**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-aa (2019)

**College of Health and Behavioral Sciences:** Steve Forbush-a (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-aa (2017), Rahul Mehta (2018), Jeff Padberg (2019)

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

**Part-Time Senator:** TBD

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

**Information Items:**

1. Comments – President Courtway
	1. Board agenda, October 7th – health insurance – calendar year basis – year ago self-insured. Consultants believe that it may go up about $1 million in the next year due to economy. Premiums will not go up this year. This may be the last year. The last increase was 2010. 2.2 million has been absorbed into the budget. Employees savings have been about half million. See website for the History of UCA Premium Increases and plan design for 2017. <http://uca.edu/facultysenate/meeting-schedule-agendas-and-minutes/health-plan-update-memo-graham-gillis/>
	2. By November 1, President Courtway will probably not attend the FS meetings anymore due to Presidential search
2. Comments – Provost Runge
	1. Council of Deans – 2 by 2 programs and transfer programs at NWACC which is the largest community college in the state. They were either going to UA or out of state. They felt like we would be a good partner with their students.
	2. See Provost Handout on web page for detail below.
	3. Director of assessment search is on-going
	4. Faculty Load meeting this afternoon, September 22, 2016. The task force is charged with researching what should be included in faculty loads. If constituents have suggestions as to what should be included, please speak with your Faculty Senate representative.
	5. Concurrent Credit – ADHD met last week.
		1. Discussion about a uniform tuition rate across the state for concurrent enrollment. The committee did not make the recommendation on uniform tuition due to fear that this would open up ADHA and the legislature in regulating tuition for institutions.
		2. Faculty Credentials – recommending to ADHD that there is strong oversight on credentials
		3. Grade levels – concurrent credit can start in the 9th grade. Committee agreed that it does not need to be lower than 9th grade. The four year schools pushed for higher but two year schools pushed for it to stay at 9th grade. Recommended to stay with the state law but state institutions could stipulate higher.
	6. Other announcements
		1. ASU Beebe transfer days were well attended
		2. Robin Voss is leaving UCA on Friday, September 30th to begin a new position with the state legislature.
	7. Questions
		1. Senator Mehta – In reference to concurrent credit starting with 9th grade or higher, can departments or colleges make that call?
		2. Provost Runge– It is a university wide decision. They must meet all unconditional admissions standards. It is higher then what the state requires.
		3. Senator Dilday – In regards to changes to the undergraduate graduation application. Advising center is keeping people until their Jr. year, it would be beneficial to get majors by second semester of the sophomore year.
		4. Provost Runge – Departments can request for them to be moved earlier.
3. Comments – President McKinzie
	1. Asked and Answered – on the webpage
	2. Increasing information flow. Committees meet constantly. We need to encourage faculty members to share the information from committees.
	3. **Discussion Points:**
* **Parking**
	+ **Fines**
		- **Senator Eskola - Fines are not high enough for students parking in faculty/staff parking. It is not a deterrent when they only have to pay $10.00**
		- **Senator Morris – Can we recommend to research different payment options for faculty? If you want to park in certain lots or spots, it would be a higher fee as opposed to parking further from the building.**
	+ **Lots**
* **Promotion Increments**
	+ **Senator Parrack – We need to discuss at a future time. We need to look at having metrics or goals and discuss what the increments should be.**
	+ **Senator Duncan – Would this also include a 4th tier promotion?**
	+ **FS President McKinzie – next meeting**
* **Tuition remission**
	+ **Part time faculty family members**
	+ **Graduate studies taken by children of faculty –**
		- **Senator Eskola – Plan on submitting a proposal in a future meeting to support a waiver for graduate studies for dependents of full time faculty.**
1. Update Report – Academic Affairs – Senator McMullen, Chair

*Claye Eubanks and Becky Rasnick from the registrar's office were present to give their perspective on the policy. Becky did research on the issue and discovered that UCA has had a WP/WF policy since the 1960s. However, research from the committee shows that most of our peer and aspirant institutions do not have a WP/WF policies. In most cases, there is a withdrawal date (in many cases, a couple of weeks or so after midterm). After that date, the students must go through with the class unless they are withdrawing completely from the University. Skimming the list of the schools we researched, only about 8 had a WP/WF. (I just skimmed the list; I will report the exact number when I draft our final report.)*

