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Faculty News

1981-10-09

Faculty Newsnotes 1981 No. 128

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Office of the Provost, "Faculty Newsnotes 1981 No. 128" (1981). *Faculty Newsnotes*. 127.
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FACULTY NEWSNOTES

Edited by Debbie Gough

October 9, 1981

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OFFICE OF THE PRESIDENT

All-University Meeting:

In the Newsnotes of September 1, 1981, I asked you to reserve the time period 12:15 to 1:15 p.m. on Tuesday, October 20, 1981 in order to attend a meeting of all University faculty members in Salomon Lecture Hall. Administrators and professional staff are also invited. The principal purpose of the meeting is to review with the faculty the current status of the University, its future plans, and the progress of the capital campaign. Since this period is the only possible lunch hour for some persons, "brown-bagging" is certainly acceptable at the meeting.

Policy on Sexual Harassment:

Federal courts in the last several years have begun to interpret Title VII of the Civil Rights Act of 1964 to include a prohibition on sexual harassment, and several district courts and courts of appeal have articulated a general standard for determining when sexual harassment is discrimination based on sex. They have also analyzed fact situations wherein harassment by a supervisor or teacher would be imputed to the employer in order to find the employer liable. The Ninth Circuit (which includes California) has been particularly liberal in its interpretation of what is prohibited by Title VII and how far liability extends to the employer.

Hence, the University Cabinet has developed and the Board of Trustees approved at its September meeting a University policy on sexual harassment, which both provides protection to employees and students, and makes clear the stand taken by the University in the event of complaint or litigation. Some of the wording of the policy itself is drawn from the 1980 EEOC (Equal Employment Opportunity Commission) guidelines on sexual harassment. Effort was made to word the policy in such a way that there is protection for employees and students, and also broad sensitivity to the rights of the accused.

A copy of the new policy, copied on 3-hole paper for easy insertion into your Faculty Handbook in the appropriate alphabetical place, is attached as the last page of these Newsnotes.

OFFICE OF THE PROVOST

Enrollment Charts:

Attached to these Newsnotes are the official Enrollment Charts tracing USD's

enrollment (headcount and FTE - Full Time Equivalent) over the past six years, including the current semester. In one of the next issues of the Newsnotes, we will publish the official HEGIS (Higher Education General Information Survey) enrollment charts as they have been sent to Washington, D. C.

As you can see in analyzing the charts, we are somewhat below budget in under-graduate students, considerably above budget in graduate students, approximately at budget in J. D. students (a little above in day and below in evening), and modestly above budget in LL. M. students. Subsequent Newsnotes issues will supply more precise information on new undergraduate students; but we have the statistics already which indicate that we reached or somewhat exceeded our goals for new freshman and new transfer students, so the small shortfall is in returning students, not in new students.

The fiscal impact of combining the shortfall and over-budget categories above is a small amount of tuition income beyond the fall budget. It is not enough for us to sit comfortably, since an increase of only 15-20 students in our budgeted attrition rates for spring, 1982 would throw us into deficit in the tuition accounts. If our retention and our admission of new students for spring semester match last year, we will be in good shape, so we should continue whatever we did last year in admission and retention.

The charts include the projected figures for 1982-1983. You will note almost no growth in undergraduates (20 FTE over this year's budget figure), and stable graduate and law enrollments. Until we get the new classroom building, which we hope will be by fall, 1983, we simply do not have the space to take more students. The fiscal effect in the budgeting process for 1982-1983 will, of course, be little or no growth in budget categories which we can control.

Summer Sessions Enrollment Report: 1981:

College of Arts and Sciences, Schools of Business, Education, and Nursing, with the last three years' figures included for comparative purposes:

		<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>
Pre-Session	Men:	122	117	115	180
	Women:	<u>165</u>	<u>173</u>	<u>205</u>	<u>192</u>
		287	290	320	372
Reg. Session	Men:	178	215	208	131
	Women:	<u>319</u>	<u>297</u>	<u>295</u>	<u>310</u>
		497	512	503	441
Post-Session	Men:	63	60	66	128
	Women:	<u>123</u>	<u>93</u>	<u>118</u>	<u>142</u>
		186	153	184	270
GRAND TOTAL:		970	955	1007	1083

School of Law (on-campus programs and foreign centers), with the last three years' figures included for comparative purposes:

	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>
On-campus	333	390	296	359
Paris	76	67	96	83
Oxford	90	63	74	42
Guadalajara	19	24	34	24
London	-	44	62	28
Russia/Poland	-	-	-	29
GRAND TOTAL:	518	588	562	565

Guadalajara Program:

	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>
	356	382	352	403

Dead Week:

Most of you are already aware of the two recent requests of the undergraduate students relative to matters connected with final examinations. The faculties of Business, Education, and Nursing discussed the issues at their general faculty meetings, while the department chairs in Arts and Sciences polled their faculties. I have just notified the Associated Students President of the results of the faculty consultation, which is made official below.

