**Minutes**

**UCA Faculty Senate**

**September 24th, 2015**

**Wingo 315, 12:45 pm**

**Attendance:**

**College of Business:** Don Bradley-aa (2016), Doug Voss-aa (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 Walters (2018)

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

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

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

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

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

**INFORMATION ITEMS:**

1. President Rowley called meeting to order at 12:45 pm.
2. President Courtway Report

Could not attend Faculty Senate meeting due to conflicting meeting

1. **Provost Runge Report**
   1. See website for talking points from Provost Runge.
      1. **Reassigned Time Application – See Ch. 4. XIII.C in Faculty Handbook**
         1. Have not followed guidelines in the Faculty Handbook
         2. Provost has asked deans to submit a spreadsheet with faculty who have asked for reassign time. Spreadsheet is located on Faculty Senate website. An old document that was circulated to the deans to start some talking points about reassign time was a source of confusion for faculty. This was a document to start the discussion of reassign time but not meant to be followed.
         3. Senator Dilday – In the example, all loads are 12 hours. Is this standard for all departments?
         4. Senator Craun – How has reassigned time been funded in the past? At what point is the money transferred to the departments?
         5. Provost Runge – Reassign time is funded at the dept. and college level. No budget to pay for reassign time in the Provost office.
         6. Senator Craun- Is it awarded based on available funds? Does Provost make the decision? Dean? Department?
         7. Provost Runge – The dean has to approve it and usually has it in the budget.
         8. Senator McKinzie – in the Faculty Handbook, there is nothing that addresses the funding of reassign times.
         9. Senator Craun stated that it may have come from old document in regards to the funding.
         10. Senator Walter – does this circumvent what is already in place?
         11. Provost Runge- for people who already have reassigned time – asking from deans to list all assignments so the Provost has knowledge. Examples: Resident Masters or dept. chair. Not necessarily a reassignment but a different work assignment. What is really a reassignment?
         12. Senator Copeland – CoE those with 12 hour loads. How does this apply to graduate faculty who only teach 9 hours?
         13. Provost Runge – this is why we are collecting the data.
   2. **Faculty Teaching Load Report**
      1. Faculty Senate asked for the teaching load analysis. Talks about credit hours, average load, reassign time (2013-2014 data). Document is on Faculty Senate webpage.
      2. Senator Morris – Is the average based on overloads taught as well?
      3. Provost Runge – yes
      4. Senator Demers – wanted clarification on average SSCH
      5. Provost Runge – Average Student Semester Credit Hours
      6. Senator Isom – Undergraduate research hours? Was it included?
      7. Provost Runge – No; based on the actual credit for the class hours and lab. Does not get credit if GA does lab
      8. Senator Copeland – Faculty Affairs I will be looking at teaching loads this academic year.
      9. Senator Craun – Honors tutorials were not addressed in the loads
      10. Provost Runge – correct. Honors was challenging. Mixture of contact hours and credit hours. Had to decide what to include and not include.
      11. Senator Craun – What about Honors tutorials outside of honors?
      12. Provost Runge- not included in this report.
      13. Senator Morris – will this be available electronically?
      14. Senator McKinzie will post on-line on Faculty Senate page
      15. Senator Isom – Were all faculty included in that count and divided equally?
      16. Provost Runge – next handout clarifies the tenure/tenure track and non-tenure track. This handout is also located on the Faculty Senate page.
   3. **Honors College Faculty Appointments**
      1. Working with Honors College on changes to faculty appointments in the handbook.
   4. **Supplemental Instruction Outcomes**
      1. Shared with FS the outcomes in the Supplemental Instruction. Institutional Research looked at courses where SI leaders were a part of the course. Higher pass rates in course where SI leaders were present. Confident that students were successful in courses where SI leaders were present. Working on providing more courses with SI leaders.
      2. Senator Dahlenburg – Was participation voluntary? Would it skew the results?
      3. Provost Runge – yes it was voluntary. Could possibly skew outcomes.
      4. Kurt Boniecki, Associate Provost for Instructional Support explained that the literature says that this is an effective process.
      5. Provost Runge – Right now it is voluntary.
      6. Senator Morris – Who provides supplemental instruction?
      7. Provost Runge – Students who have taken the course before who were successful. Assigned GA’s to supervise four SI leaders. There will be 6 in the spring. They serve as peer leaders.
