**Minutes**

**UCA Faculty Senate**

**October 13th, 2015**

**Wingo 315, 12:45 pm**

**Attendance:**

**College of Business:** Don Bradley (2016), Doug Voss (2017), Kaye McKinzie (2018)

**College of Education:** Jud Copeland (2016), Kevin Stoltz (2017), Nancy P. Gallavan (2018)

**College of Fine Arts and Communication:** Jane Dahlenburg (2016), Larry Dilday - (2017), Polly Walter (2018)

**College of Health and Behavioral Sciences:** Duston Morris (2016), Steve Forbush-aa (2017), Denise Demers (2018)

**College of Liberal Arts:** Chris Craun (2016), John Parrack (2017), Taine Duncan (2018)

**College of Natural Science and Mathematics:** Ben Rowley (2016), Lori Isom (2017), Rahul Mehta-aa (2018)

**At Large Senators:** Kim Eskola (2016), Amber Wilson (2016), Lisa Christman (2017),

Lisa Ray (2017), Phillip Spivey-aa (2018), Julia Winden-Fey (2018)

**Part-Time Senator:** Josh Markham –aa (2016)

**INFORMATION ITEMS:**

1. **Meeting called to order at 12:45 pm**
2. **President Courtway Report –** No questions for President Courtway
3. **Graduate Council report – Dean Stephanie Bellar**
   1. Report is on the website. Discussion and questions on determination of graduate faculty.

Senator Winden-Fey – requirement for faculty to get graduate level certification for teaching?

Response: There is a process for graduate faculty. The departments nominate faculty and then they go through the college dean. The HLC has increased their standards on graduate faculty.

Senator Duncan – Does the Graduate Council have the final say? Who determine thesis advisors, etc?

Response: Dept. chairs recommend faculty to direct research and thesis. We need to align with HLC. Dean Bellar does not think that the GC would feel compelled to make that determination. HLC is becoming very clear that you have to have a documented research agenda to direct research at the graduate level.

You can check your graduate faculty status on the website.

1. **SPARC report – Dr. Tammy Rogers**
   1. SPARC Annual Report – progress towards strategic initiatives toward the 2010 plan. See report on webpage. Highlighted some of SPARC report. November 12th will be budget advisory committee proposals. New faculty lines or new money. Process is a time for proposals on new additional funding from the university. Recommendations will be made by the committee and will reviewed and may or may not be adopted for the budget for 2016.

Senator Parrack – Are there goals for faculty salary set by university? Does SPARC have a plan for faculty salaries?

Response: They were number 1 on prioritized list. SPARC acts as advisory committee but then goes to exec committee.

1. **Diversity initiatives – Dr. Angela Webster-Smith**
   1. 2015/2016 Diversity Blueprint on webpage
   2. Highlighted items on blueprint.

Senator McKinzie – Do you have funding for the proposed lactation station in LSC?

Response: Some funding is left over. Trying to figure out what the cost would be and if we have enough funding.

Senator Winden-Fey – Do we have data on the use of current stations?

Response: No data, however, administrators in the building state that women are using the lactation stations.

Transgender policy – UCA Attorney Warren Readnour– no policy currently. It has been a case by case basis. Restrooms – whatever restroom the person associates with. Locker room – individualized locker room or separate locker rooms. Case law is still developing on this issue. Completely neutral restroom for those who are transitioning or for those uncomfortable.

Senator Walters – Are these restrooms placed close to the other restrooms?

There is a list on UCA website with the locations of these restrooms. All future buildings will have them. Student Center and Cafeteria are the two major concerns at this point.

Gender neutral restrooms is how it is labeled on the website.

1. **Self-insured health insurance Report – Dr. Victor Puleo (Employee Benefits Advisory Committee) and VP Human Resources Graham Gillis**
   1. Dental plan is currently self-insured.
   2. Should not see no disruption in your plan. It is not changing. Same insurance company, United Healthcare. No insurance premium increase. Health insurance cost are relatively low.

