

UNIVERSITY FACULTY SENATE

SUMMARY OF AGENDA

May 4, 1998

- I. **ADOPTION OF THE AGENDA**
- II. **APPROVAL OF THE MINUTES:** April 13, 1998
- III. **ELECTION OF SENATE OFFICERS AND CERTAIN COMMITTEE MEMBERS**
- IV. **REMARKS BY UNIVERSITY PROVOST SCHIAVELLI**
- V. **ANNOUNCEMENTS:** Senate President Carroll

ANNOUNCEMENTS FOR CHALLENGE:

- 1. Revision to the Art Conservation Program
- 2. Proposed MBA Concentration in Information Technology
- 3. Revision to MA and PhD Program, Department of Mathematical Sciences
- 4. Revision to B.A. in Biological Sciences, B.A. in Biological Sciences Education, and B.S. in Biological Sciences with concentration in Biotechnology

V. **OLD BUSINESS:**

None

VI. **NEW BUSINESS:**

- A. Request for confirmation of committee appointments
- B. Election of chairperson for the Committee on Committees and Nominations

- C. Recommendation from the Undergraduate Committee concerning delinquent program reviews
- D. Recommendation from the Faculty Welfare and Privileges Committee concerning the revision to the Policy and Procedures for Informal Student Course Complaints
- E. Recommendation from Graduate Studies Committee concerning the revised policy on SPEAK and UDIA scores for ITA Instructional Assignment
- F. Recommendation from the Diversity and Affirmative Action Committee concerning the Sense of the Senate
- G. Introduction of New Business




UNIVERSITY FACULTY SENATE

205 HULLIHEN HALL
UNIVERSITY OF DELAWARE
NEWARK, DELAWARE 19716-1050
Ph: 302/831-2921
Ph: 302/831-2922
Fax: 302/831-8198

April 23, 1998

TO: All Faculty Members

FROM: Joann Browning, Vice President
University Faculty Senate 

SUBJECT: Regular Faculty Senate Meeting, May 4, 1998

In accordance with Section IV, paragraph 6 of the Constitution, the regular meeting of the University Faculty Senate will be held on Monday, May 4, 1998 in 104 Gore Hall at 4:00 p.m. The agenda will be as follows:

AGENDA

- I. Adoption of the Agenda
- II. Approval of the minutes of the Senate meeting of April 13, 1998
- III. Election of Senate officers, one member of the Committee on Committees and Nominations, and two members of the Rules Committee.
[Note: A slate of nominees prepared by the Committee on Committees and Nominations (J. Olson, Chair) is presented in Attachment 1. Biographies of the nominees are presented in Attachment 2. Senators are reminded that additional nominations may be made from the floor and that senators making such nominations are responsible for determining that a nominee would serve if elected.]
- IV. Remarks by Provost Schiavelli
- V. Announcements: Senate President Carroll
Announcements for Challenge

[Note: To save expenses, attachments do not always include the complete information and supporting materials available to the committee(s). A copy of all background information is being held for review in the Faculty Senate Office, 205 Hulihan.]

1. Revision to the Art Conservation Program (Attachment 4)
2. Proposed MBA Concentration in Information Technology (Attachment 5)
3. Revision to MA and PhD Program, Department of Mathematical Sciences (Attachment 6)
4. Revision to B.A. in Biological Sciences, B.A. in Biological Sciences Education, and B.S. in Biological Sciences with concentration in Biotechnology (Attachment 7)

V. OLD BUSINESS:

None

VI. NEW BUSINESS -

- A. Request from the Committee on Committees and Nominations (J. Olson, Chair) for Senate confirmation of appointments. (Attachment 3)

RESOLVED that the appointments to Senate committees and the appointments of Senate committee chairpersons, as presented in Attachment 3 of this Agenda, are hereby confirmed.

- B. Election (if necessary) of a chairperson for the Committee on Committees and Nominations to be chosen from the committee members elected by the Senate.
- C. Recommendation from the Undergraduate Committee (William Idsardi, Chair) with the concurrence of the Coordinating Committee (Michael Keefe, Chair) concerning delinquent program reviews

WHEREAS Academic programs are initially approved provisionally, with reviews for permanent status to be conducted after four or five years; and

WHEREAS Permanent status reviews are distinct from academic program reviews; and

WHEREAS External evaluations and open hearings are not generally required in permanent status reviews; and

WHEREAS Several undergraduate academic programs with provisional status have not completed permanent status reviews in a timely manner, and are now delinquent; be it therefore

RESOLVED That any undergraduate academic programs with provisional status that are delinquent as of March 31, 1999 be suspended from enrolling new majors.

- D. Recommendation from the Faculty Welfare and Privileges Committee, (John McLaughlin, Chair) with the concurrence of the Executive Committee, (Robert Carroll, President) concerning the revision to the Policy and Procedures for Informal Student Course Complaints

WHEREAS the Faculty Welfare and Privileges Committee has perceived a need to formalize policies on students' course-related complaints; and

WHEREAS to protect faculty rights against being judged negatively on the basis of informal student complaints that they may lack foundation; and

WHEREAS to enable faculty to bring about timely improvements in a course so that students in the course (as distinguished from students who take the course in the future) can benefit from the professor's complaint-stimulated improvement of the course; be it therefore

RESOLVED that the Faculty Handbook be amended as follows:

POLICY AND PROCEDURES FOR INFORMAL-STUDENT COURSE COMPLAINTS

1) Insert the word "formal" in II-4 (section dealing with grievance-style student complaints that involve personal mistreatment by a faculty member) so that it would read:

4. FORMAL Student Grievance Procedure

a. Definition of a FORMAL Student Complaint

FORMAL student complaints fall into categories

2) Add a new section, III B-2 (to precede section on Sexual Harassment Policy) in the general category Faculty Personnel Policy

III.B-2.