All faculty groups are in agreement that the final week of classes for the fall semester, 1981 (Monday, December 7 - Friday, December 11) and for the spring semester, 1982 (Thursday, May 6 - Wednesday, May 12) be declared "dead weeks," with classes as usual but no quizzes or examinations scheduled by faculty members, in order to allow the students time to prepare properly for final examinations, as well as to complete papers or projects which may fall due during the week. Hence, the Dead Week concept is approved for both semesters.

Faculty reaction was very divided about the spring "dead day" request, involving rescheduling the final examination period in the spring semester, to begin on Thursday evening, May 13, rather than Thursday morning, so that final exams would run Friday and Saturday rather than Thursday and Friday. Because of the divided faculty opinion on an already-published examination schedule, I have told the students that I do not find it appropriate to grant their Dead Day request.

Summary: Dead Weeks (no quizzes or examinations):

Monday, December 7 - Friday, December 11, 1981**
Thursday, May 6 - Wednesday, May 12, 1982

**Limited exception: Students have been told that approval of the "dead week" concept contains a limited exception in the fall semester; faculty did not know about the "dead week" in advance; syllabi are already prepared;

where feasible, they can be adjusted; but it may not be possible to change without adverse impact on the course, and these situations are exceptions for fall semester only. I have asked that this be made very clear in Associated Student notification or publicity to students, so that faculty utilizing an authorized exception to the new Dead Week concept will not be subjected unfairly to adverse reactions from their students.

Freshman Pre-Registration Days:

The University's official bulletins list one day in December and one day in May (this year, December 8 and May 11) as freshman pre-registration days, with no daytime classes. The requisite number of class days in the semester is figured without these non-class days. Students have complained vigorously that professors of non-freshman classes often schedule regular classes or review sessions on those days, to which they feel obliged to go; this cuts severely into time just before finals when they feel the need of private study for their examinations. They appreciate review classes, but not those that cut into the only full day before finals that most of them have for study.

I would like to underline that the official bulletins state that there are no daytime classes, and that this should be taken literally. Classes (regular or make-up) and special group sessions may not be scheduled on those days, even if they are labelled "voluntary." Instructors may consider them voluntary, but students do not.

Reminder: No Smoking in Classrooms:

I have been asked to remind instructors and others who utilize classrooms of a long-standing, but apparently under-publicized, University regulation prohibiting smoking in University classrooms. Instructors and others in charge of groups in classrooms should remind students or others of this regulation, should it become necessary to do so.

Academic Calendar: 1982-1983 and 1983-1984:

As noted elsewhere in these Newsnotes, the Associated Students have been endeavoring to facilitate adoption of an academic calendar which provides more study time at the end of semesters for students to prepare for final examinations. They asked that the Calendar Committee be reconvened to look again at several aspects of the 1982-1984 academic calendars, which will be published in the Undergraduate and Graduate Bulletins soon to go to press. The request was a legitimate one, and I reconvened the Committee for a single meeting on Thursday, October 8, 1981.

The Calendar Committee by a strong majority voted to retain the fall semester, 1982 and fall semester, 1983 schedules previously proposed and adopted last spring, since they provide an entire weekend between the last day of classes and the beginning of final examinations.

The Calendar Committee unanimously adopted revised spring semester calendars for 1983 and 1984. In the spring, classes have ended in mid-week (Wednesday), and final examinations have begun the next day. The Committee accepted the concept that there should be dead days just prior to the final examinations in this type of situation. By beginning Intersession a little earlier, it is possible to revise the spring schedule, beginning classes a day or two sooner, inserting the dead days, and leaving all other parts of the spring calendar as adopted last spring.

The revised version of the 1982-1984 calendar is attached at the back of these Newsnotes. Comments or suggestions are welcome, to my office by telephone or in writing by Friday, October 16, 1981. If there is no substantial objection to the newly revised calendar, it will be adopted.

COLLEGE OF ARTS AND SCIENCES

New Associate Dean:

The College of Arts and Sciences announces the appointment of Dr. Carol Baker of the Biology Department as Associate Dean, effective September 1, 1982. Dr. Baker will succeed Dr. Michael Haney at that time, with Dr. Haney returning to the Psychology Department to assume its chairmanship.

