

HLC Response Team Report  
Janet Wilson, Faculty Senate President  
October 17, 2011

As noted in the Assurance Section of the HLC report, issues surrounding long-range planning, governance processes, and diversity were noted in the HLC visit in 2000 (pgs. 3, 9, & 32 Assurance Section). These are continued areas of concern in the 2010 HLC report. An additional area noted on page 31 of the Assurance Section is the need for “an organizational and administrative structure with well-defined roles and responsibilities”. Thus, action steps taken to address these items will include the following:

- Assessment of transparency/communication needs
- Assessment of shared governance needs
- Assessment of faculty salary priorities
- Institutionalization of vertical means of communication
- Institutionalization of horizontal means of communication
- Institutionalization of shared governance
- Demonstration of shared governance for key issues (eg. general education, selection of next President, etc.)
- Strategic budgeting for specific faculty needs of salary priorities & faculty development
- Strategic budgeting for campus wide expenditures
- Development of a well-defined organizational and administrative structure

I. Transparency/Communication

A. Vertical

1. Develop survey of faculty concerning lines of communication at UCA  
STATUS: In progress, Faculty Affairs II has provided me with a rough list of questions. Over Fall Break I plan to edit them. They will need to be approved by the Faculty Senate and the HLC Report Team before administration (will be part of shared governance survey)
2. Institutionalize “Campus Talk” meetings – monthly open meetings for campus and community  
STATUS: Done, October 2011
3. Institutionalize Faculty Senate President, Staff Senate President, SGA President attend Board of Trustees Retreat in August each year  
STATUS: Done, August 2011
4. Institutionalize Faculty Senate President, Staff Senate President, SGA President hold bi-weekly meetings with the President  
STATUS: Done, October 2011
5. Institutionalize Faculty Senate Executive Committee hold bi-weekly meetings with the Provost

STATUS: Done, October 2011

6. Institutionalize Faculty Senate Executive Committee hold monthly meetings with the President  
STATUS: Done, October 2011
7. Institutionalize Faculty Senators hold start-of-year meetings with Deans/Directors  
STATUS: Done, September 2011
8. Faculty Senate President meets with the Academic Council  
STATUS: Done, September 2011
9. Board of Trustees subcommittees to meet with a wide range of UCA members  
STATUS: Done, April 2011. The subcommittees have been set up. Janet needs to get a list of the subcommittees, membership, and charges
10. Have a campus-wide discussion of Board Policy 202 concerning the hiring of the next President  
STATUS: Will discuss with the Provost and Executive Committee tomorrow. However, nothing set at this time. This needs to happen either Spring 2012 or Fall 2012.
11. Support transparency in budgeting and accounting  
STATUS: Will be done due to the new law requiring an “open checkbook” for public institutions

#### B. Horizontal

1. Develop a manual for the Faculty Senate Executive Committee  
STATUS: A draft is done. Janet will edit over Fall Break and then give to past two Presidents for feedback. Will give to Faculty Affairs II for suggestions. Will share with Faculty Senate and HLC Report Team
2. Academic Council of Chairs and Associate Deans is formed  
STATUS: They are in the process of deciding membership and description
3. Faculty Senate President, Staff Senate President, SGA President meet monthly to discuss common concerns  
STATUS: Done, July 2011
4. Institutionalize campus notification of Faculty Senate minutes  
STATUS: Done, August 2011. Approved minutes are distributed to the faculty and posted on the Faculty Senate web pages

5. Institutionalize notification of how the Faculty Senate addresses faculty concerns  
STATUS: Done, in part. The Faculty Senate web pages have a Faculty Concerns page that was developed last Spring term. Also, during the President's Report at a Faculty Senate meeting is the Faculty Concerns Update section.