POLICY AND PROCEDURES ON INFORMAL COURSE-RELATED STUDENT COMPLAINTS

1) POLICY:

In general, it is UD policy that faculty members be apprised as promptly as is feasible of informal course-related complaints that students have made to department chairs or program directors in face-to-face or in written, signed statements, whenever the chair/director judges the complaint substantial enough to warrant corrective action. A chair or director shall not negatively sanction a professor on the basis of such complaints unless the chair/director has notified the faculty member about the complaint in a timely fashion as described below:

2) PROCEDURES:

A. When the chair/director receives a face-to-face or written and signed complaint about an ongoing course (e.g., a complaint about inappropriate course requirements about faculty in-class behavior, etc.), the chair/director should encourage direct communication between the student and the faculty member. If this does not prove feasible due to student reluctance, it is the responsibility of the chair director to notify the faculty member of this complaint if the chair/director considers the complaint substantial enough to warrant corrective action.

I. If protecting student confidentiality is not a relevant concern (e.g., because the complaint is about a general matter such as course requirements, or lecture behavior) the chair/director shall notify the faculty member immediately in a

way that offers the faculty member the opportunity to demonstrate that the complaint in fact lacks foundation. Alternatively, if the complaint is well-founded, the alerted faculty member will be able to ameliorate the problem before the course has ended.

II. If the nature of the complaint reveals a student's identity and the student wishes to have his/her identity remain confidential (out of fear of faculty retaliation), the chair/director shall ask if the student wants the complaint communicated to the professor once the grade has been turned in. If the student agrees, Step I is to be followed after grades are in.

III. If the student insists on continued confidentiality, the student shall be informed that while a written record can be made of the complaint, unless there is another, non-anonymous, complaint, no action can be taken against the professor on the basis of the complaints, because the professor must be given an opportunity to rebut the accusation. Still, if the chair/director receives a series of such complaints over a number of semesters, the chair/director is encouraged to discuss the matter in general terms with the faculty member in question, in order to alert the faculty member of the relatively widespread student perception of a problem. In this way, the faculty member will be given the option of demonstrating that the student complaints are misguided or of acting to correct the perceived problem.

B. If the complaint is about personal mistreatment of an individual student, see, section II-4 Formal Student Grievance Procedure, for formal guidelines.

E. Recommendation from Graduate Studies Committee, (Robert Hampel, Chair) with the concurrence of the Coordinating Committee (Michael Keefe, Chair) concerning the revised policy on SPEAK and UDIA scores for ITA Instructional Assignment (Attachment 8)

WHEREAS the University of Delaware has an obligation to provide the highest quality undergraduate instruction possible; and

WHEREAS quality instruction requires clear verbal communication with students; and

WHEREAS international students must demonstrate competence with spoken English; and

WHEREAS the current system of international teaching assistant (ITA) certification has numerous difficulties; and

WHEREAS a certification system should take into account the duties of the ITA and the type of student being taught; be it therefore

RESOLVED that the attached revised SPEAK and UDIA scores for ITA instructional assignment be implemented to ensure that the appropriate level of competence is demonstrated.

F. Recommendation from the Diversity and Affirmative Action Committee, (Hilton Brown, Chair) with the concurrence of the Executive Committee, (Robert Carroll, President) concerning the Sense of the Senate

WHEREAS cultural, ethnic, racial, gender, and sexual diversities enrich the educational process and we learn from those whose experiences, beliefs, and perspectives are different from our own, and these lessons can be taught best in a richly diverse intellectual and social environment; and

WHEREAS diversity promotes personal growth and healthy society and challenges stereotyped preconceptions; diversity encourages constructive critical thinking and it helps students learn to communicate effectively with people of varied backgrounds; and

WHEREAS diversity strengthens communities and the workplace; education within a diverse setting prepares students to become good citizens in an increasingly complex, pluralistic society; it fosters mutual respect and teamwork; and it helps build communities whose members are judged by the quality of their character and their contributions; and

WHEREAS diversity enhances America's economic competitiveness, sustaining the nations' prosperity in the twenty-first century will require us to make effective use of the talents and abilities of all our citizens, in work settings that bring together individuals from diverse backgrounds and cultures; and

- WHEREAS** President Roselle and Provost Schiavelli have made it known that diversifying the faculty is the highest University-wide personnel priority; and
- WHEREAS** the Commission to Promote Racial and Cultural Diversity has made diversification of the faculty its major focus for the 1997-1998 year; and
- WHEREAS** for twenty years the number of African heritage faculty has remained at 2 percent to 3 percent; and
- WHEREAS** there are thirty-four searches currently underway for faculty vacancies; and
- WHEREAS** financial exigency has not been given by the administration as a reason for adopting internal search procedures to fill faculty vacancies; and
- WHEREAS** the University has recently reaffirmed its commitment to its standing affirmative action policy; and
- WHEREAS** diversity and excellence are understood as intertwined and inseparable goals of faculty recruitment at this University; be it therefore
- RESOLVED** that for all current and future searches to fill vacancies, extraordinary efforts be instituted to identify outstanding minority candidates; and be it further
- RESOLVED** to recruit faculty, where appropriate, who can teach on diversity issues, non-western culture and topics related to domestic and international ethnic diversity in addition to narrow and specialized subject matter, all searches to fill faculty vacancies be national and international in scope.

