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-aa, Dahlenburg-p, Talbot-p

College of Health and Behavioral Sciences: Demers-p, Morris-p, Lowder-p

College of Liberal Arts: Willis-p, Burley-p, Pauly-p

College of Natural Sciences and Mathematics: Bratton-p, Padberg-p, Peppers-p

At Large: Spivey-p, Winden-Fey-p, Eskola-p, Bogoslavsky-aa, Forbush-p, Wilson-p

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

Guests in attendance:

Beth Adair, Staff Senate Treasurer

Dr. Angela Webster, Associate VP for Institutional Diversity

Nadia Eslinger, Academic Advising

Leigh Ann DenHartog, Director of Academic Advising

**Introduction Items:**

1. Comments – President Davis
   1. Provost Search
      1. Committee has been nominated. All accepted nominations. They understand it will be a heavy workload. Needs the expertise of these different nominees to make search successful. Will send email with list of members and first meeting date (probably 10/9/17 or 10/10/17) with Parker Search Firm.
   2. IST Peer Review
      1. Thank you for participating and the preparation work you did (particularly the survey). Peer Review team valued your input.
      2. Exit session was a lot to take in and digest. Will issue a written report in three weeks. It will circulate to Dr. Duncan and Dr. Hargis. Will be available to all.
      3. Want observations on core things we must do. Observations and concerns about leadership, resources, and culture will be focus.
      4. We must provide core IT services flawlessly
   3. Sexual Assault Message
      1. Please read sexual misconduct email sent on Wednesday 9/27/17. Spent a few days working on content, appreciated feedback provided.
      2. Safety and respect of our campus community must be front and center.
      3. Senator Morris: Is there an amnesty policy on campus? If so, can it be made visible so that people are aware?
      4. FS Pres Duncan: Title IX process explicitly protects those reporting (not officially called amnesty) follow up on webstie
      5. Senator Eskola-Is there a college friendly way to word that?
      6. FS Pres Duncan-Mindy Pipkin has a student friendly handout and is revising it Title: *Know Your Nine* and available here: http://uca.edu/titleix/files/2012/11/sexual-misconduct-flyer.pdf
      7. Pres Davis: We do need to state this many times to students. Message yesterday was specifically intended for students (used plain talk-very important)
   4. Investiture-October 26, 2017 2pm (celebrate UCA’s history)
      1. Not cancelling classes, but up to discretion of faculty. Exercise your own professional judgement.
   5. Health Insurance
      1. Will discuss more at Campus Talk next week.
      2. Rates for the upcoming board meeting be presented
      3. Right now 8.5% increase possible but looking at getting that lower. That would translate to increase about $3 for individual plan and $26 for top family plan per month. Remember will get $20 per month reduction if complete the wellness initiative. 2010 was last time that we had a health insurance increase for employees (UCA basically ate/covered the cost for many years). Dental and vision looking to have zero increase.
      4. FS Pres Duncan: Extension of sign-up time for the wellness plan (was supposed to end 9/30/17 and will now end 10/6/17)
      5. Senator Morris: As we move forward with wellness program must consider how it is implemented. Hope to look at some successful programs at other institutions. Most concerns at UCA are about data collection and data disclosure. More folks are ok with providing information to people that they know, so outsourcing might not be the best option. We have people on campus capable of putting together a solid wellness program.
2. Comments—Interim Provost Hargis
   1. Confucius Institute is celebrating ten years at UCA. Exhibit currently in McCastlain, amazing artifacts, encourage all to go by and see.
   2. 100 Students here at UCA for Distinguished Scholars Day TODAY, Thursday 9/28/17
3. FS President Duncan Updates
   1. Constituent Concerns Check-In: New Google Doc for Senators to view. Can see concern, action taken, and follow-up information. Please remember to disseminate the information in this document back to your constituents!
   2. Follow up on College of Education: Welcome to Senator McClellan!
   3. Part-Time Senator Election will be running tomorrow Friday 9/29/17
   4. Report on Civility Training (Wednesday 9/27/17)
      1. Thanks to Senator Barnes for leading this.
      2. Thanks to senators who were able to attend.
      3. SGA expressed it was very encouraging to see so many faculty senators.
   5. Preview for Next Senate—
      1. Athletics-Hope to have a report based on requests made last year. New type of report being requested. Coming in the fall is so that they could fill us in on what is happening in fall and allow for follow up questions as needed.
      2. BlackBoard-Tonya McKinney has already provided us with content before her presentation. Please see file Blackboard Updates from Tonya McKinney on FS website. This will allow senators to be prepared with questions.
4. Subcommittee Reports
   1. Academic Affairs (IT Report), Senator Morris
      1. Please see file Academic Affairs IT Report Sept 25 2017 on FS website.
      2. Senator Morris: Many thanks to members of subcommittee, lots of work put into this. Met with IST Peer Review Team on Tuesday 9/26/17. They were very responsive and understanding. Some highlights: Computer labs on campus needs 50-60 students to do large scale computer testing, Speed and access to wifi, updates to computers/software, culture of collaboration between IST and Faculty (ultimate goal to serve our students), limited access to some software, limited support from IST infrastructure, information gets compartmentalized (lack of communication).
      3. Senator Forbush: Meeting with IST Peer Review Team was relieving and very positive. Conversations were good and Reviewer seemed to hear us and understand what our concerns were.
      4. FS Pres Duncan-Tuesday was first step in process. There will be follow up and written report by team. The campus wide survey had 249 responses that went to the IST Peer Review Team and is very helpful.
   2. Faculty Affairs I, Senator Spivey
      1. Please see file Faculty Affairs I Committee Report Sept 27 2017 on FS website.
      2. Senator Spivey: Will be investigating six issues related to NTT faculty: fulltime benefits and eligibility determination, phased retirement with regard to senior lecturer, faculty service sabbaticals, tenure for senior lecturer, evaluate three year visiting rule, and salary inequity for contingent and part-time faculty
   3. Faculty Affairs II, Senator Burley
      1. Senator Burley: We met last week to discuss creating university committee on committees (taking out of faculty handbook). Just new structure to house committee.

