

AGENDA
UCA Faculty Senate
C
Thursday, January 24, 2008
Wingo 315, 12:45 p.m.

- I. Approval of minutes from December 13, 2007 (attachment 1)

- II. President's report
 - A. Election of part-time representative
 - B. External review of campus technology
 - C. Lunch with President Hardin
 - D. Handbook Committee report
 - E. Provost search update
 - F. Honors update
 - G. Correspondence

- III. Committee reports
 - A. Executive Committee
 - 1. Academic Misconduct Policy Resolution
 - 2. Sub-Committee Charges

 - B. Committee on Committees

 - C. Academic Affairs

 - D. Faculty Affairs I

 - E. Faculty Affairs II
 - 1. Resolution Draft: Technology funding needs assessment and proposals (see attachments 2 & 3).

- IV. Announcements and Concerns
 - A. Next meeting: Tuesday, February 12, 2008 (12:45 pm)
 - B. Faculty concerns and announcements
 - C. Other

- V. Adjournment

Attachment 1: Minutes from December 13, 2007

UCA Faculty Senate
Thursday, December 13, 2007
Wingo 315, 2:00 p.m.

President Powers called the meeting to order at 2:00. Present were Powers, Boniecki, Johnson, Parrack, Bradley, Bell, Wiedmaier, Young, Rospert, McCullough, Lance, Craig, Castro, Murray, Mehta, Seifert, Christman, Lichtenstein, Ray, Schaefer, Interim Provost Atkinson. Absent: Holden, Jones. Advised Absences: Hebert, Wilmes.

- I. Approval of minutes from November 13, 2007. Senator Mehta moved approval of the minutes with second by Senator Bell. Motion passed.
- II. President's report
 - A. Placement of University Budget in Library. Copies of the University budget are again located in Torreyson Library along with updates. [Senator Lichtenstein: can check out without ID to make copies.] There appear to be two copies there.
 - B. Meeting of Faculty Handbook Committee. The University Faculty Handbook Committee will have its annual review meeting in January, per Handbook policy. If there is any significant business to consider, as determined by the committee and the Provost, the committee then will continue to recess to additional meetings in the spring semester, per the regulations stated in the Handbook.
 - C. Correspondence.
 1. Relative to the concern over Admissions policy conveyed by Senator Young in the November 13 meeting of the senate ("Is the University adhering to the admissions formula established last year?"), the University Admissions Committee met for the first time this year on December 11, 2007. It will meet again on February 18. The committee relates that the new criteria established for admissions need to be given time to work and the new admissions director needs to be given time to settle into the job and administer the policy. Once data are gathered the effectiveness of the policy will be appraised.
 2. President Powers contacted John Gale (University CTO) for a progress report and update. The IT division has completed a major upgrade on Groupwise Mailbox 1 (faculty ID's in the first half of the alphabet). The upgrade of Mailbox 2 will occur momentarily. The IT division was able to increase internet bandwidth as planned, and the University is now running 100 meg. The State Department of Information Services has told UCA that is all the bandwidth that UCA can have. Additional

improvements must await the arrival of ARON (Arkansas Research Optical Network) in Summer 2008. [Senator Bradley: it is difficult for the system to handle WebCT reliably during finals week. The University needs more computer power for WebCT.]

III. Committee reports

A. Executive Committee:

- a. Honors discussion update. Director Rick Scott will start the discussion by offering his discussion paper to the University community, where it will be carried on URSA. He will continue working on that paper over the Break.
- b. Fringe Benefits Advisory Committee. Committee chairman Jeff Young has posted minutes of the committee meeting on the Staff Senate website. Those minutes will answer many of the current questions about the committee's activity. The minutes are from the committee's first meeting of the academic year, which prepared groundwork for later investigations. One question addressed was that dealing with alleged cross-subsidization of families by single payers. [Senator Bradley: the health care insurance contract needs further investigation concerning the University's assertion that there has been little or no increase in premiums. It is true that there has been no increase in premiums for the university, but the line is certainly not being held on net costs to university employees of using the plan. The university is negligent in failing to put the contract out for bid.] President Powers will contact the Fringe Benefits Committee to see that Faculty Senate concerns are addressed promptly.

- #### B. Committee on Committees: Nomination for vacancy on University Retention Committee. Dr. John Smith of the Leadership graduate program has accepted a position at the Univ. of South Alabama, thus creating a vacancy on the Retention Committee. Vice President Boniecki moved to suspend the rules for purpose of making a replacement nomination, seconded by Senator Mehta. Passed. The Committee on Committees recommends the appointment of Professor John Purvis, also of the Leadership program. Motion made by Senator Christman with second by Senator Mehta so to appoint Prof Purvis. Motion passed.

- #### C. Academic Affairs: New Academic Misconduct Policy. The Committee recommended its resolution to adopt the new academic misconduct policy distributed with the agenda, including a recent revision that the administration of the policy be housed in the Provost' Office. (As students move from undergraduate to graduate level, the Provost's Office can track

them much more easily than another office. Also, other concerns about implementation are better addressed in the Provost's Office.) Motion by Bradley with second by Boniecki to adopt the resolution approving the new policy. Note that the next step is to see how and when the policies can be included in the Student Handbook and to follow up to see that it happens.

