Minutes

University of Central Arkansas Faculty Senate

Thursday, February 10th, 2015

12:45 a.m. – Room 315: Wingo Hall

**Attendance:**

College of Business: Kaye McKinzie (2015), Don Bradley (2016), Doug Voss (2017)

College of Education: Shoudong Feng (2015), Jud Copeland (2016), Kevin Stoltz (2017)

College of Fine Arts and Communication: Garry Craig Powell (2015), Jane Dahlenburg (2016), VACANT (2017)

College of Health and Behavioral Sciences: K.C. Poole (2015), Duston Morris (2016), Mitchum Parker (2017)

College of Liberal Arts: Jacob Held (2015), Chris Craun (2016), John Parrack (2017)

College of Natural Science and Mathematics: Rahul Mehta (2015), Ben Rowley (2016), Lori Isom (2017)

At Large Senators: Debbie Bratton (2015), Art Lichtenstein (2015), Kim Eskola (2016), Amber Wilson (2016), Lisa Christman (2017), Lisa Ray (2017)

Part-Time Senator: Deb Forssman Hill (2015)

1. Call to Order – By Senator Bradley
	1. Call to order at 12:45
2. Comments: Faculty Senate President Bradley
	1. We will adjourn at 2:20 pm. Unfinished business will be carried over to the next meeting.
3. Comments: President Courtway
	1. No comments. Open to questions.
		1. Senator Parrack: Any comment on the prospect of HLC approval for Greenbrier and an Associate’s Degree.
			1. No Comment.
		2. Senator Morris: Progress on Lewis, when will demolition be finished.
			1. April, beginning of May. Completion late fall 2016. Open for class spring 2017, and on budget.
4. Comments: Provost Runge
	1. Presentation of Plaque: Past Faculty Senate Presidents. To be hung in 2nd floor Wingo hallway.
	2. Comments: See Handout (Appendix A)
	3. Ground breaking May 1st for extension of Lewis Science center.
	4. On Transfer Articulation: 30 agreements in place to date, up from 2 when he first took his position.
	5. On School of Optometry Feasibility Study: Will be completed by the end of May 2015.
	6. Questions?
		1. Senator McKinzie: On the online interviews, those are skype, not phone.
		2. Senator Copeland: Do the transfer equivalencies cover graduate courses as well?
			1. Provost Runge: They will.
		3. Senator Craun: On the online financial question. Is the anticipation that something will be in place for the 2-3 programs and then something bigger will be developed, or will the thing we put in place now be comprehensive.
			1. Provost Runge: We will begin with the new programs and then build out over years for additional programs.
		4. Senator Feng: For on-line, are we talking about undergraduate or graduate programs?
			1. Provost Runge: All programs will be covered with UCA on-line, but we’re currently talking about undergraduate programs.
5. Consideration of Minutes –January 22nd, 2015
	1. Move Senator Ray, Second Senator Morris
	2. Vote: Unanimously approved, with two abstentions.
	3. Senator McKinzie: In response to previous question regarding partners and HPER benefits. What about partners, are they covered?
		1. Senator Bradley: Currently they are not. HR is waiting for the federal government. With regard to the HPER they set their own rules and they do not recognize partners.
6. Report from Committee on Committees: Senator Rowley
	1. Bringing forward some names resulting from move of Linguistics. Discussion about “suspending rules” for these appointments.
	2. Motion to suspend the rules
		1. Senator Wilson, second Senator Copeland.
		2. Vote: All for except 1 nay to suspend the rules.
	3. Proposed names: Faculty Handbook Committee CFAC representative: Stephanie Vanderslice; IRB CFAC representative: Sherri Cook-Cunningham; Graduate Council CFAC representative: Mark Spitzer; Academic Adjustments and Appeals COB representative: Doug Isanhart
		1. Motion to approve names, Senator Wilson, second Senator Powell
		2. Vote: Unanimous in favor to approve the names as presented.
	4. Resolution on Committee on Committees.
		1. Senator Rowley: Many committees that the CoC oversee and staff contain many staff and students. This resolution is about getting more equal representation in the spirit of shared governance.
		2. For actual resolution see Appendix B.
		3. Senator Rowley brings motion forward, Senator Christman seconds.
		4. Discussion
			1. Senator Parrack: The preface inaccurately calls the CoC unofficial. In addition it suggests this is a Faculty Senate work group, yet the proposal includes non-Faculty Senate personnel. It should be a university committee then.
			2. Senator Wilson: Recognize the need to represent unaffiliated, but the language for “academic units” is vague. Friendly amendment to change that wording to “at-large”
				1. Senator Rowley accepts. Senator Christman does not. Senator Christman prefers more specific language to remove ambiguity.
			3. Senator Bratton, use “unaffiliated instead”
				1. As friendly amendment this wording is accepted.
			4. Senator Isom: How are these people selected to serve?
				1. Senator Rowley: I have not included selection criteria.
				2. Senator Bradley: Could we table this, revise the wording and bring it back at the next meeting.
				3. Senator Parrack: Motion to table, Senator McKinzie seconds.

