

UCA Faculty Senate, December 15, 2011. 2:00 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)aa , 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), Doug Isanhart (CB, 2014)

I. Approval of Minutes from November 8, 2011 (see attachments)

Moved: Senator Copeland, Second: Senator Rowley, unanimously approved.

II. Remarks, Interim President Tom Courtway

Thanked everyone for hard work.

III. Remarks, Provost Lance Grahn

Thanked President Courtway for leadership. Thanked Faculty Senate for hard work, as well.

IV. Committee Reports

A. University Admissions Committee Report

University Admissions Committee Annual Report

The charge of this committee is to review and make recommendations relative to current University of Central Arkansas admissions guidelines criteria. During the first meeting of the semester on October 3,

2011, the committee elected to meet quarterly or as needed. A second meeting was scheduled on November 7, 2011, to review the committee member's role in the admissions appeal process.

Minutes

from both meetings are included below:

UNIVERSITY ADMISSIONS COMMITTEE

October 3, 2011

MINUTES

In attendance: Robert Parrent (Chair), Anthony Sitz, James Hikins, Larry Mrozek, Ellen Stengel, Brent

Shires

Charge

1. Make recommendations

Annual Report

Meetings

1. Quarterly

2. As needed

3. In person or via e-mail

Enrollment Management

1. SEM Overview

· SEM Audit

2. Current Operational Plan

3. Current Admissions Activity

· Interim Director /Director of Undergraduate Admissions

· Bear Facts Days

· Territory Management

· Open Houses

· Professional development of admissions counselors

· Road piece / View book

· Admissions Alumni

· Transfer Success Analysis

UNIVERSITY ADMISSIONS COMMITTEE

November 7, 2011

MINUTES

In attendance: Penny Hatfield, Jim Hikins, Carl Olds, Natalie Shock

Penny discussed the appeals process. Basically when a student does not meet the minimum admissions

requirements (see below) they appeal to the Admissions Director. The Admissions Director will in turn

notify the Admissions Committee members via email in order to render a decision on the appeal.

Currently the minimum admission requirement for freshmen is:

16 ACT

2.25 GPA

Transfer student admission requirement is:

12 transfer hours

2.0 GPA

Activities this semester:

1. Bear Facts Days

As of this date we have had three Bear Facts Days. A combined total of 1217 prospective high school students attended the three events.

2. Information Nights

UCA Information Nights have been held in the following cities throughout Arkansas: Russellville,

Harrison, Springdale, Fort Smith, Hot Springs, Batesville, El Dorado, and Texarkana. We have had 490 prospective students attend these events, with over 900 in total attendance.

3. Professional Development and Territory Management of Admissions Counselors

Each of the six UCA Admission Counselors received professional development and training for recruitment strategies. Additionally, they were each assigned to a specific territory within the state. The map depicting assigned territories is included with this report.

4. Interim Director / Director of Undergraduate Admissions

Penny Hatfield is serving in the capacity of Interim Director of Admissions. We anticipate starting a national search in the early spring for a Director of Undergraduate Admissions with a starting date of July 1, 2012.

5. Enrollment Development Team

This team was instituted in early October. The broad representation of the membership includes: Julia Winden Fey, Clay Arnold, Larry Burns, Jonathan Glenn, Penny Hatfield, Cheryl Lyons, Stephanie McBrayer, Jason Rankin, Tony Sitz, Andy Winkelman, Jan Newcomer, Melissa

Goff, Lisa Shoemake and Rob Parent. The purpose of this team is to review policies and procedures, conduct a comprehensive analysis of communications plans and to partake in the application process for Admissions, Financial Aid and Housing. The goal being to maximize efficiency and effectiveness while eliminating redundancy, confusing or misunderstood vernacular and to address ongoing issues or concerns through information exchange and cyclical review.

Plans for next semester and the following year:

1. Customer Relationship Management (CRM)

The RFP process was carried forward in early November to contract with a consulting firm for CRM services. We are eagerly awaiting the final approval from the State Legislature, expected to be on or near December 19, 2011. The CRM services will be provided through August 2012. As a university we are simply unable to handle the management of those activities being outsourced, such as Institutional Research, Institutional Technology, CRM and Web Development. We lack the expertise and resources.