*The committee was concerned that professors had too much discretion when awarding WP/WF. When making the decision, some professors will give a WP or WF based on whether the student was actually passing or failing at the time of withdrawal. Others have a standard policy of giving the student a WP, regardless of classroom performance, unless there is cause to give a WF (such as excessive absenteeism or academic misconduct). The committee was also concerned that the WP/WF deadline was so late in the semester. (This semester, it is the last Monday of classes.) From the registrar's office perspective, eliminating the WP would make it easier on their office. The only adjustment would be to tweak the academic calendar.*

*There was a discussion regarding the purpose of withdrawing from a course late in the semester, and many in the committee took issue with a withdrawal being used to shield a student's GPA. A student who knows that he is going to fail can drop the course, and as long as the professor awards a WP, the student's GPA remains unaffected. This puts our first-generation students and our students with less money at an academic disadvantage. A student who can financially afford to take a course multiple times can take advantage of the system by dropping a course and shielding his/her GPA, while a student without means has to stay in the course because he/she does not have the resources to repeat courses unnecessarily.*

*On the other hand, there was the concern that a more restrictive withdrawal policy might harm those students with legitimate reasons for dropping out of school (medical emergency, death in the family, etc.) However, Becky informed the committee that such matters should be brought to the attention of the Dean of Students. Under such circumstances, the Dean of Students has the authority to allow a withdrawal that does not adversely affect a student's academic standing as well as even allow a partial refund of tuition. It was mentioned that maybe the University needs to do a better job of letting students know of this opinion in the event that they needed it; however, the committee was satisfied that such a procedure protects those students who withdraw from the University for personal reasons.*

*Accordingly, the consensus of the committee is to eliminate the WP and to eliminate the ability of a student to withdraw from a class after the W deadline. Once that deadline has passed, a student should remain in the class and accept whatever grade he/she earns (except in the case of complete withdrawal from the University for legitimate reasons). Beyond this, there still remains issues that must be addressed:*

*1. If we eliminate the WP/WF deadline, should the W deadline be adjusted? There was the concern that, in some classes, a student may only have received a small portion of the grade by the current W deadline. At the same time, there is still the question as to whether the W should be used to protect a student's GPA. Right now, all options for the W deadline (leaving it where it is, making it later, or making it earlier) are on the table.*

*2. Professors should still be allowed to withdraw students for nonattendance. Do we keep the WF for nonattendance drops? If we do, should professors be able to give a W instead of a WF for a nonattendance drop?*

*3. Do we consider a "3 Strikes" policy, where a student is limited in the number of times he/she can take a class? While there was uncertainty as to whether such a policy should be instituted, the thought was that it might be a good idea for UNIV classes. If a student is having difficulty getting through the transitional classes, it might indicate lack of collegiate preparedness.*

*4. Should we consider a late registration fee? Per Dr. Runge's comments at the previous faculty senate meeting, it might not be wise for us to consider changing the refund policy. However, there are times where a student cannot get into a course because it is full, but another student drops after the registration date and deprives the student who wanted to be there from taking the seat. Today, there is a $25 fee for a student who fully registers after the first day of class. Previously, students had to pay $5 to add or to drop a course during the registration period.*

*Plan: Larry has agreed to talk to David Williams in Veterans Affairs, and Rebecca has agreed to talk to International Engagement to determine how a change in policy affects their constituencies. We also need someone to volunteer to talk to financial aid, athletics, and admissions. By the October meeting, everyone should talk to their constituents and report their perspective. (I have been invited to our college's Ex Comma meeting on Thursday to discuss the policy.)*

*Next meeting is planned for mid-October. I'll send a poll closer to that date.*

***Questions: No questions***

1. Update Report – Faculty Affairs I – Senator Copeland, chair

*The following Report is based on the two-fold Charge for Senate Faculty Affairs (Revised from August 29, 2016):*

1. *Work with the athletic committee and athletic director to assess the UCA financial position (monetary bottom line) comparing sport by sport current to when we were last Division II.*
2. *Work with the athletic committee and athletic director to put in place a reoccurring coordinated report [See dates and schedule below] that addresses a coordinated plan with the coaches. This plan should address attempts to mitigate the impact on athletics and their student-athletes missing classes during the semester. It should also address attempts to mitigate student-athlete obligations that might interfere with final exams. Minutes from each of these meetings should be sent to the Faculty Senate.*

 *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 (February 14 2017) and final plan (April 11 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.*