G. Introduction of New Business

Such items as may come before the Senate. (No motion introduced under new business, except a motion to refer to committee, shall be acted upon until the next meeting of the Senate.)

JB/rpg

Attachments:

Committee Activity Reports

Policy Statement for Composition of Doctoral Committees

TOEFL Score Policy

- 1. Slate of Nominees**
- 2. Biographies of Nominees**
- 3. Confirmation of Appointments**
- 4. Revision to Art Conservation Program**
- 5. Proposed MBA Concentration in Information Technology**
- 6. Revision to MA and PhD Program, Department of Mathematical Sciences**
- 7. Revision to the BA in Biological Sciences, the BA in Biological Sciences Education, and the BS in Biological Sciences with Concentration in Biotechnology**
- 8. Revised SPEAK and UDIA Scores for ITA Instructional Assignment**

COMMITTEE ACTIVITIES REPORT

May 4, 1998

Promotion & Tenure, CTE. ON (Connie Vickery)

Items currently before the committee are:

Continue to review college (due 11/15/97) and unit/department (3/01/98) promotions and tenure documents for compliance with revised University guidelines.

Items completed by this committee are:

Several unit P&T documents have been reviewed and accepted for compliance.

To: Graduate Studies Committee

From: Graduate Studies Advisory Committee

Approved by the Senate Graduate Studies Committee: March 20, 1998

Proposed policy statement for **Composition of Doctoral Committees:**

Each dissertation/executive position paper committee shall consist of not less than four and not more than six members approved through appropriate departmental procedures:

- At least two members shall represent the primary area of study, one of whom shall be the committee's chairperson. The chairperson should have an established record of publication and/or scholarship in the field of the dissertation/executive position paper and shall be a full-time member of the faculty of the University; the definition of faculty shall include professional staff who hold secondary faculty appointments. Faculty who have retired or resigned from the University may chair committees of students whose work began under their direction prior to their retirement or departure from the University. An adviser who is not employed full time by the University of Delaware may serve as co-chair of the committee providing that the other co-chair meets the conditions stated above.
- One member shall represent the secondary area of study (where appropriate). If the student does not have a secondary area of study, then this member must be drawn from an area in the department outside of the primary area of study. In either case, the member must be a full-time member of the faculty.
- At least one external member chosen from a different academic unit or from outside the University of Delaware shall be a member of the committee. The external member(s) should normally be expected to have an established record of publication and/or scholarship in the field of the dissertation/executive position paper. Students are encouraged to seek the external member from outside the University in order to broaden the perspectives of the committee. Faculty at the University of Delaware who serve in the capacity of an external member may have a secondary or adjunct appointment in the doctoral candidate's unit, but the primary appointment must be in a different unit.

In general, doctoral committees should strive to achieve consensus concerning the student's performance and quality of work. In the case of dissenting votes, the majority opinion rules and a majority vote in favor is needed for a successful defense.

To: Graduate Studies Committee

From: Graduate Studies Advisory Committee

Approved by the Senate Graduate Studies Committee on March 20, 1998

1997-98 Graduate Catalog, page 22, item 6 (current text)

Foreign student applicants must demonstrate a satisfactory level of proficiency in the English language if English is not their first language. The Test of English as a Foreign Language (TOEFL) is offered by the Educational Testing Service in test centers throughout the world. The TOEFL is required by all departments prior to formal admission. A score of 550 or better is required for consideration of admission and a score of 600 or better is required of those applying for a teaching assistantship. Foreign students who are applying for teaching assistantships are encouraged to provide scores from the Test of Spoken English (TSE) with the admission application. (Foreign students who are awarded teaching assistantships must attend a special training program given during the month of August.) Foreign student applicants must be admitted to the University of Delaware to be issued a student visa. The University has been authorized under federal law to enroll nonimmigrant alien students. The University has more than 500 foreign graduate students enrolled from more than 96 countries. Foreign students are required to purchase the University-sponsored insurance plan or its equivalent.

