

MINUTES OF THE FACULTY MEETING  
Morehead State University  
February 21, 1978

The February meeting of the faculty was held at 4:10 p.m. on Tuesday, February 21, 1978, in the University Breckinridge Auditorium. Dean John R. Duncan called the meeting to order.

ANNOUNCEMENTS

John Collis: Reported that Founders Day will be observed at Morehead State University on Tuesday, March 7, 1978. Although the exact program will not be announced until Friday of this week, there will be a special luncheon and the University Symphony Band will present a concert in the evening.

John R. Duncan: Announced the dismissal of classes between the hours of 11:30 a.m. and 4:00 p.m. on Founders Day.  
  
Reminded the faculty of a memorandum from Carol Holt announcing Career Opportunities Day on Wednesday, February 22. More than 50 employers will be in the Crager and Eagle Rooms, University Center, from 10:00 a.m. to 4:00 p.m. Faculty and students are encouraged to attend.

PROGRAM

Alex Conyers: Chairman of the Faculty Organization Committee, asked the faculty to review the list of faculty nominees for membership on the University Standing Committees which was presented at the door. Nominations may be made from the floor. It was suggested that all chairpersons of the present standing committees invite the newly elected members to a committee meeting before the end of this school year.

Fred Voigt: Moved that the list of faculty nominees be accepted as presented. Tom Morrison seconded the motion which passed.

President Norfleet: Informed the faculty that the girl's death in Waterfield Hall was from natural causes, according to a preliminary autopsy.

Discussed his memo presented to faculty at the door concerning the implementation of specific guidelines for energy conservation, as outlined by Russell McClure, Secretary of the Executive Department for Finance and Administration. The coal supply for the University is not low; however, the State is low on electrical energy. If we do not cut back, we may be cut back.

Jerry Howell:

Presented the following temporary guidelines for energy conservation:

1. Close the University Center and Laughlin Building one hour earlier at night.
2. Library hours over the weekend (and until further notice) will be.  
Saturday--12 noon - 4:00 p.m.  
Sunday--4:00 p.m. - 10:00 p.m.
3. Classroom buildings will close at 9:15 p.m. Night janitors will begin work at 1:30 p.m. and end at 9:30 a.m. Try to avoid using offices at night if possible.
4. Display cases should be turned off or, in severe cases, turned on only from 9:00 a.m. to 3:00 p.m. during the day.
5. Open venetian blinds to allow sun to come through and close them when in the shade.
6. Campus security lights will not be bothered, but the timing will be changed to a more appropriate time.
7. Hall lights will be used only when necessary.
8. Heat will be turned down to 60° at night; forced air will be turned off about 6:30 p.m. and resume at 6:00 a.m.
9. Drinking fountains will be disconnected.
10. Water temperature will be turned down in the dorms.
11. An energy conservation system has been formed by establishing the following people in each building on campus as coordinators for energy-saving measures:

<u>Building</u>	<u>Coordinator</u>
Rader Hall	Gary Cox
Button Auditorium	Edward Balda
Johnson Camden Library	Jack Ellis
Rice Service Building	Glen Boodry
Lappin Hall	Jerry Howell
Baird Music Hall	James Beane
Laughlin Building	Earl Bentley
Combs Classroom Bldg.	Ying Chien
Lloyd Cassity Bldg.	Eena Adams
Howell-McDowell Adm.	
Building	Buford Crager
Ginger Hall	James Pack
Claypool-Young Art Bldg.	Bill Booth
Reed Hall	Charles Derrickson
Alumni Center	Don Young
Allie Young Hall	James Quisenberry

Indicated that Keith Kappes would have a memo out tomorrow about the use of office copiers. If there are questions about energy conservation measures, call Jerry Howell at 3320 or talk to a building coordinator.

President Norfleet:

Responded favorably to the Faculty Forum which had been held earlier in the day. Since the group wishes to have another meeting, another Faculty Forum will be scheduled on a different day and hour so that others may attend.

John R. Duncan:

Announced that the University Senate recommended to the faculty the creation of a Credit Union. Bob Hansen is Chairman of the Credit Union Plan Committee.

Bob Hansen:

Reported that a Credit Union is both a banking and loaning institution, and anyone may join by depositing money. MSU is the only institution in Kentucky not having a Credit Union. There are between 900 and 1,000 eligible employees at the University. Information should be coming to you with your February pay check. The University will provide office space and a treasurer, as well as withholdings from pay checks. If there are questions, call Bob Hansen at 2236 or write to UPO 523.

John R. Duncan:

Took a straw vote by a show of hands to indicate whether or not there seemed to be an interest in the establishment of a Credit Union. A majority of the faculty showed interest.

Introduced the Faculty/Administrator Evaluation Plan which is to be considered as a suitable document to be used for evaluation. The question is not whether we will be evaluated but how we will be evaluated. This document was developed by a faculty committee and revised after hearings from the schools.

