

**Minutes**  
**UCA Faculty Senate**  
**January 25, 2018**  
**Wingo 315, 12:45 PM**

**Attendance:**

College of Business: Lewis-p, McMullen-p, McCalman-p  
College of Education: Feng-p, McClellan-p, Barnes-p  
College of Fine Arts and Communication: Walter-p, Dahlenburg-p, Talbot-p  
College of Health and Behavioral Sciences: Demers-p, Morris-p, Lowder-p  
College of Liberal Arts: Willis-aa, Burley-p, Pauly-p  
College of Natural Sciences and Mathematics: Bratton-p, Padberg-p, Peppers-p  
At Large: Spivey-p, Winden-Fey-aa, Eskola-p, Bogoslavsky-p, Forbush-p, Wilson-p

FS President Duncan-p, FS Vice President Mehta-p, President Davis-aa, Interim Provost Hargis-p

**Guests in Attendance:**

Mike Lloyd, Interim Chief Technology Officer  
Dr. Kaye McKinzie, Chair of Faculty Handbook Committee  
Dr. Ed Powers, Chair of Employee Benefit Advisory Committee  
Dr. Alicia Landry, Chair of Wellness Committee  
Diane Newton, Vice President of Finance and Administration  
Dr. Julia Winden-Fey, Director of Student Success  
Dr. Brandon Combs, Director of Assessment  
Dr. Lesley Graybeal, Vice President of Staff Senate

**Introduction Items:**

- a. Comments – President Davis (unable to attend)--Introduction of Mike Lloyd, Interim Chief Technology Officer.
- b. Glad to be here. Spent 28 years at Acxiom (variety of roles). Talked with President Davis during peer review process (assessment and figuring out gaps and what course to take to approve those). Have just a few more people in IST staff to meet and talk with. Also talking to other stake holders on campus.
- c. Early findings-Three main areas that need work:
  - i. People/Culture.
  - ii. Communication (process).
  - iii. Overall Brand (damaged and need to be repaired).
- d. Setting a course correction for these things. Want 100% participation in good customer service.
- e. Want an open dialog. Will be coming back to FS multiple times to give reports and answer questions. Bi-directional communication will be very important.
- f. Over the years training in IST has been cobbled together, so will be working on continuity (service, training, development).
- g. Need measurable metrics. Currently have none. Investment needs to be strategically planned to maximize student, faculty, and staff experience.

- h. Will have something prepared to present 2/9/18 BOT meeting.
  - i. Janus security review process has been ongoing this week. Should have report in a few weeks. Thanks for those who have participated in this process.
  - j. We have a lot to work on with our Network.
  - k. FS Pres Duncan: I've already shared the FS documents and work from last semester with CTO Lloyd.
  - l. FS Pres Duncan: We'd like to have you at our 2<sup>nd</sup> meeting each month to provide updates.
    - i. CTO Lloyd: I look forward to our continued dialog
  - m. Senator Lowder: Is there a plan to hire more field technicians? The two we have are great, but definitely need more.
    - i. CTO Lloyd: Currently undertaking a complete people review right now, structure should follow strategy and should be able to see where positions needed.
  - n. Senator Lowder: Monday early morning is a particularly rough time to get IT help- could we look at earlier hours? Perhaps other extended hours?
    - i. CTO Lloyd: We can be flexible on hours and look at time of peak needs (this is why we will need metrics). Looking at installing Team Dynamics which is a ticketing system. This will be good for tracking and accountability.
  - o. Senator Walter: What about those of us with Macs?
    - i. CTO Lloyd: Mac support review and capabilities are all part of this review process.
- II. Comments—Provost Michael Hargis:
- a. Welcome back!
  - b. High level job searches taking place this spring (Provost-on going-see FS Pres Duncan's remarks, CLA Dean search-finalizing job ad now, Associate VP for International Engagement-building out search committee now) will keep updating Faculty Senate throughout the spring. Encourage faculty to reach out to people in your networks who might be qualified.
  - c. UCA has a strong commitment to experiential education (study abroad, research project, creative works, internships). We need to have structure that follows strategy (each college will have their own approach, but also need shared understanding of overall vision of where we need to go). Want all students to have the experiential education exposure. Must operationalize this.
  - d. Working on building out systems for student success and retention. Our Student Success and Retention Council is fantastic and committed to this process. They have done very good work and Academic Affairs needs to push that forward. Have to look at how we utilize our learning management system and how to best use that to support success and retention of students. This includes having syllabi and grades readily available to students so they can benefit from that. This can also benefit departments/units operationally if have issue and faculty member cannot complete course instruction-makes it easier for someone else to step on and continue.
  - e. Need to continue building an appropriate system for advising center, registrar's office, and departmental advisors to share information seamlessly so that all (including students) have access to the information that will be most useful and effective for them.

