the academic calendar, and basic academic policies and standards which are approved by the Educational Policies Committee must be submitted for full faculty vote.

Sec. VII. A. 3., 2. a., will be added to A. 2. as g.

Sec. VII. A. 3., 2. b., will be added to A. 2. as h. eliminating the phrase "through the Educational Policies Committee"

Motion was made, seconded and carried that EPC accept all responsibilities previously held by Academic Resources Committee. [These responsibilities, Section VII. A. 3. b., 2. a., b., and c., will become Section VII. A. 2. i., j., and k.]

Motion was made to approve and recommend to Faculty Council the aforementioned bylaw changes. The motion was seconded and carried.

Motion was made that Faculty Council be requested to consider the relationship between the Graduate Council and EPC. Motion was seconded and carried.

An informal Cross-Enrollment Agreement with Army ROTC was discussed. Motion made, seconded and carried to endorse negotiation of an agreement between Lindenwood College and the Department of Military Science at University of MO-St. Louis. A proposal for course credit for military science courses will be presented to EPC at a later meeting.

Motion was made, seconded, and carried that no ROTC Agreement will be finalized until after the May faculty meeting. No ROTC courses will be listed in the Fall 1988 schedule of classes.

Dan Keck presented the report of the Academic Standards Committee. The recommendations of the Committee were:

- (1) that the 120 hour requirement for graduation remain unchanged
- (2) that the requirement that students complete 42 hours in 300/400 level courses be retained. However, the Committee also recommended:
  - a. that EPC direct departments to undertake an examination of its course numbers to determine whether or not all courses are at the appropriate level; i.e., 100, 200, 300, or 400;
  - b. that departments be required to submit to EPC a sample program demonstrating the ability of departmental majors to meet that requirement; and
  - c. that transfer courses from community colleges be counted toward the 300/400 level requirement if the equivalent courses at Lindenwood are 300 or 400 level courses.

- (3) that no limits be placed on either the number of hours which could be required in the major or the number of hours in a single department which could be counted toward the 120 hour minimum required for graduation.


Motion was made, seconded and carried that EPC accept the recommendations of the Academic Standards Committee.

Information on the Freshman Seminar was provided for the benefit of the EPC. The Seminars will probably be offered again in Fall 1989.

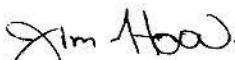
The Committee felt that additional information was needed in order to properly review the quarter calendar. The suggestion was made that a subcommittee be formed to gather specific data. It was the general consensus that the new Educational Policies Committee for fall be allowed to form this subcommittee.

Meeting adjourned.

Submitted:

  
Kathy Schneider

Approved:

  
Jim Hood

TO: The Faculty  
FROM: Daniel N. Keck  
Dean of Faculty  
DATE: August 23, 1988  
RE: Opening Faculty Meeting  
Advising and Registration

The opening Faculty meeting will be on Wednesday, **September 7, 1988** at 2:00 p.m. in Young 111.

Registration will be held on Tuesday, August 30 from 1:00-4:30 p.m. **All faculty are expected to be in their offices from 10:00 a.m. to 12:00 noon and from 1:00-4:00 p.m. on Tuesday for academic advising.** If, for any reason, you will not be available during this period, please notify Allen Schwab at extension 230.

We have registered approximately 265 returning students and 145 new students. We anticipate registering between 65 and 90 students on Tuesday. A number of classes already are closed and others will close early on Tuesday afternoon. If the registration process is to proceed smoothly, it is **absolutley essential** that faculty advisers be aware of closed classes as well as courses which have been added. To assist you in this effort, the following are attached:

- (1) A listing of all closed classes. Note: This listing also includes those classes in which only one or two seats are available. These classes are identified.
- (2) A listing of new sections of classes not listed on the printed schedule.
- (3) A listing of courses available for Freshmen, by hour and with the number of seats available. (Fall Quarter classes, also available for Freshmen, are not listed.)

These same listings will be available to all new students who will be registering on Tuesday. **Please take a few minutes before Tuesday to make these changes on your schedule.**

I will be available all Tuesday afternoon in Allen Schwab's office (extension 230) to assist students with scheduling problems. Please feel free to contact me if you encounter specific problems as you are advising students.

Thank you for your cooperation.