Dr. Baker is an Associate Professor of Biology in her sixth year at USD. She received her Ph.D. from the University of California, Davis, and holds Master's degrees from Incarnate Word College, San Antonio, and the University College of North Wales, Great Britain. She is a native of Louisiana.

Oxford Study Programs:

Beginning with the spring semester, 1982, two separate study programs for USD undergraduates will be available in Oxford, England. The programs are being offered in association with St. Clare's Hall and with the Centre for Medieval and Renaissance Studies, two private institutions of higher education located in the city of Oxford. Students planning participation in either of the programs should have Junior or Senior standing and an overall 3.0 grade point average. The programs are open to any USD students meeting those qualifications. They may attend for either one semester or a full academic year. There is also a short six-week "Trinity Term" and a summer session available at the Centre.

Information on curricular offerings, the differing tuition and fees, lodging arrangements, and dates can be obtained from any member of the Oxford Study Committee. The faculty representatives on the Committee are Dr. Joanne Dempsey, English; Dr. Clare Friedman, Mathematics; and Dr. Gary Macy, Religious Studies. The Dean of the College of Arts and Sciences is an ex officio member of the Committee.

USD's Director of Financial Aid, Mr. Herb Whyte, has been elected Chairman of the newly created AICCU Financial Aid Advisory Council. The Council is designed to advise Presidents of the 58 institutions comprising the Association of Independent California Colleges and Universities on matters relating to student aid, including the anticipated impact on independent campuses of any proposed Federal and State alterations to existing programs, procedures and funding levels. It is anticipated that the Council will be a working body, conducting research, developing statistics, canvassing students, contacting legislators, and eliciting the support of students and parents in furthering AICCU interests and goals.

Jackson Muecke, Director of Alumni Development, delivered a presentation before members of the Serra Cooperative Library System on "Educational Fund-raising" and "Special Events Fund-raising," September 24, 1981.

Dr. Jane Via, Religious Studies Department, will conduct a Biblical Spirituality Day, sponsored by the Office of Evangelization and Adult Education, on November 7, 1981. The topic will be "The Mission of Jesus in the Gospel of Mark." Those interested in attending should contact Sister Sarre at extension 4246.

Dr. Michael Wagner, Philosophy Department, has had the following article accepted for publication in Ancient Philosophy: "Realism and the Foundations of Science in Plotinus."

Sister Maureen Cronin, Assistant to the Provost and Director of Institutional Research, will present a paper on "Canada's Reaction to Nuclear Weapons Development in Terms of Its NATO Commitment" to the sixth biennial meeting of the Association for Canadian Studies in the United States at Michigan State University on October 23, 1981. She will also serve as a commentator on a session entitled "Anti-British Activities in California - 1900-1936," which will be held during a meeting of the Rocky Mountain Conference on British Studies in Reno, Nevada from November 5-7, 1981.

USD ENROLLMENT (excluding Law School)

UNDERGRADUATES

10/6/81

		FRESHMEN		SOPH.		JUNIOR		SENIOR		SPECIAL		U. G. TOTAL On Campus		MCRD TOTAL		U. G. TOTAL 6+7	
		1		2		3		4		5		6		7		8	
		Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr
1976-1977	FTE	536	474	452	397	445	457	256	252	25	21	1714	1601			1714	1601
	Head Ct.	(574)	(507)	(495)	(439)	(521)	(520)	(294)	(289)	(100)	(85)	(1984)	(1840)	-6.6%		(1984)	(1840)
		505		424.5		451		254		23		1657.5				1657.5	
1977-1978	FTE	589	524	475	424	477	458	352	352	16	18	1909	1776			1909	1776
	Head Ct.	(619)	(551)	(517)	(462)	(546)	(513)	(406)	(408)	(72)	(74)	(2160)	(2008)	-6.97%		(2160)	(2008)
		556.5		449.5		467.5		352		17		1842.5				1842	
1978-1979	FTE	631	578	538	515	441	424	431	372	18	13	2059	1902	-7.6%		2059	1902
	Head Ct.	(656)	(614)	(592)	(565)	(506)	(482)	(496)	(440)	(76)	(77)	(2326)	(2178)	-6.4%		(2326)	(2178)
		604.5		526.5		432.5		401.5		15.5		1980.5				1980.5	
1979-1980	FTE	734	662	637	586	542	472	461	369	10	7	2384	2096	-12%		2384	2096
	Head Ct.	(766)	(726)	(682)	(638)	(609)	(526)	(532)	(434)	(47)	(26)	(2636)	(2350)	-10.8%		(2636)	(2350)
		693		611.5		507		415		8.5		2240				2240	
1980-1981	FTE	825	742	652	655	579	569	448	434	15	12	2519	2412	-4.3%			
	Head Ct.	(877)	(795)	(706)	(709)	(639)	(640)	(511)	(517)	(64)	(46)	(2797)	(2707)	-3.2%			
		783.5		653.5		574		441		13.5		2465.5					
Projected FTE 1981-82 (B+)		810	730	745	693	640	588	540	502	-	-	2735	2513	-8%			
		770		719		614		521				2624					
Actual 1981-82	FTE	799		720		643		520		12		2694				2694	
	Head Ct.	(850)		(779)		(712)		(586)		(64)		(2991)				(2991)	
Projected FTE 1982-1983		810	730	715	665	660	608	570	530	-	-	2755	2533				
		770		690		634		550				2644					