Vote to table: unanimous with one abstention.

* + - 1. Senator Isom: To clarify – This proposal is that the CoC no longer be the CoC, but a committee separate from the senate be established to take over that work.
				1. Senator Rowley: So it’s a sub-committee, working group, like Faculty Affairs I…
				2. Senator Parrack: There are major issues with this. In order to be on a faculty Senate committee member you need to be a faculty senator. That’s why we need a university level committee. This also requires a change to the senate by-laws.
				3. Provost Runge: This will require changes to the faculty senate by-laws.
1. Discussion with Bookstore Management
	1. Jimmy Batherller, Owner (BBA Solutions)
	2. TJ McDonald, General Manager
		1. Questions?
			1. Senator Powell: Was pleased to receive assurances recently. But one thing was not addressed. Readings given by visiting artists: When writers come sometimes the bookstore does not show up or leaves before the reading in completed. This happened with Jericho Brown recently.
				1. McDonald: With Brown this was unfortunate, and the employee in charge was let go. But we have an employee in place now who is dedicated as part of their position to staffing these readings. If you do know of services not being provided please do let us know.
			2. Senator Morris: Students come to me saying there are not enough books. Yet I can’t refer them to other services or providers due to our contract. How can we manage these scenarios? We need enough books on site. And incorrect editions were ordered as well.
				1. McDonald: With respect to your specific problem, it was out of stock. We ordered from our other store and had them the next day. We use second day shipping for any books not in stock. Sometimes we get a large group wanting the same thing and we don’t have them all in stock in one site.
			3. Senator Craun: Purchasing books with financial aid. If a student can’t get the book on campus and they are on financial aid, will you get the book from an off campus bookstore and bring it to campus.
				1. McDonald: Yes, we will pre-pay that student and then go to other stores and bring those books back to campus so they are available the next day. They can pre-pay on financial aid.
			4. Senator Eskola: When students pre-pay do they always get the book the next day or two days later?
				1. McDonald: yes that does happen, but it is rare. Those are often cases where it is used, or older editions, or books that other places don’t have in stock either.
			5. Senator Christman: Not everyone received those assurances, Can we all get that? Secondly, when we need custom books, we often have students unable to get these. We need these custom order books, especially for transitional courses and at risk students.
				1. McDonald: There have been issues in the past, but this semester we have had no issues. We are working with publisher representatives to make sure that these are in stock at the publisher and ready to ship. We have assurances from the publisher that they will be in charge of returns so we can now order over-enrollment for those products.
				2. If you are using a customized book, get the bookstore involved so we can work with the publisher to arrange returns. And in terms of inventory, it is a cash flow issue.
			6. Senator McKinzie: This is the first semester I have not had the students come to class with the instructor’s edition.
				1. Yes, we are in tune with that and make sure that we don’t sell those.
			7. Senator Dahlenburg: About coordination with bookstore, state mandate and university calendar. How is admin working with the bookstore to make sure this is better coordinated?
				1. McDonald: Working with the registrar to get course schedules.
				2. Provost Runge: In terms of calendar and dates, the academic calendar is set. In terms of building course schedules, we are contemplating moving these up so we do these a year in advance. It will help with planning for everyone.
			8. Senator Parker: Going back to availability. I have more than one course this semester where students haven’t been able to get books. Students haven’t been able to get them in this store, or off campus. And this happens frequently. And I have fewer students than I thought I would have and there still aren’t enough books.
				1. Specifically for your class, some students won’t buy all the books. We order off of past order history. So we buy based on what we’ve sold in the past. So for your class maybe we should just order more. There is no standard answer to these.
				2. Senator Parker: So instead of going off our estimation, you go off of order history, so what’s the point of giving you our estimation?

McDonald: It depends, we use both as factors. We use order history to keep the prices low. If we over buy and can’t return them we lose money and that drives costs up for students. We weigh order history against expectations. My cell number is: 870-930-5421. Please call if you have questions. I’m here to help.

