

**Asked and Answered**  
**September 22, 2016**

**I. Parking prior to football game days**

- a. **Background:** The day prior to a home football game many parking lots close at 5 PM. This is done to allow all lots to be inspected and the student/faculty to be contacted prior to 10 PM for vehicle removal.
- b. **Issue:** Several faculty are still teaching past 5 PM on those days. This causes them to have to move their vehicle to new lots during their work day.
- c. **Resolution:** Any faculty who need to stay later than 5 PM can contact Jamie Boothe at the UCA Police Department and let him know this. They will not be ticketed/towed if their car is removed prior to 10 PM.

**II. New Arts Building**

- a. **Background:** There is a rumor about a new fine arts building being a top priority.
- b. **Issue:** What is on the current master building list?
- c. **Resolution:** It is still on the list but we have no funding at this time. See links on FS minutes web page.

**III. Question about tying promotion to Associate Professor and Tenure**

- a. **Background:** The T&P Committee in the “X” department asked me for clarification on why the university separates tenure and promotion when deciding on such during the process. Are you aware of any documents on the Senate website, or is there someone on the Senate with institutional memory that might be able to address this? I looked through some of the minutes for the Handbook Committee on the Senate website but didn't find anything. I feel sure I remember hearing or reading something regarding discussion of possibly joining the two, and I thought I remember it tied to the Handbook Committee. Thanks for any assistance you can provide, or for pointing me in the right direction.
- b. **Issue:** The T&P committees are meeting now at the department levels.
- c. **Resolution:** The requirements are intentionally left to the colleges/departments to allow for the discipline differences. In most cases there is very little difference between the two (promotion to Associate and Tenure). But merging them (historically) did not gain consensus UCA wide.
  - Our current Provost believes that IF the tenured faculty have the confidence in another faculty member that they would vote to tenure, that this should be tied to promotion to Associate. But he will NOT mandate this. If WE, the faculty, want this change, we have to make that happen.
  - This topic came up during the Provost's discussions with many colleges last year.
  - It is being discussed in Faculty Handbook this year.

**IV. Question for Faculty Load Task Force.**

- a. **Background:** The Faculty Senate asked the Provost for details on the faculty teaching load. The Provost provided that to the Faculty Senate last AY. The Faculty Senate asked the Provost for a more in depth study of faculty loads. This task force was put together this past summer. The task force is chaired by a member of the Faculty Senate with representatives from all colleges and unaffiliated. They have not met yet.

- b. **Issue:** If the faculty load is changed, will those teachers who have a course load of three graduate classes and who have been compensated with additional monies for teaching a fourth class receive a raise equal to that compensation for adding an additional class to their course load? If not, is the university not requiring the faculty to take on additional responsibilities without compensation?
- c. **Resolution:** This has been passed to the chair of the task force to consider.

<b>Name</b>	<b>Representing</b>
Duston Morris, Chair	Faculty Senate
Reid Adams	CNSM
Tammy Benson	CoE
Carey Clark	CFAC
Susan Gatto	CHBS
Charlie Harvey	CLA
Michael Rubach	CoB
Amy Baldwin	University College
Laura Young	Provost's designee

#### **V. Faculty Summer Travel:**

- a. **Background:** A faculty member got accepted to present a paper over-seas in the summer. But the funding cycle did not support it. The faculty booked their air and hotel when they pre-registered to retain the cheapest deals. In May they were told that there was \$900 that had gone unused in our AY 2015-16 travel budget.
- b. **Issue:** The faculty filed their TR-1 form immediately, only to be told by the Travel Office that the money could not be budgeted for this trip inasmuch as I had paid for my hotel and conference registration before she had approved my TR-1. As a result of this, my department lost not only the \$900, but \$150 that the Humanities and World Cultures Institute had remaining in its budget at fiscal year's end and transferred into my department's budget to support my travel. The Travel Office refuses to take into account the fact that faculty oftentimes have no funds awarded them when they make arrangements for summer travel.
- c. **Resolution:**
  - i. **Clarification:** This faculty member was informed via email (same method of communication they used to ask about payment on May 19<sup>th</sup> (the same day of their request) that they could be reimbursed if they would submit the appropriate paperwork.
    - 1. As we discussed this morning, on May 19th the faculty member in this specific situation was granted an exception and approval to seek reimbursement by providing receipts and appropriate documentation showing a cost benefit to the University. The Travel Office did not receive a Travel Reimbursement or related documentation after the exception was granted; we cannot compel an employee to submit for reimbursement.