USD ENROLLMENT: LAW SCHOOL

1981-82

	Day	Evening	Total	FTE
Fall, 1975	705	264	969	881
Spr, 1976	638	267	905	810
Fall, 1976	694	273+12	979	878
Spr, 1977	635	268	903	808
Fall, 1977	725	260+18	1003	898
Spr, 1978	675	267+15	957	856
Fall, 1978	709	277+32	1018	898
Spr, 1979	658	248+51	957	845

*11 FTE

	Day	Evening	LLM	Total	FTE
Fall, 1979	712	240+23*	64	1039	908
Spr, 1980	652	233+20	79	984	845
Fall, 1980	681	242+12	94/50	1079	903
Spr, 1981	622	229+12	86/61	1010	848
Fall, 1981	670	249+28	115/64	1126	922
Spr, 1982					

Projections (annual average)

Day	Eve/PT	LL.M.	LA
636	255	15 f./t, t. 700 un/yr. +100 summer	500 un.
1982-83			
Projections			
Day	Eve/PT	LL.M.	LA
644	235	23 f./t, t. 800 un/yr. +100 summer	550 un.

10/6/81

GRADUATES										TOTALS									
		GRAD. On Campus		GRAD. External Degree		TOTAL GRAD. 9+10		TOTAL On Campus 6+9		TOTAL Off Campus 7+10		GRAND TOTAL 8+11		Actual Annual Avg. FTE					
		9		10		11		12		13		14		15					
		Fall	Spr.	Fall	Spr.	Fall	Spr.	Fall	Spr.	Fall	Spr.	Fall	Spr.	Fall	Spr.				
1976- 1977	FTE Head Ct.	201 (352) 206	211 (372) 206	12 (34) 11.5	11 (33) 11.5	213 (386) 217.5	222 (405) 217.5	1915 (2336) 1863.5	1812 (2212) 1863.5	12 (34) 12	11 (33) 11	1927 (2370) 1875	1823 (2245) 1875	1875					
1977- 1978	FTE Head Ct.	237 (420) 247	257 (434) 247	15 (28) 10	5 (19) 10	252 (448) 257	262 (453) 257	2146 (2580) 2089.5	2033 (2442) 2089.5	15 (28) 10	5 (19) 10	2161 (2608) 2099.5	2038 (2461) 2099.5	2099.5					
1978- 1979	FTE Head Ct.	220 (405) 233	246 (444) 233	5.75 (23) 6	6.5 (25) 6	226 (428) 239	252 (469) 239	2279 (2731) 2213.5	2148 (2622) 2213.5	5.75 (23) 6	6.5 (25) 6	2285 (2754) 2219.5	2154 (2647) 2219.5	2219.5					
1979- 1980	FTE Head Ct.	230 (426) 234.5	239 (448) 234.5	7 (22) 6	5 (20) 6	237 (448) 240.5	244 (468) 240.5	2614 (3062) 2474.5	2335 (2798) 2474.5	7 (22) 6	5 (20) 6	2621 (3084) 2480.5	2340 (2818) 2480.5	2480.5					
1980- 1981	FTE Head Ct.	295 (534) 291	287 (550) 291	8 (18) 10	6+6 (51) 10	303 (552) 301	299 (601) 301	2814 (3331) 2756.5	2699 (3257) 2756.5	8 (18) 10	6+6 (51) 10	2822 (3349) 2766.5	2711 (3308) 2766.5	2766.5					
Projected FTE 1981-82 (B-)		290*	290*	6	6	296*	296*	3025	2803	6	6	3031	2809						
		290*		6		296*		2914		6		2920							
Actual 1981-82	FTE Head Ct.	361* (646)		7 (28)		368* (674)		3055 (3637)		7 (28)		3062 (3665)							
Projected FTE 1982-1983		354	372					3109	2905										
		363						3007											

*Additional - not included in
Projected or Actual FTE above.

