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Inventory of Records Faculty Senate Subgroup Number UA 12

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St. Mary's University Archives
Inventory of Records
Faculty Senate
Subgroup Number UA 12

StMU

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Descriptive Summary

Repository Archives of Saint Mary's University of San Antonio, Texas
Donors President of the Faculty Senate (2016.4)
Creator Faculty Senate
Title Records of the Faculty Senate of Saint Mary's University, Texas
Inclusive Dates 1963-1999
Bulk Dates 1963-1999
Reference Code UA 12
Languages English
Extent 3.5 cubic feet
Abstract This subgroup contains records received from the Faculty Senate president and well as a purposely constructed series about the Faculty Senate which the archives staff constructed. The former series begins at the cradle of the senate and continue until 1999. The latter or artificially constructed series dates only to 1995. While the latter series is less organized than the former; it contains much more color.

Administrative Information

Restrictions to Access: None
Usage Restrictions: None
Alternative Form of Material: The "Faculty Senate Documents Reading Series" was constructed by archival staff to facilitate easy reference access to a chronologically uniform set. Users are recommended to begin with the "Reading Series."
Custodial History: The records creator transferred accession 2016.4 directly to the University Archives where they have been in continuous control of the University Archives since.
Acquisitions Information: The records of the Faculty Senate (accession 2016.4) were transferred to the University Archives on August 6, 2013 by Robert Skipper, president of the Faculty Senate, totaling about 3.5 cubic feet.
Processing Information: The Faculty Senate Records (accession 2016.4) arrived in a four-drawer locked file cabinet. The cabinet was opened in 2016 and found to contain a little less than 4 cubic feet. The contents were transferred to four, one-cubic foot boxes and entered

on a location register for physical control. Processing occurred in February of 2023 and an inventory was created. Some non-record material was removed such as stocks of printed stationery, office supplies, campus periodicals, and extra copies which reduced the total extent to about 3.5 cubic feet. The order of the records as received was roughly chronological but the series had been scrambled somewhat among three file drawers. Subsequent processing established a more continuous chronological order.

Preferred Citation: Saint Mary's University of San Antonio, Texas

Copyright Notice: Copyright retained by Saint Mary's University of San Antonio, Texas

Catalog Headings:

Related Materials:

V21	Faculty Senate Documents Reading Series
C17C	Faculty Senate, 1966-1977
C17D	Faculty Senate, 1977-

Administrative History Note

In 1960, President Walter Buehler proposed that a senate be established to function as the "supreme academic policy body of the University." This plan had little support from any sector because of its complexity. Then in September 1962, the faculty club approached the president of the university and the dean of faculty about having the faculty club act as a voice for the faculty when that might be desired. This proposal met with administrative approval; however, the next faculty meeting voted it down. The reasoning was that a faculty member should not have to pay dues to join a club to have one's voice heard. Consequently, a committee of fourteen faculty members was formed to explore the possibility of forming a Faculty Council. This committee chaired by James Brennan subsequently was referred to as the Brennan Planning Committee. After many meetings it proposed a constitution for a Faculty Council in March of 1963. This proposal reached an impasse because the faculty desired a senate without administrative membership or control, whereas the dean of faculties wanted the senate to be a committee under his chairmanship. Then an Ad Hoc Faculty Senate Committee was formed but after five meetings was unable to achieve consensus regarding the structure and role of the proposed faculty senate. At a meeting on January 11, 1966, the Board of Trustees considered the problem and affirmed the necessity of establishing a senate structure appropriate to St. Mary's University. To that end, the Trustees approved six guidelines. At a faculty meeting on March 30, 1966 the Ad Hoc Committee of the Faculty Senate presented a proposed constitution which was adopted after discussion. The Faculty Senate convened its first meeting on May 24, 1966

Collection Overview

This subgroup contains records received from the Faculty Senate president and well as a purposely constructed series about the Faculty Senate which series was constructed by archives staff. The records received from the Senate begin with the attempts from 1963 to 1965 to establish a constitution for a faculty senate that was agreeable to the faculty, the administrators and the trustees. The records in this subgroup begin with 1966 and continue to 1999. The record formats include minutes of meetings, agenda, resolutions, memoranda and letters, handwritten notes by participants, lists of faculty eligible to vote or to hold office, ballots, reports by the full senate or by its committees, as well as some business proceedings. The series assembled by archives staff is more compact and orderly thus facilitating quick use.