Proposed text for 1998-1999 catalog:

International student applicants must demonstrate a satisfactory level of proficiency in the English language if English is not their first language. The Test of English as a Foreign Language (TOEFL) is offered by the Educational Testing Service in test centers throughout the world. **The University requires departments to use an official TOEFL score of 550 or better for an applicant to be considered for admission. In addition, departments may elect to require that the applicant provide a score from the TSE (Test of Spoken English). TOEFL scores and TSE/SPEAK scores more than two years old cannot be validated or considered official.**

International students applying for a teaching assistantship must report a TOEFL score of at least 600 and may be asked by the department to provide an official TSE/SPEAK score report. TOEFL and TSE/SPEAK scores more than two years old cannot be validated and cannot be considered official. In addition, **international** students who are awarded teaching assistantships must attend a **month-long training program** held in late July and through the 3rd week of August at the University of Delaware's English Language Institute. **Eligibility of the international student to be appointed as a teaching assistant is determined by the student's TSE/SPEAK and UDIA (University of Delaware Instructional Assessment) scores at the conclusion of this session. The UDIA, a teaching test, supplements the TSE/SPEAK by assessing overall language, cultural, questioning, and basic teaching skills as the ITA (International Teaching Assistant) teaches to a group of students in his/her subject area. Students who do not achieve the appropriate scores may find that their funding in the department is terminated.**

International students must be offered admission to the University and provide adequate financial resources before a student visa will be issued. The University has been authorized under federal law to enroll nonimmigrant alien students. The University has more than 500 **international** graduate students enrolled from more than 96 countries. **International** students are required to purchase the University-sponsored insurance plan or its equivalent.

The following individuals have been nominated by the Committee on Committees and Nominations for various Senate offices during the academic year 1998-1999:

President Elect	Mark Huddleston Leslie Reidel
Vice President	Juliet Dee Susan McGeary
Secretary	Karen Stein Richard Cunningham
Member, Committee on Committees and Nominations (1 Vacancy)	Evelyn Hayes James Newton
Members, Committee on Rules (2 Vacancies)	Ardeshir Faghrie Darwin Davis Connie Vickery John Bulkowski

Biographies of the nominees and statements by the candidates for President Elect are at Attachment 2.

PRESIDENT ELECT (VOTE FOR ONE)

NAME: Mark Huddleston DEPARTMENT: Political Science NAME: Leslie Reidel DEPARTMENT: Theatre
 RANK: Professor DATE OF HIRE (FULL TIME): Sept. 1980 RANK: Professor DATE OF HIRE (FULL TIME): Sept. 1989
 HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? X YES NO HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? YES X NO

IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING: IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING:

COMMITTEE NAME	ACADEMIC YEAR	IN WHAT CAPACITY? (MEMBER, CHAIRPERSON, ETC.)	COMMITTEE NAME	ACADEMIC YEAR	IN WHAT CAPACITY? (MEMBER, CHAIRPERSON, ETC.)
1. Undergraduate	1997-1998	Member			
2. Executive Ad Hoc Committee, Univ.	1984-1985	Vice President			
3. Investments in S. Africa	1985				
4.					
5.					
6.					
7.					
8.					
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During the last twenty-eight years, I have had a substantial amount of administrative experience. In Milwaukee, I was Associate Chair of the Theatre Department for seven years and I have been Coordinator of the Acting Program in the Professional Theatre Training Program (PTTP) since coming to Delaware. For twelve years, I was the Artistic Coordinator for the Great American children's Theatre and have directed more than sixty stage productions. I am also currently a member of the Hillel Board of Directors at the University and a board member of the Jewish Federation of Delaware.

PRESIDENT-ELECT CANDIDATES' STATEMENTS

Huddleston, Mark

The Faculty Senate is one of the cornerstones of the University. Symbolically it is an expression of our recognition that we are more than a congeries of colleges and programs and departments busily producing research papers and college graduates: We are an academic *community*, organic, intendedly self-governing and self-conscious. More practically, through its consideration of myriad committee recommendations bearing on everything from tenure and promotion guidelines to fraternity and sorority behavior, the Senate has a direct effect on the lives of all faculty, staff and students at the University.

The issue that looms largest on our agenda in the next few years--adopting and implementing a new general education curriculum--engages both the symbolic and practical functions of the Senate. Although the recommendations of the Ad Hoc Committee on General Education Committee will, one hopes, be talked about wherever two or more faculty and staff gather--from chats over coffee on Main Street to searching discussions in scores of department meetings across campus--it is on the floor of the Senate that most attention will be focused. I look forward to these deliberations with relish. Although we at the University of Delaware do many things very well, it is our historic commitment to excellence in undergraduate education that has most marked us as an institution. Working through how we may best renew that commitment for a new generation of students in a new millennium promises to be exciting and invigorating.

If elected, I will begin my term as President in my twentieth year at Delaware. In my near-two decades here, I have been quite active, and have become broadly familiar with the problems and promise of the institution. In addition to serving as a member of the Senate and on various Senate Committees, I have acted as a member of the bargaining team for the AAUP, spent a semester in the Graduate Office, been directly involved in a wide-range of international studies activities, worked closely with trustees and with officials in state government, and participated regularly in interdisciplinary programs. I am eager to draw on these experiences and provide not only leadership on the floor of the Senate and in its Executive Committee, but also a seasoned voice on behalf of the faculty in various University councils.

Reidel, Leslie

Active and effective faculty governance is crucial for the University to fulfill its intention of becoming a first tier institution of higher learning. The Faculty Senate focuses

on the central issues of curriculum, student life and diversity. These issues will demand rigorous inquiry and vigorous debate in order to develop enlightened proposals for the University's future. The Faculty Senate and its committee system provide the forum for this debate, allowing faculty members, students and key administrators to engage in free and open dialogue and adopt resolutions that have real impact. It is an opportunity to create the future of this institution.