- f. Inclement Weather Policy-designed to ensure that students and faculty have discretion in decision making. Understand there are commuters that do not live in Conway. We have to look out for those individuals that do not live close to campus. When we open late, classes that start after the posted opening time will begin. Questions about attendance for Inclement Weather days. Policy says students have to make best judgement and decisions for themselves. If a student says not coming on a inclement weather day, then we have to honor that.
- g. FS Pres Duncan: What about the faculty? Some commuters felt pressure to come in.
  - i. Provost Hargis: That should get reported directly to the provost's office. We should not ask faculty to do anything different than the students. Every supervisor has a certain amount of discretion in dealing with this.
- h. Senator Eskola: Students should make decisions in their best interest-This also applies to flu epidemic. Some faculty members are not allowing students to make up content when students are out sick. Must be sympathetic and give our support.
- i. FS Pres Duncan: Student Health Clinic has 70 confirmed cases of flu as of this morning.
- j. Senator Morris: Dr. Pastor said students should stay off-campus for one week.
- k. Dr. McKinzie: Not just physically being on campus that we have to think about. They are sick for several days and often cannot do any work.
- l. FSVP Mehta: With regards to inclement weather-do we take into consideration what Conway School District does?
- m. Provost Hargis: We are two separate entities (sometimes have been correlated). Conway has AMI (alternate method of instruction) days, so it is somewhat easier for them to make decision to close. UCA will not make commitment to open/close when Conway schools open/close.

### III. FS President Updates

- a. Information from Assessment on Student Evaluations
  - i. Dr. Combs: We are in transition. Smart Evals terminated our access unexpectedly. We started Explorance Blue on short notice
    - 1. Smart Evals required us to pay to get historical data. Has been paid and we are waiting for the content. Will push out as soon as get it.
    - 2. Explorance Blue had some things fall through cracks and had to do some programming to get stuff out quickly. Still working to get some things built in at this point (comparison tools, comment tables, etc.)
    - 3. New Reports will re-generate (assessment office will announce when this happens)
    - 4. Faculty will get csv data files, so can use if wanted.
    - 5. Processes impacted (mid-tenure review, Department Chair Review, Teaching Award Application)-If you need data for these reasons. I can try to get these for you. It is not easy and is time consuming. Contact me and will do my best.
    - 6. Fall 2017 data is available now.
    - 7. Apologize for inconvenience. It was unforeseen.

