**Minutes**

**UCA Faculty Senate**

**November 10th, 2015**

**Wingo 315, 12:45 pm**

**Attendance:**

**College of Business:** Don Bradley (2016), Doug Voss (2017), Kaye McKinzie (2018)

**College of Education:** Jud Copeland (2016), Kevin Stoltz-aa (2017), Nancy P. Gallavan (2018)

**College of Fine Arts and Communication:** Jane Dahlenburg (2016), Larry Dilday (2017), Polly Walter (2018)

**College of Health and Behavioral Sciences:** Duston Morris-aa (2016), Steve Forbush (2017), Denise Demers (2018)

**College of Liberal Arts:** Chris Craun (2016), John Parrack-aa (2017), Taine Duncan (2018)

**College of Natural Science and Mathematics:** Ben Rowley (2016), Lori Isom (2017), Rahul Mehta (2018)

**At Large Senators:** Kim Eskola (2016), Amber Wilson-aa (2016), Lisa Christman (2017),

Lisa Ray (2017), Phillip Spivey (2018), Julia Winden-Fey-aa (2018)

**Part-Time Senator:** Josh Markham-a (2016)

**INFORMATION ITEMS:**

**Meeting was called to order at 12:45 pm by President Rowley**

1. **Report from President Courtway**
	1. No comments. Any questions?
	2. Senator Eskola – progress on the Apple Store?
	3. President Courtway – Made the Chicago trip. It was productive but it is a process. The group that went will be meeting next week to discuss the Chicago meeting.
	4. Senator Isom – Brought up concerns about the rental space downtown. Concerns expressed from constituents about whether we could afford it or need it. What are we paying per square footage? Is it consistent with what others are paying in the area?
	5. President Courtway - $12.00 per square foot. Three year lease. Several people were in on the decision. Lease would be better than a purchase of the building and spending funds to renovate.
	6. $15.00 a square foot for the Donaghey center. UCA is providing some renovation cost for tenants to build out.
	7. Information was brought in by President Courtway. Tenants that are around the space UCA is leasing pay between $10-16 a square foot. UCA is on the low end of that range at $12.00 per square foot.
2. **Report from Provost Runge**
	1. See handout on webpage
	2. Get your flu shot!
	3. Faculty Forums Update
		1. Tenurable ranks – four college meetings; 3 more to go. Have been productive and well attended.
		2. Strategic Realignment Update
			1. Dean Wright has been meeting with faculty in that college
			2. Decision will potentially be made by the end of the month
		3. Friends of Fulbright
			1. Received letter of award.
		4. UCA Online Update
			1. New programs to be added for the next year. Still under discussion which programs will be added to the online programs.
			2. Senator McKinzie – Advisor for on-line students’ needs to have online office hours and have a media to communicate with them.
			3. Senator Duncan – went to a CTE training about online office hours and communication on online.
			4. Senator Gallavan -It is known as virtual office hours which all faculty can have.
			5. Senator Bradley – faculty lines to assist with online programs.
			6. Senator Demers – Who are the online programs for? Those off campus only or for both off and on campus students?
			7. Provost Runge– In the past it has been open to both off and on campus students.
			8. Senator Demers – Understood that it would be for students who have 60 hours of course work.