Invited all faculty with academic rank to vote on the instrument tomorrow at the University Center between the hours of 9:00 a.m. and 4:30 p.m. If this instrument is approved, it will not be used for tenure, rank, and salary this Spring. Following this semester, there will be a continuous review process of the plan. Since this instrument is not applicable to the teachers at University Breckinridge, it is suggested they develop their own.

Bob Hansen

Chairman of the Faculty Evaluation Committee, explained that evaluation is now being carried out through subjective techniques. After almost a year's work, the Committee has attempted to be as objective as possible in developing an evaluation plan.

Bob Hansen:

Opened the floor for discussion. Several comments and recommendations followed.

John R. Duncan:

Congratulated the Committee for the work they have done.

Opened the floor for nominations of three persons to man the Ballot Box. The nominations were:

John Stanley  
Bill Hampton  
Tom Morrison

Joe Copeland moved that the nominations cease. The motion, seconded by Marvin Phillips, carried.

John R. Duncan:

Urged the faculty to vote from 8:00 to 10:00 a.m. on the ground floor of ADUC; after 10:00 a.m., move to the Faculty Lounge on third floor.

The meeting adjourned at 5.30 p.m.

Sue Y. Luckey  
Secretary to the Faculty

April 1978

Final Report  
Faculty Committee on Professional Ethics and Conduct  
(A standing committee of the University Senate)

I. General Committee Procedures

- (1) The chairperson of the University Senate, upon taking office, will appoint four persons to this committee and designate one of the persons as the temporary chairperson. The temporary chairperson will then call the first meeting for the purpose of electing a permanent chairperson from the four members and to dispense with old business and/or bring new business before the committee.
- (2) The committee will only meet on demand when requested to do so by the chairperson of the University Senate or the chairperson of the Faculty Committee on Professional Ethics and Conduct.
- (3) The committee will establish a recommended "Code of Conduct" for all faculty members as outlined below. Future committee members may add or delete items as conditions warrant.
- (4) The committee will establish basic procedures to hear any complaints pertaining to professional conduct. Again, future committee members may modify the procedures outlined below.

II. Faculty Code of Conduct

- (1) Faculty members will be expected to attend all faculty and committee meetings. When this is not possible, the person in charge of the meeting should be notified by the faculty member. When such a notification has been received by the person in charge, the minutes of that meeting should be modified under the "Members Absent" or "Members Present" heading to indicate that such notification has been made.
- (2) All faculty and committee meetings should be conducted in a professional fashion with discussions limited to the agenda items.
- (3) Faculty members should not call off individual classes unless the department or school administration has been officially notified. (Exceptions would include situations which were beyond the control of the faculty member). When a class is to be called off, every effort must be made to notify the students beforehand.
- (4) If a faculty member is away from his/her class on official business, the department administration should see to it that the class is properly conducted by another faculty member.
- (5) Classroom activities should be limited to appropriate discussions of the subject matter. We realize that "extraneous comments" do have a place in the classroom; however, discussion of items which are not part of the course content, should be kept to a minimum.
- (6) All faculty members should evaluate a student's performance based on objective information. A faculty member's personal opinion of a student should have no bearing on the student's grade.
- (7) If a faculty member feels that any of his/her outside activities might be interpreted as a "conflict of interests", discussions of the situation should be conducted with department or school administrators.

- (8) To present a positive image of the University to the city of Morehead, we recommend that all faculty members consider involving themselves in at least one civic activity.
- (9) If a complaint about a faculty member is brought to the attention of an administrator and the complainant does not wish to employ Section III below:
  - (a) The administrator should discuss the complaint, in private, with the faculty member, and the administrator will outline the specifics surrounding the complaint.
  - (b) If additional meetings are necessary, the administrator will specifically name the complainant and request his/her attendance at this, and any future meetings.

### III. Complaint Process

This committee will not endeavor to establish particular complaints to be covered under this heading; however, we would generally expect them to be of a non-terminal nature.

If any faculty member, administrator, student, or person outside the University community has a complaint against a faculty member or administrator, the following procedure will be established:

- (1) The complainant will be directed to contact the chairperson of the University Senate.
- (2) The chairperson will then contact the chairperson of the Committee on Professional Ethics and Conduct.
- (3) The chairperson of the Committee on Professional Ethics and Conduct will then call for a meeting at a time and location acceptable to all individuals.
- (4) The committee will then act as a mediator to hear both sides of the case.
- (5) During the meeting, the committee members will endeavor to arrive at a mutually-acceptable solution.
- (6) Whether or not a mutually-acceptable solution has been reached, a report of the procedures will be filed with the chairperson of the University Senate.
- (7) The chairperson of the University Senate will then handle the report in any fashion which he/she deems acceptable.