A further clarification was needed on the motion regarding administration of the suspension period: for a second offense a student will be suspended, once an appeal is finished, for an academic semester, according to the policy. If, for example, the offense occurs in the spring term, the student may not re-enroll until the following spring term, irrespective of the intervening summer term. The point is that the penalty includes a full semester's suspension. Senator Bradley moved to call the question with second by Senator Parrack, passed. Then the original motion passed.

- D. Faculty Affairs I. Progress Report: Faculty Development Funding Needs Assessment. The committee needs a few more data points before making a proposal. The committee is still working on gathering information from other universities. The committee finds so far that current UCA funding is on a par with some institutions, ahead of other institutions, and behind still other institutions. Comments should be sent to Senator McCullough.
- E. Faculty Affairs II. Progress report: Technology funding needs assessment and proposals. The committee is still gathering data. To the question from Senator Lichtenstein regarding the preliminary resolution's wording, that the University should "fund technology to departments" in "four key areas," whether the library is included, the response was that was the intent. The senate discussed many aspects of the policy including discipline-specific needs, continuation of funding previously provided by grants, theft loss, the escalating cost of technology, impact on the University budget. [Provost: he is telling the deans that in high cost areas, where technology cannot be supported by regular tuition revenue and state appropriation, they must request a specific fee to be implemented. We will start to see such proposals working their way through the budget process.] President Powers: the point of this senate investigation is to give the University a concrete idea of the real cost of maintaining faculty activity at an adequate level for accomplishing the mission assigned to them.

IV. Announcements and Concerns

- A. The next meeting of the senate is Thursday, January 24.

- B. Senator Wiedmaier: any progress on plagiarism software? Senator Lichtenstein: the issue was reviewed last summer; it does get expensive and it is the FTE charge that kills us. President Powers: we can recommend once there is an academic misconduct policy in place—once a way is established to administer discipline.
- C. Inquiry regarding calendar for P&T process; response: go to the updated Faculty Handbook.
- D. Senator Bradley: graduation rates for athletic programs? President Powers: the most recent inquiry just referred us to the NCAA database. Of course we have changed classifications recently.
- E. Inquiry regarding student evaluation of teaching; response: the plan is to go with electronic evaluation. [Provost: Jonathan Glenn is working on it, but it is lengthy because it does involve changes in format; no word yet on the timetable.]
- F. Update on election of a part-time representative to the Faculty Senate. Two candidates have expressed interest so far and we are working on identifying more interest from this hard-to-mobilize group of faculty. There is naturally a communication problem for contacting faculty with no regular office. We hope to have a representative fairly early in the spring term. The plan is to send ballots through chairs to all of a department's part-time faculty.
- G. Concern about final exam schedule rotation: there has been rotation but the outliers don't get rotated. Concern that morning classes being given exams in the p.m. does present problems for students.

V. Adjournment

Motion by Senator Christman with second by Senator Bell to adjourn. Meeting adjourned 2:45 p.m.

Attachment 2: Faculty Affairs II Resolution (Faculty Technology Funding)

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Whereas the Faculty Senate was charged with assessing the current and near future technology needs of faculty on campus;

Whereas there has been no specified amount in department budgets for faculty technology;

Whereas faculty, chairs, and deans were surveyed and given the opportunity to provide suggestions for and examples of equipment, sufficient funding amounts, personnel and procedures;

Whereas a majority of faculty reported purchasing computers, software, and peripherals with personal money and others reported purchasing the afore mentioned equipment with grant-related money due to the fact that the university does not have dedicated technology funds for these items;

Whereas the University of Central Arkansas continues to promote and establish itself as the “Center of Learning,” not only within the state of Arkansas but also in the southern region and across the nation;

Whereas the University of Central Arkansas has maintained a long tradition of visionary growth and academic excellence;

Be it hereby resolved that the Faculty Senate requests the University of Central Arkansas take this opportunity to sustain and further develop the use of technology by faculty, administration, and students;

Be it hereby further resolved that the Faculty Senate believes institutionalizing the funding of technology is a necessary action for the University of Central Arkansas to take, in an effort to continue its long-standing heritage as a leader in the teaching and equipping of students for the future, further strengthening the conceptual reality of the university as the “Center of Learning;”

Be it hereby further resolved that the Faculty Senate recommends the University of Central Arkansas fund technology to all academic departments and programs, including the Library, in the following four key areas;

- (1) faculty office equipment, (2) classroom technology, (3) support and personnel, (4) discipline-specific needs.