DNK/kas

cc: Catherine Coyle



## CLOSED CLASSES

### Business Administration

BA 211.11 Principles of Political Economy - Micro  
BA 320.21 Principles of Finance (2 seats left)  
BA 330.11 Principles of Management (1 seat left)  
BA 360.11 Business Law I (1 seat left)

### Chemistry

CHM 111.11 Concepts of Chemistry  
CHM 111.12 Concepts of Chemistry  
CHM 111.13 Concepts of Chemistry

### Communications

COM 121.12 Voice and Diction (1 seat left)  
COM 151.11 Radio Production  
COM 242.11 Basic Reporting (2 seats left)  
COM 356.11 Advanced Video Production

### English

ENG 101.12 English Composition I  
ENG 201.11 World Literature and Ideas I  
ENG 201.12 World Literature and Ideas I (2 seats left)  
ENG 302.21 Bibliography and Methods of Research (permission of Department  
Chairperson required)

### French

FLF 101.11 Elementary French I

### Spanish

FLS 101.11 Elementary Spanish I

### Mathematics

MTH 102.11 College Algebra (1 seat left)  
MTH 111.11 Concepts in Mathematics (1 seat left)  
MTH 111.12 Concepts in Mathematics  
MTH 111.21 Concepts in Mathematics (2 seats left)

### Psychology

PSY 100.21 Principles of Psychology  
PSY 432.21 Advanced General Psychology

### Sociology

SOC 102.11 Basic Concepts of Sociology (1 seat left)  
SOC 102.21 Basic Concepts of Sociology

### Social Science

SOC 310.11 Social Science Statistics

### Theatre

TA 525.21 Research Methods in Theatre (permission of Department  
Chairperson required)

COURSE ADDITIONS

Chemistry

CHM 111.15	Concepts in Chemistry	4	M W F	9:10-10:10	Staff	Y301
			Lab: R	8:00-11:00	\$40.00	Y411
CHM 111.16	Concepts in Chemistry	4	M W F	9:10-10:10	Staff	Y301
			Lab: R	1:50-4:50	\$40.00	Y411

Communications

COM 307.11	Writing/Elec Media	3	T R	9:40-11:10	Sakahara	R208
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English

ENG 102.12	English Comp II-A	3	M W F	11:30-12:30	Staff	R306
	Prereq: ENG 101					

Foreign Language - Spanish

FLS 101.12	Elementary Spanish	3	M W F	11:30-12:30	Perrone	R217
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Mathematics

MTH 102.12	College Algebra	3	T R	9:40-11:10	Soda	Y311
MTH 111.13	Concepts in Math	3	T R	9:40-11:10	Staff	Y310
MTH 111.21	Concepts in Math	3	T R	1:50-3:20	Huesemann	Y310

Political Science

PS 155.21	Amer Natl Government	3	M W F	12:40-1:40	Wier	Y305
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Sociology

SOC 102.12	Bas Conc of Sociology	3	M W F	11:30-12:30	DeVoe	R209
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**FRESHMAN-LEVEL COURSES, BY HOUR\***

8:00 MWF

BA 210.11	Survey of Political Economics	(20)**
CHM 111.14	Concepts in Chemistry	( 9)
	Lab: Alternate SAT 8:00-2:00	
COM 213.11	Interpersonal Communication	( 3)
ENG 101.11	English Composition I	( 3)
FLI 101.11	Elementary Italian I	(19)
HIS 100.11	A History of Human Community	( -)

9:10 MWF

CHM 111.15	Concepts in Chemistry	(16)
	Lab: R 8:00-11:00	
CHM 111.16	Concepts in Chemistry	(14)
	Lab: R 1:50-4:50	
ENG 101.13	English Composition I	( 6)
ENG 102.11	English Composition IIA	( 4)
MTH 111.11	Concepts in Mathematics	( 1)

10:20 MWF

COM 121.11	Voice and Diction	( 8)
CSC 101.11	Computer Science I	( 9)
ENG 101.14	English Composition I	( 3)
ENG 101.15	English Composition I	(15)
MTH 106.11	Basic Statistics	(11)
PSY 100.11	Principles of Psychology	( 3)
SOC 102.11	Basic Concepts of Sociology	( 1)

11:30 MWF

ENG 101.16	English Composition I	( 8)
ENG 101.17	English Composition I	(12)
ENG 102.12	English Composition IIA	(19)
FLS 101.12	Elementary Spanish I	(21)
MTH 102.11	College Algebra	( 1)
SOC 102.12	Basic Concepts of Sociology	(19)
HIS 105.11	America: Colony to Civil War	( 4)

12:40 MWF

COM 121.12	Voice and Diction	( 1)
FLG 101.21	Elementary German I	(12)
HIS 100.21	Human Community	( -)
MTH 171.11	Calculus I (MTRF)	(11)
PS 155.21	American National Government	(16)
SCI 212.11	History of Science	(24)