			9. Provost Runge – Was designed for students who have had 60 plus hours with an AA degree, deliver second half online. We anticipate that we will grow both directions. We will have sophomore and freshmen classes offered online but also take them to graduation. The marketing targets the adult learner population that wants to receive a bachelor’s degree. Courses designated for online “o” are restricted to those in the online degree program, however, in order to not have small class sizes, we open these classes up to any UCA students. There classes are completely filling up.
			10. Senator McKinzie – clarification: the UCAO – opens about 20-25 days prior to the first day that the online course will open up to on-campus students.
		5. Announcements
			1. Academic Bulletin Page at UCA
			2. Retirement for Dr. Don Bradley (see announcements)
3. **Report from President Rowley**
	1. Update on continued efforts of Strategic Planning Task Force. Ongoing efforts by subcommittees of groups. Draft of document will be complete by end of November, then worked on through the holiday break by the SPTF leaders. Forums will begin in spring semester to continue to get wider campus input on the plan as it develops further.
	2. Strategic Budget Advisory Committee is meeting this Thursday 11/12/15 for hearings on proposals. Proposals are available via the SPC/SPARC Channel on MyUCA. Hearings are open to faculty/staff, but only SBAC members can ask questions. Voting meeting will take place in early December for prioritization.
	3. Safe Walk program event is taking place on 11/19/15 at 5:30 pm, meeting in front of Amphitheatre area. Contact Brad Moore, UCA-PD Staff Sergeant (bmoore@uca.edu) for more details. President Rowley will be participating - it's a good event that helps us identify hazards and unsafe areas around campus that could use better lighting, sidewalks, or other attention.
	4. The holiday reception for Faculty and Staff Senate members will be held on 12/9/15 at 6 pm at the President's House. All Senators are encouraged to attend.
	5. At our December 8th Faculty Senate meeting (at 11 am instead of the usual 12:45 pm, still in Wingo 315), we'll also have some holiday cookies and light food items to help the Senators ease out of the end of the semester and all the service work we've been doing to this point.
	6. Doug Isanhart was introduced as the incoming Senator to take over after Senator Bradley retires at the end of this semester.
	7. Senator Bradley's retirement reception will be held on 11/19/15 at 2 pm in the CoB foyer area. All are invited to attend.
	8. The UCA flu shot campaign was a success - the Student Health Center even had to call in extra shots for distribution for the 3rd day of the event. I wanted to thank everyone for putting up with my constant reminders and nagging and for helping to spread the word.
4. **Picnic tables project report (Senator Stoltz)**
	1. See report from Senator Stoltz on web page
5. **Report/Update on ergonomic chairs project (Senator Eskola)**
	1. We have given out over 60 chairs and have spent $7,882 of the $22,000.
	2. Operating budget = $6,664.00
	3. We have $13,000 left from the budget from presidential funds.
		1. $1,000 to Veteran’s Scholarship Fund
		2. $1,000 to Lactation Stations
6. Report/Update – Faculty Affairs I
	1. See Report on Faculty Senate webpage by Senator Jud Copeland, Chair
7. Report/Update – Faculty Affairs II
	1. Friday, November 20th is the meeting – Senator Gallavan, chair
8. Report/Update – Academic Affairs
	1. Thursday, November 12, 2015 meeting – President Rowley stated that the charge for the committee was e-mailed to committee members.

