**Minutes**

**UCA Faculty Senate**

**January 12, 2016**

**Wingo 315, 11:00 am**

**Attendance:**

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

**College of Education:** Jud Copeland (2016), Kevin Stoltz (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 (2016), Steve Forbush (2017), Denise Demers (2018)

**College of Liberal Arts:** Chris Craun-a (2016), John Parrack (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-aa (2017), Phillip Spivey (2018), Julia Winden-Fey (2018)

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

**INFORMATION ITEMS:**

**Meeting Called to order at 12:45 pm.**

1. Report from President Courtway – No Report. Stepped out to meet with board member.
2. Report Provost Runge
	1. See Provost Bullet points on webpage
		1. Spring enrollment
			1. 40 down in OT program due to switch in curriculum
			2. Numbers have increased
		2. Faculty Searches
			1. Senator Isom – the concern was there are very few new faculty lines
			2. Senator Stoltz – does new mean new or reassigned?
			3. Senator Copeland – Who decides in the library director if it is tenure or non-tenure?
				1. Provost Runge response – if they were previously tenured at previous institution they are eligible to be tenured here. If not then they will be non-tenured.
			4. Friends of Fulbright
				1. UCA is one of the few universities to be selected as one of the first three schools for Fulbright.
	2. Questions for Provost Runge
3. Report/comments from Courtney Mullen, Director of Admissions
	1. See report from Courtney Mullen on the webpage
		1. 60 % graduation rate by 2021
		2. Raised admission criteria a 2nd year in a row
		3. Questions-
			1. Senator Christman – When is committee meeting again?
			2. Response – meeting in January
			3. President Rowley – do we change admissions standards next year or do we wait a few years?
			4. Response – we need to see what long term effects the current standards have so she feels we need to wait a few years before we change again.
			5. Senator Christman – Big concern is that we just touched on categories. We did not look at international students and transfer students. Focused all of the time on traditional students. We need to look at a comprehensive review of all categories.
			6. Response – she is speaking specifically about first year traditional students. She has looked at transfer students and we are on par with other institutions.
			7. Senator Parrack – Who would assist in the admissions standards for International students?
			8. Response – International engagement should be involved in the decision for admissions.
			9. Senator McKinzie – committee revisions – would it help to have someone from international engagement on the committee?
			10. Provost – Yes we need someone from international engagement on the committee. Tried to merge the admission process for transfer and international students but the processes are significantly different. It works better when the processes are separate.
4. Report from President Rowley – see report on FS webpage
	1. Concerns and Answers – see report on webpage
	2. LeAnn DenHartog – Discussed Program Completion Plan Contract (AMAP) for the guaranteed 8-semester degree completion program.
		1. If students fall outside of standard registration period, we do not have to honor the completion plan because they did not comply with agreement.
		2. Degreeworks – the completion plan will also be incorporated in the system.
		3. Senator Isanhart – How many students are on the plan?
		4. It is noted in banner but there is no other way that is noted that the student is on the plan. We do not know currently how many total are on the plan.
		5. Senator Forbush – When enrollment occurs? When they are late, we can say no to letting them into a class?
		6. Response – You do not have to let them into a class when they are outside the registration period.
		7. Senator Walter – Does the minor change affect the contract?
		8. Response – No just when they change the major.
		9. Senator Dilday – Is there a way that when they change from the academic advisor to their major advisor that the advisor would be notified?
		10. Response – we are looking at maybe an ARGOS report. We will look into it.
		11. Currently, the only way that advisors know if they are on it or not is in banner notes.
		12. Senator Winden-Fey – we did track these the first four years that we did this but that was probably in 2011. When will it be in DegreeWorks?
		13. Response – no timeline yet.
		14. Senator Isom – I could not function without Banner notes.
	3. Turf Cost
		1. Senator Isanhart – salary savings from individuals.
		2. Senator Rowley – following up with Teague on the savings.
	4. Next Senate meeting – Handbook items will be brought forward. We will bring them forward in sections so we have time to review the items instead of being rushed.
	5. Faculty Senate elections are coming up
		1. March 4 – At-large election
		2. April 1 – college elections
5. Report/Update – Faculty Affairs I
	1. Senator Copeland – chair

*As an update, Senate Faculty Affairs I will schedule a meeting with Provost Runge to follow up an earlier meeting with Amber Hall of Institutional Research. In particular, for the Faculty Workload analysis charge, we need a specific definition of the points we need to address before we contact our respective Colleges/Units. Provost Runge has mentioned a focus on faculty teaching loads and examining a possible means to balance them (in an equitable manner). As a Committee, Faculty Affairs has collected comments on several areas that impact faculty teaching workloads. We hope to gain a better focus based on a meeting with Provost Runge.*