Attached are documents that detail how each figure was calculated and how the monies should be distributed. For faculty office equipment we recommend annual funding of \$715 per full-time faculty member. Classroom technology should be funded at a rate of \$5,000 per every 25 classes

taught. Support and personnel to assist faculty with technology should be funded at a rate of one person per every 100 faculty members. Discipline-specific funding should be funded at a rate of \$250,000 per year;

Be it hereby further resolved that the Faculty Senate recommends the University of Central Arkansas create a line-item category in the general budget designating and preserving the technology fee collected from students, to be used for student-used technology found in laboratories, studios, or wherever students require technology to advance their learning. The Provost should have annual discretion in determining how this money is utilized in consultation with the Faculty Senate and the Student Government Association.

Be it hereby further resolved that the Faculty Senate recommends the University of Central Arkansas hire an outside consultant, knowledgeable in budgetary matters connected with technology and specifically related to institutions of higher education, to assist with the restructuring of departmental budgets and the establishment of line-item categories reflecting each department's specific technological needs.

Attachment 3: Faculty Technology Funding (details)

Estimated cost of faculty office computing at UCA

The average cost of a desktop computer, 17" monitor, keyboard, mouse, and power strip is \$1100. The average cost of a laptop computer, 17" monitor, docking station, power strip and mouse is \$2950. However, some faculty need enhanced computing for calculations, graphics, video, etc. We feel that department chairs for departments with such needs should be able to petition the Provost for an additional \$900 per faculty member to accommodate these needs. Computers should be replaced every 3 years while other hardware components should have an average lifespan of 5 years.

Printers can be purchased for around \$200 with all appropriate cables. These should be on a 5 year replacement cycle.

These funds should be part of each department's budget and calculated as follows: Each year \$715 per faculty member for average computing needs. This assumes that half of the faculty will receive a new laptop and half of the faculty will receive a new desktop every three years and printer every 5 years. If enhanced computing is deemed necessary by the Provost, an additional \$300 per faculty member will be added to that department budget. Each department can then determine which faculty will receive new equipment and what they will receive.

We feel that IT should continue to support basic software available to faculty such as Microsoft Office, WebCT/Blackboard, internet connectivity, ifolders, and email. Currently these are paid by the IT budget and should continue to be.

Estimated cost of classroom technology needs

Classroom technology varies greatly from one discipline to another. Some examples of classroom technology are given below with their associated costs:

1. Smartboard with desktop computer, keyboard, mouse, monitor, power strip and wiring. Cost to purchase and install all equipment is approximately \$6000. The cost to maintain the equipment is estimated at \$500 per year. Replacement bulbs for in-focus projectors is \$300-\$500 per bulb depending on the model.
2. Sympodium with desktop computer, keyboard, mouse, power strip, projector, screen, and wiring. Cost to purchase and install all equipment is approximately \$6000. The cost to maintain the equipment is estimated at \$500 per year.
3. VCR/DVD player with projector, speakers, and wiring cost approximately \$2000 to purchase and install. Maintenance is estimated at \$500 per year.

4. Microscope with camera equipment, projector, and wiring have an initial cost of \$8000. Maintenance is estimated at \$500 per year.
5. Document camera with projection is estimated to cost \$3000 to purchase and install. Maintenance is estimated at \$500 per year.
6. Digital camcorders/batteries/wireless microphones: Initial cost approximately \$2000. Replacement would probably need to be every 5 years, depending on usage and advances in technology (even if the camera is functional at 5 years, it may not be technologically compatible with other classroom equipment).

Some classrooms will have combinations of the above equipment and some classrooms may have no equipment at all. Taking this into consideration, and assuming that most equipment will need to be replaced on a 3-8 year cycle, funding should be calculated at a rate of \$5,000 per every 25 courses taught on campus. This number is calculated by assuming that one classroom if fully utilized during the fall, spring, and summer terms will be used for 50 courses. The \$5000 assumes that rooms are utilized half of the time and are fully equipped and maintained for 5 years. Funding should be part of departmental budgets and be used at the discretion of the individual departments.

Recommendation for Technology for Discipline Specific Needs.

Discipline-specific funding should be funded at a rate of \$250,000 per year.

Such needs include software needed for office and classroom computers. These needs could include equipment such as computerized dummies used in the health sciences, microscopes used in biology, video equipment needed for journalism classes, etc.

We feel that the Provost should have discretion as to how these funds are distributed.

Some examples of the types of technology needs for specific disciplines and the associated costs are listed below:

Journalism Digital still cameras \$10,160

Various musical instruments for methods classes for 20-30 students \$15,000

Computer plus software for Linguistics Professor \$3200

Recommendations on Support and Personnel

Faculty needs assistance with technology that they use everyday and with developing and teaching distance education courses. The faculty would like to see staff members hired to assist faculty with classroom technology, office specific needs (e-mail, Word, *Excel*, Power Point, website development, etc.), WebCT and distance education courses, and research specific needs.

Support personnel to assist faculty with technology should be funded at the rate of one per every 100 full-time faculty members. We do feel that these personnel should be hired through the IDC

and paid at a nationally competitive rate. This should make it possible for the university to hire and retain experienced and knowledgeable personnel. Funding should be in place to send these staff members to conferences and to obtain technology specific training. They should be able to provide workshops for faculty, eventually replacing the individuals currently involved in Faculty Technology Training.