

From: the Library Committee (D. Wesner, Ch., N. Harris, M. Rieth, J. Roberts,
and co-workers; in addition, one other faculty
To: the Faculty member to be appointed.)

The principal functions of the committee are: (1) to help the library coordinate its activities with the special demands of the New Plan of Education, (2) to assist the librarians in determining and implementing policy, (3) to help determine resource needs, (4) to help the librarians ascertain the effectiveness of services provided by the library, and (5) to facilitate communication between faculty and library in respect of services and resources. These functions seem to reflect the suggestions made by Robert W. Evans (Director of the Library, SUNY Purchase), who served as consultant for our library in September, 1970. Following is a digest of his remarks, certainly not all of which are now appropriate. We want to emphasize that this report is four years old and that many changes for the better have since been implemented by our staff and others. We offer this digest only as a matter of fact, since it is an item of any historical review of the library's activity; it may serve as a springboard for further thought and action.

--Many of the books are unlikely to be sought by current undergraduates, though much necessary weeding has taken place.

--Storage space is an acute problem.

--The interior is, in some areas, poorly ventilated, and surfaces amplify noise.

--Mr. Evans noted that the library was understaffed because only the Head Librarian was on a full-year contract. (And, at that time there was one more adult staff member than at present.)

--In order for the library to be truly a "laboratory of all the disciplines," personnel and faculty must be intellectually aware of the importance of browsing, finding ready and alert guidance concerning the card catalog, indexing, and abstracting services, and letting faculty know when insufficient use of resource material is made. Faculty should be informed when their expectations of the library are unrealistic.

It was felt that our diffusion of books over many fields without rules of selection was seriously inappropriate to our small size. It was suggested that faculty and library staff meet together to determine (1) areas for development in depth; (2) areas for modest coverage; and (3) areas to be left largely untouched. The last areas would necessitate keeping student investigations out of such topics or agreement to direct students into other, off-campus resources. Library staff ought to feel free to confirm selection guidelines by questioning wasteful allocations and referring alternate selections to faculty members for consideration. The regular distribution of inventory-lists of materials to the various departments was suggested.

Doubts were expressed concerning the frequency and quality of student/staff contact. Cataloging and other technical tasks seemed to remove staff from the patron, leaving him to solve his research problem on his own or approach students working at the circulation desk who then must decide whether to bother the librarian. It was felt that orientation must change from the "passive provision of text on demand" to a service and teaching concept.

Some of the many changes that have taken place since Mr. Evans' Visit to Campus.

- 1) Miss Roberts' office has been moved to a central area for ease of access.
- 2) The A-T Lab was installed in 1971.
- 3) The title catalog is now more accurate, and cross-references have been revised.
- 4) An old and noisier copying-machine available only to staff has given way to a new model which students may use.
- 5) The Audio-visual Services (under Mr. M. King) are now independently established.
- 6) Students now may hold KRCHE library cards which enable them to use the KCPL library, the Baker library, etc.; also, with letters of introduction, they may use the library at KU.
7. Some remodeling and reallocation of shelf space have taken place.
8. A review of job duties has resulted in clearer conceptions of such duties.
9. Our Librarians are now advising students and have obviously increased contact with them.

PLEASE GIVE SOME THOUGHT TO THESE REMARKS: YOU WILL SOON RECEIVE A QUESTIONNAIRE.

REPORT FROM FACULTY AFFAIRS COMMITTEE ON MOTION CONCERNING
FACULTY EVALUATION OF THE NETWORK OF ADMINISTRATIVE PERSONNEL

1. The development of a system of communication to provide feedback to administrators about the impact of their performance on faculty (as well as students' and staff) perceptions is desirable. Perception of administrative performance communicated in public forums and in daily contacts with individual members of the faculty, student body, and staff may or may not represent the perceptions of most of the faculty, student body, or staff. Without some systematic means of collecting information from a large number of faculty, students, and staff, the representativeness of the perceptions communicated in public forums and daily contacts cannot be determined.

The purpose of such a system should be to further professional development. Unless determined otherwise by the President or Board of Trustees such a system would not be used as an instrument of accountability; that is, the information on administrative staff would not be transmitted to the President or the Board nor information on the President transmitted to the Board for the purpose of deciding upon continuation of an individual in an administrative position.

2. The effectiveness of such a system depends upon the cooperation of those receiving the information. It depends upon the willingness of those receiving the information to pay attention to it and to change their behavior if and where appropriate. To achieve this cooperation, it seems imperative that those who receive the information develop their own system of communication.

