

UCA Faculty Senate Minutes of 8-25-2011

Members Present: (/a: absent; /aa: absent advised)

College of Business Administration: Summer Bartczak (2012), Don Bradley (2013), Jim Downey (2014)

College of Liberal Arts : Phillip Spivey (2012), Jay Ruud (2013), Clayton Crockett (2014)

College of Education: Jud Copeland (2012), Terri Hebert (2013), Shoudong Feng (2014)

College of Natural Sciences & Mathematics: George Bratton (2012), Ben Rowley (2013),

Charles Watson (2014)

College of Fine Arts & Communications: Lynn Burley (2012), Kevin Browne (2013), Lanette Grate (2014)

College of Health & Behavioral Sciences: K.C. Poole (2012), Lisa Ray (2013), Melissa Shock (2014)

At-Large Senators: Don Jones (CLA, 2012), Debbie Bratton (UC, 2012), Janet Wilson (CLA, 2013), Amber Wilson (Library, 2013), Brian Bolter (CHBS, 2014), Doug Isanhart (CB, 2014)

I. Welcome and Introductions

Called to order 12:45 by President Janet Wilson. Introductions were made around the table.

II. Approval of Minutes from May 3, 2011

Motion Copeland, second, Hebert. Minutes approved unanimously.

III. Remarks, President Allen C. Meadors

Discussed building improvements made over the summer. Invited questions.
Cash balance continues to do well. Last year in July \$22.9 million, this year \$30.2 million.
For the first time in 5 years sold out in Residence Halls.
1,950-2,000 freshmen, up 200 from 2 years ago.
Discussed concurrent enrollment.
Question: where do we want to be with freshmen enrollment? Answer: 2500-3000.
40 faculty positions filled over the summer.
Lengthy discussion ensued regarding press coverage of housing.

IV. Remarks, Provost Lance Grahn

Welcomed Senators to the start of the year.
Discussed welcome week, SOS staff, etc.
Einstein's bagels open to public tomorrow.
Of the 40 positions filled over the summer, 29 were tenure track.

Changes in Provost's office. Clay Arnold new assoc. provost. Lynn Burley is first director of academic assessment at UCA. Emphasized that these hires came from existing faculty. Also proactive regarding assessment.

Discussed Jonathan Glenn's new role and the importance of IT.

Provost Grahn has asked Council of Deans to send representative to Faculty Senate meetings.

Provost Grahn has asked Deans Hattlestad and Lee to prepare response to HLC.

SPARC is not a planning committee any longer it is now an implementation committee.

Retreat Priorities: Begin adding development officers to Institutional Advancement, add fund raising officers to departments, etc. Will begin slowly. Commitment to faculty salaries: 5% proposed COLA across the board. This will cost \$4 million. It was proposed that central administration decide how the raise "pot of money" be divided. Provost Grahn believes this is the job of the University community, faculty senate, etc. Discussed balance of pay raises, course release, increased faculty lines. Have to make priority, strategic driven decisions based upon finances in the real world.

Summer pay: If pay is raised, less money goes back to colleges and departments.

Finally, let me thank you and through you all of your colleagues for the great work you do as teacher/scholars. We have fabulous faculty, researchers and scholars at UCA.

V. President's Report

A. Summer Updates

Talk to constituents about salary (across the board, merit, equity, minority recruitment), summer pay, travel and new faculty lines, what are their priorities?

Media Advisory Committee meeting: NPR has 90 second segment they do on academicians. Want to put UCA faculty forward for this. Jeff Pitchford or Venita Jenkins.

Senior Lecturer: departments need to set standards this year for this so next year people can apply.

Tenure Track lines: If program makes a decision to increase non-tenure track lines faculty senate is allowed to comment. This summer we were informed that a department converted two tenure track lines to nonTT lines to meet programmatic needs. We were informed after the fact. Asked to remind departments of DPAC so that senior faculty members have a say in hiring choices.

Horizontal Communication: From SPARC retreat : transparency important. Lack of horizontal communication important. Trying to improve communication between chairs and deans.

Meeting with Staff Senate Pres., SGA pres. On regular basis.

Board of Trustees created committees: President Wilson on Finance Committee.

Faculty concern this summer: How chairs use faculty evals. Pres. Wilson will emphasize confidentiality of those in chairs meeting.

Sick leave policy to be revamped as Medical, paternal and military policy to fall within legal parameters.

HLC general education, assessment issues.

Strategic Plan should drive what we do this year. It's a wonderful plan, faculty has had a voice in it from the beginning.

Senator Burley is still a faculty member so she can stay on Faculty Senate.