ii. **Systemic:**

1. I believe the overarching issue has to do with the use of current year funds for future year travel. In other words, the issue occurs when using funds prior to June 30 for travel that will occur after July 1. The State of Arkansas does not allow the University to obligate future revenues for current travel expenditures, meaning we cannot pay travel expenses for a future year and defer those charges, as we might be able to do for other types of expenditures (what we refer to as a “prepaid”).
2. The reverse is also, mostly, true, in that we cannot obligate our current revenues for travel expenditures related to a future fiscal period; however, we may grant exceptions in the event that there will be a documented cost savings to the University for booking those expenses in the current year. The best example of this would be an early bird fee for a conference: if the fee for a September conference goes up from \$300 to \$400 on June 15th, we will allow that conference to be booked in advance, in the current year for a future year. In that instance, we would also allow airfare or other transportation to be booked, as it would be required to reach the conference. However, if the conference hotel rate was available until July 31st, we would not be allowed to incur that expenditure until the new fiscal year, as there would be no cost savings.
3. The key in any of these situations is that the savings must be documented and provable. We cannot make an exception for the convenience of the traveler or simply because a department only has funds available in the current year, etc. We require that prior approval be obtained from the Travel office not only so the University is not in compliance with the policy, but also so that our employees are not stuck with non-reimbursable charges or delayed in receiving reimbursement.
4. The second issue that has been brought up is that a department may not have travel funds available at the time the travel is booked by the employee, in which case there was not a need for approval to be obtained from the Travel office, only for the funds to become available later. We will absolutely take that into account when examining issues such as the one presented. If documentation for the timing of availability of funds can be provided to the Travel office, we will certainly do our best to reimburse our employees for allowable expenditures. If there is even a possibility that funds may become available from the department, I would encourage employees to consult with the Travel office to determine which expenses may be reimbursable in the event those funds can be used. However, the policy above regarding the timing of expenditures and travel will still apply first.

**VI. International Engagement Audit**

- a. **Background:** It is believed that an audit was initiated within the past few years.
- b. **Issue:** The results of the audit are unknown.
- c. **Resolution: From Provost Steve Runge.**
  - Regarding the participation of nonstudents in the University’s study abroad programs. The scope of this advisory request focused on the review of the budget and proposal for the “Literature on Location: British Isles” study abroad program. Based on our review, it is recommended that the Office of Study Abroad consider the following:

- The assignment of a Banner ID number is an acceptable method to establish an account and track payments for nonstudent participants.
- It is recommended that account codes entered on the Purchase Order should be used to appropriately identify University students and faculty from non-University related travelers (guests of state).
- It is recommended that written procedures indicate how target enrollment is determined. It is also recommended that procedures define the minimum number of students required to pay tuition and fees in order to cover faculty salary expenditures.
- Current STSA Guidelines require the faculty member's initials by each clause to indicate either agreement with the clause or request exemption from the clause. It is recommended that written procedures define the criteria for which an exemption to the guidelines would be granted.
- It is recommended that the Office of Study Abroad consult with University Legal Counsel regarding the participation of minors in the University's study abroad programs.
- Misappropriation of time sheet of international student (limited scope) 8/15/16
  - On July 22, 2016, Internal Audit was requested by Dr. Graham Gillis, Associate Vice President of Human Resources, to review an international student's time sheets for the periods of June 16 - 30, 2016 and July 1 - 15, 2016 for possible infractions of time keeping. The student is employed by two separate departments on campus, Campus Recreation (HPER) and International Engagement. The student was employed by Campus Recreation on September 3, 2015 and International Engagement on June 1, 2016.
  - Recommendation:
    - 1. It is recommended that a reconciliation of hours input by students (SubItUp) be compared to hours input into Banner should be conducted by Campus Recreation supervisor for each pay period;
    - 2. It is recommended that International Engagement improve oversight for student worker time sheet approval and ensure students submit timesheets for periods when work is performed; and 3. It is recommended that International Engagement students regardless of the time that they are hired be given proper instruction in their department time keeping practices.
  - Internal Audit determined the following:
    - (1) there is no indication that the student maliciously altered time sheets or tried to be paid for hours not worked,
    - (2) there were inadequate controls in International Engagement as to student training and recording of hours worked and supervisory review of completed timesheets,
    - (3) Campus Recreation should perform reconciliations for student workers time sheets from SubItUp into the Banner timesheet for each student, and
    - (4) UCA campus student worker training should be mandatory for supervisors and time sheet approvers as training had been given this summer, but was not mandatory.

## VII. Tenure / Tenure Track Faculty

- a. **Question:** What is the percentage of tenured (?tenure track) faculty now versus 2009?
- b. **From Provost Steve Runge:** Please see the information below. The percentage of tenured/tenured track faculty in fall 2012 was 64.9% versus 63.6% in the fall 2015 semester. The increase in non-tenured positions is likely due to the conversion of several long-term visitors into lecturer positions.