PROPOSED SUBSTITUTE MOTION FROM FACULTY AFFAIRS COMMITTEE

Move to recommend to the President and Administrative Council that they develop at their earliest convenience a system of communication (including the use of an instrument calling for appropriate detailed information) which would transmit to administrators information on the perceptions of faculty, students, and staff of administrative performance.

MOTION FROM HEALTH PROFESSIONS COMMITTEE

Because the work done in the clinical year is actually integrative, and requires application of principals, skills, and techniques acquired in the first three years of the program taken here at Ottawa University; thus, the clinical year itself would serve the function of the normal comprehensive examination, the Health Professions Committee moves that good standing near the end of the clinical year of work at a school of medical technology be accepted as meeting the intention of the comprehensive examination in the student's Depth Study. This policy will be retroactive so as to apply to any student now undertaking clinical training.

10/14/74

FACULTY MINUTES
OTTAWA UNIVERSITY

September 18, 1974

The September faculty meeting took place in the University Union, beginning with a served dinner at six o'clock, p.m. After the dinner, President Peter Armacost called the business meeting to order at seven o'clock. A prayer was given by Horton Presley. All members were present except for the following: Stephen Biddle, Robert Buchanan, Bill Frear, Ruth Hummel, John Lehner, Jack McCracken, Jack Patty, Joyce Stuermer, Mike Twedt, and Helen Winter.

President Armacost asked for action on the minutes of the previous meeting, August 30, 1974. Elmer Roth moved, and it was seconded, that the minutes be approved as read. The motion carried. The President then called for announcements, and the following were made.

- 1) Jan Roberts apprised the faculty concerning the events to be taking place during the week of homecoming, October 9 - 13. She said that a lot of faculty participation will help the week to be successful.
- 2) Mike King announced that new order forms for audio-visual equipment are now in use and available, and spoke briefly about ordering procedures.
- 3) Mike Sancho said that there are still some places open for the Ottawa-sponsored cross cultural experience in Morelia, Mexico to be held during the coming spring. Students who are interested in participating in this program should contact either Lora Reiter or himself, Dr. Sancho indicated.
- 4) Dean Harold Germer distributed copies of a handout entitled "Recommended Suggestions for Advisors and Advisees." (See appended.) He stated that this is a report item for summer workshop Task Force on goal setting. He also called attention to the previously-mailed listing of faculty committee memberships. He spoke also about the ordering of Change magazine, saying that there had not been enough faculty ordering it to make the group rate available.

Dean Germer also circulated a sheet for faculty members to indicate interest in having access to undergraduate courses at other KCRCHE institutions, having spouses given access to these courses, and having access to courses in graduate schools of these institutions.

He also announced on behalf of the C.A.R. that there were 14 dismissals in June, with 3 of those having been reinstated for fall.

Dean Germer also explained a new policy for making payments for the meals at faculty dinners. A meal signup sheet will be used at each dinner. In response to a question, he said that faculty members who overpaid for faculty dinner meals last year should see the business office for reimbursement or credit.

Faculty Minutes

September 18, 1974

- 5) Martin Meade announced that composite sports schedules are being mailed out. He mentioned a girls' volleyball team match forthcoming. Genell Benjamin then noted that the time for this match has been switched from Saturday to Tuesday, September 24, at 6:30 p.m.

President Armacost then called for reports, and the following were made.

- 1) Jim Billick reported on behalf of the Faculty Affairs Committee. He referred to a note which had been mailed concerning the Committee's courtesy function, and asked that faculty members inform the members of the Committee when they know of one who needs sympathy, etc.

Concerning disability insurance, he said that the Committee has sent information to three local insurance agencies and also to TIAA, and that results are expected back in the near future.

He also noted that yearly faculty dues will be deducted from the October paychecks. A report will be issued showing how last year's dues were spent.

- 2) President Armacost reported that there are 672 students now enrolled, which is a gain of 20 over last year. He then discussed the possibilities for increases in recruiting and retention during the coming year. He stressed the importance of our creating the kind of climate which will make this more likely. He said that it has been found that new college students expect to work harder than they are usually made to work, and that this is a disparity with which we have to deal.

The President then called for old business, but none was forthcoming. Items of new business were then introduced, as follows.

- 1) On behalf of the Faculty Affairs Committee, Jim Billick moved that the following resolution be adopted by the faculty:

"The faculty of Ottawa University would like to thank all of the Admissions Staff for its outstanding efforts in recruiting students for the 1974-1975 academic year.