1:50 MR

ART 181.21	Beginning Still Photography	(20)
ART 200.21	Intro to Painting	(23)
PSY 100.21	Principles of Psychology	(6)

1:50 TF

ART 106.21	Intro to Design	(20)
ART 240.21	Intro to Ceramics	(25)
COM 100.21	Intro to Mass Communications	(16)
MTH 111.21	Concepts in Mathematics (TR)	(2)

8:00 TR

ART 230.11	Intro to Drawing	(19)
PHL 100.11	Intro to Philosophy	(21)

9:40 TR

HIS 100.12	Human Community	(-)
MTH 102.12	College Algebra	(23)
MTH 111.13	Concepts in Mathematics	(14)
MUS 165.11	Intro to Music Literature	(7)
REL 202.11	Religion in America	(23)

TBA

FLR 101.11	Elementary Russian I	(24)
FLL 101.11	Elementary Latin I	(24)

\* Generally, courses taken only by majors are not included

\*\* Number of seats remaining

LINDENWOOD COLLEGE  
6/30/87 - 9/30/87 - 12/30/87 - 5/14/88 GRADUATES

LAST NAME	FIRST NAME	MIDDLE NAM	DEG	Graduating Major	GRADDATE
Ackerman III	Joseph	F.	BS	Business Administrat	05/14/88
Adamakos	Julya	B.	MBA		05/14/88
Ake	John	William	MBA		06/30/87
Al-Alawi	Omar	Mubarak	BS	Sociology	05/14/88
Allen	Janet		MBA		12/30/87
Arnold	Barbara	Joan	MA	Education	05/14/88
Arnold	Joseph	Vernon	BS	Mass Communication	05/14/88
Ashton	Joyce	Koenig	BS	Business Administrat	05/14/88
Aulenbacher	Rebecca	M.	MA	Education	09/30/87
Aydt	Lynn-Marie		BS	Human & Organization	05/14/88
Ayres	Marilyn	Hetlage	MA	Education	09/30/87
Babbitt	Donald	Richard	MBA		05/14/88
Babcock	Larry	Lee	MBA		06/30/87
Baker	Anne	Marie	MA	Counseling Psycholog	05/14/88
Baker	M. Darnetta		MBA		09/30/87
Ballard	Charles	L	MBA		05/14/88
Barczewski	Ronald	John	MBA		06/30/87
Bargeon	Lee	Anthony	MBA		05/14/88
Barr	Kathy	Dianne	MBA		09/30/87
Bartle	Raymond	Lee	MBA	Executive	05/14/88
Baswell	Cheryl	Ann	BS	Business Administrat	09/30/87
Byless	Kenneth	Ray	BS	Business Administrat	12/30/87
ard	Eddie		BS	Business Administrat	05/14/88
Selfi	John	Leonard	MBA		06/30/87
Bernhardt	Edythe	Elayne	MA	Education	05/14/88
Boul	Lori	Ann	BS	Business Administrat	05/14/88
Bialas	Michael	Z.	BS	Communications	05/14/88
Bibko	Dale	Allen	MBA		06/30/87
Blue	Craig	Maxwell	MBA		12/30/87
Bodnam	Elizabeth	Ann	BA	English/Mass Communi	05/14/88
Bowie	Rosetta	M.	BS	Administration	09/30/87
Bowles	Valerie	Cauble	BS	Business Administrat	12/30/87
Breckenkamp	Raymond	G.	MBA		12/30/87
Brewer	Robert	Stanley	MBA		12/30/87
Brooks	Sandra	J.	BS	Business Administrat	05/14/88
Brown	Lubie		BS	Mass Communication	05/14/88
Burkhead	Michael	W.	MBA		09/30/87
Burkot	Mark	S.	MBA		12/30/87
Campbell	Awilda	Rachel	BS	Administration	09/30/87
Canoy	Pamela	Jill	BS	Business Administrat	05/14/88
Cantwell	Kevin	Burkoff	MBA		12/30/87
Carlson	Kathleen	Louise	BS	Business Administrat	09/30/87
Carr	Christine	Setser	BS	Business Administrat	05/14/88
Carter	Bruce		MBA		06/30/87
Chadwick	Rose Mary		BS	Business Adm/History	05/14/88
Chastain	Mary Ann		BS	Communications	05/14/88
Chavez	Louis	A	MBA		05/14/88
Chestnut	Jerry	Ray	BS	Business Administrat	05/14/88
Chaan	Anwar	Ahmad	MBA		09/30/87
Churchill	Gustav	Edward	MBA		06/30/87