**Invited Guests:**

1. Dr. Angela Webster, Institutional Diversity (1:15)
   1. Items discussed below available on website <http://uca.edu/diversity/institutional-diversity/>
   2. Handed out cards for Latino Student Association, Minority Mentorship Program
   3. Provided calendar of events for Office of Diversity and Community
   4. Diversity Advisory committee-2017 Diversity Strategic Plan Communication Campaign (Thursday 10/5/17). Please see file UCA Diversity Strategic Plan 2017-DRAFT on FS website.
   5. Some of our communication emaila may come from Student Services, so be sure to read those so you don’t miss out!
   6. Amigo Fest celebration of Latino culture and health fair Saturday 10/7/17.
   7. Considering adding “Inclusion” to title of our office which pertains to retention
2. Nadia Eslinger, Advising, GradesFirst Updates (1:40)
   1. Please see file Student Guide to GradesFirst on FS website.
   2. Handouts for everyone Other Uses for Grades First.
   3. Additional information available on website http://uca.edu/advising/information-for-advisors/
   4. Web-based tool for student retention and intervention. Use to schedule appointments for advising. Grades now entered by faculty into GradesFirst, not Banner.
   5. Mid-term grade reporting starts Wednesday 10/4/17 (freshmen, sophomores, athletes, and UCAN)
   6. Each professor gets unique link for their students (asked are they at risk, academic performance, attendance, etc.)
   7. Showed video on how to use GradesFirst. See academic advising webpage for other videos. http://uca.edu/advising/video-tutorials/
   8. Senator Peppers: Language in email says to contact your professor. Some concern that professors will get overwhelmed/bombarded with emails. Other wording options available?
      1. Eslinger: Open to suggestions for different wording.
   9. Senator Peppers: Only at-risk students get notification. Can those students Non-At-Risk still see grades?
      1. Eslinger: They can log-in to access and see grades in GradesFirst (will not get an email prompting them, but they can seek it out).
   10. MCmullen: For Non-At Risk students are grades reported?
       1. Eslinger: All receive grades, those marked at risk will be email notified as well.
   11. Senator Morris: Do we have data about how well this works? It’s a lot of extra work for faculty and want to ensure this is a good use of faculty time.
       1. FS Pres Duncan-This presentation is only about the implementation of GradesFirst.
       2. Leigh Ann DenHartog-Lots of good data and information to be had here. It is a good tool to help with retention.
   12. Senator Eskola: What does email say exactly?
       1. Eslinger: It says you have been marked at risk and lists possible services to help. It also says to please contact your professor. The email looks like it comes from the professor.
   13. Senator Spivey: Should I use “online academic intervention form” or just this?
       1. Eslinger-Only use GradesFirst.
   14. Senator Winden Fey: When can this be reported?
       1. Eslinger-Alerts can be issued at any time, not just at midterm or progress reports. Can begin intervention process immediately.
   15. Senator Dahlenburg: Only required for certain students, if want to follow up on juniors or seniors, can we do that?
       1. Eslinger: All students are in grades first. Their advisors will be notified but not required to follow up on the process at this point.