- ii. Senator Forbush: The questions changed. Can we have some carry-over? A base or core set would be nice to have for historical data as faculty move through the promotion, tenure, advancement process.
    - 1. Dr. Combs: That is a complex question with complex answer. We can program that if we get the old data. Student Evaluation of Teachers Committee has cross-walked the old questions with new ones matching concepts measured.
    - 2. FS Pres Duncan: Student Evaluation of Teachers Committee is not a Faculty Senate committee. Also called Student Course Evaluation Committee (SCE)
  - iii. Senator McMullen: Appreciate you getting my data to me quickly as I get ready for tenure process.
  - iv. Senator Burley: Can we get a smaller version of the report? One faculty member has 15 page long report
    - 1. Dr. Combs: We are working on paring that down.
  - v. Senator Lowder: What are doing about student response rate? Paper had higher response rate
    - 1. Dr. Combs: Biggest way to improve response rate is faculty member encouragement/support.
  - vi. Dr. McKinzie: Question set changed last fall because committee recommended and that is the question set for the future, correct?
    - 1. Dr. Combs: Yes.
  - b. Handbook Information for Review (by next meeting 2-13-18)—Dr. Kaye McKinzie, Chair of Handbook.
    - i. FS Pres Duncan: Any questions for Dr. McKinzie about specific updates? Today will only focus on Foreword, Table of Contents, 4, 5. No changes to 1 and 2. Chapters 3 and 7 are still being worked on.
    - ii. Senator Dahlenburg: Why are we pulling some committees out?
    - iii. Senator Eskola: Some are academic focused and some are student life/staff focused. Keeping the ones in Faculty Handbook that are faculty focused.
    - iv. FS Pres Duncan: The summary review provided is very helpful.
  - c. Provost Search Update
    - i. Announcement closing this week. Will have all documents on 1/30/18. Next week meeting 2/6/18. Interviews in Little Rock airport 2/13/18-2/14/18.
  - d. Information from Institutional Diversity, CDI, and Financial Aid
    - i. Dr. Darshon Anderson is filling in for Dr. Angela Webster as Associate VP for institutional diversity this semester while she is out for her ACE Fellowship.
    - ii. Community Development Institute-Student version of poverty simulation taking place on 2/1/18.
    - iii. Financial Aid-Reminder to look at the emails they send out and make announcements accordingly. Emergency book scholarship information was sent out and they worried word not getting spread far enough about it.
- IV. Subcommittee Reports
- a. Senator Morris: Academic Affairs Committee is working with Associate VP of HR Graham Gillis to develop a survey addressing best practices for advising.

- b. Senator Spivey: Faculty Affairs I Committee is waiting on IR to get back with them on information about non-tenure track faculty
- c. FS Pres Duncan: Senator Burley's Faculty Affairs II Committee will be working on recommendations for the committees that we'll be voting to take out of Chapter 7 of the Faculty Handbook.

**Invited Guests:**

- V. Wellness Committee Updates—Dr. Alicia Landry, committee chair.
  - a. Please see file 2017 Be Well Report on FS Website
  - b. Many thanks to Dr. Duncan for encouragement and support. Evidence based decisions have been good.
  - c. 37% participation rate for benefits eligible employees (538 employees and spouses participated).
  - d. Only red area on average was female waist circumference.
  - e. 2018 goals-Senator Eskola working on how data drives this:
    - i. Increase activity overall.
    - ii. Increase male participation 25 % increase female participation 5%.
    - iii. Increase in overall participation by 10%.
  - f. Continuing 450 movement challenge through January 2018. Will be introducing new challenge and incentive structure for 2018 (been in consultation with Stephens and EBAC). Looking at ways to divide semester incentives to drive better participation.
  - g. Premium discounts given on 1<sup>st</sup> paycheck in December. Bear Bucks incentives loaded to cards in mid-December.
  - h. Wellness Committee met after RFP. We want a wellness vendor and a wellness liaison
- VI. Wellness Firm RFP Committee Update—Ed Powers and Alicia Landry
  - a. Dr. Powers: RFP process exploring have external vendor help us run wellness process. Got a dozen companies respond. Four came to campus. Decided best company was HealthCheck 360. How much does this cost? Will not be paying any more to have this wellness firm (can pay for it using existing budget-allocate money differently). WellVibe and Compass will be going away-reallocate those funds. We will have wellness coordinator person on campus, as well as the backing of this wellness firm, HealthCheck 360. Want to see wellness as a benefit.
  - b. Dr. Powers: EBAC made this recommendation. It will go to BOT 2/9/18 for approval.
  - c. Dr. Landry: HealthCheck 360 has other clients in higher education and that was important.
  - d. Senator Morris: We have tried to hire a wellness coordinator before. Will this be internal or external? How much will it cost?
    - i. Dr. Powers: Wellness firm costs \$125,000 and Wellness Coordinator \$35,000 per year.
    - ii. Dr. Landry: Have lowered salary from previous position b/c not expecting same level of responsibility. Title will probably not be a coordinator, but will be a liaison. HealthCheck 360 will advise on that.
    - iii. Dr. Landry: Peer and aspirant institution comparison we are 20-25 years behind with something like this.