Senator McKinzie – We are going to see $650,000-$700,000 a year in savings going to self-insured?

Senator Morris – when will we see that return?

Response: Yes starting in the 2016 calendar year.

President Rowley – Were faculty involved in the plan?

Dr. Puleo’s background is in this area. He did not want to have any disruption. Faculty with expertise in insurance and risk management were on the committee.

Senator Bradley – What about re-insurance?

Dr. Puleo – Re-insurance is built in to the self-insured plan. Employee Benefit consultants chose the re-insurance company.

Senator Walters – Clarification on start date of self-insured. It will begin in 2016.

Senator Isom – What is down side to self-insure?

Response: We are the insurance company. If claims are higher, that could be negative to UCA. Medical expenses compared to premiums has been lower than 85%. That is why you have re-insurance.

There is also a wellness aspect to the policy. We need data and as self-insured you can get that data.

Senator Demers clarified that there would be no change for faculty.

Senator McKenzie stated that there is a change as far that the plan finally includes a wellness aspect.

Response: UCA will be hiring a Wellness coordinator.

Senator Stoltz – The savings is being used to fund wellness program? Response - yes

Senator Morris – Have you considered looking at departments on this campus for the expertise?

Response: Yes we will use expertise on campus. Everything goes through this committee. We are in good financial state to start this self-insurance

Senator Winden-Fey – Have we considered adding students to the self-insurance?

Response: We are not planning on adding students on but there are options out there for students.

Senator Dilday – Are there other universities in AR that United Healthcare handle under self-insurance?

Response: Yes, there are some universities that are with United Healthcare and yes we will keep United Healthcare.

Senator Christman – Recap of self-insurance plan: No increases on premiums on insurance and the vision was changed so you did not have to wait a year to get new glasses.

1. **Provost Runge Report**
   1. Concurrent Enrollment
      1. Conway Public Schools has expressed interest in UCA providing a pathway for students to earn associate’s degrees through concurrent coursework.
      2. Concurrent credit considered to be “in-residence” and count towards the university’s required number of hours in residence.
      3. The Council of Deans recommends that the admissions standards for concurrent students aligns with the standards for unconditional admission of traditional students.
   2. Expansion of Tenure Definition
      1. Meeting with UCA chapter of the AAUP last week revealed interest in the possibility of expanding the definition of tenurable ranks.
      2. A series of faculty forums will be held this fall to gather broader faculty input.
   3. Allowable Number of Majors
      1. A student with a double major and double minor completes the equivalent number of hours for a triple major.
      2. Proposal going to the Undergraduate Council to allow students the option of having three majors.
   4. Faculty Concerns
      1. Blackboard Outcomes Assessment
      2. UCA Online - faculty
      3. UCA Online - Policy 409
   5. University Webpages
      1. College/department/units should continue working on websites as some have yet to be updated.
   6. Announcements:
      1. Colleges/departments/units are encouraged to schedule UCAPD provided Active Shooter Training.
      2. Reassigned time applications for the spring 2016 are due from the deans to the provost by Thursday.
      3. Dr. Charles Long, Apple Education Development Executive, will provide UCA faculty with a classroom technology demonstration at X-period on October 15, 2015 in the CoB auditorium.
      4. Trustee Joe Whisenhunt will meet with the Provost on October 19th as part of his BOT assignment with Academic Affairs.
   7. **Provost addressing Faculty Concerns**
2. **Purchase of additional module for Blackboard (BB).**

Allow us to conduct our assessment activity within BB without having to have a separate assessment system. Provost deferred to assessment committee due to cost. $65,000 one-time fee. Includes all annual updates. BB tried to sell larger package of $300,000 a year.

Senator Eskola – ALL assessments (core, program) would be submitted on BB?

Provost Runge – Yes.

Senator Winden-Fey – Do we know % of faculty that uses BB?