* *Jud's Senate Faculty Affairs I committee will provide members as a liaison between the athletic committee and the senate.*
* *Bill Bandy’s Athletic Committee will work on how, when and what will be collected and reported to the Senate on a reoccurring basis. Jud's liaison faculty senators will work with the Athletic Committee on this.*
	+ *Brad's committee will collect and package for the Athletic Committee answering the mail.*
* *Once ready, the Athletic Committee will present:*
	+ *Draft plan to the Senate on:****Feb 14.***
	+ *Final Report to the Senate on****April 11.***
	+ *Plan to execute in next Academic Year (2017-2018)*

***Athletics Committee Meeting***

***Faculty Affairs I will actively participate in this meeting and others that may need to be scheduled.***

*The meeting is Friday, October 7 from 12-1 pm in the 3rd floor conference room of the Physical Therapy center.*

***AGENDA***

*Election of chair*

*Meeting with executive committee of faculty senate (see attached)*

*Overview/Mission*

*NCAA Principles*

*APR*

*Exit Survey*

*Gender Survey*

*Academic Metrics*

***Academic Affairs I Report for the Athletics Committee Meeting***

*Recap of the Faculty Affairs I Meeting on September 2, 2016 to further discuss charge:*

*Present: Senate President Kaye McKinzie; Senate VP Taine Duncan; Senate Secretary Kim Eskola; Brad Teague, UCA Athletic Director; Dr. Bill Bandy, Department of Physical Therapy; and Jud Copeland, Chair of Senate Faculty Affairs I.*

*Minutes of the Meeting: Brad Teague provided several handouts relating to the Athletic Department’s Academic Integrity & Athletic Metrics; Athletics Committee’s Annual Schedule; Student-Athlete Diversity; Missed Class and Scheduling Policy for Student Athletes; the Athletics Budget; and a Conclusion Report identifying 17 Questions relating to various issues including UCA’s ROI (Return On Investment) on the Athletic Subsidy ; the move from Division II to Division I Football and Student Athlete Retention.*

*After a review and discussion of the above concerns, the two-part focus was proposed to address the systemic questions.*

*I think it is noteworthy to include the Athletics Committee’s Charge as it relates directly to the above items:*

***Athletic Committee Charge - April 14, 2016***

*The committee serves as a liaison among the athletic department, the academic faculty, and the administration and concerns itself with policies governing the athletic program and ensuring a desirable balance between the athletic program and the academic programs of the university. The committee will review aspects of the athletic program such as schedules, budget allocations, Title IX compliance, and academic progress of athletes. The committee recommends policies concerning the university athletic program as well as those of the conference.*

***Questions: No questions***

1. Update Report – Faculty Affairs II – Senator Spivey, Chair

*Present: Jane Dahlenburg, Nancy P. Gallavan, Jeff Padberg, Becky Rasnick (Registrar), Julia Winden-Fay*

*I. Reviewed charge: By the last meeting of the Faculty Senate in Fall 2016, make recommendations to the Faculty Senate as to the advantages/disadvantages and if we should change from a Thursday to a Monday class start (or any other day of the week). Coordination with the University Calendar Committee is essential.*

*President McKinzie has requested that we consider the following questions during discussion: 1. If we do, does this mean we add 3 days to the front or back or cut 2 days off the front? 15 or 16 week semesters? 2. Can we consider moving fall break? 3. Could we have Freshmen move in on the weekend, have a full week of orientation to include class orientation on Th/Fr then the rest move in the next Sat and Classes start Mon? 4. Can we also discuss moving summer graduation from Friday evening to Saturday morning?*

*II. Registrar distributed three (3) possible academic schedules*

* 1. *Sample 1 – Begin instruction on Monday, dropping current Thursday/Friday opening instruction; 15 weeks plus finals week*
	2. *Sample 2 – Board of Trustees approved calendar for Academic year 2017/2018 with Thursday start day; 15 weeks plus finals week*
	3. *Sample 3 – Begin instruction on Monday, adding three days to schedule; 16 weeks plus finals week*

*Discussion: A 16-week semester (Sample 3) is difficult to schedule because not enough time between semesters for administrative duties and/or down time for students and faculty. For example, there would be no break between summer commencement and Orientation/Welcome Week (if we have a week of this). According to contracts, nine-month faculty cannot begin before August 16.*

 *III. Based on constituent input, discussion of pros and cons of each possibility*