- iv. Senator Eskola: Coordinator may still be appropriate title. We originally wanted a Director. We could not find what would be a good fit to build our program from the ground up.
  - v. Senator Pauley: Will our future plans follow the benevolent direction we have been taking or follow more of carrot/stick model?
    - 1. Dr. Powers: We want to help employees do the right thing. Some carrots are going to look like sticks to some people.
  - vi. Senator Burley: Health and Wellness committee
    - 1. Dr. Landry: Vendor can help direct disease management. Wellness coaches could contact individuals directly.
  - vii. Senator Forbush: We have done a lot of participatory incentives. Do we do regular surveys of all faculty and staff that capture all of the things that may not be incentivized but that they are still doing?
    - 1. Dr. Powers: This is why we are seeking external assistance. They have ways to assess and help us.
- VII. Update on Budget (Equity, Merit, Faculty Salary Review Committee)—VP Diane Newton, Senator David McCalman (Chair of Faculty Salary Review Committee), Provost Michael Hargis
- a. VP Newton: Handout-5 year review of what done with base budget for salaries on top of the COLA. Prior to 13-14 amount for promotion and advancement was not built into the Academic Affairs budget. It is now built in to
  - b. VP Newton: 2 million dollar increase in pool of faculty money over 5 years
  - c. Senator Dahlenburg: Can this be broken down by colleges? Individuals?
  - d. Provost Hargis: I'll be talking about the breakdown and allocation process. Annula review process before faculty salaries begins before we even know how much we will have. Deans and department chairs play an important role in this process.
    - i. Step 1: (late November early January) IR sends a document to Deans who distribute to department chairs that includes current salary, faculty rank, contract term, years in rank, years in service at UCA, degree CIP code (links to academic discipline-also tied to CUPA). These are to be checked for errors and consistency. Chair reviews goes back to dean and the to provost
    - ii. Step 2: IR works with FSR to select unit analysis (different colleges do this different ways) and then they run a regression (this helps identify inequity in rank). Severe, moderate, mild, or no compression over time.
    - iii. Step 3: Pull in CUPA (CIP codes) so this is the external data point. CUPA is collected nationally and used for comparison. The MEDIAN is what we use at the point.
    - iv. Step 4: The data goes back to the department chair and they get to weigh in and make judgement on severe, moderate, mild, no compression. Goes back up through the chain
    - v. Step 5: Get a difference score (median salary minus faculty salary) for every unit we have a percentage difference from CUPA. Have to subtract 31% fringe rate from this. This creates the pool that we have for each college (based on distance from CUPA median-this percentage determines the allocation). Money then goes to colleges. Deans work with chairs to allocate

- at department level. Chairs decide what happens for individual faculty members. Then it goes back up the approval chain to the Provost office.
- e. Senator McCalman: Regression is generated by IR. There is more than one way to do that regression and this can have major differences.
  - f. Senator McCalman: Faculty Salary Review Committee has members from each college and unaffiliated. Others non-voting. Listed charge. Last year we made recommendations during transitional time. This year working on a shortened time table as well.
  - g. Senator McCalman: Last 2 recommendations made significant change. Not making COLA recommendations. That is not purview of this committee. Survey coming on next Thursday. When faculty make rankings they want COLAs because we went years without those. COLA should be expected as part of normal best practices, so not going to address it.
  - h. Senator McCalman: It is realizable to get up close to CUPA Median. Library faculty included in the process and overloaded faculty also taken into consideration. Overload did get 2% OCLA (on \$2600). Process changed this year and needed it sooner this year. IR provided with the difference.
  - i. Senator McCalman: IR has provided to CUPA where we were for salary data fall 2017. IR provided all data that was up to date. Survey coming out is considerably different from previous ones. Will go out on R 2/1/18 (will be announced that day). Will close on F 2/9/18. Has been beta tested by committee. COLA is a given-we hope.
- VIII. Report from Student Success and Retention Council—Senator Julia Winden-Fey
- a. Please see file SSRC Annual Report for FS 2017 on FS website.

