



# OAKLAND UNIVERSITY SENATE

## **Oakland University Senate** Second Meeting

October 19, 2000  
**Minutes**

Members present: Abraham, Alber, Andrews, Buffard-O'Shea, Carter, Dow, J. Eberwein, Esposito, Fink, Gilroy, Herman, Laski, Marks, D. Moore, K. Moore, Otto, Rozek, Russell, Schochetman, R. Schwartz, Sen, Sevilla, Shablin, Stamps, Sudol, Wood; K. Cole for Ginger, K. Langley for A. Kochenderfer, M. Hudson for MacKinder

Members absent: Benson, Blanks, Braunstein, Brieger, Chapman, Coppin, Didier, Downing, Early, Eberly, Emrich, Estes, Gardner, Grossman, Haskell, Hildebrand, Kleckner, Long, Mayer, McIntosh, McNair, Moran, Mosby, Makao, Olson, Pfeiffer, Polis, Riley, Rusek, Sharma, Sieloff

### Summary of actions:

1. Approval of minutes. (Ms. Wood, Ms. Eberwein) Approved.
2. Motion to staff Senate standing committees. (Mr. Andrews, Ms. Gilroy) Approved.
3. Motion to update Committee membership terminology. (Mr. Andrews, Mr. Stamps) Approved following approval of a motion to waive the second reading (Mr. Andrews, Ms. Wood)

Mr. Esposito called the meeting to order and, after explaining that the Secretary was away on jury duty, asked for a volunteer to take notes. Ms. Moore graciously volunteered. The first item of business was the approval of the [minutes](#) of September 14th, which were approved following Ms. Wood's motion and Ms. Eberwein's second. Mr. Esposito reported that Ms. Schaefer would report on the master planning process at the November meeting. He added that the Master Planning Task Force is currently consulting with various constituencies on campus, sharing design principles and campus maps showing possible future developments. After the consultations are completed, a draft master plan will be developed which will then be shared with the campus. Mr. Stamps asked where one might view these maps; Mr. Esposito responded that Ms. Schaefer's office should have copies.

### Some other information items included:

#### 1. Adding classes

A possible change in the policy regarding adding classes is under consideration. Currently a student adding a class after regular registration must have the instructor's signature. The new policy would let the Registrar's Office add students during the first week of classes to any class that was under the maximum enrollment specified. During the second week, irrespective of whether or not a class had reached its maximum, the instructor's signature would be required. The new policy would only affect classes that were under-enrolled. Mr. Stamps thought there should be a statement informing the student that they are responsible for the information presented in the first class even though they might have missed it. Mr. Esposito

thought students should understand that but agreed to add the statement. Ms. Wood noted that sometimes, when classes are almost full, letting majors register should be a priority and this might not happen if the Registrar does the adding. Mr. Sudol thought that the policy might also lead to both the instructor and Registrar adding students simultaneously, and thus over-enroll the class. Ms. Gilroy noted that if the faculty were to add the students into the Banner system, the system would display the status of the enrollment. Mr. Esposito thought it might be a good idea to try it out and see what happens.

## 2. Workload policies.

Having talked last time about a minimum class size policy, Mr. Esposito is now asking the Deans for information on the workload policies of their units. He stated that we need a clear statement of workload policies and we also need to keep track of any deviations from those policies. This is all prompted by the fact that the State of Michigan is currently auditing state universities. The Deans have copies of those audits in case anyone is interested. In Montana the legislature decided to impose workload policies and the universities worked with the legislature and came up with a scenario of 4 courses per semester, 2 credits each, with no research or service. They then factored in research and service with subsequent reductions in course load. Mr. Esposito indicated this is an example of how we might accomplish our mission in a way the public can understand.

## 3. Varner Seminar series.

Following the death of Woody Varner, a committee was established to come up with ideas to honor him. Their recommendations include an annual Varner Seminar series, College scholarships (Varner Scholars), and a physical memorial (a Varner garden near Varner Hall). The recommendation for a Varner Seminar series to consider issues important in higher education will involve a major seminar, put together by a Varner Seminar committee to be appointed in December of each year. The committee will select a coordinator who will then have a year to plan and a budget to support the program. The 'Arts at Oakland University' will be the first seminar topic. It is hoped this will become a really significant event on campus.

