**ATTENDANCE:**

**College of Business:** David McCalman (2017), Kaye McKinzie (2018), Anthony McMullen (2019)

**College of Education:** Wendy Rickman (2017), Nancy P. Gallavan (2018), Jud Copeland (2019)

**College of Fine Arts and Communication:** Larry Dilday (2017), Polly Walter (2018), Jane Dahlenburg (2019)

**College of Health and Behavioral Sciences:** Steve Forbush (2017), Denise Demers (2018), Duston Morris (2019)

**College of Liberal Arts:** John Parrack (2017), Taine Duncan (2018), Lynn Burley (2019)

**College of Natural Science and Mathematics:** Lori Isom (2017), Rahul Mehta (2018), Jeff Padberg (2019)

**At Large Senators:** Lisa Christman (2017), Lisa Ray (2017), Phillip Spivey (2018), Julia Winden-Fey(2018), Kim Eskola (2019) and Becky Bogoslavsky (2019)

**Part-Time Senator:** Lee Sanders (2017)

**Meeting called to order at 12:45 pm.**

**Information Items:**

1. Welcome & Comments – President Davis
   1. Addressed FS in opening remarks.
      1. Appreciated faculty and staff who have been so helpful.
      2. What are our commitments that we have had to push pause on over the last few years?
      3. If we are going to make a commitment, we are going to do it well. A lot of universities are struggling because they do not know what they do well. Challenge you to think about what we do well.
      4. Questions for President Davis
      5. Introductions of FS for President Davis
      6. Senator Walter – Do you know what your campus talk will entail?
      7. President Davis – I can effectively tell you that about three days before. I am sure it will be things that I have heard in the first 40 days.
      8. Senator Duncan - Tuesday, January 31st is the first lunch and learn at 12:15 pm in cafeteria and invited the president to attend.
2. Comments – Provost Runge
   1. See Provost Report on webpage
   2. HLC Report – we received the draft of the report. That is our opportunity to review the facts and send comments. We received a few weeks ago the draft that will go to the HLC committee. We cannot release it yet until the HLC committee votes on it. The report was very positive.
   3. Mumps – Two confirmed cases on campus. 5-6 students who are impacted by not being immunized.
   4. Minimum class size – see comments on Ask and Answered. Additional comments….Same numbers that we used several years ago but we have asked that these numbers be more intentional. Just asking departments to use existing resources efficiently. We want to try to increase operating budgets, salaries up to the CUPA median and provide for student research so in order to do that, we need to manage our resources efficiently. The Provost will not be cancelling classes a few days before school if numbers are low but we are asking chairs and deans to be conscience about class sizes and workloads.
   5. Questions for Provost Runge
      1. Senator Parrack – Athletic budget?
      2. Provost - They have been giving a hard budget this year and they are supposed to be reducing spending this year. If enrollment does not rebound they will be looking at budget as well.
      3. Senator Duncan - Enforce a benchmark and raising the benchmark? One thing that UCA is known for is the small class size and relationship with faculty.
      4. Provost - Not planning on changing the numbers but it is also fairness across campus.
      5. Senator Burley – ADHE program minimums for graduation. My concern is that programs may be cut due to numbers?
      6. Provost – reality is departments need to have strategic decisions. We should be working on strategic plans to improve program numbers. Again, it goes back to effectively using resources.