I have been involved in issues of faculty governance since I began teaching at Temple University in 1969. I served on several college and university committees, was my school's representative to the Undergraduate Admissions Committee and was a member of the AAUP Organizing Committee that brought Temple its first collective bargaining agreement. From 1978 to 1989, I served on numerous colleges, divisional and university committees at the University of Wisconsin-Milwaukee. I was a member of the college Council for several terms and served for two terms on the College Executive Committee. I was twice Chairman for the Divisional Tenure and Promotions Committee and served on the University's Graduate Curriculum Committee.

Since coming to the University of Delaware in 1989, I have been our Department's representative to the University Faculty Senate for all but two years. I have been the member of several Chair Review Committees and numerous departmental administrative and review committees, including the chairmanship of five promotion and tenure cases. I also served for two years on Provost Pipe's Faculty Executive Committee. This was a particularly valuable experience, allowing me to gain insight into the administrative point of view at the University. It made clear to me the importance of communication between the faculty and administration in developing goals for the future of the University.

There are many issues that the University Senate will face during the next two years, but none, perhaps, so challenging as the development and implementation of new general requirements for undergraduate education at the University. Patient and thorough examination of all aspects of this issue will be needed to ensure that an excellent foundation is available to each and every student without compromising the detailed learning and heavy credit hours loads already demanded by many disciplines. I welcome the challenge of this and other pressing issues that we must address in our pursuit of excellence. As leader of the University Senate, I promise that an open forum for examining these issues will be provided, and that this debate will be channeled into effective action.

VICE PRESIDENT (VOTE FOR ONE)

NAME: Juliet Dee DEPARTMENT: Communications NAME: Susan McGarry DEPARTMENT: Geology
 RANK: Assoc. Professor DATE OF HIRE (FULL TIME): Sept. 1, 1984 RANK: Assoc. Professor DATE OF HIRE (FULL TIME): Sept. 1987

HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? YES NO HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? YES NO

IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING: IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING:

1.	COMMITTEE NAME	ACADEMIC YEAR	IN WHAT CAPACITY? (MEMBER, CHAIRPERSON, ETC.)	1.	COMMITTEE NAME	ACADEMIC YEAR	IN WHAT CAPACITY? (MEMBER, CHAIRPERSON, ETC.)
	Standing	1992-1993	Member		Research Committee	1995-1996	Member
	Cte. Cultural Activities				Research Committee	1996-1997	Member
	and Public Events (CAPE)	1993-1994	Member		College Cte. Planning & Program Evaluation	1993-1994	Member
	CAPE	1994-1995	Chairperson		College Cte. Planning & Program Evaluation	1997-	Member
	CAPE	1995-1997	Member		College Senator	1990-1992	
	CAPE	1997-1998	Chairperson		College Senator	1995-1998	
	Cte. Academic Freedom	1997-1998	Member		Graduate Admissions Cte.	1990-Present	Chairperson

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In addition to being Chairperson of the CAPE Committee this year, I have also been Director of the Legal Studies Program for the past year and a half.

Other Major Service:
 National Science Foundation - Marine Geology & Geophysics Panel Member from 1991-1992
 National Science Foundation - Outside Review Panel Geophysics Program in 1993
 National Science Foundation - Antarctic Geology & Geophysics Panel from 1996-1998
 Incorporated institutions for Seismology Executive Committee Secretary and Member from 1990-1994

SECRETARY (VOTE FOR ONE)

NAME: Rick Cunningham DEPARTMENT: Theatre NAME: Karen Stain DEPARTMENT: Consumer Studies

RANK: Assoc. Professor DATE OF HIRE (FULL TIME): Sept. 1988 RANK: Assoc. Professor DATE OF HIRE (FULL TIME): Sept. 1978

HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? X YES NO HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? X YES NO

IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING: IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING:

COMMITTEE NAME	ACADEMIC YEAR	IN WHAT CAPACITY? (MEMBER, CHAIRPERSON, ETC.)	COMMITTEE NAME	ACADEMIC YEAR	IN WHAT CAPACITY? (MEMBER, CHAIRPERSON, ETC.)
1. Student Life Cte.	95/96-96/97	Member	1. Admissions & Standing	1979-1981	Member
2. Senator	93/94-94/95		2. Academic Complaints	1981-1983	Member
3. A&S Executive Steering	95/96-96/97	Member	3. Undergraduate Studies	1984-1985	Member
4. A&S Executive Steering	97/98-98/99	Member	4. Academic Appeals	1984-1987	Member
5. A&S Org. & Rules Cte.	93/94-94/95	Member	5. Instructional Computing & Research Support Svcs.	1993-1995	Member
6. A&S Org. & Rules Cte.	95/96-96/97	Chairperson	6.		
7. A&S Org. & Rules Cte.	97/98-98/99	Chairperson	7.		
8.			8.		
9.			9.		
10.			10.		

PLEASE USE THIS SPACE FOR ANY COMMENTS YOU MAY HAVE CONCERNING YOUR QUALIFICATIONS FOR THIS POSITION. PLEASE USE THIS SPACE FOR ANY COMMENTS YOU MAY HAVE CONCERNING YOUR QUALIFICATIONS FOR THIS POSITION.

In more recent years, I have been primarily involved in chairing committees at the College level. I would welcome the opportunity to renew my commitment to the Faculty Senate through this service.