## 4. Undergraduate Catalog.

Ms. Eberwein raised a question about the status of the Undergraduate Catalog. Where is it, when will it appear, and what will happen to students who were admitted this fall. She reminded the group that university policy states that students may use the catalog in effect the semester they matriculate or any later ones. Mr. Esposito stated that the Catalog did not get out because the scholarship listing in the book was very inaccurate and the Catalog was delayed in an effort to correct this section. In hindsight, this was a mistake, since getting the updated scholarship data was took too long and that slowed down the finalizing of the catalog. Ms. Gilroy reported that in 1982-3 the catalog was also issued late and the Registrar at the time issued a memo stating that the new students could use the previous year's catalog. Mr. Esposito stated that the Catalog did go to the printer three weeks ago and that Susan Awbrey would have responsibility for the catalog from now on. He assured the group that this won't happen again. Most of the incoming students did get a photocopy of the Graduate Catalog, reported Ms. Gilroy.

## 5. Activities Form.

Ms. Alber asked about the Activities Reporting Form, noting that this seems like a duplication of effort since similar documents have to be created for accrediting agencies. Mr. Esposito responded that it will be useful to have a standard form in electronic format in order to collect the data about university activities and then be able to do things with the data, e.g. highlight service and publication activities. Mr. Hansen tried to get some information together earlier this year and had to do it by hand; from this arose the idea of creating an electronic database in order to make finding this kind of information easier.

## 6. BookCenter

What's happening with the BookCenter, asked Ms. Langley. Mr. Esposito responded that he met with the manager and some faculty and discussed the problems and has received assurances that the problems would be resolved. He indicated that he expects improvements for Winter term. Mr. Dow reported that he is suggesting to students that they try other alternatives.

### New Business

There being no old business, the Senate considered the first item of new business, a familiar motion to staff senate standing committees which was moved by Mr. Andrews, seconded by Ms. Eberwein and approved unanimously by the Senate.

The next item of business was a motion to update the terminology in the Senate Committee membership rosters. Mr. Andrews supplied the initial motion for the adoption, Mr. Stamps the second. A motion to waive the second reading was moved by Mr. Andrews, seconded by Ms. Wood and approved. The main motion was then approved unanimously.

### Good and Welfare

1. Mr. Shablin announced that beginning Monday Nov. 13 students will be able to register for classes using the Banner web registration.
2. Mr. Esposito stated that the university intends to put the catalog on the web and that this has raised questions about when do you update it; do you update the online version on the web as changes are made or wait and synchronize the changes with the printing of the catalog. He noted that eventually there won't be a printed catalog at all.
3. Mr. Russell asked about the status of the trails that were to be included in the new golf course and south areas of campus. Mr. Esposito stated that Ms. Schaefer will be asked about these trails when she appears at the November Senate meeting.
4. Mr. Herman spoke in favor of working with the BookCenter to solve the problems rather than telling students to go elsewhere to buy their books. He argued that we need to support it, that we need a strong bookstore on campus. Mr. Esposito agreed and thought that most faculty would use the bookstore, as long as the bookstore could deliver the needed items. Ms. Snyder noted that the university has a vested interest in the bookstore since it helps support the operations of the Oakland Center. Ms. Wood thought that maybe we should check with other universities who use this company for their bookstores to see if this is a wide-spread problem or whether it is specific to Oakland. Ms. Snyder indicated that the company pays a commission, a guaranteed \$400,000 until they reach \$4 million in sales and after that, 11% of retail sales. So, asked Mr. Stamps, if that bookstore went out of business we would be out \$400,000. Yes, agreed Ms. Snyder. Mr. Esposito stated that the university needs a strong, well run bookstore. Mr. Schwartz noted however, that we need to be careful of supporting bad management.

With no further good and welfare items, the meeting was adjourned.

Submitted by

Linda L. Hildebrand based on the notes of Kathleen Moore  
Secretary to the University Senate

11/14/00

*Back to*  
OAKLAND UNIVERSITY  
**S E N A T E**  
*Home Page*