      7. Senator Parrack – There would not be any ADHE program problems since some programs are lumped together.
      8. Senator Dahlenburg – What happens to faculty workload when the class size on the 3rd or 5th day does not have enough numbers?
      9. Provost – we have to make decisions before classes start. We have to actively manage it and that takes time.
      10. Senator Dahlenburg – Limited enrollment but only one section of the class due to the program.
      11. Provost – stated again that classes would not be cancelled but deans and chairs do need to look at resources and how effectively are they using them.
   6. Reception for President Davis – Friday, January 27th from 4-7 pm at UCA Downtown
   7. International Admissions Standards
      1. See FS webpage
      2. We are restricted by federal guidelines from admitting international students conditionally.
      3. If we want to bring in international students who need intensive English, we have to have a pathway program.
   8. SSRC – made a lot of progress. Will be sharing with FS soon.
   9. Senator Dahlenburg – In regards for international students, how about graduate students?
      1. Provost – this was a starting point but we will need to address graduate students.
   10. Senator Parrack – made a correction in the draft for international students which was noted by the Provost.
   11. Senator Burley – will there be an official statement from UCA about campus carrying laws?
   12. Provost – I am not sure about an official statement but I know that every four year institution is opposed to the legislation and we have made this known to our legislators.
   13. Dr. Rowley – On the off chance that it gets passed, do we have any implementation plans?
   14. Provost – If they have a concealed weapon license then you can carry.
   15. Dr. Rowley – A university in Texas did away with published faculty office hours in response.
   16. Provost – This has not been discussed at this time.
   17. Senator Ray – Students cannot carry, correct?
   18. Provost – This would only apply to faculty and staff and not students or visitors.
3. Comments – President McKinzie
   1. Asked and Answered located on FS webpage
   2. Questions about Asked and Answered
   3. Senator McMullen – When is the Aramark contract up?
   4. Provost - 4-5 years. One reason is that we have a payback clause on the renovations that Aramark has done around campus. UCA has to pay that back over time. We can get out of that contract in about 5 years.
   5. Senator Parrack – Dispute the statement that we do not have the funds for this. We would if we did not have to take the 3.2 million to balance the athletic budget.
   6. FS President McKinzie – I agree it is prioritization.
4. Academic Affairs – Senator McMullen, Chair
   1. After the January 10 Senate meeting, the Academic Affairs Committee met briefly to discuss a plan to action for our second charge (research on whether UCA should consider adopting a grading system with +/- grades). Each committee member has been charged with researching the policies of peer institutions by February 23. We will then use the following month to discuss and put together a report, with the goal of having the report done by Spring Break.
   2. Please e-mail your college representative if you have a strong opinion on the plus or minus system. We are just gathering information this year. A decision will not affect for fall 2017.
5. Faculty Affairs I – Senator Copeland, Chair
   1. CHARGE # 1 UPDATE: Faculty Affairs I is following the proposed timeline on the Proposal for change to the Senate Constitution.

