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# FAC'S SHEET

Newsletter of the University of Scranton Faculty Affairs Council

December 2008

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**Yes, There IS a December Meeting!**

## FAC Meeting Scheduled For December 9 In DeNaples Ballroom

The fourth FAC meeting for 2008-2009 is scheduled for Tuesday, December 9 in the DeNaples Ballroom.

Lunch will be served beginning at 11:15 a.m. with the business meeting starting at 11:30 a.m.

The Executive Committee urges all members to attend. Check in the right hand column for the agenda.

### *FAC Meetings For 2008-2009*

The FAC Executive Committee has scheduled monthly membership meetings for the 2008-2009 academic year on the following dates and at the places indicated. All regular meetings are set for Tuesdays, beginning at 11:30 a.m. Additional meetings may be called to address special issues or concerns.

December 9, 2008 – DeNaples Ballroom

February 10, 2009 – DeNaples Ballroom

March 10, 2009 – DeNaples Ballroom

April 14, 2009 – DeNaples Ballroom

May 12, 2009 – DeNaples Ballroom

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## FAC'S SHEET

is published periodically by the Faculty Affairs Council at the University of Scranton. The editor is Betsey Moylan. Comments and suggestions from the membership are welcomed. Members may also check FAC's Web site at [www.scranton.edu/fac](http://www.scranton.edu/fac) for further information on the Faculty Affairs Council, an affiliate of the American Association of University Professors (AAUP). Copies of the Faculty Contract and Handbook are found on the site. Members may also link to the national AAUP home page.

## AGENDA

For December 9th Meeting

1. Chair's Report (Michael Friedman)
  - a. Administrators on Faculty Search Committees
  - b. Update on Negotiations
  - c. Election results
  - d. Parking in S Lot
2. Contract Administrator's Report (Kevin Nordberg)
3. Treasurer's Report (Dan West)
4. Grievance Officer's Report (Ned Warner)
5. New Business (Michael Friedman)
  - a. Compensation in Online Programs
  - b. Academic Freedom Outside the Classroom

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### Faculty Tuition Benefits for Foreign Study – A Call for Information, Please!

When I started this article, my intention was to inform FAC members of the benefits their dependents enjoy when those dependents are doing foreign study. The initial research I did alerted me that there was confusion and possible conflict among applicable policies and/or various departments within the University. It may also be that tuition remission policies in the staff handbook differ from the provisions in the Faculty Handbook. Consequently, FAC will begin an inquiry concerning policy conflicts about the availability of tuition benefits for faculty dependents studying in foreign universities. In order to conduct this inquiry I am asking those of you who have had family members studying abroad during the last five years or so to send me information about 1) the type of foreign study (see below); 2) the amount of the benefit; and 3) whether the benefit covered anything other than tuition (e.g. books, board); 4) the amount and the nature of any "fees" imposed by the University over and above tuition.

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## FAC OFFICERS 2008-2009

### *Chairperson*

Michael Friedman  
English, CLP 210  
941-4229 [friedmanm1@scranton.edu](mailto:friedmanm1@scranton.edu)

### *Contract Administration Officer*

Kevin Nordberg  
Philosophy, St. Thomas 554  
941-7448 [nordberg@scranton.edu](mailto:nordberg@scranton.edu)

### *Grievance Officer*

Edward Warner  
Communication, St. Thomas 4122  
941-4135 [warnere1@scranton.edu](mailto:warnere1@scranton.edu)

### *Secretary*

Betsey Moylan  
Weinberg Library  
941-4504 [moylanm1@scranton.edu](mailto:moylanm1@scranton.edu)

### *Treasurer*

Daniel West  
Health Admin. & Human Resources  
McGurrin 417  
941-4126 [westd1@scranton.edu](mailto:westd1@scranton.edu)

## **MINUTES**

### *from the November 11th FAC Meeting*

Michael Friedman called the meeting to order at 11:40 a.m.