* 1. *Thursday Start – Current Plan*
		1. *PROS: Local faculty with school-age children can get children situated in public schools before having to begin teaching. Three-day settling in period builds community and retention (but would five days do more for this?). Meeting with classes on Thursday and Friday allows for faculty to adjust plans over the weekend. Thursday and Friday are often used to “hook” students, who then have a weekend to get organized, obtain materials, etc. This is a gradual “merge in” for faculty and students. During fall semester, we currently lose two Thursday class times (fall break and Thanksgiving) and three Friday class times (fall break, Thanksgiving, and Study Day).*
		2. *CONS: Science Labs have another partial week, which is an issue for consistent scheduling, especially for Core Biology courses. Too short a welcome week. Many students (and even faculty) don’t show up for the first Thursday and Friday class session. Never made sense to many faculty – why start mid-week?*
		3. *Question: Can three-day orientation period focus on academics, while weekend activities could be more socially oriented?*
	2. *Monday Start – either adding three days or subtracting two days*
		1. *PROS: Full five-day welcome week before classes start would allow more advising reinforcement, better preparation for incoming students, better retention.*
		2. *CONS: We would have to rework contracts with Aramark? In spring semester, Monday start could conflict with Martin Luther King Jr. Day. Change is hard. Housing claims they would need more staff for Welcome Week.*
		3. *Unknown: When would faculty return? What about advising/faculty staffing for Welcome Week? Would students still not show up for first day of class?*
1. *Other Questions/Considerations*
	1. *How many contact hours per class are required?*
	2. *Do finals = instruction time?*
	3. *Reviewed the previous ad hoc committee’s procedures and results.*
	4. *Should we eliminate fall break and instead have a week-long Thanksgiving break?*
		1. *PROS: Retention would improve (students disappear after fall break). Less partial weeks for science labs. Students sometimes think semester is over after fall break.*
		2. *CONS: Too long a stretch from Labor Day until Thanksgiving. What would this do to midterm grade reporting?*
		3. *Notes: SGA has differed in their opinion. One college is 50/50 on this issue.*
2. *Conclusion: We need input from entire faculty and student body. Surveys should ask for specific comments, not just yes/no answers.*

***Questions/feedback: Senator Eskola – Be specific on what Monday we would start on if it would be the Monday before or the Monday after.***

***Senator Duncan – Give a hypothetical calendar to consider so that faculty/staff can see what it would look like?***

***Senator Copeland – Public schools starting on the same day. This may affect their decisions so the hypothetical calendar will be a good idea.***

***Senator Walters – Have the students been asked?***

***Senator Spivey- It would be a campus wide survey which would include faculty, staff and students.***

***Provost Runge – Reminded that in order to meet state guidelines, we have to have a 15 to 16 week semester. 45 class meetings for MWF classes.***

1. Financial Update – Secretary Eskola

Student Help, $1,139

Extra help, $3,150

M&O, $2,375

**Total $6,664**

Account 150041 ending balance from last meeting $26,213. $1,000 transferred to UCA Veteran’s Celebration; $5,000 transferred to Veteran’s Center/Minton commuter college for technology and $9,800 Spent on 20 more stand up desk. Leaving total to be $16,413.

"Roll-over" budget is $26,213 which includes a new $15,000 for this year. We have spent $4,295 on 10 stand-up desks. Remaining $11,213 from the previous budget.

Senator Morris – Can we propose that more money be spent on the stand up desk?

FS President McKinzie - A new resolution would be needed at a future meeting.

**Action Items:**

1. Minutes from the last meeting - Secretary Eskola
	1. Motion to accept the minutes for September 13, 2016 by Senator Ray
	2. Senator Walter second
	3. Motion passed
2. Committee appointment nominations – VP Duncan
	1. Two appointments to the scholarship committee is needed urgently
	2. Emergency replacements - FS Appointments to Scholarship Committee

Sonya Fritz (CLA)

Cindy Lea (Honors)

* 1. Senator Rickman moved to accept the two appointments
	2. Senator McMullen second
	3. Motion approved
	4. For more information: <http://uca.edu/facultysenate/meeting-schedule-agendas-and-minutes/committee-on-committees-report-september-22-2016/>