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| January  26, 2017:  Senate discusses and votes on the proposed 8 Resolutions |
| **Mid-February 2017:  General Faculty Association vote on proposed changes to Faculty Senate Constitution** |
| February 23, 2017:  Senate addresses changes to bylaws, provided the constitutional amendments are approved. |

* 1. CHARGE # 3 UPDATE: Faculty Affairs I continues to contact Dr. Brad Teague and Dr. Bill Bandy as a follow up to the Charge (see below). Dr. Teague is working on the Athletic Department Draft Report for the Senate. NOTE: The Draft Report will be presented by Dr. Teague and Dr. Bill Bandy during the February 23, 2017 Faculty Senate Meeting.
  2. Charge # 3 as noted on August 29 2016

**Charge 3:** Provide liaisons to the Athletic Committee working with them (in conjunction with the UCA Athletic Director) to develop a reoccurring report to the faculty senate. Provide draft plan no later than the end of February 2017 and final plan at the first meeting in April 2017 to the Faculty Senate. At a minimum the report should include a financial review and academic report and be delivered to the Faculty Senate at least annually.

1. Faculty Affairs II – Senator Spivey, Chair
   1. Faculty Affairs II Committee has been given the following charge:  
      Charge 2: Work with the Faculty Salary Review Committee (and others as deemed necessary) to review the salary for adjunct, part time and overload faculty in comparison with our peer, aspirant and Arkansas competitor institutions. By the first meeting of the Faculty Senate in March 2017, make recommendations (potentially a resolution) to the Faculty Senate as to our current policies and salaries for these types of teaching roles.
   2. Once committee members have collected the data, we will meet in mid-February and invite Laura Young (Provost's Designee to the Faculty Salary Review Committee; Ex-Officio, non-voting) to help explain UCA's rationale for adjunct, part-time, and overload faculty salaries.
2. Financial Update – Secretary Eskola
   1. Account ending 400 - $3,514
   2. Account ending 041 - $12,776
   3. Faculty Senate funds are frozen for the remainder of this academic year

**Action Items:**

1. Minutes from the last meeting - Secretary Eskola
   1. Motion to approve the minutes by Senator Copeland
   2. Second by Senator Ray
   3. Discussion
   4. Motion passed
2. Faculty Affairs I: procedural document changes resolution(s)
   1. Resolution 1A
      1. Senator Christman moved
      2. Second Burley
      3. Motion passes
   2. Resolution 1B
      1. Senator Parrack moved
      2. Senator Walter second
      3. Discussion – Senator Burley – titles that are equivalent may cause a problem later so we need to define that now.
      4. Senator Forbush – departments and positions come and go. If you try to dictate in any documents all of the possibilities if something comes up that doesn’t fit then you have to make another resolution. We don’t need to make a laundry list but we will recognize that their titles are generic.
      5. Senator Parrack – Senate constitution needs to be an organic document that evolves as the university evolves.
      6. Senator Duncan – is there an office or person who would decide that?
      7. Senator Dahlenburg – Does someone have the original wording?
      8. Senator Christman – read the original wording in the constitution.
      9. Senator Burley – Senator Forbush has a good point but we could state that it is determined by a certain body.
      10. FS President McKinzie– To help with discussion, I have seen these situations that maybe we should have the FS execs make the decision.
      11. Provost – I would add in conjunction with the Provost. We have done this before and it has been efficient.
      12. Senator Parrack – I would agree with the FS exec in consultation with the Provost
      13. Senator Forbush – discussed ways that the resolution could be amended.
      14. Motion passed
   3. Resolution 1C
      1. Senator Parrack moved
      2. Senator Burley – 7 successive years allows someone in their last year (6th year) to become VP. I prefer that we keep it the way it was just so we don’t have a dynasty because 7 years is a long time.
      3. Senator Forbush – FS gets to choose the VP so you have the opportunity to decide if you do not want them.
      4. Senator Christman – a lot of time there is only one senator with tenure who can run so this allows more opportunities for faculty to run.
      5. Motion passed
   4. Resolution 1D
      1. Senator Isom moved
      2. Motion passed
   5. Resolution 1E
      1. Senator Burley moved
      2. Senator Dilday – Senator Burley indicated that after 7 years you have equivalent of tenure.
      3. Senator Parrack – faculty have certain protections but it is different than tenure.
      4. Dr. Rowley – the negative will be that it may limit who can run for VP and President
      5. Provost – the language could be modified to say that they would have tenure by the academic year that they serve
      6. Senator Isom – equal representation among the faculty, in this case, I firmly believe that you should have tenure because you have protections that are not afforded to non-tenure.
      7. FS President McKinzie- Totally support this due to the demands and some tense moments that the FS president and VP are involved in.
      8. Senator Duncan – Affirm what Kaye said
      9. Senator Forbush – Wording of the resolution. If they do not have tenure in the fall then we run into a problem.
      10. Senator Morris moved to amend the resolution to read “beginning of the fall term following” This would only apply to the VP.
      11. Senator Forbush spoke in favor of the amendment. You are basically saying that the President would be tenure when elected but the VP would not necessarily be tenure by election but would have to be tenure by the fall of the VP term.
      12. Discussion continued about logistics and the pros and cons of the amendment.
      13. The amendment failed
      14. Original motion passes
   6. Resolution 1F
      1. Senator Parrack moved
      2. Motion passes
   7. Resolution 1G
      1. Senator Parrack moved
      2. Discussion – Explanation of the term
      3. Motion passed
   8. Resolution 1H
      1. Senator Parrack moved
      2. Motion passes
   9. Motion by Senator Gallavan to bundle the eight resolutions together for faculty vote.
      1. Motion passed
3. Faculty Handbook changes
   1. Chapters 1, 2, 4 & 6
   2. Senator Parrack moved to vote on the chapters as one
   3. Senator Forbush second
   4. No changes to Chapters to 1, 2, 4 and 6 in the Faculty Handbook
   5. Motion passed

