

# FACULTY MEETING AGENDA

Wednesday, November 20th, 1974  
6:00 p.m. University Union

I. Approval of Minutes of previous meeting. - Oct 16, 1974

II. Announcements

III. Reports

- A. Report of the External Center Task Force - Mr. Keith Shumway
- B. Report on Disability Insurance from Faculty Affairs Committee - Mr. Lehner
- C. Report on legislation affecting student records and confidentiality.

IV. Old Business

V. New Business



OTTAWA UNIVERSITY  
FACULTY AFFAIRS COMMITTEE 1974-75

FRINGE BENEFITS -- LONG TERM DISABILITY INSURANCE

We have been requesting and evaluating bids from 8 different insurance companies on Disability Income Insurance. All requests were submitted to local insurance agents. Our committee will, within the next 30 days, recommend to the faculty a particular type of disability coverage which we think will best serve our needs. Therefore, we are requesting your thoughts and suggestions either in writing to Box 53 or by visiting with any committee member.

The following 'definition of terms' should be helpful in understanding some of the complexities of disability income insurance.

Definition of Terms

- WAITING PERIOD: the waiting period begins at disability and extends for 90 or 180 days before the insurance company begins payments. Shorter waiting periods are available but the premium is correspondingly higher.
- SALARY COVERAGE: Most insurance companies limit the amount of salary they will insure. This helps provide an incentive to the insured to return to work. Usually this amounts to a maximum salary coverage of 60%.
- INTEGRATION: Both social security and workmens compensation insurance provide payments upon disability, most commonly the insurance company pays only the difference between what S.S. and W.C. pay and the max. salary coverage.
- PRIMARY SOCIAL SECURITY: Social Security payments are divided into 2 parts. 'Primary' payment is to the employee (breadwinner). Policies can be written, which provide for only the 'Primary' S.S. to be included in the 'Integration'.
- FAMILY SOCIAL SECURITY: The second part of Social Security payments are made in respect of the dependents (family) of the 'Primary' employee. Policies can be written where by both 'Primary' and the 'Family' S.S. are included in the 'Integration'.
- SOCIAL SECURITY FREEZE: From time to time social security benefits are increased by Congress. Insurance companies can provide that their payments through 'Integration' of the policy are not reduced solely because of the increase in social security payments.



OTTAWA UNIVERSITY

MEMORANDUM

TO: All Members of the University Community

FROM: Peter H. Armacost, President

SUBJECT: Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 <sup>became</sup> ~~becomes~~ effective on Tuesday, November 19, 1974. [Under the terms of this act, any students attending an institution of higher education ~~have the right to~~ "inspect and review any and all official records, files, and data directly related to (them), including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school . . . , and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns." ] (20 USC 1232g - Sec. 438a)

This law should effect no change in practice as far as advisers are concerned, since the material in the advising folder--including teacher evaluations--should be discussed regularly with the student.

Students also have the right to a hearing to challenge the content of their records, to insure that the records are not inaccurate, misleading, or otherwise in violation of their privacy or other rights, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.



Students may arrange for an examination of their official records, or a hearing to challenge the content of their records, by making a written request on forms available in the offices of the Registrar or the Dean of Students. The records which the student wishes to examine or challenge must be specified at the time of the request. The University is required to comply within 45 days of the receipt by the Registrar or the Dean of Students of the written request.

No personally identifiable records or files, or personal information contained therein, will be released--except to teachers or officials at Ottawa University with legitimate educational interests--without the express written consent of the student. Faculty members should not transmit letters of recommendation or other information unless requested of them in writing by the student.

Finally, it should be noted that the law now requires that students grant written permission before any records, including grade reports, can be released to their parents. Forms for this purpose can be obtained in the office of the Registrar.