      8. Senator Craun – How much do we pay the leaders? Does it only take 2 students passing to see a return on the investment?
      9. Provost Runge – They are paid very little
      10. Senator Stoltz – Do they have the option to participate?
      11. Provost Runge – They can opt out so it is voluntary.
   5. **Active Shooter Training** 
      1. Any department or building administrators can ask UCAPD to come in and train in active shooting. Encourage building admins to sign up for training.
   6. **University Webpages**
      1. Please work in your department on your departmental websites. Marketing is starting to send people to departmental webpages. They need to be up-to-date.
   7. **Announcements**
      1. Multi-Cultural Student Dinner
      2. UCA TEDx in the spring – President Courtway will be the first speaker
2. **Comments and questions on parking concerns– Chief Larry James, UCA PD, and VP of Finance Diane Newton**
   1. Diane Newton and Chief Larry James addressed some of the parking questions that were brought up in the last meeting. See the question and answers from President Rowley
   2. Senator Copeland – Mashburn is a source of problems due to parking meters but know it is a source of funding for UCAPD. Can faculty park in meter space during 8-4 pm during teaching times?
   3. Diane Newton – We can bring it up at the committee meeting.
   4. Chief James – Took officers around to look at parking, looking at what options are around. They think they can look at keeping some proximal parking for HPER and still open up some space for faculty.
   5. Several senators asked if the UCAPD could increase enforcement from 9 am-11am. Chief James stated that there were 2200 citations in August-September. Some students will take advantage of the $10 parking ticket for faculty parking.
   6. Senator McKinzie – Is there a consequence for repeat offenses?
   7. Chief James stated there is no consequence if students have repeat tickets.
   8. Senator Winden-Fey - # of tickets that freshmen receive during the first couple of weeks and graduate students on the weekends. Yes enforce at the right times but have some leniency.
   9. Chief James – we do provide leniency BUT they hear from faculty and they do listen to the faculty about enforcing the laws. They tried to provide leniency but if they KNEW the policies because of previous permits then they are not lenient.
   10. Senator Morris – Clarification on number of citations.
   11. Chief James – August and September was around 2200. Around 8500 a year.
   12. Senator Morris – how much actually get paid?
   13. Chad Hearne who was there has an observer and is employed with Student Accounts stated that students cannot get transcripts or grades until they are paid. Eventually they are sent to collections.
   14. Senator Morris – maybe around $22,000 in August/September. He also suggested a tiered pay rate for prime parking spots.
   15. Senator Gallavan – Suggested to change some of the parking in front of Farris to faculty parking.
   16. Senator Copeland – Do they check on Saturdays?
   17. Chief James – a lot is not enforced on weekends. Always patrolling handicap spots.
   18. Senator Craun –Can we designate some parking for Veterans? This would give UCA a better reputation as a veteran friendly campus. We know how many veterans we have on campus each semester.
   19. Diane Newton – who is on committee?
   20. Senator McKinzie – named off committee members which is located on the Faculty Senate webpage.
3. **Report from President Rowley, President of Faculty Senate**
   1. List of asked and answered concerns was sent to Faculty Senators and is also on the FS webpage.
   2. Crosswalks in student lane (HPER, Farris) – putting in place two crosswalks
      1. Senator Dahlenburg was concerned that in order to put the crosswalks in, they had to block one lane today but it was not well marked. It created a dangerous situation.
   3. Get into the routine for each committee to give reports each meeting
   4. Faculty Affairs I – charge teaching load analysis.
      1. Senator McKinzie – Asked how frequent we want the frequency analysis updated.
   5. Faculty Affairs II – Hiring analysis of faculty and staff
   6. Academic Affairs – Concurrent enrollment
      1. Senator Winden-Fey is chair of that committee
      2. Senator Craun – Asked President Rowley if after his meeting with President Courtway and the Superintendent of Conway Public Schools if a charge will be given to the committee.
   7. Strategic Plan – lots of involvement but not ready to roll out yet to faculty
   8. Next meeting – person will talk about self-insurance
      1. Diversity issues on campus
      2. October meeting during fall break – Do we cancel or do we meet a week later?
         1. Cancel for now but may revisit. Comments about one meeting in October, November and December. Thoughts? Discussion was tabled until the October meeting.
4. **Report/Update – Faculty Affairs I- Senator Jud Copeland, chair** 
   1. Charge will be given to the committee during their first meeting.
5. **Report/Update – Faculty Affairs II – Senator Nancy P. Gallavan, chair**