B. Director of Academic Assessment position, Senator Lynn Burley, Past President

Senator Burley shared the following:

Director of Academic Assessment

This is a new position that takes on part of the Associate Provost's duties and adds new ones in response to not only the Higher Learning Commission's report, but also to campus needs. It is a 12 month faculty position that carries a 3/3 course load reduction, so I am required to teach one course each fall and spring. I continue to serve on department, college and university committees, hold office hours, and advise students. I am expected to be in Wingo Hall 213M 8:00-4:30 every day except as my teaching commitments require me elsewhere.

There is no official document outlining my responsibilities, so I've created my own based on the HLC report, in consultation with the Provost, Jonathan Glenn's experience and my own experience as a faculty member.

Responsibilities

1. Dissolve APAC and create two separate committees as recommended in the HLC report. This year, there will be a University Assessment Task Force with myself, the Director of Gen Ed, the Director of University College, an Honor's College representative and one from each of the academic colleges. This committee will assist me in reaching the following goals as outlined in the HLC report:

Work toward a more consistent or standard reporting process.

Use our assessment process to more visibly align our teaching and learning process with the institutional mission.

Set in place a process for consistent assessment evaluation of all UCA offices, units, and functions.

Build and develop our assessment team.

This committee will also be responsible for those activities outlined for APAC including reviewing new assessment plans and revisions, reviewing existing plans and recommending changes as appropriate, and sponsoring consultations with academic units.

2. Conduct Student Evaluations

3. Conduct Evaluative Review of Academic Administrators by Faculty and Other Personnel

4. Ex-Officio member, Professional Education Council

Activities to date

1. We will (probably) be switching to a new online course evaluation system this semester. I've been working with Lee Stevens, Jonathan Glenn, Melissa Goff, Julia Winden-Fey and Conrad Shumaker on choosing a new system. All faculty will have the opportunity to preview one of the systems on Sept. 9. The Assessment Committee will also be involved in the decision.

2. Creating assessment documents to use in faculty/department consultations and workshops.

3. Meeting with General Education Director to discuss assessment plans.

4. Planning a fact-finding trip to Southern Illinois University at Edwardsville to consult with personnel in their Office of Innovation and Effectiveness and their University Assessment Committee. (less than \$500)

Plans:

1. To implement the procedures as outlined in the Assessment Process Guide, which includes collecting an Annual Assessment Survey and every 3-5 years, a full Assessment Report from every major and program.
2. To work with academic units in writing assessment plans, training faculty in creating assessment measures and implementing assessment.
3. To assist academic units in their accreditation process as needed.
4. To attend the General Education Assessment Conference sponsored by AAC&U in New Orleans in February along with the Director of General Education and one other member of the Council.
5. To increase response rates on student evaluations.
6. To produce documents, consult or train faculty in interpreting and using evaluation results to improve performance as requested.

C. Fringe Benefits Advisory Committee – recharge to investigate the feasibility of reinstating health benefits for those retired UCA employees who worked full-time for UCA for 25 years or more.

Original charge: “Determine the feasibility of restoring retiree health benefits that were abolished in January 2009 to UCA employees who have worked here full-time for 25 years or more.”

Committee recharged by President Wilson.

D. Charge to Faculty Affairs I: Determine the feasibility of developing a Part-time Faculty Award.
So charged by President Wilson, 10-27-2011 deadline. Progress reports to be made at each Faculty Senate meeting

E. Charge to Faculty Affairs II: Work with co-Chairs of the HLC response team Drs. Neil Hattlestad and Maurice Lee on the construction of UCA’s report.

So charged by President Wilson.

F. Charge to Academic Affairs: Determine the feasibility of developing a diversity statement for the Faculty Handbook.

So charged by President Wilson. Staff Senate and SGA both have diversity statements. Faculty Senate needs to review the University diversity statement and produce one for submission to the faculty handbook committee. Deadline 11-8-2011.

G. Board of Trustees address overview

8-26-11 1:30 PM. President Wilson to discuss Transparency and Communication. Role of Faculty Senate on HLC report. Diversity statement. Organizational structure. Historically lines have

existed from Staff Senate, SGA, Faculty Senate to University President, they no longer exist, they need to come back. Faculty raises.

H. Faculty Senators consider meeting with Deans/At-Large Directors

President Wilson requests that Senators meet with Deans to discuss goals, etc. for the year. The senior senator in each college and at large are charged with establishing these meetings.

VI. Senate Committee Reports

A. Executive Committee

1. Procedure for adding agenda items and what to bring forth during announcements and concerns President Wilson to email this out soon.
2. Review of Parliamentary Procedure, Senator G. Bratton (see attachment). A lively discussion ensued.
3. Election of the Part-time Senator
4. List of the 2011-2012 Faculty Senators (see attachment)
5. List of the 2011-2012 Faculty Senate committees (see attachment)
6. List of the 2011-2012 Faculty Senate meetings (see attachment)

B. Committee on Committees

1. Committee nominations. Motion to suspend rules Kevin Browne, second Lynn Burley. Nominations announced by Senator Browne. Senator Bartczak regarding Fringe Benefits committee is "heavy" with business faculty.