## II. Shared Governance

### A. Shared Governance

1. Develop survey of faculty concerning shared governance at UCA  
STATUS: In progress. Faculty Affairs II has provided me with a rough list of questions. Over Fall Break I plan to edit them. They will need to be approved by the Faculty Senate and the HLC Report Team before administration (will be part of communication survey)
2. Assess/address issues of distrust (p. 7 Advancement Section)  
STATUS: The survey can contain questions relating to trust. Currently, the Faculty Senate has two tabled resolutions pertaining to the Board of Trustees and its Chair. What becomes of these will partly be a function of the State Police investigation. Need to discuss what is necessary to reestablish faculty trust in the Board.
3. Review "ordinary business and personnel processes as well as grievance, complaint, and appeal processes, to ensure . . . consistent with national best practices" (p. 8 Advancement Section).  
STATUS: Need to do this, probably in later years of the five-year plan

### B. Strategic Budgeting

1. Faculty Salary Review Committee
  - a. Develop survey of faculty concerning salary priorities  
STATUS: Setting up meeting to discuss questions
  - b. Develop five year plan to address faculty salary issues  
STATUS: Setting up meeting to discuss five year plan
2. Budget Advisory Committee (BAC)
  - a. Change name to Strategic Budgeting Advisory Committee  
STATUS: Janet will recommend name change by January
  - b. Develop a timeline for budget request presentations, budget recommendations, and assessment of budgeting needs  
STATUS: Diane Newton, Janet Wilson, Lynn Burley, Jonathan Glenn, Terri Canino will meet today to start timeline discussion. Will need to develop timeline and share it with BAC.

- c. Develop assessment of budgeting decisions  
STATUS: Will need to be addressed in the future
- d. Consider budgeting to support service learning and internship opportunities offered by the faculty (p. 28 Assurance Section)  
STATUS: Will need to be addressed in the future

- 3. Faculty Development Funding (p. 26 Assurance Section & p. 13 of Advancement Section)
  - a. Institutionalize budgeting for faculty development funding so faculty, departments, and colleges can better anticipate funding levels  
STATUS: This will need to be discussed and planned for over the next couple of years

C. Act 747 and General Education

- 1. Have a campus-wide discussion of Act 747 and its potential impact on general education  
STATUS: Numerous groups will be meeting today to discuss this topic. However, a campus-wide discussion involving faculty needs to be done in the near future.

D. University Committees

- 1. Review the 53+ university committees to see if the charge or membership needs to be adjusted  
STATUS: I plan to have the Faculty Handbook Committee complete this task during the 2012-2013 academic year
- 2. Identify and review the various ad hoc committees to determine if they need to be institutionalized  
STATUS: I plan to have the Faculty Handbook Committee complete this task during the 2012-2013 academic year

E. On-line Instruction

- 1. Assess on-line instruction needs  
STATUS: Although there has been a faculty request to develop better guidelines for on-line instruction, it is unclear where it falls on the priority list. This may be a topic for next year.

III. Diversity

A. Academic Affairs subcommittee

- 1. Develop a diversity statement for the Faculty Handbook in consultation with Maurice Lee, Dianna Winters (Staff Senate President), and Austin Hall (SGA President)  
STATUS: Dr. Lee will address in the next month or so. Will need Faculty Senate and Faculty Handbook Committee approval

B. Faculty Salary Review Committee

1. Develop a Minority Faculty Recruiting and Retention Plan

STATUS: Faculty Salary Review Committee may consider this as part of their five-year plan.

C. Budget Advisory Committee

1. Budget to support faculty in their Study Abroad course offerings

STATUS: Yet another thing to add to the budgeting discussion

IV. Organizational and Administrative Structure

A. UCA's Organizational Chart

1. Update UCA's Organizational Chart to reinstate the lines of communication from the Faculty Senate President, Staff Senate President, SGA President to the President

STATUS: Janet needs to remind Jack Gillean that the lines need to be put back in the chart

B. University College

1. University College faculty need to be moved under the supervision of the Provost

STATUS: No progress made at this point

C. On-line Instruction

1. Make sure Provost's Office oversees on-line instruction (p. 22 Assurance Section)

STATUS: Will need to check on this