2. Assistant Director of Admissions for Transfer Services

The University Admissions Committee was involved in the discussion of a future recruitment opportunity (i.e., Assistant Director of Admissions for Transfer Services) permanently located on the Pulaski Tech campus. The position would also deliver services on alternating weeks at UACCM and ASU-Beebe. The Assistant Director of Admissions for Transfer Services would look at transfer issues regarding recruitment, advising, expanded and enhanced articulation agreements, and a "One Admissions Two Universities" concept as well as other opportunities that present themselves.

3. Satellite Campus in Little Rock

4. Expanded and Distance Education

5. Weekend and evening course work leading to degrees

Dr. Robert Parrent, Vice President of Enrollment Management

Thanked everyone for hard during welcome week.

Senator Watson questioned admission requirements, are we giving students false hope?

Senator Rowley questioned items in report regarding ideas for the future, satellite campus, night and weekend classes. Dr. Parrent emphasized those were ideas for the future.

Senator Bolter emphasized the difficulty of finding appropriate admission requirements.

B. Retention Committee Report

Retention Committee Annual Report

The charge for the Retention Committee is to serve as an advisory group to the president regarding

retention issues. More specifically, the committee is charged with researching retention issues nationally and on campus informing the president of key issues, and making recommendation regarding

possible response options to the issues. The first meeting of the semester was October 28, 2011.

Minutes from the meeting are included below.

Retention Committee

October 28, 2011

MINUTES

Members in attendance: Robert Parrent (Chair), Elaine Corum, Balraj Menon, Penny Hatfield, Phil Frana,

Rick McCollum, Amber Hall (for Meliisa Goff) and Andy Winkelman (for Hank Phelps).

Absent members: Billy Smith, Ernest Ness, Jack Gillean, Kendra Regehr, Monika Alson-Miller, Lisa

Daniels, Jesse Butler

Guests: Julia Winden Fey, Suzanne Massey

It was decided the committee would meet once per month. This day and time is convenient for all

members that were present.

Dr. Parrent read the “charge” for the Retention Committee. He further added that the charge may be

changed to something more direct and metrically driven.

1. SEMWorks

Dr. Parrent summarized the Strategic Enrollment Management audit performed in August by the consulting firm of SEMWorks. The audit results were presented in September via webinar to the SPARC Committee and the Executive Staff. UCA has plans to partner with a consulting firm to further develop and implement Enrollment Management Goal Setting and Customer Relationship Management. These are efforts to improve student retention and recruitment.

2. First 90 Days Initiative

The Division of Enrollment Management worked with Ronnie Williams and his departments to welcome students and help them connect with the university. Welcome tents were located

across campus to assist students with questions. Cookies and drinks were provided. Campus maps, game schedules and lists of FAQs were distributed. A similar second program, called January Jumpstart is planned for the spring semester.

3. BearsCare Phone Call Program

During the last week of September volunteers from both faculty and staff made friendly phone calls to the parents of newly entering / traditional freshman students. The volunteers were able to make contact with over 73% of the parents. The overwhelming response from the parents was one of appreciation and pleasant surprise. Follow up phone calls were given within 48 hours to any parent that had specific concerns or additional questions.

4. Calling New Cubs Phone Call Campaign

During the second week of October the Office of Enrollment Management rolled out another retention effort via a second phone call campaign. These calls were made by upperclassmen students to freshmen students. The purpose of the call was to determine if freshmen are connecting and getting involved on campus and to also ensure the freshmen are visiting with their academic advisors so they will be prepared to register for the spring semester. The student volunteers were able to connect with over 61% of all freshmen students. Students that were identified as being “at risk” for leaving UCA were contacted further by advisors and in some cases, Resident Masters, if they lived in a residential college.

5. Retention Report

Retention statistics compiled by the IR Department were distributed to all committee members. Retention rates fluctuated between 69% - 73% for the past five years. Members were asked to email Amber Hall with requests on how to further dissect the information.

