

UCA Faculty Senate, October 27, 2011, 12:45 pm

Members Present: (/a: absent; /aa: absent advised)

College of Business Administration: Summer Bartczak (2012), Don Bradley (2013), Jim Downey (2014)

College of Liberal Arts : Phillip Spivey (2012), Jay Ruud (2013), Clayton Crockett (2014)

College of Education: Jud Copeland (2012), Terri Hebert (2013) , Shoudong Feng (2014)

College of Natural Sciences & Mathematics: George Bratton (2012), Ben Rowley (2013), Charles Watson (2014)

College of Fine Arts & Communications: Lynn Burley (2012), Kevin Browne (2013), Lanette Grate (2014)

College of Health & Behavioral Sciences: K.C. Poole (2012) Lisa Ray (2013), Melissa Shock (2014)

At-Large Senators: Don Jones (CLA, 2012), Debbie Bratton (UC, 2012), Janet Wilson (CLA, 2013), Amber Wilson (Library, 2013), Brian Bolter (CHBS, 2014) **aa**, Doug Isanhart (CB, 2014)

I. Approval of Minutes from October 11, 2011

Moved, Senator Copeland, Second Senator Rowley. No discussion. Approved unanimously.

II. Remarks, President Tom Courtway

Representing UCA off campus.

III. Remarks, Provost Lance Grahn

2 Announcements

Remind everyone of 2nd convergence meeting Tuesday 4:00 PM.

Distributing new budget requests. Requests for new money from Academic Affairs. Draft that is changing daily. Currently at 3.9 million, without a pay raise. Over one million coming from a line that includes \$2000 per FTE faculty to be used for travel, etc. Being on the chart is no guarantee that it will make it through BAC.. Added an additional line for a new position either in financial aid or veteran's affairs.

IV. President's Report

A. Undergraduate Council Report (see attachment)

Report turned in. Dr. Clay Arnold present to answer questions. Motion to accept Senator Rowley, Second Senator Ruud.

TO: Dr. Janet Wilson, President of the Faculty Senate
FROM: Dr. Clay Arnold, Chair of the Undergraduate Council
RE: 2010-2011 Annual Report of the Undergraduate Council
DATE: October 24, 2011

I am pleased to submit the 2010-2011 annual report for the Undergraduate Council. According to the UCA Faculty Handbook, the Undergraduate Council's charge is

- a. To review and recommend to the Council of Deans new undergraduate curricula and programs proposed by the various departments and colleges;
- b. To review existing undergraduate offerings and make appropriate recommendations to the Council of Deans; and
- c. To initiate and recommend policies and procedures relevant to baccalaureate and associate degree requirements, grading and credit policies, academic standards, and related matters.

The Council was busy on all three fronts during the 2010-2011 academic year. The Council approved a total of 75 new courses. The statistics are as follows:

Program Number of New Courses

Accounting 1

Art 1

Biology 2

English 4

Film 4

Finance 2

History 4

IEP 28

Journalism 1

Linguistics 1

Management 1

Marketing 2

Math 2

MCOM 2

MIS 1

Music 2

Political Science 3

Psychology 4

Public Relations 4

Religious Studies 2

Speech 4

The Council approved the deletion of 87 courses:

Program Number of Courses Deleted

Chemistry 6

Computer Science 5

Education 1

English 3

German 1

IEP 12
Management 1
Marketing 1
Math 2
Nursing 7
Occupational Therapy 29
Philosophy 4
Psychology 4
Teaching & Learning 11

Several new programs were approved, including a BBA in Innovation & Entrepreneurship, minors in Statistics and Journalism, and a new emphasis in Supply-Chain Management. The degree programs in Philosophy and in Economics (International Trade Concentration) were re-structured and the admission requirements for BBA degrees (a GPA of 2.0 in specified courses) and Nursing (a TOEFL score of at least 79 for international applicants) altered. One program, BSE in Business & Marketing Technology, was deleted. Other Council activities included the re-numbering of several courses, revisions of the Undergraduate Bulletin, converting traditional courses to an on-line format, changes in the titles of some courses, and discussion of matters related to student representation on the Council, the format for course proposals, the determination of the impact on course loads and programs, and the question of a summer meeting of the Council. For additional information on these and related topics, please consult the Council's approved and posted minutes (copies attached).

The 2011-2012 academic year will prove to be even busier, largely due to the requirements of Act 747. According to that law, UCA and other Arkansas institutions of higher learning must reduce the number of degree hours for the Associate degree from 62 to 60 and for the Baccalaureate degrees from 124 to 120. There are approximately 130 bachelor's degree programs at UCA. Documenting and approving the necessary reductions (or petitions for exemption) in the mandated time frame will be the Council's highest priority.

An enthusiastic discussion ensued.

Report accepted unanimously.

B. Budget Advisory Committee update (see attachment)

Overview of the 3 bills passed that impact how we post financial statements.(see minutes)

Worked out a timeline for new funding requests in order to effectively address them.

Presentations in November from Unit Heads requesting additional funding. Have to be tied to strategic plan.

Assessments regarding funding priorities to be conducted in the Spring and Summer.

An enthusiastic discussion ensued regarding performance based funding.

C. Higher Learning Commission Report Team update

Report from Oct. 17 meeting.

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 Gilleen 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

D. Act 747 & General Education

See attached UCA BACC report

Question: What impact will reducing to 120 hours have on the financial status of UCA?

Also, impact on number of classes taught and staffing.

E. Media Advisory Committee update

Venita Jenkins office has identified new faculty members in each department and posting video interviews on web. Also video taping students about their experience at UCA to take back to their old high schools.

F. Other Updates

www.uca.edu/reports Has all reports regarding all projects being conducted by Physical Plant.

BOT approved Health Insurance plan to extend 6 months to get it in line with the Fiscal year. 9% premium increase, \$316, 918 to be absorbed by UCA.

G. Status of Previous Concerns

Greek Village and nature reserve. All plans have the village far away from nature reserve.

V. Senate Committee Reports

A. Executive Committee

Charge: Scholarship Committee to review and recommend any policy guideline revisions for a proposal for an International Student Full and Partial Tuition Scholarship. Please complete this task by January 26, 2012, if possible.

B. Committee on Committees

No report

C. Academic Affairs

No report

D. Faculty Affairs I

No Report

E. Faculty Affairs II

No Report

VI. Announcements and Concerns

Senator Burley announced a meeting: X period 11/15. Panel discussion how to raise response rates to evaluations.

Senator Bradley, problems in parking lot across from AETN. A+ Arkansas has taken 20+ parking spots from faculty parking. We don't need all these reserved spaces.

Senator Rowley, reminded everyone of flu shot campaign.

Senator G. Bratton. Reminded everyone of tailgating Saturday.

A. Next meeting: November 8th at 12:45 pm in Wingo Hall 315

B. Other Announcements and Concerns

VII. Adjournment

Senator Copeland moved, Senator Ruud seconded.