

UNIVERSITY FACULTY SENATE

SUMMARY OF AGENDA

November 7, 1983

- I. ADOPTION OF THE AGENDA
- II. APPROVAL OF THE MINUTES: September 12 and October 3, 1983
- III. REMARKS BY PRESIDENT TRABANT and/or PROVOST CAMPBELL
- IV. ANNOUNCEMENTS
 1. Remarks by Dean Irwin Greenfield:
"Programs in the College of Engineering"
 2. Senate President Smith
- V. OLD BUSINESS - none
- VI. NEW BUSINESS
 - A. A resolution regarding establishment of a policy for the advisement of freshmen. (Attachment 2)
 - B. Introduction of new business.



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October 31, 1983

MEMORANDUM

TO: All Faculty Members

FROM: D. Michael Kuhlman, Vice President *D M Kuhlman*
University Faculty Senate

SUBJECT: Regular Faculty Senate Meeting, November 7, 1983

In accordance with Section IV, paragraph 6 of the Constitution, the regular meeting of the University Faculty Senate will be held on Monday, November 7, 1983 at 4:00 p.m. in room 110 Memorial Hall.

AGENDA

- I. Adoption of the Agenda.
- II. Approval of the Minutes of the meetings of September 12 and October 3, 1983.
- III. Remarks by President Trabant and/or Provost Campbell.
- IV. Announcements
 1. Remarks by Dean Irwin Greenfield:
"Programs in the College of Engineering."
 2. Senate President Smith.
- V. Old Business - none.
- VI. New Business
 - A. Resolution from the Executive Committee (M. Kuhlman, Vice President) regarding the establishment of a policy for the advisement of freshmen.

WHEREAS freshmen students not closely supervised by an advisor frequently make procedural and/or course selection errors in the enrollment process, as evidenced (among other things) by an unacceptably high Drop/Add rate; and

- WHEREAS student/advisor contact serves both to avoid the above-mentioned problems and to facilitate the student's growth and development at the University; and
- WHEREAS no Senate approved policy specifically regarding the advisement of freshmen currently exists; and
- WHEREAS the Executive Committee of the University Faculty Senate has been made aware of significant faculty concern regarding these issues in general and a recently suggested procedure (see Attachment 2 of this Agenda) for freshmen advisement in particular, therefore

BE IT RESOLVED

that each college, in consultation with its departments (where such exist) shall develop a set of written procedures which: (a) serve to guarantee meaningful contact between all freshmen students and their advisors, and (b) are then implemented by these units; and

BE IT FURTHER RESOLVED

that the form (though not necessarily the exact content) of each college's procedural statement be modelled after the "seven step" list presented in Attachment 2 of this Agenda.

- B. Such items as may come before the Senate. (No motion introduced at this time may be acted upon until the next meeting of the Senate.)

/b

- Attachments: 1. Committee Activities List
2. Proposal for Advisement and Registration for 1983-84 for Freshmen

COMMITTEE ACTIVITIES REPORT

ADJUNCT ACADEMIC AFFAIRS, COMMITTEE ON (Mark J. Miller)

1. Reviewing computer education effects upon University-community ties.
2. Reviewing maintenance of academic standards in University of Delaware study abroad programs.

BEVERAGE ALCOHOL, COMMITTEE TO REGULATE THE USE OF (Steven E. Hastings)

Reviewing a proposed ban on kegs at football games.

EDUCATION, COORDINATING COMMITTEE ON (U. Carl Toensmeyer)

1. Reviewing proposal for Ph.D. in Individual and Family Studies.
2. Developing financial guidelines for evaluating new programs.

GRADUATE STUDIES, COMMITTEE ON (Marvin B. Sussman)

1. Formulating diagnostic check list to be used in graduate program evaluations.
2. Reviewing graduate program in Animal Science.
3. Preparing request to department chairpersons for clarification of course offerings/enrollment statistics.
4. Conducting final review of graduate program in Operations Research.
5. Reviewing Department's request for disestablishment of MA program in Anthropology.
6. Reviewing "Accelerated Programs" (four BE/MBA combined degree programs in the College of Engineering).

INSTRUCTIONAL RESOURCES, COMMITTEE ON (Paul H. Sammelwitz)

1. Studying funding resources to significantly increase 16mm film holdings in the IRC collection.
2. Coordinating with Computing Center suitable computer graphics support for faculty members requiring pre-print graphics.

PERFORMING ARTS SUBCOMMITTEE (Donald C. Mell)

1. Financial subsidy--"A New Jewell" (three-person ensemble performing medieval and renaissance music).
2. Financial subsidy--John Browning (pianist/workshop).
3. Financial subsidy--Katherine Ciesinski (mezzo soprano/workshop).

PHYSICAL PLANNING AND UTILIZATION, COMMITTEE ON (Harold D. Neikirk)

1. Reviewing allocation of space in Central Middle School complex.
2. Reviewing impact of Lewes Research Park on Lewes campus facilities (to be undertaken in conjunction with the Coordinating Committee on Education).

RESEARCH, COMMITTEE ON (David A. Barlow)

1. This Committee continues to be concerned with the possible development and recommendations of policies related to faculty research/patent matters.

RESEARCH, COMMITTEE ON (cont'd)

2. Participation in the awarding of faculty research/developmental grants has been scheduled and will be completed prior to February 1984.

STUDENT AND FACULTY HONORS, COMMITTEE ON (David L. Stixrude)

1. Reviewing method for distribution of Excellence in Teaching nomination forms.
2. Reviewing index qualifications for Degree with Distinction.
3. Reviewing index qualifications for Academic Honors.

STUDENT LIFE, COMMITTEE ON (Charles D. Marler)

1. Reviewing Student Guide to Policies: problems with publishing procedures and with the proposed revision of Section IV, "Student Development" (with Committee on Academic Freedom).
2. Reviewing undergraduate/graduate student access to student organizations (with Committee on Graduate Studies).
3. Reviewing DUSC Instructor Evaluation Proposal.

UNDERGRADUATE STUDIES, COMMITTEE ON (William Latham III)

1. Reviewing general honors certificate, Honors Program.
2. Reviewing excused absence policy.
3. Reviewing scheduling of exams outside of class.
4. Conducting approvals of provisional programs.

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Proposal for Advisement and Registration for 1983-84 for Freshmen

Advisement and Registration for Fall (84A)

1. New students will receive academic advisement before registration during the New Student Program.

Advisement and Advance Registration for Spring (84B)

1. Instructional letter will be sent by the college dean to all freshmen, class of '87. Letter will describe advisement and registration procedure.
2. Preprinted registration forms for freshmen will be sent to departments before the advance registration period.
3. Three-part advisement worksheet will be available in departments, one copy to be retained by advisor, one given to the student, one sent to dean's office.
4. Student makes appointment to see advisor.
5. After giving advice the advisor fills out the worksheet, including alternates, and signs it. Advisor retains copy of worksheet and gives the student his/her copy.
6. Student then is given his/her scan form; fills it out in accordance with the courses on the worksheet. Student returns the completed scan form to the advisor. The advisor signs and forwards the scan form to the registration officer.
7. Records Office processes registration form.