It is clear that the difficulties we face as a nation are difficulties we confront as educators. The growing emphasis on non-liberal arts training and the decreasing numbers of college-bound students have combined with economic trends to create dire problems for higher education. In the face of these obstacles, the fact that you have succeeded in reversing national averages by increasing O.U.'s enrollment is evidence of your dedication and hard work. Those of us who depend on you feel genuine gratitude to you. We are further encouraged to renew our own efforts to confront these students with intellectual and personal challenges that will make their experience here the period of growth and preparation you have promised them.

September 18, 1974

a We want to take this occasion to recognize your fine efforts and to promise our own in support and encouragement."

A motion was made and seconded that the above resolution be approved with acclimation. The motion carried, and the faculty expressed their appreciation by applauding.

2) On behalf of the Academic Council, Dean Germer presented the following motions.

- "1. Beginning with September 1, 1975, a student will be permitted to enroll in Senior Core only if his or her contract has been approved.
2. No student can graduate in May, 1975 whose contract has not been submitted to the Committee on Academic Review for approval by Monday, March 3rd, 1975.
3. The comprehensive examination is not to be given unless the student's contract has been approved."

During a lengthy period of discussion on these motions, it was pointed out that the first one is a long-term provision, while the second is an interim measure. The motions were all carried, with no dissents being heard.

3) On behalf of the Center for the Study of Organizational and Cultural Issues, Sherwin Snyder presented the following motions.

- "1. Beginning with the academic year 1974-1975, the Academic Council shall consist of the four Center Directors, the Academic Dean, the Dean on Non-Traditional Studies, and four members of the faculty elected at large to serve one-year terms. This Academic Council will serve as an advisory council to the Academic Dean on academic policy and curriculum matters.
2. During the academic year 1974-75 (in the spring), centers will hold elections to take effect the following academic year (1975-76). Two centers will elect Center Directors to serve two years (1975-77). Two centers will elect Center Directors to serve one year (1975-76). Thereafter, Center Directors will be elected to serve two-year terms with two centers electing directors each year.
3. The faculty recommends that Center Directors receive some additional form of compensation."

During discussion, Justo Diaz noted that we are as of now still governed by the Faculty Handbook, which does not specify election of members to the Academic Council. Saying that he wished to bypass the governance issue, Dr. Diaz moved, Tom Maher seconding, to amend the above as

follows: "to show that point (1) is made as a recommendation to the President, and to show that point (2) is also made as recommendations for election procedure." In the ensuing discussion, President Armacost said that, he supports the idea of electing four faculty members at-large to the Academic Council and has no problem with the proposed membership on Academic Council provided that it is understood that the President is a member and that the faculty has made its decision on the status of divisions. He further stated, however, that he would have difficulty with the election of Center Directors given this potential role in management responsibilities for which he and the Dean are accountable. Thus, he indicated his view that faculty input on the selection of Center directors is important but must be advisory to the Dean and President. Charles Anderson called attention to the fact that the Academic Council is prepared to present a counter motion. Dean Germer then spoke to the issue. He then moved, on behalf of the Academic Council, that a substitute motion be accepted, to wit that the above motions, plus proposed amendments, be referred to the Academic Council, along with a new motion which reads as follows:

"That during the present academic year the Academic Council will continue as presently constituted, with the addition of the four Center Directors, that it will be charged with responsibility for evaluating the development of Academic Centers, and that it will give consideration to a plan encompassing such related matters as the divisional structure, the locus of responsibility for general education, the make-up of Academic Council for 1975-76 and the means by which Academic Council will be constituted. The Academic Council will report its recommendations to the faculty at the December meeting."

Dr. Diaz said that he wonders about the Academic Council deciding about re-constituting itself, and that he prefers that the Council should closely follow center structuring, so that perhaps another body should be created to deal with these tasks. Sherwin Snyder responded by saying the the present Council is broadly representative and open to fresh thinking about these matters. Following discussion the vote was taken on accepting the substitute motion, and it was carried by majority voice vote. The substitute motion's contents were then brought to question, and carried, with no dissents heard.

Wayen Angell then asked whether the Self-Study Committee is still active, and the President answered that it is. Stanley DeFries asked about the status of the Governance Committee, and it was answered that faculty action last year had put it on the back burner and that it is still there. David Bemmels then asked about the Student Life Policies Committee, and it was said that it is presently inactive.

*ALL CAP
Some how
highlight
not correct
passed*

Dr. Diaz then said that the faculty is bypassing the issue of the Academic Centers and thereby avoiding what needs to be done. We must decide whether we want Centers or not, he said. Dr Snyder said that the Centers are functioning right now, working with students.

Wayne Angell then moved that the meeting be adjourned, and it was so ordered at 8:07 p.m.

Respectfully submitted,

Leonard L. Meyers
Faculty Secretary