* + - 1. Senator Parrack: I received 4 concerns from constituents. And my relation with McDonald has always been positive. But one faculty member never had books ordered, put this in through the website and never heard back. Other faculty have had books come in significantly late.
				1. McDonald: If I have specifics, I could deal with this, and I would like to know what the problems are so we can fix it. Also, if you want to change a book and it’s past the change deadline, talk to me so we can work something out.
			2. Senator Bradley: You have too much turnover in employees, so they are constantly learning. Can you hire people who are going to stay? This would help with continuity, and thus customer service. Second, they can’t tell you that you can’t tell your students they can buy books some other place. It’s against the law. That’s restraint of trade. And some of this is a student problem. Many students don’t buy their books. We need to make sure students are buying their books.
			3. Senator Wilson: Do you have any data on the number of students who buy books who aren’t on financial aid? Are students coming to you because you’re cheap, friendly, competitive, or are they just coming here because they can use their financial aid? Do you have stats on this?
				1. We do a survey and we can get that information to the senate. But books have also come down in price through rentals. We can get people to use the course material if it is priced right. And we can help you understand the pricing and how it affects students.
			4. Provost Runge: Percentage of books that you buy. If we say 100 students will be enrolled what percentage do you take off? How do you account for off campus purchases?
				1. It depends on the class.
				2. The reason we ask for the adoption info we do, is so we can look at past histories and inform how we order based on these histories.
			5. Senator Mehta: I’ve had students tell me financial aid hasn’t come through and so they can’t buy the book. Are there any provisions that allow them to still get the book?
				1. McDonald: There are some. The can get textbook vouchers when aid is late. Then some need to fill out the paper work, and without backing form student accounts of financial aid there is no backing for them to get books.
			6. Senator Craun: Thanks for clarification. But it’s clear that at some point the system is breaking down. Across the board there were too many books that weren’t ordered in enough quantities. At some point your profitability seems to be a greater concern than making sure books are available to students.
				1. McDonald: The first indication we had that sales were going to outstrip our projections was when school started. At that point we began to try to order more, and we began doing that based on numbers of orders. Go from highest to lowest enrollments, and that’s why some didn’t have an issue and others did.
			7. Senator Morris: Quick Comment: I appreciate that you are here. But what can we do as faculty to make this go more easily so our students can get there books.
				1. We can put something together and get this out. Would you be interested in a textbook committee that would meet occasionally?
			8. Comments from Kurt Boniecki (Textbook Liaison): When there are issues I’m happy to handle those. Your best recourse is to contact TJ McDonald directly. But if there is an issue bring it to my attention. On the assurance that came out. I authored that in response to concerns brought to the Council of Deans by Dean Lee on behalf of CLA. I responded to that, and that was forwarded to CLA by Dean Lee. That is why some people got that and others did not. But it merely reiterated what we’ve discussed today. We can get official policies out over admin-L so everyone will be aware of it.
1. Discussion on Faculty Senate Coca-Cola money
	1. Received no proposals. So bring back up the lottery idea. A $500.00 drawing for Faculty making under $50,000.
		1. Senator Parrack move to table
			1. Vote to table: All in favor, 1 nay.
2. Report from Faculty Affairs I Committee
	1. No report. Are in the process of writing our recommendation.
		1. Senator Bradley: We need to move on this since it affects the Honors College ability to hire. They need an answer. This also has to go to handbook.
		2. Senator Isom: The recommendation that will come out of this committee is that it go back to the Honors college and that they revisit this issue and come out with a policy.
		3. Provost Runge: The Honors College has already provided a position paper on what they need. To send it back to them again, unless there is a committee recommendation seems like a match of ping-pong.
		4. Senator Isom: They want to go back to the Board Policy that existed before we had this discussion campus wide. Instead, we want to see if they can come up with promotion and tenure requirements that deal with both parties concerns that establish one set of criteria that their faulty meet.
		5. Provost Runge: I’ll be happy to meet with your committee to discuss the issues we currently have with what is in the handbook.
3. Report from Faculty Affairs II Committee
	1. Senator Parker: Submitted resolution regarding concurrent enrollment. See Appendix C.
		1. Move to approve Senator Parrack, second Senator Stoltz
		2. Discussion
			1. Senator Isom: Appreciate the committee’s work.
		3. Vote: Unanimous in favor, 2 abstentions.
4. Report from Academic Affairs Committee
	1. Senator Craun: Quick summary. Offered our survey and had 305 responses. Will have a report for next meeting.
5. Announcements
	1. Senator Craun: Thank you Kurt Boniecki for taking out issues to the bookstore and arranging the meeting with the faculty senate.
	2. Senator Parker: Applicant Tracking software works very well.
	3. Provost Runge: Addressing concern about affirmative action process and candidates. I assure you that what Kandi Hughes is doing is the right thing. She is adding candidates back to the pool as part of the affirmative action process. She is doing her job. She is willing to explain this if you’d like to invite her to the senate.
6. Faculty Concerns (***The concerns below reflect the position of the faculty member who submitted them. All concerns are anonymous. They are included verbatim if sent ahead of time or electronically. (Verbatim comments are italicized.) Comments are paraphrased if presented by a faculty senate member without being accompanied by a written version. The comments below do not necessarily reflect the opinion of any faculty senate member, department, college, or university official. The comments herein presented are unedited. The faculty senate or its agents cannot attest to the veracity of claims made under the “Faculty Concerns” section of the Faculty Senate minutes.***)
	1. Concerns from a constituent presented by Senator Parrack