**Action Items:**

- IX. Approval of Minutes (12-12-17)
- a. Motion to approve with corrections by Senator Walter, second by Senator Bratton.
    - i. Motion passes.
- X. Handbook Corrections please see file Faculty Handbook List of Changes on FS website.
- a. Motion to approve proposed changes to Foreword of Faculty Handbook by Senator Burley, second by Senator Bratton.
    - i. Motion passes.
  - b. Motion to approve proposed changes to Table of Contents of Faculty Handbook by Senator Padberg, second by Senator McMullen.
    - i. Discussion between Senators Burley and Bratton about the history of promotion language with Dr. McKinzie comments as well.
    - ii. Motion passes.
  - c. Motion to approve proposed changes to Chapter 4 of Faculty Handbook by Senator Walter, second by Senator McMullen.
    - i. Motion passes.
  - d. Motion to approve proposed changes to Chapter 5 of Faculty Handbook by Senator McMullen, second by Senator Bratton.
    - i. Motion passes.
- XI. Constituent Concerns:

- a. *We have a new faculty evaluation system which is allegedly the cat's meow. However, we (as of January 2nd) still do not have access to our evaluations. Several constituents have been clamoring for an update on when they will be available. I realize this concern will not reach the senate until the semester has already started, but can the Senate bring this delay to the attention of the Director for Assessment? Certainly we can expect hiccups with implementation of a new system, but faculty need timely access to their evaluations so they can use the information when preparing their course for the new semester.*
- b. *My concern is with the student evaluations. Like, where are they? I sent an email to UCA Assessment asking this question only to get the following reply "The results are being held pending a few final administrative details that need to be resolved. As soon as that happens, all faculty will receive their results via email and myUCA." I would say this is really not an answer whatsoever!*
- c. *We have a problem with immunization holds for online student accounts that prevent the student from being enrolled in online courses. These are online students who live several states away and are never coming to campus. Why are these students who will never be on the UCA campus required to provide immunization records? This seems to be a barrier for online students. Can this be clarified as to why this is required?*
- d. *If UCA is going to have an Inclement Weather Policy which allows for a late start to the day, why are faculty members not allowed to followed attendance policies if their class starts after than time? It seems the administration is all too willing to make faculty and staff member risk their lives on "treacherous" roads but then are also all too willing to throw faculty members under the bus for requiring students to come to class.*
- e. *I would like to officially register my discomfort at and categorical rejection of any notion that faculty might need to be trained in 'Customer Service'. We were not hired for jobs in Customer Service, and students are not customers. I am fully aware of the corporatization of the university, but so nakedly using this metaphor reinforces the wrong frame (cf. Thibodeau & Boroditsky 2011), and perfectly positions students to complain-- as 'the customer'-- about, e.g., undesirable grades. We should vocally oppose this.*
- f. *I am VERY upset with the Student Evaluation of Faculty question set. From the report that Brandon Combs sent out it is apparent that the question deck has changed last semester from previous question sets. Here are my concerns: 1) this was NOT presented and approved by Faculty Senate as it has been in past years 2) this significantly impacts faculty who are going up for P & or T 3) my inquiries reveal that the way he presented it to his committee for "approval" indicated that Faculty Senate had approved the administration of the new question set.*
- g. *I am writing to express my concern with changes made to the end of semester course and teacher evaluation question set. There seems to have been little faculty input into the process of changing the question set. Review of the faculty senate agendas and minutes details a few briefings (4/11 & 8/24) on this topic, however, no conclusions or resolutions are apparent. Particularly on such matters with direct implications on the tenure and promotion process, it is imperative that faculty input is actively sought out, encouraged, and incorporated into such changes. These apparently unilateral*