Nov. 20, 1974

ROSTER OF ACTIVE TEACHING FACULTY, 1974-1975

<u>Bill Abbott</u>	✓ Fred Gibson	Jack Patty
✓ Thomas Adams	✓ Lloyd Gladman	Annabelle Pence
✓ Charles Anderson	Neil Harris	Horton Presley
Wayne Angell	✓ Jim Hennager	✓ Lora Reiter
✓ Peter Armacost	Ruth Hummel	✓ Charles Rich
✓ Ronald Averyt	<u>Becky Johnson</u>	<u>Barbara Richards</u>
✓ John Bacon	Mike King	✓ Marion Rieth
Bill Ballinger	Evelyn Kinney	✓ Elmer Roth
✓ David Bemmels	✓ Bill Kloster	Michael Sancho
✓ Genella Benjamin	✓ Mercile Lee	Peter Sandstrom
✓ Stephen Biddle	✓ John Lehner	✓ Keith Shumway
✓ Jim Billick	<u>Alice Joy Lewis</u>	✓ Janice Roberts
✓ Carl Bobbish	✓ Tom Lewis	✓ Sherwin Snyder
✓ Bill Boucek	✓ Tom Maher	✓ Adrian Stoner
Robert Buchanan	✓ John Martin	Joyce Stuermer
Cliff Burke	✓ Jack McCracken	Shirley Swayne
✓ George Chaney	✓ Emory McKenzie	✓ Mike Twedt
Stanley DeFries	✓ Martin Meade	David Wesner
✓ Justo Diaz	✓ Leonard Meyers	✓ Bence Williams
<u>Laurel Diaz</u>	Ben Moor	<u>Verna Winchester</u>
✓ Peter Flusser	Murle Mordy	Helen Winter
<u>Mike Fowler</u> SABBATICAL	✓ Veronica Morgan	✓ Pal Wright
✓ Bill Frear	✓ Edward Morrissey	<u>Connie Zook</u>
✓ Harold Germer	✓ Bill Myers	✓ Fred Zook

pt-time faculty - to not report



FACULTY MINUTES  
OTTAWA UNIVERSITY

October 16, 1974

The October faculty meeting took place in the University Union beginning with a served dinner at six o'clock p.m. After dinner President Peter Armacost called the business meeting to order at seven o'clock. A prayer was given by Rev. Fred Gibson. All members were present except for the following: Stephen Biddle, Bill Boucek, Robert Buchanan, Cliff Burke, Marcile Lee, Tom Maher, John Martin, Jack McCracken, Veronica Morgan, Jack Patty and Mike Sancho.

President Armacost asked for action on the minutes of the previous meeting, September 18, 1974. President Armacost made the following correction page 4, line 9 correcting a typographical error the word "this" should be "their". Elmer Roth moved, and it was seconded, that the minutes be approved as corrected. The motion carried. The President then called for announcements, and the following were made.

- 1) The President thanked Leonard Meyers for his outstanding job as faculty secretary and indicated that Dr. Meyers requested to be relieved of this duty and Dr. Armacost named Fred Zook as the new faculty secretary.
- 2) Murle Mordy made the following announcement. He is foreign student advisor for this year and we have 35 foreign students on our campus this year. The cafeteria will be closed over Thanksgiving and he asked for faculty to volunteer to invite students to their homes for meals. He also indicated that he is trying to form an informal college-parent program whereby faculty members will take in foreign students over Christmas vacation. The dormitories will be closed as well as the cafeteria being closed and he indicated that if you have room for foreign students to stay in your home he would appreciate it if you would let him know.
- 3) Martin Meade indicated that the dormitories will be open during session break and meals will be served but not as a part of the meal plan. Students wishing to eat in the cafeteria during the break will do so at additional cost on a per meal basis.
- 4) The President announced that we now have a new food service; Broughton Food Service has returned to our campus.
- 5) Annabelle Pence made the following announcements:
  - a. Pre-enrollment slips can no longer be accepted in the Registrar's office because of lack of time and staff. She encouraged faculty member to continue to do course planning with students, however, and keep that record in the student's file. She also announced that a few classes have been closed for the balance of this year.



b. The class lists, grade cards, evaluation, etc., have been delayed by the computer but they should be in our mailboxes soon. Grades will be due on Thursday, October 24, 1974 at 5:00 p.m. for Session I.