*CONCERN #1*

*I got a note from XXXXXXX alerting us to the faculty senate's investigation of bookstore problems and encouraging us to let our representatives know about any problems we've encountered. I'm having to deal with an issue this semester. As you remember, last Fall we had to send our list of books for Spring semester to the bookstore before the schedule was posted. I sent mine and then found out early in this semester that someone had apparently failed to order one of the books. I sent an email to the "Contact Us" address and have gotten no reply whatsoever. Since it's a small class and this is the last book on the syllabus, I have pretty much decided that I'll tell the students to buy the book online and not bother following up with the bookstore.*

*CONCERN #2*

*I am writing in regards to the recent problems with the bookstore. Once of my students just received her book late last week, 5 weeks into the semester. The details of her situation are described below. I am especially concerned about this situation for the following reasons:*

*1) The bookstore would not agree to let her drop her order, overnight it, or give her any kind of discount, even though she is "renting" the textbook and a good portion of the semester (including three evaluated activities) has already passed.*

*2) This is not the first or only instance of a problem with the bookstore this semester.*

*3) Many students do not have the option to order the book elsewhere because of their financial aid arrangements. As I understand it, certain students must order their textbooks through the official bookstore in order to use their financial aid money. If this is the case, and the bookstore consistently under orders or receives books several weeks into the semester, then the students on this type of financial aid are at a significant academic disadvantage.*

*Thanks for addressing this issue promptly. I don't know if you can speak to TJ about individual cases, but I believe that this particular student is owed a partial or full refund of her rental fee.*

*CONCERN #3*

*I've heard that I'm supposed to pass on any problems that I've had with the bookstore this semester to you, so here goes:*

*My student's name is XXXXXX, the course is XXXXXXX,... The bookstore did not have a copy of this book for XXXX when he was there at the beginning of the semester to purchase his textbooks, but they told XXXX he should go ahead and pay for it right then and they would let him know when it arrived.*

*This past Monday (Feburary 2), more than three weeks after the beginning of the semester and just two days before the class period in which we would begin discussing XXXX, XXXX mentioned to me that he still had not heard from the campus bookstore about getting his copy of the book in. We were both quite concerned about whether or not they would have it for him in time for our class discussion of the text, and whether or not we needed to attempt to get him reimbursed for the text.*

*I am still not sure whether the copy he ended up bringing to class is the one the campus bookstore owed him; regardless, he had to wait weeks to receive a book that he'd already purchased from the bookstore, and he was forced to worry about whether or not he would be able to complete the assigned reading on time. At the very least, if the bookstore did get his copy of the book in, they failed to alert him about it--when he spoke to me about it, he was on his way from class to the bookstore to try to get some answers in person.*

*I find all of this troubling and frustrating, partly because--and perhaps this is no longer relevant even though it still sticks in my craw--for the spring 2014 section of this exact same class, the bookstore overlooked one page of my book orders and failed to order copies of 5 of the assigned books, two of which were the first two books we were scheduled to read and discuss in the course. I had to scan and create a pdf file of [...] the entire book [...] for my students so that we wouldn't fall behind in the first week of class. It was maddening!*

*Anyway--thanks for all of the work you do on the faculty senate, and for tirelessly addressing our needs and concerns!*

*CONCERN #4*

*I see from the Senate agenda that you'll be talking with on-campus bookstore folks*

*on Tuesday. It seems that there is a growing problem with*

*short ordering of textbooks. The first full week of the semester, five or so*

*students in my XXXX class said that the store had run out of*

*the course text. One of my colleagues had the same experience in*

*an XXXX class. It can take a week or so for orders to*

*arrive, by which time the students are behind in the reading and*

*disadvantaged on the first graded assignments. I see that the*

*library had a delay in acquiring reserve texts for such classes,*

*so that wasn't an early option either. What is the bookstore's*

*policy on filling orders? Given competition, is it only ordering*

*a fraction of the number on the faculty member's order form?*

* 1. Concern from a constituent presented by Senator McKinzie

*What is the UCA position on the selling back of textbooks to the multitude of buyers that roam our campus. It is becoming apparent that some faculty are requesting multiple different texts from publishers and selling them immediately and that it is becoming a secondary income for them. I understand if a non-solicited book arrives, it is legal to sell it. But, if a text comes solicited as a review copy that one is obligated to return it to the publisher if it is not going to be used.*

*If my understanding is correct, then some faculty appear to be openly conducting illegal business on campus.*

*Can we get a legal opinion on this?*

*Follow on:*

*If we are to return books, can we get a centralized collection per publisher so we can return them in mass periodically and not individually?*

*What if the text is several years old? It would not be of use to the publisher, then can it be sold?*

*Should we only sell texts that we received un-requested or purchased?*

*etc.*

1. Adjournment