MEMBER, COMMITTEE ON COMMITTEES AND NOMINATIONS (VOTE FOR ONE)

NAME: Evelyn Hayes DEPARTMENT: Nursing NAME: James Newton DEPARTMENT: Black American Studies
 RANK: Professor DATE OF HIRE (FULL TIME): Sept. 1983 RANK: Professor DATE OF HIRE (FULL TIME): June 1, 1972
 HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? YES NO HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? YES NO

IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING:

COMMITTEE NAME	ACADEMIC YEAR	IN WHAT CAPACITY? (MEMBER, CHAIRPERSON, ETC.)	IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING:	
			COMMITTEE NAME	ACADEMIC YEAR
1. Promotions & Tenure Committee on Committees and Nominations	1995-1996	Member	Cultural Activities & Public Events(CAPE)	Chairperson
2. Committee on Student and Faculty Honors Coordinating Committee on Education	1993-1995	Member	Cultural Activities & Public Events	Member
3. Library Committee	1991-1993	Member		
4. Library Committee	1988	Member		
5. Library Committee	1985-1986	Chairperson		
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____

PLEASE USE THIS SPACE FOR ANY COMMENTS YOU MAY HAVE CONCERNING YOUR QUALIFICATIONS FOR THIS POSITION.

Former Chairperson of College of Nursing Sciences.

Major service as Chair (3yrs) on President's Commission on Racial and Cultural Diversity, Member Arts & Science Senate, Black Studies Director for 20 1/2 yrs. and numerous other committees

Former Director of Employee Wellness Center from 1983-1987.

MEMBERS, COMMITTEE ON RULES (VOTE FOR TWO OF FOUR)

NAME: John E. Bulkowski DEPARTMENT: Chemistry/Biochem. NAME: Connie Vickery DEPARTMENT: Nutrition & Dietetics
 RANK: Asst. Professor DATE OF HIRE (FULL TIME): Sept. 1975 RANK: Professor DATE OF HIRE (FULL TIME): Sept. 1984
 HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? YES NO HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? YES NO
 IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING: IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING:

COMMITTEE NAME	ACADEMIC YEAR	IN WHAT CAPACITY? (MEMBER, CHAIRPERSON, ETC.)
1. Admissions & Standing	1988-1989	Member
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

PLEASE USE THIS SPACE FOR ANY COMMENTS YOU MAY HAVE CONCERNING YOUR QUALIFICATIONS FOR THIS POSITION.

PLEASE USE THIS SPACE FOR ANY COMMENTS YOU MAY HAVE CONCERNING YOUR QUALIFICATIONS FOR THIS POSITION.

The University and senate must function according to unambiguous and fair rules. These rules must be consistent with the values and purposes of the university as an educational institution. As a member of the Rules Committee, I will work to facilitate the implementation of such rules.

MEMBERS, COMMITTEE ON RULES (VOTE FOR TWO OF FOUR)

NAME: Devlin Davis DEPARTMENT: Business Admin. NAME: Ardeehir Faghi DEPARTMENT: Civil Engineering
 RANK: Asst. Professor DATE OF HIRE (FULL TIME): Sept. 1996 RANK: Asst. Professor DATE OF HIRE (FULL TIME): Sept. 1990
 HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? X YES NO HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? X YES NO

IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING: IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING:

	COMMITTEE NAME	ACADEMIC YEAR	IN WHAT CAPACITY? (MEMBER, CHAIRPERSON, ETC.)	COMMITTEE NAME	ACADEMIC YEAR	IN WHAT CAPACITY? (MEMBER, CHAIRPERSON, ETC.)
1.	University Senate	1997-1998	Member	Committee on Committees and Nominations (COCAN)	1996-1999	Member
2.				Committee on Promotions and Tenure	1996-1998	Member
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

PLEASE USE THIS SPACE FOR ANY COMMENTS YOU MAY HAVE CONCERNING YOUR QUALIFICATIONS FOR THIS POSITION.

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APPOINTMENTS FOR CONFIRMATION

ACADEMIC APPEALS, CTE. ON

Chair: Norman Collins
Member: Joseph Glutting

Member: Cheng-Shun Fang
Member: James Morrison
Member: Mohsen Badiy

ACADEMIC PRIORITIES, CTE. ON

Alison Award
Winner: Frank Scarpitti

INTERNATIONAL STUDIES, CTE. ON

Member & Chair: Kevin Kerrane
Member: Gretchen Bauer
Member: Judy McInnis

BUDGETARY AND SPACE PRIORITIES, CTE. ON

Chair: Harrison Hall
Member: Charles Mason

LIBRARY COMMITTEE

Chair: Bryant Tolles
Member: Yan Jin
Member: Jeffrey Jordan
Member: Lalita Manrai
Member: Raelene Maser
Member: Pablo Hug

CULTURAL ACTIVITIES AND PUBLIC EVENTS, CTE. ON

Chair: Janice Bibik
Member: Richard Davison
Member: Hilton Brown
Member: Willy Riemer

PROMOTIONS AND TENURE, CTE. ON

Chair: Gary May
Member: Philip Flynn
Member: Joanne Golden
Member: Willy Reimer
Member: Mohsen Baidey