- 6) Chaplain Gibson announced that every Tuesday noon from 11:30 - 12:15 there is a non-denominational gathering upstairs in one of the meeting rooms of the Union for lunch where fellowship is enjoyed by students and faculty and that all are cordially invited.
- 7) Bill Kloster reminded the faculty of the Carl Bobbish Recital to be held October 17th in the University Chapel at 8:00 p.m.

President Armacost then called for reports and the following were made:

- 1) President Armacost reported to the faculty on the Fall Board of Trustees meeting. He indicated that this was a very important Board meeting and that the board took action on four very specific and important items:
  1. The continuation of plans for a financial campaign.
  2. Adoption of the final budget which totaled \$3,419,000. It is a balanced budget with the gift income up \$100,000 from that of last year.
  3. Ottawa University is going to be moving into a two year budget cycle and he announced that the charges for 1975-76 are tentatively scheduled to be increased 5.1 percent, with a tuition increase of \$100 and a board increase of \$60.00. For the year 1976-77 they will be increased an additional 4.6 percent tentatively. That is broken down into a tuition increase of \$50, board \$50, room \$40, and special fees \$10.
  4. Trustees election. The entire slate of officers was re-elected.

Chairman - Joe Coppoc  
Vice-Chairman - Bob Anderson  
Secretary-Treasurer - Bob Clogston

He indicated that the board had elected eight new members to its board.

John C. Collet of Kansas  
Donna Schirer of Manhattan  
Charles Brisendine of Liberal  
Lawrence Blankinship of Kansas City  
Charles Garney of Kansas City  
Anne Jones Compton of White Plains, New York  
Lew Barlow, Chief of the Ottawa Indians (Honorary Trustee)  
and one other member to be announced subject to his acceptance.

He also mentioned that Charlotte Martin was elected life member.



The President further elaborated on the financial campaign, saying that the Board is talking about a 2.5 million dollar campaign over four years. The Board did not specify what buildings or specific improvements ought to be made other than they asked that we move ahead with the Physical Education and Recreation area out-door improvements, and with the remodeling of the Science building. The Board also recognized the needs in the areas of art, the library and drama. The President indicated that in the coming February, 1975 Board meeting, the Board would decide the following:

1. When and where to announce the major campaign.
2. What to include in the campaign - in terms of buildings and endowment.
3. The financial goal of the campaign.

The President also announced that the Board has authorized the University to engage Marts and Lundy, a firm that assists in designing major financial campaigns of this type. In response to a question by Bill Ballinger, the President said that the firm would not implement the plan, but simply assist in its design and provide a constant evaluation of the program as it progresses.

Charles Anderson, one of the two elected faculty representatives to the Board, then gave a report on the Trustees Meeting and began by talking about the June meeting which was a retreat setting in which the major area of discussion was the implementation of long-range planning. Dr. Anderson indicated that he had attended the Academic Affairs Committee and that they have discussed two areas: course and department enrollment data and a comparative analysis of Ottawa to fourteen other similar colleges. He indicated that there was a strong relationship between the size of the college's endowment as to the long range stability of the college. He also indicated that there was some discussion at the Board meeting in June in relationship to faculty salaries. In his report on the October meeting Dr. Anderson made these three basic comments:

1. There seemed to be support for including current funds in the major campaign.
2. A report was given that student help may have to be payed minimum wage as of January 1, 1975 as per a labor department ruling.
3. There was considerable discussion on Title IX as it relates to women's athletics on our campus.

Dr. Morrissey, the second faculty representative to the Board, gave a brief report on the meeting. It was his first such meeting. He said he was impressed with the Board's genuine concern with our success here on campus. He made a comment relative to a statement by Marts and Lundy, that our constituents need a more basic and clear understanding of our program if and when we attempt the major campaign. He also commented upon the high quality and efficiency of Board discussion and action on agenda items.