**ACTION ITEMS:**

1. Consideration of the minutes from the October 13, 2015 Faculty Senate meeting
	1. Senator Copeland moved to approve the minutes
	2. Senator Bradley second
	3. Minutes approved
2. Committee on Committees nominations for various University committee positions – report and information from Senator McKinzie, Faculty Senate Vice-President/President-Elect
	1. See nominations on the webpage
	2. Senator McKinzie moved to accept nominations of the last four positions
	3. Senator Voss second
	4. Motion passes
	5. Senator McKinzie stated that we have filled all positions that Faculty Senate has to approve, however, some positions still need to be filled by the college. Please help your college fill these positions
3. Resolution in support of part-time pay increases (Senator Stoltz)
	1. Senator Isom moved
	2. Senator Copeland second
	3. Discussion- Do we know how many this affects?
	4. Senator Dilday – We have been at the same rate of pay for over a decade.
	5. Senator Christman – The resolution just specified adjunct pay, will that include overload and summer courses?
	6. Provost Runge – (referring to the monetary amount noted in the resolution) - it does include overload and summer courses.
	7. Senator Bradley –If this goes through, it might mean less money for raises and other things. We need to do something, however, it may mean it will be less for raises.
	8. Senator McKinzie reminded that this is only a FS recommendation.
	9. President Rowley – last year we fought hard to get this forward but it did not make the top ten list.
	10. Motion passed. One abstention
4. Resolution on military ombudsman position (Senator Craun) – see resolution on web page
	1. Senator Craun moved
	2. Senator McKinzie second
	3. Discussion - Senator Craun – information was sent based off of best practices. UCA recruit a Veteran’s liaison by fall 2016 who will apply for grants to assist with a Veteran’s Center and services provided for Veteran’s
	4. Senator Forbush – maybe add research assistant to the description.
	5. Friendly amendment accepted by Senator Craun and Senator McKinzie
	6. Numbers came from David Williams.
	7. Senator Duncan – What is the rationale for having the GA to work under the three people in the resolution.
	8. Senator Craun – The three are oversee the GA and grant writing. Hoping that they would be working under the Ombudsman who would be hired by UCA. It is standard best practice that they work under one person.
	9. Motion on the resolution passed.
5. New resolution on active shooter response training (Senator Morris)
	1. Senator McKinzie moved to accept the resolution
	2. Senator Eskola second
	3. Discussion – Senator Dahlenburg – uncomfortable voting because she received several different views from her faculty.
	4. Senator Forbush – It should be recommend that the people who are over the Emergency Action Plan for each building be responsible for training.
	5. Senator Bradley – Some physical items need to be done to the buildings (doors, etc.) first
	6. Senator Eskola – Should go back to the person who is over the EAP for each building.
	7. Senator Gallavan - How are students involved?
	8. Senator Bradley – motion to table the discussion
	9. Motion to table the discussion passed.
6. Resolution on faculty compensation increases (Senator Parrack) – please also see the included recommendation from the Faculty Salary Review Committee to the Strategic Budget Advisory Committee (SBAC), which will be prioritized at the December SBAC meeting
	1. Senator Craun moved to approve the resolution
	2. Senator Isom second
	3. Discussion – Senator Forbush – concern with table in the resolution. We need to have a minimum of “at least” instead of a set table.
	4. Senator Craun – Senator Parrack needs feedback on the resolution
	5. Senator Bradley - $20 million from retirement fund. Table is not needed. Too much can happen from inflation to possible of extra money.
	6. Senator McKinzie – two committees with faculty on it are working on faculty/staff salaries. They have done a lot of work and research. Not sure this is the right place to bring a resolution like this forward because of the other two committees.
	7. Provost Runge– Due to the Gasby 68 ruling we cannot count on count on any money because we have too many factors that we do not have control over. Depends on what the legislature does.
	8. Senator Bradley – Money could still be available
	9. Provost Runge – or not.
	10. Senator Isom – Since faculty bore the majority of the recovery burden from the Hardin debacle, this proposal would serve to recognize that sacrifice and to affirm the effort to compensate those faculty in particular.
	11. Senator Eskola agreed with Senator Isom – supporting the resolution or a form of the resolution would show the solidarity of the faculty about the importance of faculty raises especially in regards to faculty who were here during the Hardin era when we did not see merit raises nor COLA. Faculty who did well on their evaluations during this time but did not receive merit increases because of the financial situation at UCA still have not seen those merit increases.
	12. Senator Craun – Faculty salaries and COLA are always on the top of the list until it goes to number crunching. It was a great priority until the numbers but you are having a hard time selling it to faculty who do not have the numbers.
	13. Senator Duncan – Still need a way to acknowledge the data in the resolution.
	14. Provost Runge – recommending bodies are recommending bodies. The president takes what is going to happen to the board. We have done equity, merit, bonuses and COLA over the past four years but we know it is still not enough. We are looking at around $5 million to bring salaries to the CUPA Median.
	15. Senator Gallavan – Remised not to submit a resolution to tell our constituents that we are trying to express the importance. Are the faculty salaries staying in line with the raises for Administrators? The number of and the raises to administrators.
	16. Senator Voss – There is a desire on part of faculty to have a long term plan from administrators to meet the $5 million dollars.
	17. Senator Isom – In regards to merit pay. It has not been the last four years that have faculty concerned. It was during those years when we did not receive merit pay. What can we do that would help to those whose performance were outstanding during those years but they did not receive merit increase because of the financial state at UCA?
	18. Senator Bradley – Brought up concern about salary compression. Merit raises does not help with salary compression. Some concern with people being hired at salaries that are similar to those who have been here for several years.
	19. Senator McKinzie – FS should pass a resolution but we have to be clear in resolution that is something more goal oriented.
	20. Senator Forbush moved to postpone the resolution until the next meeting
	21. Senator Bradley second
	22. Discussion – need more time and changes to resolution.
	23. Motion passed.