Motion to accept nomination list as corrected by Senator Rudd and second by Senator Watson. Motion passed unanimously.

2. Academic Affairs : No report
3. Faculty Affairs I: No report
4. Faculty Affairs II: No report

VII. Budget Advisory Committee report – Senator Burley, Past President

Senator Burley reported the following regarding the BAC:

Budget Advisory Annual Report to the Faculty Senate, 2010-2011

Lynn Burley, Chair, 2010-2011

- Charge:
- a. To review changes and updates to the university budget.
 - b. To conduct studies and make inquiries related to university revenues, university expenditures, and the general allocation of university funds.
 - c. To present concerns and recommendations to the president.

Theme: There is X amount of money and only X. When one program needs more money, it has to come from another program. There are only three ways to get more money: tuition revenue, state revenue, and fundraising.

When a decision is made that requires money, the division is asked to reallocate themselves and the Budget Advisory Committee is made aware of this, but does not weigh in on that decision. For example, approximately \$100,000 was needed last year for replacement positions, and the funding was found from one-time monies and then added to the Deans' budgets this year, so it was the Deans who figured out how to cover the money. This fall, because of SPARC, funds are needed for the General Education Council, so the Deans will reallocate out of their budgets. Budget Advisory will not be involved.

Activities:

Reviewed the operating summary monthly.

Reviewed the Cash Position monthly.

Approved new student fee request form.

Approved Budget Request Form (enables chairs and division heads to more easily transfer funds between accounts).

Discussed Strategic Planning and Resources Committee (SPARC) progress. 2010-11 was the planning year, which BAC monitored (several members served on both committees). 2011-12 will be the action year in which BAC will have a much more active role in advising how to allocate funds.

A member of BAC serves with a Board member meeting quarterly with Finance and Administration.

Senator Bradley advocated "UCA getting out of Banking business and transfer the collection business to banks". President Wilson to take to BAC.

VIII. Faculty Handbook Committee – Senator Burley, Past President

Senator Burley to allow the Committee to guide her in what to do. Cleanup from chapter 3 remains. Committees need to be cleaned up in the handbook. No major concerns at this time.

IX. Announcements and Concerns

- A. Next meeting: September 13th at 12:45 pm in Wingo Hall 315
- B. Send CV to Susan Lilly if you haven't already
- C. Faculty Senators meet with college/at-large faculty, x-period Tuesday, August 30th
The Senior Senator of each college/at-large needs to send an electronic copy of concerns to our Secretary, Senator Ray, by 4:30 pm Thursday, September 1st.
- D. General Faculty Meeting, x-period, Thursday, September 1st (please sit close to stage)
- E. Back-to-School Forums: x-period, Tuesday, September 6th
3 pm, Wednesday, September 7th
- F. Informal faculty gathering opportunities at Bear's Den, 4:30 pm on Fridays
- G. Other Announcements and Concerns

Senator Ray presented the following faculty concern:

I had a question on the interpretation of the Chapter 3 Revisions in the faculty handbook. The following paragraph is included in those revisions:

The normal teaching load for twelve month faculty may vary from thirty (30) to thirty-six (36) credit hours per annum, depending upon departmental teaching needs. The normal teaching load for nine-month faculty is twenty-four (24) credit hours per nine-month period. The teaching load may be distributed across the academic year, summer sessions, and intercessions in a manner that best meets the teaching needs of the department while taking into account the timing of scholarly and service commitments.

I believe it used to be that nine month faculty taught a 27 credit hour load per academic year, and now it seems that nine month faculty shall only teach a 24 credit hour load.

Since this is stated in the faculty handbook, is it my understanding that all faculty/departments/colleges MUST follow this requirement for nine month faculty? Or, is it up to a particular college or department to decide if they WANT or CHOOSE to follow this rule, and if they don't, how would that college or department go about getting it approved to NOT have to follow this rule lined out in the faculty handbook?

It will be taken up by the executive committee.

Senator Spivey presented the following faculty concern:

Some faculty members in the College of Liberal Arts are concerned that religious organizations, that seem to be endorsed by the university, have a special place during Welcome Week and Student Orientation. New Life Church's college ministry, in particular, seems to have a prominent place in the new student orientation. Is UCA endorsing or favoring one particular religious orientation during student orientation? Why not others? What is the relationship between New Life Church's college ministry and UCA?

It will be taken up by the executive committee.

X. Adjournment

Senator Rowley moved and Hebert seconded 2:30 PM