Charge - The immediate charge of Faculty Affairs II is a retrospective analysis of faculty vs. staff hiring practices, to look back over a.) the past year and b.) the past 5 years.

1. **Report/Update – Academic Affairs – Senator Julia Winden-Fey, chair**
   1. charge will be given after concurrent enrollment meeting with Conway High and Courtway
2. **Consideration of report from Undergraduate Council** (due to Faculty Senate by 10/1 annually)
   1. Questions? No questions.
   2. Comment from Kurt Boniecki – Provided feedback on changes they would like to see to curriculum forms. Solicited feedback from UCA core council as well. Now have new (much improved) curriculum forms.
3. **Consideration of report from Core Council (due to Faculty Senate by 10/1 annually). Jacob Held, Director of the UCA CORE.**
   1. Senator Dilday – concern about assessment for Lower Division. Rationale for 100% assessment of all students.
   2. Jacob Held – longitudinal data. Did not have time to develop sampling strategy to get the outcomes desired. Assessment sub-committee is looking at a sampling strategy. First time around is 100% compliance but looking into sampling strategy.
   3. Senator Dilday – grading load in writing and communications is already so heavy. So many adjuncts who are underpaid. To have to do assessment data on top of grading. Not paid enough to have to do assessment.
   4. Jacob Held – faculty workload is one item they considered. Is it too cumbersome? Tenure faculty teaching core courses is also a topic to consider.
   5. Senator Mehta – What was the rationale for the assessment not done before the 8th week of the semester?
   6. Jacob Held – if you assessed right away, you may be assessing what they know from high school rather than what they know from the course.
   7. Senator Mehta – What if the assignment is not developed?
   8. Jacob Held – if courses were approved the assignments should be ready to go so they should not be developed

**ACTION ITEMS:**

1. Consideration of the minutes from the September 8th 2015 Faculty Senate meeting
   1. Senator Copeland moved
   2. Senator Ray second
   3. Discussion – minor changes to minutes
   4. Motion passed. 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 for approval of first three names
   2. Senator Morris second
   3. Motion passed
   4. Senator McKinzie needs a nomination from the ten names that were given for an adjunct representative for the Employee Benefits Advisory Committee.
   5. Senator Dilday nominated John Fincher
   6. Second by Senator Ray
   7. Discussion
   8. Senator Wilson – Who is technically part time and not employed by UCA as staff? No one knew the clarification for that question.
   9. Senator Eskola – Can Senator Dilday speak for John Fincher?
   10. Senator Dilday gave his teaching history and reason he would be a good fit
   11. Senator Craun – Questions about another nominee
   12. Nomination did not pass
   13. Senator McKinzie nominated Lee Sanders
   14. Senator Craun second
   15. Senator Morris asked for clarification on the nominee (Lee Sanders)
   16. Senator Dahlenburg read some biography that was sent for Faculty Senate representative. Some questioned already having a few representatives from COB but may be necessary given the committee.
   17. Senator Isom – information on other nominees
   18. Nomination was voted on and passed.
   19. Lee Sanders is new for EBAC
3. **Resolution on library faculty salary review (put forward by Senator Isom).** 
   1. Senator Isom moved
   2. Senator McKinzie second
   3. Discussion
      1. Senator Isom – see resolution that was sent. This is on the Faculty Senate webpage.
      2. Senator Copeland – favors this resolution.
      3. Senator Wilson – abstain due to it the resolution affects her.
      4. Motion passed