LINDENWOOD COLLEGE  
6/30/87 - 9/30/87 - 12/30/87 - 5/14/88 GRADUATES

LAST NAME	FIRST NAME	MIDDLE NAM	DEG	Graduating Major	GRADUATE
Claxton	Dorothy	Catherine	BS	Computer Science	05/14/88
Clingenpeel	Durward	Otho	MBA		09/30/87
Cogan	Shirley	Ann	MA	Education	09/30/87
Condellire	Dominic	Ernest	BS	Computer Science	09/30/87
Corbett	Virginia	Ann	BS	Business Administrat	05/14/88
Couillard	Dulcie	Marie	AS	Business Administrat	05/14/88
Cox	Tammie	Ree	BS	Business Administrat	05/14/88
Cronin	Linda	J.	BS	Business Administrat	05/14/88
Crouch	Angela	Jean	BA	Elementary Education	05/14/88
Cucchi	Toni	M.	MBA		09/30/87
Davis	Gail	Sandra Fry	MBA		06/30/87
DeLassus	Albert	John	BS	Business Administrat	05/14/88
DeLassus	Mary	Zoeller	BS	Business Administrat	09/30/87
Delicath	Timothy	Alan	MBA		09/30/87
Dennis, Jr.	William	F.	MBA		09/30/87
Derhake	Allan	George	MBA		06/30/87
Dieckhaus	Kim	Marie	MBA		06/30/87
Dillard	Cathy	Ann	BS	Business Administrat	06/30/87
Donnelly	Kathleen	Marie	BS	Business Administrat	05/14/88
Drumm	Matthew	P.	BS	Administration	12/30/87
Dyer	Sandra	W.	BS	Administration	09/30/87
Easter	Mark	Charles	BS	History	05/14/88
Edmondson	Tamara	Harper	BS	Mass Communication	05/14/88
Edwards	Stacy	Maria	MBA		05/14/88
Eisenbeis	Brenda	Marie	BA	Business Administrat	05/14/88
Ernst	Gary	Ralph	MBA		09/30/87
Essenpreis	Connie	L.	BS	Business Administrat	12/30/87
Ewalt	Tina	I	BS	Computer Science	05/14/88
Farmer	Beth	Ann	MBA		06/30/87
Farrar	Robert	Richard	MBA		05/14/88
Fassero	Mary	T.	BS	Business Administrat	05/14/88
Fatooh	Kathleen	Elizabeth	BA	Communications	05/14/88
Fahlings	Michele	J	BS	Business Administrat	05/14/88
Felchlin	Joseph	H.	MBA		09/30/87
Felder	James	Claude	BS	Mass Communication	05/14/88
Fisk	Lisa	Ann	BS	Mass Communication	05/14/88
Fleming	Stephen	James	BS	Business Administrat	12/30/87
Florig	Thomas	E.	MBA		09/30/87
Foerster	William	Joseph	MBA		09/30/87
Force	Nancy	L.	AS	Business Administrat	05/14/88
Fortune	Maria	Anne	BA	Business Administrat	12/30/87
Francy	Joyce	Darlene	AS	Business Administrat	05/14/88
Franklin	Marie	Antionette	BS	Health Administratio	09/30/87
Fridley	Beatrice Diane		MA	Education	05/14/88
Frieden	Mark	Daniel	MBA		09/30/87
Frischer	Erika	Josephine	BA	Art History/Spanish	05/14/88
Fritz	John	F.	MBA		12/30/87
Fruin	Barbara	McCormick	BS	Business Administrat	05/14/88
lton	Clarence	K.	MBA		12/30/87
runk	Lois	A	MA	Education	05/14/88