Summary of Series

- Series One: Faculty Senate Documents Reading Series, 1966-1996
(This is a purposely constructed series intended for user convenience)
- Series Two: Faculty Senate Minutes (2016.4)
- Series Three: Faculty Senate Business (2016.4)
Constitution and Bylaws
Actions
Elections
Board of Trustees
Reports, Memoranda, Correspondence
Purchase Orders/Invoices

Series One: Faculty Senate Documents Reading Series, 1966-1995

Descriptive Note: This series was assembled artificially from several sources and is housed in paper portfolio covers. Some portfolios came to the University Archives already assembled while others were constructed by the archives staff. As a result, the binders sometimes overlap in chronological order, have a certain amount of redundancy, and are not uniform in their bindings. The contents include various document formats in addition to minutes such as correspondence, committee reports, resolutions, agenda, and more.

Processing Note: From the Annual Report for 1997-1998 by Brother Robert Wood, SM: "The first and biggest 'in-house' project was to try to make two complete sets of the Minutes of the Board of Trustees, the Executive Council, the Academic Council and the Faculty Senate from the beginning of each entity to 1995. With help from Melba Fisher, Connie Cano, Homer Fetzer and Bob O'Connor I was able to achieve about 95% of this goal. The Faculty Senate binders also contain correspondence, committees, resolutions, etc. This project took close to three months."

Location: V21

Volume I	Faculty Senate Minutes	Sept 1965 to May 1968
Unnumbered	Faculty Senate Minutes	Oct 1966 to Dec 1970
Volume II	Faculty Senate Minutes	Sept 1968 to May 1969
Volume III	Faculty Senate Minutes	June 1969 to May 1970
Volume IV	Faculty Senate Minutes	July 1970 to Apr 1971
Volume V	Faculty Senate Minutes	July 1971 to Apr 1974
6	Faculty Senate Minutes, Correspondence	1974-1975
7, part 1	Faculty Senate Minutes, Correspondence	Apr 1975 to Nov 1975
7, part 2	Faculty Senate Minutes, Correspondence	Apr 1975 to May 1976
8	Faculty Senate Minutes	1976-1977
9	Faculty Senate Minutes	1977-1978
10, part 1	Faculty Senate Minutes	Apr 1978 to Dec 1979
10, part 2	Faculty Senate Minutes	Jan 1978 to Apr 1979
11, part 1	Faculty Senate Minutes	Apr 1979 to Nov 1980
11, part 2	Faculty Senate Minutes	Dec 1979 to Apr 1980
12, part 1	Faculty Senate Minutes	Apr 1980 to Dec 1980
12, part 2	Faculty Senate Minutes	Jan 1981 to Mar 1981
13	Communications, Elections, Minutes	1981-1982
14	Communications, Elections, Minutes, Resolutions	1982-1983
15	Communications, Elections, Minutes, Reports/Res	1983-1984
16	Communications, Elections, Minutes, Reports/Res	1984-1985

17	Communications, Elections, Minutes, Reports/Res	1985-1986
18	Communications, Elections, Minutes, Reports/Res	1986-1987
19	Communications, Elections, Minutes, Reports/Res	1987-1988
20	Communications, Elections, Minutes, Reports/Res	1988-1989
21	Communications, Elections, Minutes, Reports/Res	1989-1990
22	Communications, Elections, Minutes, Reports/Res	1990-1991
23	Communications, Elections, Minutes, Reports/Res	1991-1992
24	Communications, Elections, Minutes, Reports/Res	1992-1993
25	Communications, Elections, Minutes, Reports/Res	1993-1994
Binder	Faculty Senate Ballots	Fall 1987-Fall 1992

Series Two: Faculty Senate Minutes

Descriptive note: This series came to the University Archive directly from the president of the Faculty Senate (2016.4) and represents the records used and accumulated by that body.

Ad Hoc Faculty Senate Committee, 1963-1965

The committee began chaired by James Brennan who was succeeded by Brother Joseph Schmidt, SM and then by Father Search, SM.

V16 Box 10

Folder 01	Faculty Senate Ad Hoc Committee, memos and notes	1963-1966
	The folder contains the deliberations of the ad hoc committee of the St. Mary's Faculty Club toward establishing a Faculty Senate. Included are handwritten notes, some correspondence, and draft texts of the proposed constitution of the faculty body.	

Faculty Senate Minutes, 1966 to 1995

Access note: This series of minutes is in manila folders, is often out-of-sequence, and has many accretions. There are also missing years. For convenience, the user is directed to the "Faculty Senate Documents Reading Series" which was constructed for users.