*Thank you.*

*Jud Copeland, Chair*

1. **Senate Faculty Affairs I**
2. Report/Update – Faculty Affairs II
	1. Senator Gallavan – Faculty Affairs II will start spring meetings January 13, 2016.
3. Report/Update – Academic Affairs
	1. Senator Winden-Fey –
	2. *The Academic Affairs Subcommittee, having reviewed the proposed "Associate of Arts Degree/Concurrent Work with UCA" proposal on December 14, 2015, supports the proposal as currently written and as a guide for assisting CPSD students in working toward attainment of an AA degree through UCA, as long as the following conditions remain and/or are met:*
	3. *Requirements for CPSD students to attain the AA degree through UCA remain consistent with the same requirements for all other students;*
	4. *If receiving any special tuition and/or fee discounts, remission, scholarships, or waivers, CPSD students will not be registered or permitted to register for on-campus or online UCA courses taught by UCA faculty until after the UCA advance registration period has ended for all current admitted students; and*
	5. *Faculty salaries -- including summer stipends and overload pay -- will not be reduced in cases where CPSD students are attending on campus courses at a discounted rate.*
	6. Provost Runge – first concern has been addressed. Both sides have agreed to that.
	7. Third point – we will not decrease the faculty salaries
	8. Second point is in the President’s hands. He has not made a decision yet. Provost Runge’s suggestion was full tuition without the extra fees in addition to registering after UCA students.
	9. President Rowley – the current proposal is not like it was in the past. There are now a lot of stipulations for them to obtain the AA degree. This would not be for all students. It is more in line with current student’s requirements.
	10. Senator Winden-Fey – Conway schools would not be able to offer 60 hours of concurrent credit. It is only about 12-15 hours. They would still have to CLEP out or AP credit. The remainder would have to be on UCA campus.
	11. Senator Isom – We would still have 17-18 year old students who would enter into Junior/Senior level classes. Would they really be prepared?
	12. Senator Winden-Fey – Concerned about the advising these students would receive? Making sure that parents also receive this information.
	13. Senator Forbush- any concerns from FS has been addressed in the committee.
	14. Provost Runge – In regards of advising, all of the credits are on the checksheet and Conway Schools want to communicate with the parents so they will understand about concurrent enrollment.
	15. Senator Isanhart – Can concurrent students who received their AA degree from another state institution transfer to UCA?
	16. Response – yes they can.
	17. Senator Morris- What is the five year or ten year plan for concurrent enrollment? Are we planning on trying to grow the program?
	18. Response – we are not in the business of conferring AA degrees so we are not concentrating efforts to grow concurrent enrollment, however, it may happen naturally.

**ACTION ITEMS:**

1. **Consideration of the minutes from the December 8th 2015 Faculty Senate meeting**
	1. Senator Copland moved
	2. Senator Walter second
	3. Senator Parrack and Senator McKinzie submitted changes
	4. Motion passes to approve minutes

**CLOSING ITEMS:**

1. Faculty announcements and concerns
	1. Senator Isanhart – Facts on why faculty leave. See report on webpage.
	2. Senator Isom brought forth faculty concern: “Summarized faculty concern: "SBAC was told 10 year minimum on the life of the field. They should not come back and ask for a penny before 10 year. Athletics needs to charge for football tickets to pay for the field
	before they ask academics to give another dime.  If memory serves, the
	plan then was to only borrow from the academic side long enough to
	have some rich person through the foundation pay for the whole thing,
	and pay us back.  Is that correct?”

	“On another note, the baseball diamond (artificial) is in a very sorry
	state.  Esp. the fake dirt places around each base.  They'll be asking
	to fix this soon, no doubt."
	3. Senator Isom – Faculty question about lab fees? Are they distributed to appropriate departments/colleges?
		1. Provost Response– distributed to the dean’s office in a lump sum. Up to dean’s office to distribute based on those courses that have lab fees.
	4. Senator Duncan –
		1. *Concern remaining in colleges about changing visiting lines to permanent lines. Good instructors are not retained due to the “3 and out” rule but colleges are still not successful in converting these lines into permanent faculty lines to retain these instructors which are needed for the workloads/course loads.*
		2. *Faculty concern in regards to benefits when a faculty member has a leave of absence due to a grant. A UCA faculty member is a finalist for a year-long Fulbright next year. When he spoke with the Grants office, they advised he take a year-long leave of absence (as proscribed in the Faculty Handbook Chapter 4, Section 7E). When he spoke with HR, they said that such a leave would not only be without pay--that's no problem with a grant--but would strip him of his benefits, including insurance for his family during that year. This is not a problem at most institutions, and seems to be a serious concern that will only increasingly affect faculty as we are encouraged to apply for more and more prestigious grants.*
			1. Provost response – when someone is on unpaid leave, they are not eligible for benefits.
	5. Senator Dilday – strategic realignment in the CFAC. Constituents are concerned about mid-tenure review process with the realignment of some departments. They would like some clarification of the process and how it will change from the previous procedures. Provost Runge responded that for those in the tenure process, their deciding committee will be from the "new" organization and Dean Wright is tasked to ensure that the committee is aware of the policies that each applicant fell under when they were hired. All applicants can use (their choice) the tenure guidelines from any period beginning on when they were hired until when they apply, but not piece guidelines together.
	6. Senator Forbush – restricted access in Google e-mail due to HIPPA violations.

See Faculty Concern below:

*The College of Health and Behavioral Sciences has received notice (along with other medically related entities on campus) that we will be restricted in some of the functions related to Google e-mail on campus.  This was from the attorney’s office on campus.  It is related to being HIPAA compliant and has to do with being self-insured.  The affected individuals are well aware on any issue concerning HIPAA protected information and in our case in PT, there are NO notes or other protected information on any of our computers or drives that are related to the University.  If we would have this information, there would be a private and protected server.  None of us have any electronic protected health information on any of our electronic devices and we feel this is an over-reach by the University and should have nothing to do with being self-insured.  Instead the University should ask if we have any electronic protected information and then make sure this is in a separate location.*

1. Meeting adjournment at 2:13 pm.

Minutes by K. Eskola, Faculty Senate Secretary, AY 2015-2016