Provost Runge – Above 65%

Senator Duncan – Will we be able to submit grades via BB?

Provost Runge – Not yet but it is under discussions.

Senator Stoltz – Was CoE involved in discussion since they use Chalk and Wire?

Provost Runge – Yes they were involved in decision. This will not start until fall 2016.

1. **UCA Online** –

Will it be self-sustaining in three years? If not self-sustainable in three years, the faculty that was assigned to on-line learning may lose their positions. For those who were here previously will not lose their positions. The UCA On-line director was hired to make the on-line program self-sufficient in three years.

Policy 409 – Board policy – define property rights for courses and course materials were given at a distance. Policy was when it was correspondence and compressed video. Policy was suspended because it was outdated. Currently working on a re-write to be updated to technology of today.

Senator Craun – Too vested interest in this policy. Faculty teaching and administrators. Are faculty playing a role in the re-write?

Provost Runge – It is such an important issue that there will be multiple avenues of involvement.

Senator McKinzie – Do the policies applied in equitable manner? Release time and money given to people to develop on-line. There is no longer a committee that is involved with distance learning so who is making sure that it is equitable?

1. Comments – President Rowley
   1. Updated Senate on progression towards concurrent enrollment changes/Associate’s degree academic map for Conway High School
   2. Strategic Planning Task Force work is ongoing – faculty involvement in each subcommittee area
   3. Reminder that Faculty Salary Review Committee proposal to Strategic Budget Advisory Committee will be submitted shortly, reviewed in November, prioritized in December
   4. Reminder of Donaghey Avenue closing information related to construction
   5. Update on flu shot clinic information for UCA students/faculty/staff
   6. Quick update on progress of chairs/picnic tables initiatives from last academic year/ Coca-Cola pouring rights money projects
2. Report/Update – Faculty Affairs I
   1. Senator Copeland – meeting regularly on-line and met with Amber Hall earlier. Report sent by e-mail. See below.

***Members:***

* ***Denise Demers, CHBS***
* ***Taine Duncan, CLA***
* ***Lisa Christman, At Large***
* ***Lori Isom, CNSM***
* ***Paulette Walter, CFAC***
* ***Jud Copeland, COE - Chair***

***Charge: Faculty Teaching Load Analysis***

***The goal of Faculty Affairs I will be to review the two documents put forward by Provost Runge at the last Faculty Senate meeting, determine what questions we have on them, formalize those questions, and seek answers. The group will also check methodology and determine how often/when the analysis should be performed in the future. As per the usual, we are only advisory - but we will use the findings of the subcommittee to draft a resolution later this academic year with the Faculty Senate's stance on those matters.***

*With respect to Faculty Affairs I Faculty Workload Analysis Charge, I met with Amber Hall, Director of UCA Institutional Research on Tuesday, October 13, 2015 for an update on data relating to the Committee’s Charge.*

*Fall 2013, a questionnaire was distributed to department chairs with the following questions:*

1. *Please explain how you determine teaching loads for full-time faculty members in your department.*
2. *Are the loads different for tenured/tenure/track compared to non-tenure track? Visiting or not visiting?*
3. *How are hours calculated for your courses to count towards a faculty member’s load (e.g., studio/lab/lecture/etc.)?*
4. *Does class size affect how you determine a faculty instructional load? If so, how?*

*The focus of this initiative is a unit record analysis of each continuing faculty member on campus.*

*The next step involved working with deans/chairs to resolve any issues/discrepancies.*

*Overload is in the Analysis unless it is paid (if not paid as an overload, it could be an example of 3 courses in fall semester and 5 course in the spring). Labs are treated differently.*

*Every college is different. The intent of the analysis is to be “Fair” across the campus.*

*With respect to a question about Aspirant Colleges as compared to UCA, the analysis was done internally. The Delaware Study as discussed as a model but this involves costs and other data.*

*Independent Study/Research Courses – it depends on the department. In some cases, a one-hour Independent Study would not be counted whereas 3 one-hour Independent Courses could equal a 3-hour course and be counted as such.*