**Action Items:**

1. Approval of Minutes (8-24, 9-12)
   1. Minutes of FS Meeting 8/24/17.
      1. Motion to approve by Senator Demers, second by Senator McCalman.
         1. Motion passes.
   2. Minutes of FS Meeting 9/12/17.
      1. Motion to approve by Senator Eskola, second by Senator Padberg.
         1. Motion passes.
2. Committee Elections—VP Mehta
   1. Please see file Committee on Committees Appointments A 9-28-17 on FS website.
      1. Motion to suspend rules to consider updates submitted during meeting by FS VP Mehta, second by Senator Morris.
         1. Motion passes.
      2. Motion to approve of these nominations as a block to as submitted by Senator Bratton, second by Senator Burley.
         1. Motion passes.
   2. Please see file Committee on Committees Appointment B 9-28-17 on FS website.
      1. Any objection to considering only second part, since first part is no longer applicable.
         1. No objection.
      2. Motion to approve vote for representative on Employee Benefits Advisory Committee by Senator McMullen, Second by Senator Burley.
         1. Jessie Hornbrook, College of Fine Arts and Communication elected.
3. Constituent Concerns
   1. *Our academic advising system is broken. There are so many rules and loopholes that I do not have time, inclination, or training to properly advise students. I have almost 2 dozen advisees, many of whom I do not know. I spend lots of time tracking down little bits of information about transfer credits, adding second majors, grade forgiveness, graduation applications, etc. It is frustrating because the time I spend advising students is not in the best interest of UCA or our students. This is wasted time that I could be producing better research, improving my teaching, or providing service that aligns with my skills. Moreover, it wastes students’ time as they sit and patiently wait for me to look up policies and/or call all over campus asking questions. Because complaining without suggesting an improvement is not nice, I will include my thoughts about how we should be advising students. Students should have a designated academic advisor that is a qualified professional who can efficiently handle students’ questions about the myriad requirements for completing their degrees. Students should also have a designated faculty advisor to handle questions about career planning, graduate school, internships, and finding courses that enrich their knowledge. Faculty advisors are also the best link between students and jobs; as such, we should be obligated to network with the managers who hire students in our field of expertise. The time I spend advising students should be focused on meeting their career and educational aspirations, not counting to 120.*
   2. *Can The Office of Student Services not find a better manner in which to communicate rather than spamming our inboxes on a daily basis? It is rather sad to see such a large element of our campus communicating as if it were 20 years ago by sending out distracting, and often poorly constructed, emails rather than planning ahead and making an impactful communication. From a faculty standpoint, most of the information does not concern us anyway. Could these individuals not be dragged into the 21 century by creating a monthly news letter or blog rather than offering us 7 to 10 emails a day which we seldom, if ever, read?*
   3. *With regard to Dr. Davis's investiture as President of UCA: I cannot imagine that this event has only just been planned and the date set. Why weren't we informed of this earlier in the semester? Was there an announcement that I missed? Regardless of the timing of the announcement, I think it is VERY inconsiderate for this to be scheduled during the day, when many of us are teaching classes (including me). I cannot cancel my lab for this, as there is no room in my semester schedule to make it up. Had we known about this at the beginning of the semester, I might have been able to work it into what is already a rather tight schedule. While I recognize that it is likely that there is no one time that is good for everybody, having the ceremony in the middle of the day is rather less than ideal.*
   4. *Has there been any talk of an amnesty policy on campus? You know, a policy where if the student report something awful (e.g. sexual assault) they are not incriminating themselves they won't get in trouble. I am certain there is some data out there somewhere that shows a relationship between a lack of reporting and a fear of consequences for the reporter. If hard pressed I could probably find it. If we have an amnesty policy and I don't know about it, then this request is to publicize that policy.*
4. Announcements
   1. Senator Eskola: Football plays Sam Houston State Saturday 9/30/17. Please come out and support.
   2. Senator Burley: Arkansas State AAUP Meeting Saturday 11/4/17 at 10am at UCA Downtown.
   3. Senator Winden Fey: Family Day Saturday 10/30/17. Also, this is currently Fail Forward Week (hoping students are good at recovery).
   4. Senator Barnes: Constituent expressed concerns about anonymity of election process (emails not captured).

**Reminders:**

1. Google Form for Constituent Concerns, let people know follow-up
2. Next Senate Meeting—Tuesday Oct 10 @ 12:45 (FS Email and Calendar for reminders)
3. Faculty/Staff Senate Office hours 12:30-1:30 @ Blue Sail 3rd Tuesdays
4. Family Day September 30, 2017
5. Planning Spring 2018—No courses at 2:40

**Adjourn by 2:30 PM**