**Guests**

1. SPARC Annual Report
	1. Dr. Tammy Rogers
	2. For more information: <http://uca.edu/facultysenate/meeting-schedule-agendas-and-minutes/sparc_annual_report_2016/>
	3. Summary of key items that were achieved or reported by the different units
		1. Professional development funding has been added to the base budget
		2. Several diversity initiatives
		3. Full implementation of UCA Core
		4. Assessment director
		5. Instructional designers
		6. University master plan for facilities (Review March board meeting minutes)
		7. Alumni
		8. Service Learning
		9. Number of different things that have been accomplished but the most important is the transparency
		10. Attention to page 8 Key Task List
			1. Develop procedures for the new strategic plan
			2. Strategic budget advisory committee
				1. Have already received request to review athletic budget
				2. Every college as a rep. Can send request through your rep.
			3. Focus on student retention and graduation rates and smart growth of UCA graduates.
			4. Subcommittee working on how to allow units to align with university mission. Working through process on how they can align with core values.
		11. Future instead of ranking, we will be identifying key goals.
		12. $6,000 allocated in this year’s budget for SPAC to work on some of the key items that were identified. Recommendations are being paid attention to.
		13. Five out of the 10 have received at least partial $
		14. Questions- no questions.
2. Diversity Initiatives
	1. Dr. Webster Smith
	2. Diversity Blueprint – <http://uca.edu/facultysenate/meeting-schedule-agendas-and-minutes/2016-2017-diversity-blueprint/>
	3. Want to get more faculty engagement in accommodating pregnant students
	4. October 4th – navigating diversity in faculty search committee
	5. October 19th – RSO advisor recruitment
	6. Work with FS in the spring with hosting a session on understanding governing bodies.
	7. Conversations about diversity – Tuesday, September 27th
	8. November 18th – President Mike Middleton – intracultural
	9. November 3rd – Donna Pinkley
	10. March 16th – Taine Duncan
	11. Campus climate survey – host session on October 20th X-period with results and November 3rd at 5pm
	12. Grant program – diversity related presentations, events or research – January and April 15th are next due dates
	13. November 15th – departmental/college diversity strategic plan reports
	14. Lactation suites – two new locations – LSC and Brewer-Hageman center
	15. Cabinets built to hold refrigerator and microwave in each suites. Also, sound machines to help with Zen.
	16. Gender neutral restrooms
	17. Project X – early arrival program for men of color. Very successful.
	18. Bear bucks for individuals who mentor African American men and Latino men. You do not have to be an African American, Latino or male to be a mentor. Click on <http://uca.edu/diversitycommunity/mentorship-program/> for more information.
	19. University training schedule
	20. UCA will honored as an exemplary college/university committed to diversity award in Washington DC. This is a national award.
3. International Engagement & Study Abroad
	1. Dr. Jane Ann Williams
		1. See Faculty Senate webpage for Information
		2. Went through concerns item by item
		3. There are some areas where they will need more time to answer.
		4. Tried to do a thorough job in answering the questions
		5. Questions –
		6. Senator Parrack objected to not having access to something that the president has had previous. Faculty Senate is unprepared at this time to ask educated questions because we have not seen the document.
		7. President McKinzie – This is just an informational item and not action is need so it is just an open discussion forum.
		8. Senator Burley – 4B1 from the ask and answer document of the September 13th meeting in regards to scholarships to international students impacting the diversity in the Honors College (HC).
			1. They were not part of the discussion but were just informed about he changes to the scholarships.
			2. Clarification on who can receive the scholarships.
			3. Provost Runge– Honors College scholarships were institutional scholarships and not a departmental scholarship.
			4. Dr. Williams – strongly support international students being a part of the Honor’s College.
			5. Provost Runge – international students were only eligible for HC under track II program. Track II we are currently not doing right now due to a multitude of changes including the lottery scholarship which has put HC over their budget. We are not doing track II in order to get HC back in their budget.
			6. Senator Walter – How many international students have applied for entry in the HC?
			7. Dr. Williams – significant number of students who would qualify but right now they are not sure how many are in the HC. We would have to address admission standards if we wanted to look at the scholarships again. It is due to when they arrive on campus.
			8. Provost Runge– most diverse group on campus. International students are not calculated into the diversity number. That is federal regulation on how the diversity numbers are calculated.
			9. Question about BII – Dr. Williams – We will need more time and will be happy to provide a presentation.
			10. Senator Burley – Nepal students arrived with nowhere to stay on the first night and they did not have food for four days.
			11. Dr. Williams – assured that they did have preparation for those students and they were provided instructions about what to bring including cash and not a cashier’s check or a check. They worked directly with housing to make sure the students had room assignments. They had shuttles to take them to grocery stores. It was addressed prior to their arrival. They knew up front that they were supposed to have cash and that they would need to buy food. Had to hire additional people in their office to accommodate the Nepal students. They had more students than they had before. Went to Nepal before the fall cohort arrived and did a two day orientation (175 students) before they came on campus. We realized that we would have issues with the cafeteria being closed but they walked them through the process and made sure that they knew the restaurants around campus.
			12. Provost Runge– The early summer is problematic. In conversations with the UCAPD, the issue was the students might have ignored the instructions. They saw students with no cash and then students with an excessive amount of cash. UCAPD would personally escort them to banks so that they would not be carrying all of that cash.
			13. Senator Christman – The team global members trained did not seem to know what was going on.
			14. Dr. Williams - They do have orientation and training. We had fewer in the summer than the fall. We try to make them a diverse group including international students. Volunteers – they are not paid. They are doing this out of a desire to help international students.
			15. Senator Christman – Some of the team global leaders were gone. When asked other leaders, they said that they were all done. The international students did not know what to do after that. They did not know how to buy books or where their classrooms were.
			16. Dr. Williams - We had students for a limited period of time. With this particular group, we learned that they did not know about how to buy books, renting or using the library. With the campus tour, it usually takes place before the schedules are made. If we move this after advising then the buildings may be more meaningful to them.
			17. Senator Parrack – item IV. On recruitment. What are the numbers on international enrollment?
			18. For more information: <http://uca.edu/facultysenate/meeting-schedule-agendas-and-minutes/international-engagement-resonse-to-faculty-senate/>
			19. FS President McKinzie – Understanding of English is so limited that they do not understand. What process do we have to be able to send them back to a more intensive English class?
			20. Dr. Williams - We need to know that there is an issue. We would partner with IEP and putting in another safety net with those students.
			21. FS President McKinzie– What should faculty do? Who do we contact?
			22. Dr. Williams - Faculty need to contact us and they can also contact their academic advisor. Important for us to communicate within that triangle. We see it mostly in the written areas.
			23. Director of IEP – we only get at most 25% of international students. It is all based on testing. The test they can pass very well and still may not understand what you are saying. The cultures in the classrooms are very different. Orientation are very short. They go into an American classroom and do not know what you are doing. Example: our students are taught to ask questions. Some cultures are taught to never ask a teacher a question. Some cultures have only had technology in their schools for the past two years so they are unfamiliar with our technology. IF they take English in their own country then they do not learn that.
			24. Pathway and Bridgeway programs are options.