**CLOSING ITEMS:**

1. Faculty announcements and concerns from constituents.
   1. President Rowley reminded everyone to complete the Faculty Salary survey
   2. Senator Morris – A constituent expressed concerns with marketing especially for retention and recruitment and new on-line programs. Take a hard look at how we are marketing on-line programs. UCA commercials on TV. Other institutions are doing so.
      1. Provost Runge reminded senators that UCA has a new marketing firm. They are developing commercials for later this fall. (Side note: these commercials have aired in the during some morning news programs).
   3. Senator Copeland – likes the concerns and answers list
   4. Senator Stoltz informed everyone that he is gathering suggestions for placement of picnic tables. Please send him suggestions.
   5. Senator Gallavan received the following e-mail concerns from constituents.
2. **UCA needs to stop using the term "boot camp."  UCA is not a military school/institution.  Here are some definitions of boot camp: a disciplinary facility or program in which young offenders are forced to participate in a rigidly structured routine; a prison for youth offenders. UCA can find more appropriate terms for our programs.**
3. **A discrepancy exists among the colleges (perhaps departments within colleges) regarding faculty service on tenure/promotion committees.  A consistent policy should be established regarding (1) faculty service on department and college committees, (2) if serving on both department and college committees gives an individual two votes, and (3) faculty who are 50% or more administration and possible conflicts related to their service on college tenure/promotion committees.**
4. Senator Dilday had some constituents ask about strategic realignment. “Not strategic planning but strategic realignment”. Is there a plan for strategic realignment?
5. Senator Isom brought up concerns from constituents about a hazing incident reported at one of the sorority houses with fraternity participation. The way it has been allowed and classified as a practical joke. Decisions were based on the victim and perpetrators. If we are going to have this stern policy on hazing, we can’t say “Just kidding”.
6. Senator Duncan had a constituent e-mail concerns about the graduate council and the charge.

"I have long been concerned about one of the charges of the Graduate Council (#4 To review and recommend policies and criteria for graduate faculty status.) This has been used to approve faculty (a form that must be signed by department committee, department chair, and dean must sign with an accompanying memo). Status must also be renewed (first term is 3 years, then 8 years). At other institutions, when you are hired you apply once and it's permanent.

Here's my concerns:

1) Doesn’t the department know best if someone is qualified to teach graduate classes/supervise theses and dissertations? Why would a department hire someone who was not qualified to teach in their grad program?

2) No other council on campus has this power: Undergraduate Council doesn't decide if faculty are fit to teach undergraduate classes; Core Council doesn't decide if faculty are fit to teach gen ed classes

3) The new graduate dean is even telling departments that faculty are not qualified to supervise theses if they haven't published anything in the last few years. That person might be the only one in the department with the disciplinary specialty to supervise that thesis.

I would like Faculty Senate to look at this part of the charge again and align it with the other councils."

"At Grad Council today, a college dean said she/he is holding 5 thesis proposal forms because one (or more) faculty members who are signed up to be on the committee have lapsed grad faculty status.

That's how the grad faculty status is being used."

1. Senator Eskola had faculty and students express concerns for the new Testing Center. Students reported that it was not quite.

2) Faculty are confused who is considered Adjunct Faculty. There needs to be some clarification.

1. Provost Runge responded that there are renovations being done in Torreyson West and Harrin Hall for the testing center. They are working through transition.
2. President Rowley reminded everyone to get their flu shot
3. Provost Runge – strategic realignment is his phrase. Everyone will be involved in conversation in strategic planning.
4. **Adjournment**
   1. Senator Wilson moved to adjourn
   2. Senator Morris second
   3. Meeting adjourned at 2:28 pm.