DIVERSITY AND AFFIRMATIVE ACTION, CTE. ON

Chair: Ali Poorani
Member: Jerome Brown
Member: Alvina Quintana

RESEARCH, CTE. ON

Chair: Thomas Buchanan
Member: Thomas Brill
Member: Gabriella Hermon
Member: Billy Glass
Member: Elizabeth Perse
Member: Steven Dentel
Member: Susan Goodman

EDUCATION, COORDINATING CTE. ON

Member: Beth Haslett

FACULTY WELFARE AND PRIVILEGES, CTE. ON

Chair: Nancy Jordan
Member: Pamela Cummings
Member: John Kushman
Member: Paul Sammelwitz
Member: McKay Jenkins

RETIRING, RETIRED & EMERITI FACULTY, SUBCTE. ON

Member: John Wriston

GRADUATE STUDIES, CTE. ON

Chair: James Richards
Member: Douglas Tallamy
Member: Victor Klemas

STUDENT & FACULTY HONORS, CTE. ON

Member & Chair: David Stixrude
Member: John Elias
Member: Christine Cannon
Member: Kuo Wong

HONORARY DEGREES, CTE. ON

Chair: Tamara Hareven
Member: John Burmeister
Member: David Colton
Member: R. A. Dalrymple
Member: Robert Denhardt
Member: Roberta Golinkoff

STUDENT LIFE, CTE. ON

Chair: George Bear
Member: Dallas Hoover
Member: Matthew Kinservick

INSTRUCTIONAL, COMPUTING AND RESEARCH SUPPORT SERVICES, CTE. ON

Member & Chair: Marcia Halio
Member: Carmine Balascio

UNDERGRADUATE STUDIES, CTE. ON

Chair: Alan Fox
Member: William Meyer
Member: Jonathan Grossman
Member: Kenneth Koford
Member: H.W. (Tripp) Stenton



MBA PROGRAMS

103 MBNA America Hall
University of Delaware
Newark, Delaware 19716-2710
Ph: 302/831-2221
Fax: 302/831-3329
E-Mail: MBA@udel.edu
<http://www.udel.edu/alex/mba/>

February 9, 1998

TO: Robert Hampel

FROM : Scott Jones

A handwritten signature in black ink, appearing to be "SJ", written over the name "Scott Jones".

RE: MBA Concentration in Information Technology

CC: John Cavanaugh

Below I have enumerated some key points and supplied additional information on the proposed MBA concentration in information technology.

Background:

Information technology is a key determinant of competitiveness. The management focus of all organizations has expanded from managing people and machines to include managing information. The marketplace is demanding an MBA graduate that can perform in this environment. The MBA program sensed this change several years ago but has been unable to respond until now. Alterations within the Department of Accounting graduate program will enable that program and the MBA program to better leverage resources. In short, the accounting profession is experiencing a change in focus of services. Greater emphasis is being placed on information management than on attestation. Changes in the MS in Accounting program enable the offering of a richer variety of management information systems courses. The MBA Program will allow students to take a subset of courses offered in the Departments of Accounting and Business Administration and earn a concentration in information technology. The MBA Committee approved this concentration November 6, 1997.

Student Demand

Many major universities offering the MBA have added an information technology or systems related concentration. The reason is overwhelming student demand. US business schools are at the forefront of global business education, and the center of demand for information related business degrees. For many years, UD has offered the MIS Minor to undergraduate business students. This minor is always at capacity. All evidence suggests the same will occur at the graduate level.

1.2 Elective Course Work

Students are permitted one 3-credit elective per semester for the first two years of study (a total of 12 elective credits within the 68 credits required for graduation). Elective course work should focus on the following topics: (1) history of the technology of cultural property; (2) connoisseurship and provenance studies; (3) reconstruction studies in studio arts and crafts and (4) museum studies. Elective courses may include course offerings in Art Conservation and other relevant departments/programs including Art History, Anthropology, Art, Museum Studies and the Winterthur Program in Early American Culture or courses offered via cooperative agreements arranged by the Art Conservation Department or other University departments with other higher education institutions.. Independent Study topics may be negotiated between faculty and students. Independent study topics may not duplicate the content of existing University of Delaware courses. A total of six credits of independent study may be permitted during the first two years of study.

Note: This page is from the revised "Program Procedure and Policy Guide" for the Winterthur/University of Delaware Program in Art Conservation. The previous guidelines allowed 12 credit hours of independent study; this revision restricts students to a maximum of 6 credit hours of independent study.

Impact on other concentration

In the MBA Program, most students concentrate in finance. About 40% of students receive a concentration, of those about 55% are finance. The addition of the new concentration is not likely to affect the finance concentration as the areas attract students with different goals. By introducing the new concentration, we hope to attract applications from highly qualified technically trained individuals. These individuals would be looking to complement their background with management-related information technology courses.

Impact on faculty/course coverage

No new faculty lines are needed to staff the courses. The capacity to offer the new courses is being freed from eliminating prerequisites and outdated MS in Accounting courses.

Job Market for Grads

There are many programs under development in the State legislature which are designed to attract technology-based firms to Delaware. Information technology firms like Arthur Andersen and CSC now have a significant presence in Delaware. JP Morgan has moved all information-related operations to Delaware. These firms have all expressed interest in hiring more MBA graduates with information technology backgrounds. This past year the MBA Program placed a number of students with these organizations, and could place many more with better information technology training.