*It was noted that over 80 percent of departments across campus do not count these course for contact or credit hours.*

*The ADHE (Arkansas Department of Higher Education) is the database where Institutional Research*

*maintains the data. Data from Banner is extracted (11th day of fall and spring semesters and 5th day of summer semester) and put in the ADHE database.*

*Note the several department chairs met with Amber and Staff to resolve issues related to the Analysis.*

*I asked Amber about Lisa’s two questions:*

*I think we need to get clarification on what is included in the numbers and what is not.  We may want to add more columns to the data to include some types of teaching that are currently left out of the current document, for example independent study/research courses and overloads taught by full time faculty.  I also have questions about what is included as teaching for chairs and deans as those numbers seem high to me.*

*Amber stated this can be further discussed in a follow up meeting. She is aware of this.*

*Also, the Provost said they relied on data gathered from department chairs which can be problematic.  Can we get data from banner that shows what each faculty member taught for the time period we are looking at?  I am thinking that would be a more systematic way to gather data and may be more consistent.*

*As noted above, the data collected from the chairs as well as the data from Banner is integrated into the ADHE database. We may want to explore this further.*

***Other Points: 1. Interfacing Analysis with Digital Measures to facilitate Tenure & Promotion Process. 2. The undergraduate model of 4 courses/12 hours per semester versus graduate 3 courses/9 hours per semester and how to reconcile these loads.***

*Respectfully submitted,*

*Jud Copeland, Chair*

*Faculty Affairs I*

1. Report/Update – Faculty Affairs II
   1. Senator Gallavan – Is working on the charge.
2. Report/Update – Academic Affairs
   1. Senator Winden-Fey – needs the update charge from President Rowley
3. Campus projects update from Physical Plant

Working on resolution for walkway issues surrounding LSC.

**ACTION ITEMS:**

1. Consideration of the minutes from the September 24th 2015 Faculty Senate meeting
   1. Senator Bradley moved to approve minutes
   2. Senator Copeland second
   3. Minutes approved
2. Committee on Committees nominations for various University committee positions – report and information from Senator McKinzie, Faculty Senate Vice-President/President-Elect
   1. Senator McKinzie moved to approve the nominations
   2. Senator Wilson second
   3. Motion approved
3. Resolution on new funding for lactation stations (Senator Morris)
   1. See Resolution on funding Lactation Stations
   2. Senator Gallavan moved to approve resolution for $1,000 to lactation stations
   3. Senator Parrack second
   4. Discussion ensued
      1. Senators Morris, Duncan and Voss discussed what the money would be used for in current lactation stations. This would include lights, music, curtains, refrigerator, etc. Big items not an on-going expenses.
   5. Motion passed
4. Resolution on active shooter response training (Senator Morris)
   1. See resolution for Mandatory Active Shooter Response Training
   2. Senator Ray moved to approve the resolution to make Active Shooter Response Training mandatory for all faculty.
   3. Senator Voss Second
   4. Discussion

Senator Christman – Should it be required for everyone? When should it be done? Should it just be mandatory for new faculty?

Senator Dahlenburg – Did you receive input from other faculty members?

Faculty members were consulted about the resolution. Discussion continued debating whether it should be mandatory or just recommended. A lot of questions were presented about whether it should be faculty or if this training should be left to building administrators.

Senator Bradley moved to table the discussion until comments made about the resolution could be considered.