USD TOTAL HEADCOUNTS: FALL SEMESTERS

1975-1976: 3108 - Spring: 2983
 1976-1977: 3349 - Spring: 3148
 1977-1978: 3611 - Spring: 3418
 1978-1979: 3772 - Spring: 3604
 1979-1980: 4123 - Spring: 3802
 1980-1981: 4428 - Spring: 4318
 1981-1982: 4791

NIMH FTE	
Projected	14 10 12
Actual	14

Fall Semester, 1982

Wed. -Thurs. -Fri.	Sept. 1-2-3	Registration
Monday	Sept. 6	Labor Day Holiday
Tuesday	Sept. 7	Classes begin
Friday	Oct. 22	Fall Holiday
Thurs. -Fri.	Nov. 25-26	Thanksgiving Holiday
Mon. -Fri.	Dec. 6-10	Dead Week
Tuesday	Dec. 7	Freshman Pre-reg. (no daytime classes)
Saturday	Dec. 11	Last day of classes
Mon. -Sat.	Dec. 13-18	Final Examinations

Interession: Jan. 3-21, 1983Spring Semester, 1983

Tues. -Wed.	Jan. 25-26	Registration
Thursday	Jan. 27	Classes begin
Friday	March 4	Spring Holiday
Mon. -Mon.	Mar. 28-Apr. 4	Easter Holiday
Tuesday	May 3	Freshman Pre-reg. (no daytime classes)
Tues. -Mon.	May 3-9	Dead Week
Monday	May 9	Last day of classes
Tues. -Wed.	May 10-11	Dead Days
Thurs. -Wed.	May 12-18	Final Examinations
Sunday	May 22	Commencement

Fall Semester, 1983

Wed. -Thurs. -Fri.	Aug. 31-Sept. 1-2	Registration
Monday	Sept. 5	Labor Day Holiday
Tuesday	Sept. 6	Classes begin
Friday	Oct. 21	Fall Holiday
Thurs. -Fri.	Nov. 24-25	Thanksgiving Holiday
Mon. -Fri.	Dec. 5-9	Dead Week
Tuesday	Dec. 6	Freshman Pre-reg. (no daytime classes)
Saturday	Dec. 10	Last day of classes
Mon. -Sat.	Dec. 12-17	Final Examinations

Interession: Jan. 2-20, 1984Spring Semester, 1984

Tues. -Wed.	Jan. 24-25	Registration
Thursday	Jan. 26	Classes begin
Friday	March 16	Spring Holiday
Mon. -Mon.	April 16-23	Easter Holiday
Tuesday	May 1	Freshman Pre-reg. (no daytime classes)
Tues. -Mon.	May 1-7	Dead Week
Monday	May 7	Last day of classes
Tues. -Wed.	May 8-9	Dead Days
Thurs. -Wed.	May 10-16	Final Examinations
Sunday	May 20	Commencement

SEXUAL HARASSMENT POLICY

The University of San Diego prohibits sexual harassment of its students, employees, and those who seek to join the campus community in any capacity. The officers and employees of the University are responsible for maintaining a working and learning environment free from such harassment. Persons receiving and discussing allegations of sexual harassment should be sensitive to the needs and rights of complainants and accused alike, and should explore with complainants the full ramifications of their allegations.

Sexual harassment includes such behavior as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant, particularly when one or more of the following circumstances are present:

- toleration of the conduct is an explicit or implicit term or condition of employment, admission, or academic evaluation;
- submission to or rejection of such conduct is used as a basis for a personnel decision or academic evaluation affecting such individual;
- the conduct has the purpose or effect of interfering with an individual's work performance or a student's academic performance, or creating an intimidating, hostile, or offensive working or learning environment.

This definition accords with the Equal Employment Opportunity Commission's regulations on sexual harassment.

Emphasis is placed on informal procedures as the framework for resolving allegations of sexual harassment. If such procedures are ineffective, existing disciplinary and grievance procedures shall be utilized.

Persons designated to receive allegations of sexual harassment at the University of San Diego are:

For staff personnel: Mr. Jack Boyce, Vice President for Financial Affairs
or Mrs. Lorraine Watson, Director of Personnel

For professional personnel: Deans of the respective Schools/College
or Dr. Patricia Watson, Dean of Academic Services
or Sister Sally Furay, Vice President and Provost

For students: Deans of the respective Schools/College
or Vice President Tom Burke, Student Affairs
or Dr. Patricia Watson, Dean of Academic Services