**Other:**

1. Faculty announcements and concerns

1. Announcement: Adjunct Faculty Senate elections will be held on Wednesday, September 28th. Lee Sanders and Richie Pinedo are the two nominations.

2. I would like to express my concern on the retention of qualified administrative assistants whom are vital to the daily operation and success of departments on campus. Administrative assistants are commonly undervalued and are unable to advance in classification without leaving their current department for another department for Administrative Assistant Rank III positions. Department-hopping negatively impacts the faculty and staff in those departments as new or replaced administrative assistants are unfamiliar with academic programs, and department and/or university procedures.

Departments have been unsuccessful in requesting advancement of administrative assistants, particularly for those administrative assistants whom have been essential in their roles, from Rank II to Rank III. These individuals are constantly asked to perform additional duties.

Should the university have an advancement criteria for administrative assistants and other classified employees? Retaining veteran members of staff in vital roles within the university, in the department, would continue the progression and success of the programs within those departments that would otherwise be impacted.

Answer – a certain number of positions at each level that is set by the state. Request new positions we give up other positions that are not being used. Classified is more difficult to give salary adjustments (office of personnel management in LR). Trying to get more non-classified positions they are mostly occupied. We don’t have an excess of non-classified positions that are not faculty issues.

1. E-mail is becoming increasingly unreliable.
2. Active directory switch. Match the same concerns as in previous senate meeting.
3. On-line teaching – transitioning to teaching more on-line classes. Concerned about the students who are enrolling in on-line classes. We are getting a lot of current students are can go to a traditional classes. Not sure what the mechanism is for prohibiting on campus students from registering for on-line classes.
4. Need improved communication with the active directory status.
5. Constituents wondering if we could get more water filler stations in buildings that do not currently have them.
6. Adjournment