LINDENWOOD COLLEGE  
6/30/87 - 9/30/87 - 12/30/87 - 5/14/88 GRADUATES

LAST NAME	FIRST NAME	MIDDLE NAME	DEG	Graduating Major	GRADDATE
Gamache	Brian	L.	BS	Business Administrat	06/30/87
Gambaro	Virginia	L.	BS	Administration	09/30/87
Iantz	Joseph	L	BFA	Stu12o Art	05/14/88
90ssK00	N8sz	Gs8odK*	NB	F9vd80e,o	06/30/87
Ga#ton	Zames	Alan	MBA		12/30/87
Gatrell	Ronald	Paul	BS	Performing Arts	05/14/88
Gehrs	Wendy	L.	MBA		12/30/87
Gillen	David	John	BS	Business Administrat	05/14/88
Gipson	Christopher	David	BA	English	05/14/88
Glass	Charlotte	M.	BS	Business Administrat	09/30/87
Goff	Donna	Louise	BS	Business Administrat	05/14/88
Goodpaster	Gary	Lynn	MBA		05/14/88
Gore	John	Head	BA	Mass Communication	05/14/88
Gower, Jr.	Robert	E.	MBA		05/14/88
Grissom	John	D.	BS	Mass Communication	05/14/88
Grober	Virginia	Ann	BA	Business Administrat	05/14/88
Hagar	Kathy	Sue	MBA		06/30/87
Hairston	Margaret	Mitchell	BA	Business Administrat	05/14/88
Haley	Deborah	Ann	MBA		09/30/87
Hall	Gerri	Huckabee	BS	Business Administrat	12/30/87
Hansen	Lynn	Marie	MBA		09/30/87
Hargis	Bonnie	Kathleen	MA	Counseling Psycholog	12/30/87
Harris	Terri	Ann	BS	Computer Science/Che	05/14/88
Harris III	William	Branthony	BS	Business Administrat	05/14/88
Hawkins	Gloria	T.	BS	Administration	09/30/87
Haynes	Mamie	W.	BS	Communications	09/30/87
Hack, Jr.	Kenneth	Richard	MBA		05/14/88
Henthorn	Jane	Frances	MS	Administration	06/30/87
Herod	Alan	Henderson	MS	Management Info Syst	12/30/87
Herrick	Mark	Thomas	MBA		06/30/87
Hath	Robert	F.	MBA		06/30/87
Hewitt	Susan	G.	BS	Administration	09/30/87
Hicks	Rebecca	Jo	MA	Education	05/14/88
Hillyer	Michael	Brett	MBA		06/30/87
Hines, Jr.	Kenneth	Buckner	MBA		06/30/87
Hinton	Janice	Kay	MA	Counseling Psycholog	05/14/88
Hoesli	Bonnie	Eileen	BS	Elementary Education	09/30/87
Hoggatt	Douglas	Winston	BA	English	05/14/88
Holcomb, Jr.	Norman	Isadore	MBA		09/30/87
Holler	Michael	Glenn	BS	Psychology	12/30/87
Holtman	John	Scott	MBA		05/14/88
Hopper	Mark	D	BA	Corp. & Indus. Comm.	05/14/88
Horstmeier	Charles	Walter	MA	Counseling Psycholog	12/30/87
Howard	Jacqueline	S.	MBA		05/14/88
Howerton	Sandra	Jean	MBA		06/30/87
Hranicka	Kevin	Roy	BS	Administration	09/30/87
Huebner	Margaret	E	MA	Education	05/14/88
Hughes	Beverly	Darlene H.	BS	Administration	09/30/87
Huss	Pamela	Lynn	MBA		09/30/87
Hyde	Celena	Sue	BS	Business Administrat	05/14/88