1. Chair's report - Dr. Michael Friedman called the meeting to order at 11:40 am and announced several items:

A. In PCPS an administrator had been attending departmental meetings despite objections of department members. The chairperson of FAC had objected to the administration that this constituted a violation of the Faculty Handbook. The Provost agreed that it would be best for the administrator to stop attending these meetings for the time being.

B. The Negotiations Steering Committee has already met three times. The fourth meeting is scheduled for the evening of November 11 and will include the Chair of the Salary and Benefits Committee. A fifth meeting will be used to establish the faculty's priorities for negotiations and convey them to the Table Team.

C. The Board of Trustees has approved the wording changes to the Faculty Handbook dealing with 1) the length of the probationary period for tenure in initial contracts; 2) stopping the instructor clock; 3) shifting the description of the "printing" of the class schedule to the "promulgation" of the class schedule. Additionally, the Trustees have approved the formation of a combined Latin American Studies – Women's Studies Department (LAWS). With respect to this new department, FAC and FPC have just signed a Memorandum of Understanding to allow the selection of a chairperson who is not currently a "core" member of the department until such time that a core member can serve as chairperson.

D. Changes to the language dealing with reappointment have passed an electronic vote by the general membership of FAC and now will go to the Board of Trustees.

E. Progress has been made in the Handbook Committee discussion of academic freedom outside the classroom. A tentative change in wording of Section 5.3 of the Handbook would change the phrase "in the classroom" to "at all sites where learning occurs" or (at the suggestion of an AAUP expert) "regardless of the instructional setting."

F. An announcement of death was made for John Mulhall, brother of Dr. Declan Mulhall of the Physics Department, and Ms. Sallyann Mariani, wife of Atty. Bob Mariani, legal counsel for FAC. A moment of silence was observed.

G. Three seats on the Executive Committee will be up for election in December. Ned Warner will be retiring. Michael Friedman's and Kevin Nordberg's terms will expire. At the present moment, four candidates have declared their interest in the three seats: (in alphabetical order) Leonard Champney, Michael Friedman, Kevin Nordberg,

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## **MINUTES from November 11<sup>th</sup> Meeting**

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and Masood Otarod. Later this month, FAC will send out personal statements by each of the candidates. The election will take place from December 1 through December 3.

**Contract administrator's report** - Kevin Nordberg reported that:

A. The administration has submitted its report on the use of the faculty specialist rank in the various colleges. The administration is anticipated to supply one further statistical item.

B. Nordberg looked into an inquiry from a FAC member about tuition benefits for dependents of faculty members holding the rank of Faculty Specialist. The principle is that Faculty Specialists enjoy the same benefits as all other members of FAC.

C. The administration has replied to FAC requests for the IRS-990 filing for tax year 2007. They have requested an extension for their filing of the form. They expect to file it by January 2009, and at that time it will be made available to FAC for negotiation purposes.

**Treasurer's report** - Dan West reported on the general state of FAC's finances, which are healthy.

**Grievance officer's report** - Ned Warner reported that two complaints had been filed recently. However, neither complaint rose to the level of a valid grievance. Grievances need to be violations of some provision of either the Contract or the Faculty Handbook.

**NEW BUSINESS** - Michael Friedman presented a proposal from the Handbook Committee to change the language of Section 5.7 of the Faculty Handbook regarding overload teaching in the regular semesters. The current language in that section states that "a faculty member may be permitted to teach no more than four credits (normally one course) over the normal load in any given semester." The word "teach" has led to problems since many faculty members' loads

involve reassigned or released time. Since these non-teaching commitments take time and require effort, they should count along with "teaching" in a person's work load. Therefore, the current proposal changes the word "teach" to "carry." A short discussion of the proposal ensued. In the absence of a quorum, the matter will be remanded to an electronic vote.

A member asked whether the University is preparing contingency plans in view of the national economic downturn. Another member who serves on an Admissions committee said that the Financial Aid office and the Treasurer's office were working to help students whose families were having difficulty paying tuition. The meeting was adjourned at 12:20 pm.