6. EBI Mapworks and Grades First

Grades First is already being utilized by the athletics division. This program enables advisors to use multiple modes of communication with students. EBI Mapworks is an on line survey sent to students within the first three weeks of school. Local norm results are compared with national norms to identify and correct student behaviors that could interfere with academic success. Committee members were asked if they thought taking attendance in class is important and if pre-tests are important. Members agreed that both items are important.

7. Exit / Withdrawal Survey

Dr. Parrent distributed a draft of the survey compiled by Dr. Roden. Members were asked to share the survey with their colleagues and to determine (1.) how the form might be improved (2.) is it the right form and (3.) the who, what, when, where and whys of using the form. Phil Frana mentioned that a similar form, although a bit more complicated, was submitted last year for approval / implementation.

Dr. Parrent suggested a Retention Survey to poll students asking “why did you stay”? This could enable UCA to create the “right student profile” so we could recruit more of the same.

8. Academic Advising

Members were asked to obtain from their Deans and Department Chairs the academic advising strategy employed within their colleges as it relates to retention. They need to assess if the process can be improved.

9. Other

- Rick McCollum discussed the Six Week Challenge designed to engage students and get them out on campus.

- The next meeting is scheduled for FRIDAY, November 18, 2011 at 11am.

Additional retention activities this semester:

1. Fall Group Advising Sessions

The Academic Advising Center piloted a new program during the 2011 summer registration for all new students. Each student was booked into a group advising session during the middle of September. The group advising sessions were designed to assist student transition from high school to UCA by explaining UCA academic policy and teaching the learning objectives outlined

in the Academic Advising Syllabus. All University College students received this same information when their advisors visited their UNIV 1100 class.

Items covered during these sessions include, but was not limited to:

- UCA's academic advising requirement
- The importance of a syllabus
- Advising learning objectives
- How to decipher a course number
- When & how to drop a class
- Calculating GPA
- UCA Grade Forgiveness policy
- Academic integrity
- Student Resources in myUCA
- Undergraduate Bulletin and PCP information
- How to check pre-requisites
- How to make an advising appointment
- Understanding learning style and study skills
- Group sessions were lead by each Academic Advising Center advisor, including the faculty advisors from each college. Jessica Dulac and Berdie Eubank presented for the students declaring a major in the College of Health & Behavior Sciences. Whenever possible, students were assigned to a group session with their freshman year advisor.

Results for UCA Student Group Sessions:

1136 appointments were scheduled

563 students attended for a total of 49.56%

Although just shy of 50% attendance does not sound good, the Advising Staff believes this is excellent turn out for a new program. Results of this program which cannot be measured includes the fact that the advising appointments are mostly booked during early October, when this type of activity usually does not happen until early November.

2. Academic Blitzkrieg

The first full week of fall classes was declared "Academic Blitzkrieg Week" and 44 faculty associates from Residential Colleges, CLA, CNSM, CHBS, and CFAC participated by each conducting an intensive class/discipline-specific workshops on how to succeed in his/her specific course and by providing strategies to increase student comprehension. The second "Academic Blitzkrieg Week" was held after mid-term grades were reported in mid-October. Students were identified by Residential Masters and Academic Advisors as being "at risk" for failing a class or showing academic distress. The students were encouraged to take advantage of tutoring services and to attend evening academic workshops.

Retention plans for next semester and the following year:

1. January Jump Start

This is another initiative designed to mirror the success of this past fall's Welcome Week activities. Our plan is to have welcome tables set up inside the College of Business, Mashburn,

Thompson Hall, and the Lewis Science Center during the first week of classes for the Spring 2012

semester. Faculty and staff “welcome back” the students by providing them with refreshments, directions, instructions and any other needed information to make their return to campus a warm and welcoming experience.

2. Academic Advising

We have begun and continue to work with the College Deans and Department Chairs on their academic advising strategies employed within their colleges as it pertains to retention. This committee will study enrollment patterns and institutional processes which influence student persistence and graduation.