LINDENWOOD COLLEGE  
6/30/87 - 9/30/87 - 12/30/87 - 5/14/88 GRADUATES

LAST NAME	FIRST NAME	MIDDLE NAM	DEG	Graduating Major	GRADUATE
Jackson	Gwendolyn	Marie	BS	Administration	12/30/87
Jacobs	Julie	Diane	BS	Mass Communication	09/30/87
Jacobs	Mary	Terese	BS	Business Administrat	05/14/88
Jamerison	Beverly	Pierca	MBA		05/14/88
Jeffries	Pauline		BS	Business Administrat	12/30/87
Jenkins	Jan	J.	BS	Mass Communication	06/30/87
Jennings	Paul	J.	BS	Theatre	05/14/88
Jirus	Jerry	Charles	MBA		05/14/88
Johnson	Bruce	Arthur	BS	Administration	09/30/87
Johnson	Deborah	Ann	BS	Elementary Education	05/14/88
Johnson	Karen	L.	BA	Communications	05/14/88
Johnson	Nancy	Karen	MBA		05/14/88
Johnson	Sandy	J.	MBA		09/30/87
Johnson, Jr.	Joseph		MBA		05/14/88
Jones	Eunice	Ann	BS	Administration	09/30/87
Jones	Granetta	Diane	BS	Business Administrat	05/14/88
Jones	Gwendolyn	Hoosman	MBA		05/14/88
Jones	Judith	Denise	MBA		09/30/87
Kasal	Kay	Helen	BS	Biology	05/14/88
Kastigar	Robert	Peter	BS	Computer Science	05/14/88
Kaufman	Terry	Lee	MBA		06/30/87
Keven	Renee	Lynn	BS	Human & Organization	12/30/87
elch	David	Arthur	MBA		05/14/88
Kelley	Kandice	Lynn	MA	Studio Art	05/14/88
Kemper	Daniel	W.	MBA		12/30/87
Kenney	Suzanne	Kay	BS	Business Administrat	09/30/87
Kilpatric	Candace	Jo	BS	Psychology	05/14/88
King	Ellen	C.	MBA		05/14/88
King	John	D.	BS	Business Administrat	12/30/87
Kirby	Michael	W.	MBA		12/30/87
Kirkland	Ligaya	Reyes	BS	Business Administrat	05/14/88
Koenecker	William	V.	BS	Administration	09/30/87
Kohring	Michael	Francis	BA	Spanish	09/30/87
Kolker	Kimberly	Frances	BS	Elementary Education	05/14/88
Koritz	Elizabeth	Ann	BS	Industrial Communica	12/30/87
Korth	Craig	Warren	MBA		06/30/87
Kraenzle	Eric	P.	MBA		06/30/87
Kroutil	Mark	A	BS	Chemistry	05/14/88
Kuelker	Keith	A	BS	Business Administrat	05/14/88
Lacy	Larry	Albert	BS	Business Administrat	05/14/88
Landwehrmier	Kirk	Conrad	BS	Computer Science/Mat	05/14/88
Lanius	Tina	Marie	BS	Biology	09/30/87
Lapinski	Cynthia	L.	BS	Human & Organization	05/14/88
Leach	Karen	Ann	BS	Business Administrat	12/30/87
Leeka	Jeffrey	Glynn	GC	International Busine	06/30/87
Leelathanamongkol	Surachai		BS	Business Administrat	05/14/88
LeGrand	Bruce	R.	MBA		12/30/87
Langfelder	William	George	MFA	Theatre	09/30/87
wis	Anthony	Cyril	MBA		12/30/87
Lewis	Gary	E.	BS	Administration	09/30/87



LINDENWOOD COLLEGE  
6/30/87 - 9/30/87 - 12/30/87 - 5/14/88 GRADUATES

LAST NAME	FIRST NAME	MIDDLE NAME	DEG	Graduating Major	GRADDATE
Lewis	Melvin	Tyree	MBA		12/30/87
Lietz	John	Francis	BS	Business Administrat	09/30/87
Light	Gregory	Bruce	MBA		05/14/88
Lombardo	Lori	Lynn	BA	Corp. & Indus. Comm.	12/30/87
Lopez	Luis	Eduardo	MBA		06/30/87
Lowe	Norma	Allen	BS	Business Adm/Sociolo	09/30/87
Lucas-Johnson	Katherine	Naomi	MS	Broadcast Management	05/14/88
Lueders	Richard	Kent	BS	Computer Science	12/30/87
Lupo	Susan	Marie	BS	Business Administrat	12/30/87
Lux	Richard	P.	BS	Studio Art	12/30/87
Lydon	Frank	E.	BS	Sociology	09/30/87
Maender	Patricia	Rae	MA	Education	09/30/87
Marks	Roy	Coady	MA	Counseling Psycholog	05/14/88
Marshall	Clarice	Hairston	MA	Education	09/30/87
Martin	Mark	A	MBA		05/14/88
Massey	Mary	Elizabeth	MBA		06/30/87
Mathews	Richard	John	BS	Mathematics	05/14/88
Mattingly	Nancy	Boman	MA	Education	05/14/88
May	Michael		MBA		09/30/87
McCleary	Ruby	Denise	MBA		06/30/87
McClellan	Helen	Michelle	MS	Organizational Commu	12/30/87
McCune	Robin	Marie	BA	Political Science	05/14/88
McGee	Albert	Leon	MBA		05/14/88
McLain-Emerly	Kathleen	Mary	BS	Business Administrat	06/30/87
McReynolds	Barry	John	BS	Business Administrat	12/30/87
Melton	James	M.	MBA		06/30/87
Miles	Cecil	Edward	BS	Business Administrat	05/14/88
Miles	Cynthia	Ann	BS	Mathematics	05/14/88
Miramonti	Gerald	Louis	MBA		12/30/87
Mocker	Karen	Marie	MBA		09/30/87
Moeckli	Richard	Karl	BS	Business Administrat	12/30/87
Mohesky	Debra	S.	BS	Administration	12/30/87
Money	Gary	Wayne	MBA		06/30/87
Moore	Rene	Ann	MBA		06/30/87
Moorman	Susan	Barclay	BS	Psychology	05/14/88
Moran	William	A.	MBA		06/30/87
Morgan, Jr.	Charles	H.	MBA		06/30/87
Morgenthaler	Gerald	Irl	BS	History	05/14/88
Morris	Phyllis	Ann	MA	Mass Media	05/14/88
Moutrie	Pamela	Jane	BS	Business Administrat	05/14/88
Mueller	Lisa	Jane	MBA		06/30/87
Myers	Candace	Jae	BS	Mass Communication	05/14/88
Neaf	Alice	Johnson	BS	Communications	05/14/88
Neville	Michael	Timothy	MA	Accounting	05/14/88
Newnham	John		MA	Counseling Psycholog	05/14/88
Norden	Mary	Lou	AS	Fashion Marketing	12/30/87
O'Brien	John Dennis		MA	Counseling Psycholog	05/14/88
O'Connor	Timothy	John	MBA		06/30/87
O'Driscoll	Patrick	J.	MFA	Theatre Arts	05/14/88
Oberg	Jerry	Roland	MBA		05/14/88