**CLOSING ITEMS:**

1. Faculty announcements and concerns
2. *Thursday, November 19, 2015 at 2:00 pm COB Lobby – Retirement party for Dr. Don Bradley.*
3. *Senator Bradley – FH making changes to committees. Should be to the January FS meeting. Passed a resolution allowing people who cannot vote because of tenured can vote for people on FH.*
4. *Senator Copeland wants to briefly meet with committee after meeting.*
5. *Beach Volleyball – concerns with coaches and players. Will we have players on scholarship already who will also be playing Beach Volleyball? How about the coaching staff?*
6. *We do have the yearbook online. People do pick up yearbooks. The sponsor only has three left. It is funded by student fees. Students at SGA did vote and wanted a yearbook in print, however, it is also online.*
7. *Curriculum forms are hard to complete because some faculty have Macintosh and they cannot check the boxes on the curriculum forms.*
8. *New parking lot north of Thompson Hall. Big expansion but all for students. The parking lot serves several buildings and there were no additional faculty/staff spots and one constituent noted that there are no handicap spots either.*
9. *"At a recent Council of Chairs meeting, the Provost put forth the idea
of requiring faculty to keep all grades on Blackboard.  This is
administrative meddling with academic freedom and is a solution in
search of a problem.  The rationale presented for this idea was that
it would provide a permanent record in the event that a faculty member
leaves UCA and is no longer available.  I am curious if any evidence
has been presented that this is actually a problem.  Specific numbers
and details should be provided.  Some faculty members maintain
personal webpages and do not use Blackboard.  Will it be mandatory for
them to keep a Blackboard page solely for the purpose of keeping
grades?  If faculty members currently keep grades in Excel, will they
be required to keep two sets of books to satisfy this new
administrative requirement?  Finally, is this a move monitor faculty
class averages due to pressure to improve retention?  I am strongly
opposed to this encroachment on academic freedom."*

Provost Runge’s response – They do not require all instructors to use Blackboard, however, it is strongly encouraged.

1. *Faculty appreciate the new chairs.*
2. *Regarding the resolution on faculty salary plan (authored or sponsored by Sen. Parrack), I find that much of it rings very true.  I know it will face challenges and scrutiny and some of the statements may not be 100% accurate (have to be careful saying that "the faculty believe").  I, for one, believe we've had enough of Academic Affairs returning so many dollars to the UCA coffers, all the while we are told that faculty salary increases can likely only be supported by tuition increases.*

*I hope you will give the resolution serious consideration and support the important, truthful statements in the resolution. Whether the specifics of the table are amended or not is up to the Senate.  But please be mindful that I believe it is important for something like this to come from the Senate rather than be endlessly debated, amended, tabled, etc.*

*One question I have is re: Row 1 of the Table (COLA Recovery) - - Is it correct to interpret that after 4 yrs., this plan would result in an employee, who has been here since on or before 2008, to recover 4% of COLA raises?  Or would such an employee only recover a total of 1% over those 4 yrs?*

1. *Concerning the adjunct increases, will this be put into place for faculty who teach an overload in the fall and spring semesters? If not, I would request that this be added to the discussion. Full-time faculty should be paid what hiring an adjunct would cost.* Provost Runge’s response – the monetary amount noted in the resolution does cover these teaching assignments.
2. *Our department is currently setting up an emergency fund for majors...  We've been working with the UCA Foundation to establish the account and distribution procedure. Payment, however, will involve the Financial Aid office. This is where a wrinkle has arisen. Apparently it is university policy that if a student owes the university any money (for parking fines, overdue library book fines,*

*etc.), that amount is skimmed off the top of the award. As we are contemplating a $100 limit per grant, such preempting of funds could conceivably swallow the whole amount. Since donors will be giving to this fund (as well as, one must assume, the university emergency fund for students) with the expectation that the money will be going to students with pressing needs, it seems that any diverting of contributions into university coffers represents an unwarrantable and objectionable action.  Could the Faculty Senate look into this matter for us and determine if an exception can be made for all such emergency funds?*

1. *For discussion, contemplation and feedback. When UCA level curriculum committees meet, should they consider approving NEW faculty lines within curriculum requests without a market analysis?*

*There are some fiscal issues for this proposal that needs additional funding and faculty positions. I would like to recommend that we will make sure any curriculum proposal needs budget lines should not go to curriculum committee for review to avoid unnecessary waste of committee members' valuable time.  I think that market studies should procedure every other steps.*

1. *Announcement about Safe Walk – Thursday the 19th at 5:30. We will be meeting in the Amphitheatre area in front of the Student Center.*
2. Adjournment
	1. Meeting adjourned at 2:27 pm.