**Guests**

1. SSRC – probation policy and updates
   1. See handout on FS webpage
   2. Thomas Bruick spoke about the Student Success Retention Center
   3. Updated on Coaching participation and encouraged faculty to get involved.
2. Advising – graduation application process update
   1. Leigh Ann DenHartog spoke about the graduation process
   2. Below is an e-mail sent to department chairs. See document on FS webpage for more information.
   3. Please note the following deadlines for the various steps of the graduation application. We initially had separate deadlines depending upon the expected graduation date, but have simplified the process to avoid confusion.

February 1st-- The student needs to begin the process by submitting a request at this link <<http://uca.edu/advising/graduation-checksheet/>>. This request only requires basis information including bulletin year, name of faculty advisor and major(s) and minor(s). This step begins the process of review by the Academic Advising Center. The AAC has a small window of time to review applications before our busy pre-registration advising begins.

The second step of the application process is that the AAC will complete their part of the application within two weeks of receipt and send it to the faculty and the student.

April 1st -- The third step of the application process is that the faculty advisor will meet with the student and then complete their part of the application and return it to the AAC within two weeks of receipt and no later than April 1. We ask that departments send applications as they are completed rather than holding them.

Realistically, we understand that some students will miss the deadline or have already missed previous deadlines to apply one year in advance of graduation. We will work with the student and faculty to ensure the registrar's office gets their applications in time for commencement. The challenge with late applications is that the student may not be aware that they are missing required credits.

Thank you for your patience as this new process is evolving with continual improvements. If you have any concerns or question please call me at 450-5160 or Jenny Ruud at 450-3644.

**Other:**

1. Committee Updates – VP Duncan
   1. Faculty Handbook Chapter 7 is going to all committees for review/input. Faculty Senate will get it Feb 14th.
   2. See updates on FS webpage
2. Faculty announcements and concerns
   1. Senator Gallavan - Several constituents have expressed the concern that UCA does not offer child care options for students, staff, and faculty.   Ideally, constituents would like child care that is available as a contracted service as well as a drop-in service.  Just want to be sure that this stays on the minds of administrators.
   2. Recently we attended a state conference held on the Arkansas Tech University campus.  Our luncheon session was held in a room adjacent to the cafeteria.  We were incredibly impressed.  The room is bright; access to the cafeteria is easy; and, most of all, the food is great!  The ATU cafeteria offers a wide variety of healthy meals unlike the limited choices meals offered in the UCA cafeteria.  The cost is reasonable and everyone at the conference was able to choose individual meals.

UCA has invested in refurbishing the Student Center and the HPER Center.  It is time to refurbish the cafeteria and to contract with new caterers who offer the variety of healthy meals such as the meals offered at ATU.  (The current UCA menus are served at every event.)

UCA needs a larger meeting room such as the room at ATU where faculty, staff, students, and community members can host events and access improved food services.

* + 1. **This was addressed in the Asked and Answer on FS webpage**
  1. I have concerns about the proposed gun bill that is being discussed in the state legislature.  I think that universities should still have the opportunity to continue to opt out of allowing guns on campus.  To me, our campus police are trained and capable of handling situations that arise.  Additional guns on campus do not make us any safer.

1. Adjournment at 3:00 pm

Respectfully submitted by K. Eskola, FS Secretary 2016-2017