- changes set a dangerous precedent whereby administrators short-circuit shared governance and should not become a model for future interactions.*
- h. Recent events on campus illustrate the need for a more energetic approach to dealing with sexual harassment and assault. We do a decent job of providing training for students, namely Title IX training and discussions of consent. But we also need to be better at educating women on campus about self-care and self-advocacy, and about prudence and protecting themselves. But, and this is my main point, we also need to focus more on faculty training. Too many faculty disregard their yearly trainings and persist in antiquated behaviors that are harmful to our students. Faculty persist in making inappropriate comments, in and outside of class, advances towards students, and in some cases engage in inappropriate touching. There is no reason to ever touch a student. Find your romantic partners elsewhere, perhaps among your peers. And if your subject matter deals with sensitive material, fine, but do so with a modicum of dignity and in a respectful environment. Faculty often rationalize their actions under "academic integrity" but their behaviors can make the classroom an uninviting place for our students. As a Title IX deputy coordinator I hear about this all too often. I hear from students who report these instances, but who also express the attitude that doing so is futile since nothing ever changes. Something needs to change. I think it is time we institute a university policy against fraternization. There is no reason why a faculty member would ever pursue a romantic relationship with a student, current or former. In both instances the message to students is identical: "You are potential sexual targets of your faculty." Faculty that engage in these relationships forever taint their classroom environment where students can no longer be certain that the faculty member is helping them out of concern for their academic career and not a desire for a relationship. We need to unequivocally condemn romantic relationships between faculty and students and institute a policy against them to send a message that the university is a safe space for students. We need to send the message to faculty that students are off limits. You don't touch them, pursue relationships with them, go out drinking with them, tell them dirty jokes... They are not your friends, they are your students. (If you need to seek out students as friends you've got problems, troubling midlife crisis problems. The counseling center is available to you.) But too many faculty seem to not recognize this, and the result is deleterious to the classroom environment and the morale of our students.*
- i. No one in my department nor many across campus seemed to know that there was a new set of student evaluation questions. I have asked around, trying to find out how we got a new set of student evaluation questions. I heard that the Director of Assessment has stated that the Student Evaluations Committee wrote them, but a member of that committee told me they were never brought up to them. My Faculty Senator said that the Director had appeared in Senate for a report but the Senate didn't review the questions or have anything to do with crafting them. Where did these questions come from and what process did they go through? How much input did faculty get concerning them?*
- j. With the closing of the polling place on campus, I am concerned that university students are being disenfranchised. Does UCA have in place programs to ensure that students can easily cast their ballots? Our students are citizens, and I am concerned that without efforts to remind them about voting, they will not have a voice. UCA*

*should have a Welcome Week initiative to educate our students about how to cast their ballots, and to get them registered to vote in time for midterm elections. A bus system in order to transport students to the courthouse polling place on election day (and/or a robust initiative to encourage them to vote absentee in their home county or early in Faulkner county) would also be outstanding to ensure are students are participating in the democratic process.*

- k. Senator Morris: Issue with feral cats living in the parking lot on Western Ave. People are feeding them. There is a problem of disease and illness without proper vaccination and care. Can we follow up on this?

**Reminders:**

- XII. Google Form for Constituent Concerns, let people know follow-up.
- XIII. Ahead of next Senate Meeting (2-13-18)—Review Handbook Changes.
- XIV. Faculty/Staff Senate Office hours 12:30-1:30 @ Einstein's 3<sup>rd</sup> Tuesdays.
- XV. Planning Spring 2018—No courses at 2:40.

**ADJOURNMENT**

DRAFT