1 The Academic Program

Introduction

The Department of Mathematical Sciences offers programs of study leading to M.S. and Ph.D. degrees in Applied Mathematics and Mathematics. Requirements for the degrees in the various programs are spelled out in detail in the Program Descriptions chapter of this document. Our program is sufficiently small that we will be able to give individualized attention to your graduate studies.

The authority for administering the program rests with the Committee on Graduate Studies. An Advisement Committee, which is appointed by the Committee on Graduate Studies, will serve as advisors to all students until such time as a supervisor for the thesis or dissertation is appointed. The Advisement Committee will help you formulate your plan of study through formal meetings with individual graduate students. These meetings occur twice yearly before the beginning of the preregistration period.

New students, as part of the usual orientation program, will be given a Placement Examination and will meet with the Advisement Committee to plan their first year of study in the program. Advice will be given concerning course selection based on your interests, your undergraduate background, and the results of this Placement test.

Continuing students are required to enroll for courses during the preregistration period, and are required to meet with the Advisement Committee. You should feel free to discuss with a faculty member any difficulties you are having. It is important that you get sound advice and correct information.

General Plan of Study

In making your plan of study, you should pay particular attention to the timing of course offerings, and your background and interests. It is not unusual that you may want to, or need to, change your plan as your experience in the Department grows. Nevertheless, such tentative plans will serve to insure progress towards your degree.

Here are some things to keep in mind in drawing your plan.

- Students holding Graduate Assistantships, Research Assistantships, or Graduate Teaching Assistantships must register for 9 hours of course work.
- Requirements for a Master's degree must be completed by the end of the fourth semester.
- A student must pass the Preliminary Exam by the beginning of the fourth semester in order to continue his/her studies beyond the Master's degree (see chapter on Preliminary Examinations).
- The Department has a limit on its support of graduate students. The number of semesters a student can be supported by a Teaching Assistantship is 10; 8 semesters for a student entering with a Master's degree.

The minimum ^{cumulative} GPA for the Master's degree is 3.0 (B) ~~with a minimum of 2.0 in each semester~~. Students who do not perform to this standard are advised to leave the program.

Permission to continue study toward a Ph.D. degree is given on the basis of a complete review of your academic performance. The Graduate Committee admits students to the Ph.D. program on the basis of (1) Prelim Exam score, (2) course grades, (3) instructor assessments.

By the time you are admitted to the Ph.D. program, it is desirable to have identified a general area in which you wish to work. This information will help the Advisement Committee

*Univ.
5 yr.
rule*

books, chalk, pencils, pens, writing pads. *These supplies are for the classes you are teaching, not the classes you are taking.*

Computer Accounts As students you are automatically given accounts for e-mail on the university's Unix machines. Please go to Smith Hall, Room 2A, to obtain your user number and password. For your mathematical sciences workstation account all students need to fill out a "System Security and Access" form available from the staff office in Ewing. This form must be completed and handed in to Renate Scheidler (Ewing 531). For additional computing resources, please see Mrs. Iffland (502 Ewing).

Typing of Tests The policy is that the office staff does not type for graduate students. The two exceptions to the rule are:

1. If you are the instructor in charge of a course during the *regular semester* the office staff will do your hourlies and final the same way they do a regular faculty member's work. You are expected to adhere to the same policy for turning these exams as the faculty members do; i.e., at least 3 days before the hourly is due and at the time given you by the staff for finals. Also, you are expected to turn in the exams in good order – the office staff does not have time to redo exams several times because of their inability to decipher your notes.
2. During special sessions the office staff does not normally type exams but exceptions may be made for single exams given to several different sections of a course. The same policy holds for turning them in in a timely manner – at least 3 days before.
As a courtesy to the typist, you are expected to be available to proofread all exams when they are typed so that corrections and duplication can be done in good time.
All requests for typing services must be made to Mrs. Iffland and she will assign the work to the staff.

Duplicating of Tests Use Ditto Spirit Masters and duplicating paper on the duplicating machine (~~507 Ewing and 50 W. Delaware~~). Masters can be handwritten, typed or generated from Xerox masters. For very large amounts (> 100 copies) see the office staff.

Keys Ewing Offices: outside Ewing entrance key and public areas key (opens Ewing public areas: work room, computer terminal room, and the conference room). There will be a \$5 deposit for your office keys. This deposit will be refunded when your keys are turned in.

~~48/50/52 W. Delaware Office outside entrance key and individual room key.
Rees Hall (70 E. Delaware) outside Rees Hall entrance key.~~

Drop/Add: Fall/Spring session – graduate students are assigned, as part of required duties, to work the first few days of classes; after that, all drop/add is handled by instructors. The office staff may sign for drops after the first week.

Winter/Summer sessions – handled entirely by the instructor. Drops may be done in the office.

Proctoring of Exams As part of their obligation to the department, all students are required to assist in the proctoring of the hour exams and finals in courses with common exams (e.g. M010, M115, M221, etc.). Failure to do your share will affect your winter/summer teaching assignments and may jeopardize future support from the Department.

Pay Checks You are paid twice monthly, on the 15th and the last day of the month. In order to receive your first check, you will need to fill out a W-4 form and an I-9 for tax purposes.