Respectfully submitted,  
Kevin Nordberg



### **Compensation in Online Programs - Revised**

During the 2007-2008 academic year, FAC brought to the faculty a document that had been developed in talks with the administration aimed at codifying certain practices with regard to online academic programs, such as incentives, faculty compensation, and enrollment limits. This document provoked vigorous discussion among the membership, and various problems with the proposed language were raised. After several months of further negotiation, FAC and FPC have produced a revised version of the original document, which will be distributed to the faculty by email and offered up for additional discussion at the December FAC meeting. Here, I would like to offer an explanation for the specific changes that have been made to the proposed addition to the *Faculty Handbook*.

The first change deals with "supervising faculty members," who are full-time faculty members charged with overseeing the courses taught by adjunct faculty and serving as the instructor of record for such courses. According to the original proposal, a supervising faculty member would be compensated at the rate of 1 credit per 3-credit course or 0.5 credits per 1-credit course; however, the proposal did not specify compensation for overseeing 4-credit courses. FAC and the administration have now agreed to a rate of 1.33 credits per 4-credit course. During the discussion of this element, it was also made clear to us that a supervising faculty member is not the same thing as an "evaluating professor" in the BISK program.

## Online Compensation – Revised

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Another issue that arose concerned the payment of stipends for redesigns of a course, as well as royalties paid to a course creator whose course is used by another instructor. What would happen if one faculty member took another faculty member's course and made minor adjustments to it? Would that second faculty member be eligible for a redesign stipend? And if some other instructor used the revised course, who would receive the royalties? To address these questions, FAC and FPC have tentatively agreed that redesign stipends will only be available to faculty members who revise their own courses, or to those who create their own versions of the course using entirely original course materials (syllabi, assignments, online presentation of material, and exams). If a faculty member borrows materials (but not content) from a previously developed course, that faculty member will **not** be eligible for a redesign stipend. Similarly, royalties will only be paid to the original creator of any version of a course; those who merely make revisions to an existing course will not be eligible to receive royalties when that course is taught by another instructor.

Finally, in the section devoted to course caps, the new proposal makes clear that the limit is twenty students per section. However, at the request of the faculty's online program directors, the revised document allows some flexibility for exceeding these caps. According to these program directors, online students often register for a course very late, right up to the first day of class, and many of them drop the course shortly afterwards. Instituting a firm rule that exceeding a course cap always requires the opening of a new section.

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### *Luncheon Menu for December 9th Meeting*

- **Mixed Green Salad with Two Dressings**
- **Turkey Clubs on Whole Wheat Bread**
- **Chicken Caesar Wraps**
- **Grilled Veggie Wraps**
- **Egg Salad on Kaiser Rolls**
- **Rolls and Butter**
- **Brownies**
- **Coffee, Tea, Soda, and Water**

## Foreign Study

(Continued from Page 1)

Not all foreign study is administratively the same. Whether that is a sufficient reason to change the way faculty tuition benefits apply is a key question. The Foreign Study Advising Office distinguishes at least the following three types of program (They do not oversee all types of our foreign study and there may be others types that I am unaware of.)

1) **Exchange programs:** These are programs where the University of Scranton has a negotiated, signed exchange agreement with a foreign university. One feature can be the requirement that a student from that foreign university must be enrolled here at the University of Scranton while one of our students is enrolled at that foreign university.

2) **Study abroad programs:** These are programs at any other foreign university where we do not have any contractual understanding or expectation that any of their students will be in residence here either during your daughter's or son's period of study overseas or at any other time.

3) **Faculty-led study abroad:** These are foreign study trips led by University of Scranton faculty. Courses taken during these trips may be taught by our faculty or by foreign faculty. Normally the University of Scranton faculty member is the "professor of record" for the course and the course is one that is recognized as one of our courses without the need of a transfer of credits.

So that I have an accurate historical record of how this benefit has actually been administered and whether any recent changes have been made, please send me any information that you have as to how your family member's benefits were handled on any foreign study. My e-mail address is Nordberg@scranton.edu.