3. Recommendation for EBI Mapworks & Grades First

With the interest and support of the Retention Committee, the recommendation to purchase EBI Mapworks and GradesFirst was forwarded to the Strategic Budget Advisory Committee on November 11, 2011

4. Exit / Withdrawal Survey

In the previous year a draft of this survey was created however, it was determined to be a little complex by the Executive Staff and needed revision. This committee is looking at the next invention of this tool.

Dr. Robert Parrent, Vice President of Enrollment Management Committee has met twice this Fall.

Motion to accept: Senator Bradley, Second: Senator Watson. Unanimously accepted.

V. Performance Funding (see attachment)

Diane Newton, Vice President of Finance & Administration

President Wilson updated on conference call with Shane Broadway and Faculty Senate Presidents across the state.

Provost Grahn pointed out pages 12 & 13 of the report that outline the measures. Take place Academic year 2013-2014.

VI. Faculty Handbook Committee

Senator Lynn Burley, Faculty Handbook Committee Chair

A. Proposed Medical, Parental, and Military Family Leave Policy

Medical, Parental, and Military Family Leave

(December, 2011)

Draft of the New Policy

This would replace Chapter 5, Section VII Sick Leave (pages 54-55) of the Faculty Handbook (2009).

VII. Medical, Parental, and Military Family Leave

The Family and Medical Leave Act (FMLA) of 1993, and subsequent amendments, entitles employees who have worked at least 1,250 hours during the previous twelve months to a total of

twelve workweeks of leave each calendar year for:

1. Medical leave when the employee has a serious health condition,
2. Medical leave so the employee may care for a spouse, child, or parent who has a serious health condition,
3. Leave for the birth and care of the employee's newborn child,
4. Leave for the placement of the employee's child through adoption or foster care, or
5. Military family leave for any qualifying exigency relating to the employee's spouse, child, or parent.

The employer must maintain coverage for the employee under any group health plan for the duration of the leave at the level and under the conditions of coverage that would have been provided if the employee had continued employment.

Upon return from family and medical leave, an employee is entitled to be restored to:

1. The position formerly occupied, or
2. An equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

UCA proposes to meet the requirements of this act for faculty with the following:

All leave eligible under FMLA will run concurrently with leave approved under this policy even if such leave is longer than the 12 weeks allowed under FMLA. Additionally, appropriate medical or legal certification may need to be provided to document the requested leave.

When medical, parental or military family leave is required, faculty members are expected to notify the department chair so that appropriate arrangements may be made for class meetings and

any other obligations for which the faculty member may have made a commitment. If possible, notification to the University should occur at least thirty (30) days prior to the requested leave. Under cases of emergency, faculty should notify the University as soon as practical, typically within 24 hours.

As needed, colleagues will be asked to assume class responsibilities, or part-time instructors may be hired in consultation with the dean. If the faculty member will be taking leave for longer than 2 weeks, colleague(s) assuming responsibilities for classes will be compensated on a prorated basis at the current overload rate of \$2600 per three-credit course. The hiring of a part-time instructor will also follow the current rate of \$2600 per three-credit course and will be prorated for the amount of time covered during the semester.

The following apply to the distinctions in the Family and Medical Leave Act of 1993.

A. Medical Leave (#1)

In the case of medical leave by a nine-month faculty member, the limit will be six consecutive months leave with pay according to the typical appointment period (August 15-May 15). This, then, provides a bridge to disability coverage for the ill employee if necessary.

B. Leave to Care for Relatives with Serious Medical Conditions (#2)

In the case of leave to care for a spouse, child or parent who has a serious medical condition, the faculty member will be limited to 12 workweeks with pay from the start of the leave period under the typical appointment period (August 15-May 15).

C. Parental Leave (#3 and #4)

Paid parental leave for a nine-month faculty member will be limited to 12 workweeks from the start of the leave period according to the typical appointment period (August 15-May 15).

