MINUTES OF THE FACULTY COUNCIL MEETING-12/5/63

Present: Professors Atlas, Buckley, Caffrey, Colwell, D'Andrea, Doroshkin, Griffin, Hirsch, Joseph, Just, Loughlin, Mandelbaum, May, McCulloch, McGrath, McLaughlin, Minkin, Monticone, Pitman, Prestwidge, Reynolds, Rosenstock, Silverman, Stein, Stillerman, Tauber, Thompson, Mr. Casais, Mr. Finnegan, Mrs. Griffin, Miss Pomeranz, Mr. Stambler, Miss Stringham.

Absent: President Morris Meister, Professors Corbman, Hirshfeld, White, Mr. Berman, Mr. Clarke.

Guests: Professors Kissel, Rosenfeld, Rosh, Tyson, Wilkinson.

I. Meeting called to order at 12:30 P.M. by Dean Tauber, who expressed Dr. Meister's regrets that his obligatory attendance at a meeting of the Middle States Association of Colleges and Secondary Schools made it impossible for him to be present here.

II. Action on Minutes

Minutes of the meeting of November 7, 1963 were accepted as written. The secretary requests that the numeral "5" on page 4 be deleted.

III. Communications and Announcements

A. From President Meister (through Dean Tauber)

1. Action on the new campus is proceeding with the State University Trustees now considering approval. Dr. Meister made a strong presentation at a meeting on December 4 of a coordinating committee of State University Trustees and members of the Board of Higher Education. A final decision should be reached soon.

2. Thanks for several successful functions in the past month and congratulations to those who carried them through:

   a. Career Conference in Science and Engineering
   b. Reception for Parents of Freshmen
   c. Medical Laboratory Technology reunion
   d. Memorial concert

   It is hoped that a precedent has been set by some of these affairs, which will be continued in future years so that they may become a tradition.

3. Encourages planning for a Holiday Party for faculty and staff. Idea approved by Council and a committee consisting of Deans McGrath and Minkin, Professor May and Miss Stringham elected to work on it.
B. From Dean Tauber

Dean Tauber introduced Professor Tyson to report briefly on behalf of an ad hoc committee to consider the feasibility of Faculty Seminars. These were described as informal get-togethers for the purpose of providing intellectual stimulation and in a social atmosphere. The Council expressed general approval of the idea and authorized Professor Tyson's proceeding to explore the possibility of organizing such meetings.

C. From Dean Silverman

1. Master schedule of classes for Spring semester is in final stages. Heads of Department are to notify Dr. Schaumberger of special program requests for faculty members in their department.

2. We have been told that we have an Evening Session annual line budget for February, 1964. There will be 16 full-time administrative and teaching, and 5 clerical positions for February, with the probability that more will be available for September, 1964. This poses many problems in recruitment, scheduling, space allotment, supervision, etc. which must be considered.

3. There continue to be requests made for instructors to read announcements in class. Once again it is suggested that the regular vehicles of communication be used: Student Newsletter, Faculty Bulletin, posters, etc.

D. From Dean Thompson

1. Report on Student Activities:

   a. There are now 27 Student Council chartered groups involving over 600 student members.

   b. Calendar of Cultural and Social Events:
      December 6, Alvin Alley Dance Program
      December 13, Dog Patch Dance
      December 20, Day and Evening Student Councils Winter Dance at the Statler Hilton Hotel

   c. Faculty Committee on Student Activities has invited all faculty advisors to a meeting. The Constitution Sub-Committee of Faculty has been meeting with a student committee and they are now in the final stages of completing the new Student Council Constitution.

2. Officially offered proposal contained in "Recommendation for Committee System for Handling Student Discipline," distributed at a previous meeting.

   There was much discussion of the proposal with the following changes approved. The entire plan was tabled for further discussion at a subsequent meeting.

The composition of each of the committees (Academic Discipline and Non-Academic Discipline) was augmented to include a student member, and,
on the Committee on Academic Discipline, an instructor other than the one involved.

Academic Discipline

In academic matters where discipline is required, a special ad hoc committee will be constituted to handle each individual case. This ad hoc committee will be comprised of an instructor other than the one involved, Head of Department, the President of the Student Council and the Dean of Students who will call together the committee upon notification by the instructor and/or Head of Department of a breach of conduct.

Non-Academic Discipline

The Dean of Students will call together an ad hoc committee of two (2) members of the Faculty, the President of the Student Council or a deputy designated by him from the Student Council and himself to handle each case of misconduct in a non-academic discipline situation.

Questions still to be considered

Should the instructor involved sit on the committee as a voting member?
Who initiates action before this committee? When?
For what kind of offense? What provision is made for appeal?

E. Administrative Announcements, Professor D'Andrea

1. In detailed calendar for December, there were scheduled meetings with guidance counselors and prospective students. All these meetings have been postponed.

2. Grade cards will be omitted at end of this semester; only class rosters will be used.

IV. Unfinished Business

Recommendation of the old Committee on Promotional Opportunities, Prof. Kissel, Chairman.

In the Spring of 1963, a resolution recommending a change in the College and Departmental P & B procedures was passed by the Faculty Association, and sent to President Meister.

After consultation with Dr. Meister, it was decided by Professor Caffrey, for the Committee on Committees, to present it to the Faculty Council for consideration at this time. Dean Tauber explained that this was advisory and a recommendation to the President and College P & B Committee and not binding on them. He also stated that at present everybody who is eligible for reappointment and tenure, or applies for promotion, is presented to and considered by the College P & B Committee regardless of the recommendation of the Departmental Committee.
The resolution follows:

"There should be a prompt notification, in writing, to the individual of the Departmental Personnel and Budget Committee's decision on reappointment, tenure and/or promotion. If the faculty member is not recommended for reappointment, tenure and/or promotion, he should be given the reasons. He has the right to appeal to the Departmental P & B Committee in order to get a reversal of its initial decision before the departmental recommendation is sent to the College Personnel and Budget Committee."

The resolution was passed.

Meeting adjourned at 2 P.M.

Respectfully submitted,

Vera F. Minkin
Secretary