The Office of Institutional Research is not able to pull data as far back as 2009, and the fall 2016 data has not yet been compiled. We can provide an update for fall 2016 once available.

### University of Central Arkansas

#### Full-time Faculty

	Fall 2012		Fall 2015		Change	
	#	%	#	%	#	%
Tenured/Tenure Track	351	64.9%	348	63.6%	-3	-0.9%
Non-Tenured	144	26.6%	147	26.9%	3	2.1%
Visiting	46	8.5%	52	9.5%	6	13.0%
Total	541		547		6	

*Source: Office of Institutional Research*

## VIII. CFAC Program Holes

- a. **Question:** CFAC: Programs have holes due to faculty lines disappearing because of attrition. One department has asked for a new line for five years. Restore tenure lines. We are encouraged to grow programs but cannot accommodate more students because of limited faculty numbers.
- b. **From CFAC Dean Terry Wright:** As dean, I have requested new lines at various times for every CFAC department since I became dean. To date, none have been forthcoming - unless one counts conversions. Generally, replacement of CFAC faculty lines due to attrition has been typically successful. It would be helpful if the constituent would provide a list of specific tenure lines in CFAC that she or he feels were not restored. Severe funding cuts to Academic Affairs last spring precluded any realistic possibility that funding for new faculty lines would be available for 2016-2017.
- c. **From Provost Steve Runge:** Annually, colleges and departments have the opportunity to request replacement of vacant faculty positions as well as new faculty lines. These requests are reviewed by the Council of Deans and, in addition, the Provost meets with each Dean to discuss faculty needs. Reallocations are made between departments based on a review of the growth or decline in student semester credit hours and majors. In addition, some new positions have been funded by the university. For example, in recent years, the university funded a new nursing position, two new positions for STEM master teachers, and two new tenure-track engineering positions. Several vacant positions were cut this year when Academic Affairs was required to cut our budget by \$407,000 for the

2016-17 year to fund an additional 1% cost-of-living increases (2% total) for faculty and staff.

We are committed to funding sufficient faculty lines to meet enrollment demands. For immediate needs, visiting positions or part-time funds are often provided initially. Then, when sustained growth is indicated, permanent lines are added as possible based on reallocation of funds from vacancies or funding from the university's overall budget through tuition increases.

## **IX. IST**

- d. **Background:** We are continuing to have customer service issues with IST leadership. Decisions are being made without consideration to the impact on faculty.
- e. **Issues:**
  - iii. No 24 or 7 response option for Tegrity support.
  - iv. No 24 or 7 option for course development support.
  - v. Concern for information security when we switch to Active Directory (AD): personnel and research.
  - vi. Concern for academic freedom and flexibility of course development using software/apps on faculty office machines when we switch to AD.
  - vii. Concern for physical data storage options (not Google) when we switch to AD.
- f. **Resolution:** Ongoing
  - i. I have personally met with the IST Director to discuss this. He has guaranteed me he will be more responsive and he will listen to faculty concerns and help work through an implementable solution. All concerns sent to me have been sent to the IST Director. Responses will be sent back to me and noted in these A&A notes. They will also be presented to the IST committee to solicit feedback and potential solutions.
  - ii. I have met with the UCA President twice. He is dealing with our concerns directly.
  - iii. The President attended the most recent meeting of ITAC.
  - iv. The Provost is meeting with the IST Director this week.
  - v. There is a new web-site for AD FAQs.
  - vi. The Director of IST has asked for a list all programs that faculty/staff use on their university machines (office, laptop, and classroom) to be sent to him so these can be pre-loaded as authorized programs.
  - vii. An open forum to discuss AD is set for September 28<sup>th</sup> at 11 in Burdick 205.

## **X. Library and Professional Development Funding**

- a. **Question:** Why was the Library not included in the professional development funding plan?
- b. **From Provost Steve Runge:** A distribution of professional development funds equal to \$3,960 to the library has now been made. It was inadvertently overlooked when distributions to other departments were made.

## **XI. Library Faculty making less than \$40,000 equivalent**

- a. **Question:** There are 12-month faculty in the Library who are not yet making \$40K (or the 12-month equivalent). Will they also receive an equity raise?
- b. **From Provost Steve Runge:** One 12-month faculty member in the library has a salary slightly below \$40,000. A PAF will be submitted to increase this salary to \$40,000.