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LAST NAME	FIRST NAME	MIDDLE NAM	DEG	Graduating Major	GRADDATE
Oberle	Joyce	M.	MA	Gerontology	12/30/87
Obst	Teri	L	BS	Computer Science	05/14/88
Olson-Demmie	Debra		MA	Psychology	05/14/88
Orescovich	Erlinda	Cases	MBA		05/14/88
Ott	William	D.	BS	Computer Science	05/14/88
Owens	Ronald	D.	MBA		05/14/88
Paese	Lori	L.	BS	Business Administrat	12/30/87
Pagano	Joseph	Norris	MBA		12/30/87
Payne	Gail	Jeanette	BA	Theatre	05/14/88
Pease	Kevin	Glen	MBA		05/14/88
Peebles	Wilbert	Alan	MBA		12/30/87
Pereira	Raymond	Remigio	MBA		12/30/87
Peterson	Kenneth	August	BS	Business Administrat	12/30/87
Picker	Ronald	H.	BS	Business Administrat	05/14/88
Pierce	Norman	C	AS	Business Administrat	05/14/88
Pinion	Lawrence	Nelson	BS	Administration	12/30/87
Pohlman	Scott	A.	BS	Business Administrat	05/14/88
Porterfield	Tara	Anne	MBA		06/30/87
Puricelli	Ronald	A.	MBA		09/30/87
Quinn	Leo	Anthony	BS	Business Administrat	06/30/87
Quinn	Marvin	Eugene	MBA		12/30/87
Quab	Thomas	Bernard	MBA		09/30/87
Quasor	Curtis	W.	BS	Administration	06/30/87
Richard	Katherine	Patricia	BS	Communications	05/14/88
Richardson	Corinne	Louise	MVS		09/30/87
Ricker	Allene	Elizabeth	MA	Art	09/30/87
Riggins	James	Freeman	MBA		05/14/88
Robinson	Laura	Jean	BS	Art Education	05/14/88
Robledo-Craig	Patricia		BS	Biology/Medical Tech	06/30/87
Roeslein	Stephan	Michael	MBA		12/30/87
Rose	Carolyn	Elaine	MA	Education	05/14/88
Ross	Anthony	Joseph	MBA		12/30/87
Ross	Deborah	Katie	MBA		12/30/87
Rowland	Charles	Hubert	MBA		05/14/88
Ruemker	Leonard	Henry	MBA		05/14/88
Rundel	John	Richard	MS	Administration	05/14/88
Sackman	Larry	J.	MBA		09/30/87
Sagarra	Susan	Emilie	BA	English/Mass Communi	05/14/88
Salas	Sandra	Jeanne	MBA		05/14/88
Sale	Linda	Rae	BS	Business Administrat	06/30/87
Schack	Earl	Edward	MS	Management	05/14/88
Schaffer	Angela	Louise	BS	Computer Science	09/30/87
Schessler	Dana	Louise	BA	Business Administrat	05/14/88
Schinzling	Kurt	Gerard	MBA		05/14/88
Schleuter	Pamella	Ann	BS	Business Administrat	12/30/87
Schmidt	Gary	Edward	BS	Business Administrat	05/14/88
Schmierbach	Marlene	Denise	BA	English	05/14/88
Schneider	Scott	David	BS	Business Adm/Compute	05/14/88
Schneider	William	Dean	MBA		09/30/87
Schnyder	Linda	Potts	BS	Administration	09/30/87