D. Military Family Leave (#5)

Numerous activities fall under the heading of "qualifying exigency" for military family leave

(for example, short notice deployment, military events, childcare activities, counseling, and financial and legal arrangements related to the covered military member). Faculty are encouraged to review the list through the Department of Labor website or to contact someone in the Human Resources office. Paid military family leave for a nine-month faculty member will be limited to a total of 12 workweeks under the leave period according to the typical appointment period (August 15-May 15).

For all types of leave, additional unpaid leave may be granted at the discretion of the university president upon recommendation of the provost. Faculty should initiate the request for additional unpaid leave with the department chair.

3

All twelve-month administrative personnel with faculty rank who assume administrative positions after January 1, 1989, will accumulate leave at the rate of eight hours per month with a maximum accrued leave of 960 hours. Employees who leave university employment are not entitled to be paid for accrued leave.

All twelve-month administrative personnel holding faculty rank in the employment of the university before January 1, 1989, will be allowed leave not to exceed six consecutive months.

Peter Mehl, Associate Dean, College of Liberal Arts

Peter Mehl requested feedback. Wanted a policy for handling faculty on leave.

Senator A. Wilson: 12 month non-administrative faculty need to be addressed.

Senator Ruud: How does this policy compare to policy for staff?

Senator Isanhart: Is there a policy to notify provost's office regarding faculty on leave.

Senator Burley: These are to clarify termination of tenure track appointments.

Motion to accept: Senator Bradley, Second; Senator Bolter. Unanimously passed.

C. Resolution to Clarify Mid-tenure Review Procedure

Resolution to Clarify Mid-tenure Review Procedure

December 15, 2011

WHEREAS the paragraph in the Faculty Handbook on page 3-17, VI. A. 2. reads as follows:

During the third year, a mid-tenure review will be conducted by the tenured faculty of the department, the college dean, and department chair. The review and evaluation of the faculty member by the tenured faculty shall be conducted in each department according to university procedures. The dean will provide a written summary evaluation to the faculty member, and the faculty member will be given an opportunity to disagree in writing with the dean's written evaluation within ten working days. A copy of the dean's evaluation and any response from the faculty member will be forwarded to the appropriate department chair.

WHEREAS "according to university procedures" requires interpretation;

WHEREAS the mid-tenure review should be conducted similarly in all departments;

WHEREAS the chair should be expressly included in the evaluation process;

BE IT HEREBY RESOLVED that paragraph VI. A. 2. on page 3-17 of the Faculty Handbook read:

During the third year, a mid-tenure review will be conducted by the tenured faculty of the department, **the department chair, and the college dean.** The review and evaluation of the faculty member **will commence with a called meeting of the tenured faculty. Following review and discussion of the mid-tenure materials submitted by the candidate, the faculty will provide a written evaluation of the candidate's progress toward tenure to the candidate. A copy of the evaluation will also be sent to the department chair. The department chair will further evaluate the candidate's materials and, along with consideration of the tenured faculty's evaluation, will provide a written evaluation of the candidate's progress to the candidate and the college dean.** The dean will provide a written summary evaluation to the faculty member, and the faculty member will be given an opportunity to disagree in writing with the dean's written evaluation within ten working days. A copy of the dean's evaluation and any response from the faculty member will be forwarded to the appropriate department chair.

Senator Burley: It is done differently across campus.

Motion to accept: Moved: Senator Ruud, Second: Senator Crockett. Unanimously passed.

D. Clarification of Teaching Load (see attachment)

Teaching load is not consistent across the handbook.

VII. Shortened Mission Statement & Feedback

Feedback from shortened mission statement discussions suggests using the last sentence of UCA's Mission Statement instead of creating a new one:

"The University of Central Arkansas is dedicated to academic vitality, diversity, and integrity."

Motion to accept: Senator Copeland, Second: Senator Burley. Unanimously accepted.