- c. **Additional Information:** Unfortunately, many faculty across campus are paid a salary below the CUPA median, and Academic Affairs has requested funding annually for both cost-of-living increases and a pool for equity/merit. Although an equity merit pool had been funded for the previous three years, no such funding was available for 2016-17. Therefore, we were limited in our ability to improve faculty salaries, but started with a review of the lowest paid 9-month faculty members and decided to establish a minimum salary of \$40,000 for full-time continuing 9-month faculty.

**XII. 2+2 Program Student Success**

- a. **Question:** How prepared are students that come through 2+2 programs? The push for “transfer days” and the agreements with two year colleges is a concern – see item #2. The courses at two year institutions result in the transfer students immediately entering the rigorous major courses, often three per semester, and this causes problems. To balance the load, sometimes they take unneeded courses (because they have already completed their Gen Ed requirement at the 2-year college), and thus, graduate with too many hours. How to resolve?

- b. **From Provost Steve Runge:** Fall 2016 is the first semester of entry for any UCA newly admitted, enrolled, and registered student to have followed the first two years of a 2+2 transfer agreement in full, as the earliest 2+2 agreements are version 2014-2015. We have developed a process to identify students following these agreements, and will be able to track their performance against transfer students in general (as well as native students) in the years to come.

Every 2+2 agreement is constructed within the credit hour parameters allowed and ensures that every UCA requirement within the baccalaureate degree program is met. We understand the challenges that transfer students may face within degree programs that have little to no elective flexibility and trust that the best academic decision will be made for each student in consultation with his/her major advisor.

The next phase in the overall development of the 2+2 transfer agreement program will include on-campus opportunities for faculty from the Arkansas Community Colleges (ACC) to meet directly with UCA faculty in order to discuss curriculum, share ideas/concerns, etc. The first such effort will be a one-day ASE-to-BSE Symposium hosted by the College of Education on Friday, November 11th. The response from our ACC partners has been enthusiastic - every single ACC with whom we have an ASE-to-BSE agreement (9) has signed up to attend, as well as two additional ACC with whom we are currently pursuing an ASE-to-BSE agreement.

**Discussion Points:**

- **Parking**
  - **Fines**
  - **Lots**
- **Promotion Increments**
- **Tuition remission**
  - **Part time faculty family members**
  - **Graduate studies taken by children of faculty**

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ASKED and STILL PENDING

### **XIII. Weekend Study Areas**

- g. Background:** Students do not have a publicly accessible study area on Sunday mornings.
- h. Issue:** The Library is not open in the mornings.
- i. Resolution:** Working with the Provost, Housing and Library to find a solution.

### **XIV. International Engagement Customer Service**

- j. Background:** International application process is not being helped by International Programs office. Lack of communication with students and faculty, lack of advocacy for students, lack of teamwork with students and faculty. Generally poor customer service.
- k. Issue:** A number of concerns were expressed about international students and programming through international engagement, including:
  - viii. Recent changes to scholarship policy that disallow institutional scholarships being offered to international students is having a negative impact on the diversity in the Honors College
  - ix. The current leadership is not effective and the unit is very dysfunctional. It has experienced nearly 100% staff turnover in the past 4 years and there are significant performance issues related to international student services (the Nepalese students this summer), study abroad, and international student recruitment.
  - x. Various departments, including AAC, Library, and UC need more advanced notice regarding arrival of large groups of international students, especially during the summer.
  - xi. What is the current strategic plan for recruiting international students? What areas are we recruiting from? How can we be better prepared to ensure that they are successful here?
  - xii. There has been discussion on campus about many international students arriving at UCA and testing positive for TB. What is being done to avoid this? What is being done for the students who are here? What is being done to prevent spreading of TB to other campus members?
  - xiii. We have had outside agencies “certify” academic credits to allow international students to apply to UCA, and they perform badly. Sometimes these students already have a degree in some majors or credentials are otherwise not evaluated properly. Can we ensure that reputable certification firms are used for students coming to UCA? Why are we spending so much effort on international students, when we have a domestic market for potential students?
  - xiv. A faculty member who recently taught in Shanghai heard disturbing reports of how participants in our exchange program with East China Normal University had been treated by UCA's International Programs.

- xv. A faculty member had been sent to India by a previous International Programs director to sign an exchange agreement with the University of Mysore. This faculty was contacted by that campus after the exchange agreement had lapsed to see if it might be renewed. This faculty contacted IE and was given assurance that it would be renewed. It was not and left the faculty in an embarrassing situation.
1. **Resolution:** IE is on the agenda for September 22<sup>nd</sup> & October 27<sup>th</sup> to address questions/concerns. Please have all questions/concerns in at least a week out so they can be prepared to address them.