The President then asked for questions on the Board Meeting. Bill Ballinger asked about our relationship with the Baptist Church and Dr. Armacost answered that he believed that our relationship continues to be strong and may, in fact, be stronger than it has been over the last ten to fifteen years, and that indeed the Baptist constituency plays a very important role in the college's future.



The President then recognized Dr. David Wesner who gave a report for the Library Committee. (See attached) David Wesner indicated to the faculty that we would soon receive a questionnaire relating to the needs of the library and asked us to cooperate in helping their committee do a study

Dr. Averyt then asked about the book budgets for the departments and how these are allocated. Marion Rieth answered Dr. Averyt's question by saying we no longer allocate funds for books by department but rather have a total book budget for the library. It was brought to our attention that KCRCHE cards are available for our use in the Kansas City Public Library and other libraries at the KCRCHE campuses and we may pick them up at our own convenience.

Dean Germer was then recognized for a report on the U.P.S. The Dean indicated that the faculty will soon receive the Session I attendance report. It will indicate the student, the U.P.S. events they attended (by number) a place for the faculty to approve or disapprove, and a place for comments relative to U.P.S. deficiencies that have to be made up. The report will be a two-part form, one copy for the Registrar and one copy for the advisor's file. He indicated that there have been some problems related to students leaving early or students arriving late. These students have not been given credit for that U.P.S. and he advised the faculty to be alert to this fact. The question was raised about behavior at the U.P.S. events and it was recognized and agreed that there are a few students who are still disruptive and the Dean indicated that he needs help from the faculty in order to identify these individuals. Dr. Averyt asked, "Have we ever considered dismissing students for lack of appropriate behavior at U.P.S.?" Carl Bobbish indicated to the faculty that the U.P.S. Committee meetings are open and the faculty are invited to attend and to share their thoughts and ideas relative to this problem at that time.

The President then called for old business.

- 1) The August 30th motion concerning evaluation of administrative performance was brought back to the floor. Dr. Jim Billick offered a substitute motion that stated:

"The Faculty Affairs Committee moves to recommend to the President and Administrative Council that they develop at their earliest convenience a system of communications (including the use of an instrument calling for appropriate detailed information) which would transmit to administrators information on the perception of faculty, students, and staff of administrative performance."

The motion to allow the substitute motion was passed by voice vote. Carl Bobbish indicated that as the maker of the original motion he agreed with and supported the substitute motion. Mike Sancho, seconder of the original motion, also agreed. The motion was then adopted and passed by voice vote.

There being no further old business, the President called for new business.



- 1) Dean Germer made the following motion concerning the medical technology program for the Health Professions Committee, with the support of the Academic Council.

"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, and 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."

Several questions were raised as to how this action might affect comprehensives in other areas, and it was agreed that this was a special circumstance and this motion ought to be approved or rejected on the merits of this program. It was also agreed the faculty has unfinished business yet to accomplish as it related to guidelines for comprehensive examinations.

Justo Diaz moved to amend the motion to read: "that medical technology students be required to take a comprehensive exam before they leave Ottawa University at the end of three years to attend a special med-tech school." The motion was seconded by Horton Presley. Keith Shumway then moved to refer this motion and its amendment to an ad-hoc committee with a report due back by the November meeting.. Seconded by Wayne Angell. The motion to refer was defeated by a voice vote. The President then called for the question on the amended motion and it was defeated by a voice vote. The President then called for the question on the original motion, and it was passed by a voice vote.

The President asked for other new business. The President recognized Fred Zook who thanked the Faculty Affairs Committee for the financial report they prepared and distributed to the faculty. He also thanked the Academic Council for the distribution of the minutes of their meetings and for the invitation to attend the Academic Council meetings on the 2nd and 4th Wednesdays at 11:00 o'clock in room A 306. The President seeing no other new business adjourned the faculty meeting at 8:45 p.m.

Respectfully submitted,

Fred Zook  
Faculty Secretary