V16 Box 10

Folder 02	Faculty Senate Minutes,	1966-1967
Folder 03	Faculty Senate Minutes,	1967-1968
Folder 04	Faculty Senate Constitution Revision Committee, Spring	1968
Folder 05	Faculty Senate Minutes	1969-1970
Folder 06	Faculty Senate Minutes	1968-1969
Folder 07	Faculty Senate Minutes	1969-1970
Folder 08	Faculty Senate Minutes	1970-1971
Folder 09	Faculty Senate Minutes	1971-1972
	MISSING 1972-73 TO 1977-78 (5 YEARS)	
Folder 10	Faculty Senate Minutes	1978-1979
	For 1979 to 1980 see V16 Box 12 Binder below	
Folder 11	Faculty Senate Minutes	1980-1981
Folder 12	Faculty Senate Minutes	1981-1982
Folder 12a	Faculty Senate Minutes Supplement	1981-1982
Folder 13	Faculty Senate Minutes	May 1982-April 1983
Folder 14	Faculty Senate Minutes	1983-1984

V16 Box 12

Binder	Faculty Senate Minutes	April 1979-May 1981
Binder	Faculty Senate Minutes	1984-1985
Binder	Faculty Senate Minutes	1985-1986

V17 Box 1

Binder	“Minutes 1992-1993”	1992-1993
Folder 8	“Faculty Senate Minutes and Correspondence”	1993-1994
Folder	Minutes and Memos	1995-1996
Folder	Minutes (Geri) with floppy diskettes	1997-1998
Folder	“Geri’s Notes” [handwritten pages]	1997-1998

Series Three: Faculty Senate Business (2016.4)

Descriptive note: This series came to the University Archive directly from the president of the Faculty Senate (2016.4) and represents the records used and accumulated by that body.

Constitution and Bylaws

V17 Box 1

Folder '94 - '95	Constitutions and Bylaws	[1966], 1990, 1995
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Actions

V16 Box 11

Folder 14	“Affirmative Action”	1993
Folder 15	“Title VII Action”	1994
Folder 16	“Articles” (tear sheets from periodicals)	1993-1996
Folder 17	“Faculty Senate”	1997-1998
Folder 18	“Stationery”	no date
Folder 19	“Faculty Senate (Marianist Forum)”	1991-1996

Elections

See also: “Faculty Senate Document Reading Series” for a ballots from Fall 1987 to Fall 1989

V16 Box 11

Folder 01	Faculty Senate Constitutional Revision Ballot	April 1999
Folder 02	Faculty Review Committee Elections	[April 1999]
Folder 03	Faculty Review Committee Elections	[April 1999]
Folder 04	Faculty Review Committee Elections	April 1999
Folder 05	Faculty Senate Election School of Law	Fall 1988
Folder 06	Faculty Senate Ballot	1999-2000
Folder 07	Faculty Senate Ballot	1998-1999
Folder 08	Faculty Senate Ballot	1997-1998

V17 Box 1

Folder 04	“Faculty Senate Elections”	Spring 1995
Folder 05	“Faculty Negotiations Committee Election”	1994-1995
Folder 06	“Faculty Tenure Review Committee Election”	1994-1995
Folder 07	“Elections”	1994-1995
Binder 92-93	“Ballot 1992 Part-time Faculty”	1992-1993

Board of Trustees

V16 Box 11

Folder 09	Faculty Senate with Board of Trustees	1997-1998
Binder 10	Board of Trustees Minutes	Sept 12, 1997
Binder 11	Board of Trustees Minutes	Nov 07, 1997
Binder 12	Board of Trustees Minutes	Feb 13, 1998
Binder 13	Board of Trustees Minutes	Apr 17, 1998

Reports, Memoranda, Correspondence

V17 Box 1

	1992-1993	
Binder	“Faculty Senate Members” [Memoranda] “Recommendations, Resolutions” “Full Time Faculty” (roster) “Information Provided to Senate”	
	1993-1994	
Folder 09	“Faculty Senate” [memos]	1993-1994
Folder	Job/Position Descriptions	1993-1994
	1994-1995	
Folder	Reports, Memos, Correspondence	1994-1995
Folder	Faculty Senate Budget	1994-1995
	1995-1996	
Folder	Faculty Senate Budget	1995-1996
	1996-1997	
Folder	Coffee Agreement with ARA	1996-1997
Folder	“Faculty Senate” [Memos]	1996-1997
	1997-1998	
Folder	Faculty Senate Retreat	Fall 1997
Folder	Memos	1997-1998
Folder	Purchase Orders/Invoices	1997-1998
	1998-1999	
Folder	Faculty Senate Report	1998-1999