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Schnyder, Jr.	Herbert	J.	MBA		09/30/87
Schurter	Kristen	Haile	BA	Business Administrat	12/30/87
Schwane	Barbara	Ann	MA	Education	05/14/88
Schwark	Douglas	B.	BS	Administration	09/30/87
Schwendener	David	A.	AS	Business Administrat	09/30/87
Sell	H. Allen		BS	Computer Science/Mat	05/14/88
Shoemaker	Joni	Dee	BS	Theatre	05/14/88
Silverberg	Donna	Jill	BS	Business Administrat	05/14/88
Sitz	Cynthia	Ann	BA	Business Administrat	05/14/88
Smethers	Larry	G.	MBA		06/30/87
Smith	Kimberly	Dawn	MBA		09/30/87
Sneddy	Judy	Rae	BA	Corp. & Indus. Comm.	05/14/88
Snow	Damon	C.	MBA		06/30/87
Spalding	Nancy	Ellen	BS	Psychology	05/14/88
Sperlo	Michael	Thomas	BS	Communications	09/30/87
Spieler	Barbara	Phillips	MA	Music Education	09/30/87
Starkey	Melvin	Dale	BS	Business Administrat	05/14/88
Stehr	Marvin	Joseph	MBA		05/14/88
Strickland	Joanna	S.	BS	Business Administrat	09/30/87
Sullivan	Dorothy	Catherine	BS	Administration	06/30/87
Suyo	Michael	David	BS	Mass Communication	05/14/88
Windle	Linda	Blewer	BS	Human & Organization	05/14/88
Wkacs	David	James	MBA		05/14/88
Tanberg	Rosemary		MBA		06/30/87
Taylor	Sarah	Elizabeth	BA	English	05/14/88
Tedrick	Kory	Michael	BFA	Studio Art	05/14/88
Teitelbaum	Bradley	David	MBA		12/30/87
Terrell	Alice	Annette	BS	Communications	05/14/88
Tevlin	Mary	C.	MA	Education	05/14/88
Thomas	Jim	A.	MBA		12/30/87
Thomas	Mark	Anthony	MBA		12/30/87
Thompson	Sallye	Andree	MBA		05/14/88
Thornsberry	Kelly	Louisa Hol	BS	Business Administrat	05/14/88
Tilden	David	Ellis	BS	Business Administrat	12/30/87
Tisdale	Douglas	W.	MBA		06/30/87
Tohill	Kenneth	Wayne	MBA		06/30/87
Tracy, Jr.	Vernon	Joseph	MS	Management Info Syst	05/14/88
Trader	Robert	N	BS	Business Administrat	12/30/87
Tubbs	Laura	Kathleen	BS	Business Administrat	12/30/87
Turnbough	Jennifer	A.	AS	Fashion Marketing	12/30/87
Upchurch	Donna	Gauda	MBA		06/30/87
Vadivelu	Hema		BA	Chemistry	05/14/88
Vitale	Michelle	Suzanne	BS	Business Administrat	05/14/88
Volpo	John	J.	MBA		05/14/88
Volz	Michael	Edward	MBA		09/30/87
Waeckerle	William	Roger	MBA		06/30/87
Wall	Barry	David	MFA	Theatre	05/14/88
Wallace	Rick	Warren	MA	Education	06/30/87
Waller	Stephen	R.	BS	Business Administrat	05/14/88
Walsh	Janet	Marie	MBA		09/30/87

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Walz	Daniel	Lester	BS	Business Administrat	05/14/88
Weeden	Carole	Ann	MA	Education	09/30/87
Wild	Frederick	E.	MBA		12/30/87
Williams	Annie	M.	MBA		06/30/87
Willman	Karen	Lynn	MBA		09/30/87
Willmering	Mark	Edward	MBA		12/30/87
Wilson	Anita	Marie	AS	Business Administrat	12/30/87
Windsor	Mary	Dean	MBA		05/14/88
Witt	Karlyn	F.	BS	Communications	05/14/88
Woelfel	Christy	Sue	AS	Business Administrat	06/30/87
Woode	John	Bedu	MBA		09/30/87
Wright	Kelley	Anne	BA	Mass Communication	05/14/88
Wright	Patricia	Louise	MBA		06/30/87
Yeoman	Debra	Kay	BS	Business Administrat	09/30/87
York	Wilson	Harry	MBA		12/30/87
Zinn	James	Richard	BS	Communications/Bus A	05/14/88