VIII. Academic Calendar Proposal

Beginning with the 2013-14 Academic Year it is requested that the academic calendar be adjusted to move the Fall Break days for students from October to the Monday and Tuesday of Thanksgiving week. Accompanying this change, we request that the calendar be adjusted such that there will be two full weeks of class after Thanksgiving each year. This proposed change originates from the problems associated with teaching courses that schedule laboratories from Monday through Friday (usually lower-division courses). Every short week during the semester results in a week of laboratory instruction being cancelled. This problem is particularly acute during the fall semester when implementation of the proposed change will recover a full week of laboratory instruction in October while not reducing the number of contact days for our faculty and students. Our current calendar includes the first short week (two days), Labor Day (four days), Fall Break (three days), Thanksgiving Break (two days), and Study Day week (four days). The proposed calendar would decrease the number of short weeks from five to four. The two weeks of classes after Thanksgiving is requested to ensure that our students are fully engaged in academics again following thanksgiving and prior to Final Exams.

Motion: Senator Rowley, Second: Senator Ray.

Senator G. Bratton: Too long a period to take off at the end of the semester.

Senator Ruud: No

Senator Browne: We lose too much lab time with the two breaks. Students are mentally checked out already.

4 in favor, 18 opposed.

IX. President's Report

A. Financial Aid Committee Update

No report.

B. HLC Update: Institutional Research Consultant Dr. Kathy Coy

Institutional research consult, from Missouri State on campus. Report to be on campus soon.

C. BAC Update (see attachments)

Minutes from last two meetings. Rankings for FY 2013.

D. Food Services Contract (see attachment)

Faculty Senate representative needed. Senator Bradley has graciously volunteered to serve on the committee.

E. Media Advisory Committee: Retiring faculty recognition

F. Retention Numbers for Arkansas Lottery Scholarship (see attachments)

About 2/3 of the students retain eligibility, 1/2 return to UCA.

G. Other Items: Thank-A-Teacher,

H. Status of Previous Concerns: University College

Still working with UC. Julia Winden Fey going to enrollment management full time. UC will go back under Academic Affairs. The details are still being worked on regarding the exact structure.

X. Senate Committee Reports

A. Executive Committee

1. Charge: Committee on Committees reviews request for recognition of the Academic Council in the *Faculty Handbook* and make recommendation.

2. Charge: Faculty Handbook Committee review procedure and make a

recommendation concerning the possibility of combining the process for granting tenure and promotion to Associate Professor so there is one decision rather than two.

B. Committee on Committees

1. General Education Council

Add the Director of Academic Assessment as an ex-officio member

Motion: Senator Rowley, Second: Senator Ruud. Unanimously accepted.

2. University Safety Committee (see attachment of new description)

Proposed changes to membership:

Motion Senator Rowley, Second Senator Bolter. Unanimously approved.

1. Larry Lawrence (Director, Physical Plant-Ex-Officio) become a permanent member of the USC.

2. Graham Gillis (Associate VP/Admin. Services/Human Resources) become a permanent member of the USC.

3. Adam Henderson (Director, Environment Health and Safety-Ex-Officio) become a permanent member of the USC.

4. Kim Hutchcraft (Insurance Manager) be moved to Ex-Officio capacity on the USC.

5. Venita Jenkins (Associate Director, Media Relations) become a Ex-Officio member of the USC.

C. Academic Affairs

Working on statement.

D. Faculty Affairs I

Report ready for January meeting

E. Faculty Affairs II (see attachment)

Identified some problems from 2010 HLC monitoring report. Made a list of recommendations.

XI. Announcements and Concerns

BOT tomorrow 2:00 PM

Sympathy card to be sent from Faculty Senate to Dr. Chakales' family.

Senator Isanhart: Why hasn't faculty been notified regarding alleged rape in dormitory?

Senator Bradley: Why hasn't University taken action against fraternities who fought?

Senator G. Bratton: Those fraternities have taken action.

President Wilson will send memo to UCA PD, Ronnie Williams, requesting that UCA be notified.

Senator Rowley: Get a flu shot.

A. Next meeting: January 26th at 12:45 pm in Wingo Hall 315

B. Board of Trustees meeting: Friday, December 16th at 2 pm

XII. Adjournment

Moved: Senator G. Bratton, Second: Senator Ray, Unanimous.