Senator Gallavan – second

* 1. Motion to table the motion passed

**CLOSING ITEMS:**

1. Faculty announcements and concerns
   1. President Rowley stated that we were short on time for this meeting due to the many reports and discussions. He encouraged all Senators to e-mail constituent concerns to the Faculty Senate Secretary.
   2. One quick announcement- Senator Bradley’s retirement reception would be on November 19th at 2:00pm COB in lobby
   3. Constituent Concerns
      1. Did you know the university just paid $65k for Bb Outcomes Assessment?  I didn't know anything about it.  Not sure the IDC did either, nor the Faculty Senate. Just thought it strange that something so expensive would be purchased without faculty buy in or knowledge or even being invited to see what it is or what it does.  My question here was where did he get the $65K to purchase it? Not really sure but he copied BB rep and CTO and said that he needed the invoice and any documentation.
      2. Beach volleyball? $300K for new courts and two new coaching lines? We are losing faculty lines to attrition, our facilities are deteriorating, and remediation of faculty and staff compensation issues are proceeding very slowly. Can someone explain how we arrive at our priorities? This is on the board agenda on Friday; I hope that President Rowley avails himself of his opportunity to question this proposal. Has the Senate been informed of this? Has it been silent? Please take this constituent concern to the next Senate meeting.
      3. Does UCA have money in the budget to correct walkways?

Please see forwarded copy of the photo of the walkway between the Lewis Science Center greenhouse and the Farris Center. It is slick most days. In the winter, it is sometimes covered with ice. The walkway is the access from the north parking lot surrounding the baseball field.

* + 1. The lot across from Thompson Hall was expanded to almost double its previous capacity, but no new faculty/staff spaces were created.  That parking area serves several buildings on the northwest part of campus.
    2. A faculty member referenced the recent news that the military has let go of giving tuition reimbursement for the Univ of Phoenix because the graduates are not getting jobs. This faculty member was concerned that UCA Online would go too fast just to have people enroll so we have a larger student body and more money BUT NOT HAVE OUR DUCKS IN A ROW FIRST!
    3. Two concerns from constituents:

1.  Bookstore is still not functioning well.  A professor specified that students needed new, not used, textbooks so they could get a code for online material.  Bookstore ordered only used textbooks.  Also, bookstore is still not ordering enough textbooks.  (My note:  students are also disappointed in staff abilities and procedures for buying textbooks.)

2.  "I believe that all tenured faculty lines must be filled with a national search.  This does not seem to be true for department chairs, college deans, and other administrative posts.  Does UCA have a policy on filling administrative positions?  Is it different from the policy on filling faculty positions?"

* + 1. Faculty Concern:   
       Several faculty members, who teach classes with large groups of freshmen, are reporting a disturbing trend:  freshmen Greek pledges coming to class either drunk and/or hungover.  Many of these pledges are not attending classes, failing quizzes and exams, and are having difficulty paying attention during class.  This issue raises some key questions:   
       A. Is there a reporting procedure in place for freshmen Greek pledges who are in physical and academic distress due to excessive alcohol intake?  
       B.  Is UCA Student Life assessing the outcomes of their alcohol awareness programs in Greek organizations?   
       C.  What can faculty specifically do to help freshmen Greek pledges understand the importance of not attending class while either under the influence of alcohol and/or hungover?
    2. Faculty Concern

In an effort to lower costs and boost public relations with the community-at-large, would it be possible to move the UCA yearbook from printed format to digital format?  Printed yearbooks are a vestige of the past.  Only a fraction of students, faculty, and staff are present in the yearbook.  The rest of the yearbook is mostly filled with pictures of Greeks engaging in Greek-sponsored activities.  In addition, most of the UCA community does not even bother picking up a yearbook.  If the yearbook was online, it would lower costs associated with printing and distribution.  Secondly, a digital yearbook format would make the yearbook more accessible to all in the UCA and Central Arkansas Communities.

* + 1. I understand that the Provost wants to provide a pathway to tenure for clinical faculty/instructors.  Faculty need to be informed about and involved in this action.  All of the faculty (clinical and tenure-track--including deans) with whom I have spoken do not support this action.

1. Adjournment
   1. Senator Copeland moved to adjourn the meeting
   2. Senator Ray second
   3. Meeting adjourned at 2:32pm.

Minute by K. Eskola, Faculty Senate Secretary, AY 2015-2016