

AGENDA
UCA Faculty Senate
C
Tuesday, October 9, 2007
Wingo 315, 12:45 p.m.

- I. Approval of minutes from September 27, 2007
- II. President's report
 - A. Updates: Provost search; URSA Groups; Budget disclosure
 - B. Special Election results
 - C. Announcement: General Education Task Force
 - D. Announcement: Rita Fleming to attend October 25th meeting
 - E. Correspondence: From Jonathan Glen re: processing of student evaluations
- III. Committee reports
 - A. Executive Committee
 - B. Committee on Committees
 - 1. Nominations for vacancies on university committees (attached)
 - 2. Progress report: Concurrent Education Advisory Committee
 - C. Academic Affairs
 - 1. Progress report: Follow-up on Academic Misconduct policy
 - 2. Progress report: Proposal for a broader discussion of Honors college faculty status
 - D. Faculty Affairs I
 - 1. Progress report: Travel money needs assessment and proposals
 - E. Faculty Affairs II
 - 1. Progress report: Technology funding needs assessment and proposals
- IV. Announcements and Concerns
 - A. Next meeting: Thursday, October 25
 - B. Faculty concerns and announcements
 - C. Other
- V. Adjournment

Attachment 1: Minutes from September 27, 2007

UCA Faculty Senate
Thursday, September 27, 2007
Wingo 315, 12:45 p.m.

President Powers called the meeting to order at 12:50 after waiting for a quorum to assemble. Present were Powers, Boniecki, Johnson, Parrack, Wilmes, Wiedmaier, Hebert, Young, Rospert, Lance, Craig, Castro, Murray, Mehta, Seifert, Christman, Lichtenstein, Jones, and Interim Provost Atkinson. Absent: Bradley. Advised Absences: Bell, Holden, McCullough, Ray.

- I. Approval of minutes from September 11, 2007. Senator Mehta moved approval of the minutes with second by Senator Wilmes. Senator Johnson asked that the wording regarding the charge to Academic Affairs Committee add the word "appointment" to the phrase "hiring and tenure ... within its own councils" so that it would read "hiring, appointment and tenure ... within its own councils." The change was accepted without objection. Motion passed.
- II. President's report
 - A. Updates:
 1. Provost search: forty applications have been reviewed. The committee is engaged in additional solicitation. There is a possibility that the search may be extended to July 1, 2008; there is a possibility that a search firm may be engaged.
 2. URSA Groups: President Powers has established a Faculty Senate group within URSA. In time it will be a very useful tool for Faculty Senate work, including postings, file sharing and discussion groups. As working groups are established, they can be included in this framework.
 3. Faculty Handbook committee update: appointments for vacancies have been made: BUS: Clint Johnson; FAC: Francie Bolter; LA: Henry Rogers. Meetings will start in due course. All Faculty Handbook-related recommendations from the Faculty Senate at the end of 2006-2007 AY have now made it onto the Board of Trustees agenda for the next meeting.
 4. Four-day workweek proposal: everyone is puzzled; goals are not clear. [Provost Atkinson: it's probably dead.]
 - B. Announcement: Special Election to replace at-large position. The election is to be held on Friday, October 5, 2008, in the Torreyson Library foyer, from 9:00 a.m. to 3:00 p.m. Senator Lichtenstein is requesting Senator

volunteers to staff the voting desk. There has been interest expressed in the post from several faculty members in various colleges. There is also absentee balloting, and write-in is available.

- C. Announcement: Election of Part-Time faculty representative. Work is proceeding on identification of candidates. The position is ex officio, not voting except where the issue affects part-time faculty. There will be candidates available as the opportunity becomes known.
- D. Correspondence: The spontaneous debate team will be taken over in sponsorship by the Speech Department.

III. Committee reports

A. Executive Committee

1. Budget placement update: The Faculty Senate Executive Committee is working toward a resolution of the university budget accessibility issue; some resolution should be forthcoming that could include availability in electronic format. At the present time printed salary information is available in the Human Resources offices, not in the President's Office.
2. APAC Recommendations (attached to agenda): Reporting, Dissemination, and Use of Results from the Student Evaluation of the Faculty. The discussion dealt in part with the portion of the recommendation dealing with use of student written comments. The committee has recommended that only those comments be included in faculty promotion and tenure dossiers that were in response to structured questions (to be determined). In Senate discussion, a question was also raised concerning the recommendation for omission of graphical presentation in Part 2-c. The entirety of Part 2 is quoted here for context: "summary report of student evaluations of faculty (a) should include the mean for items 4-33, (b) should include the rating scales for each section of the report, and (c) should not include the current graphical representation of the departmental and college-level comparisons for items 1-3." Senator Boniecki observed that including the mean only would not give a sense of variability, so that using quartiles would give better context. There was also concern about how the student questions were to be transcribed, for example, some departments use student workers; this approach would appear to violate needed confidentiality. (It was noted that the report recommends that general education course comments not be transcribed, because of the inordinate time demands for transcription placed on departments offering general education courses.) President

Powers observed that after the Faculty Senate works over the report, it goes to the Council of Deans for further recommendation.

Motion by Senator Lance with second by Senator Christman that APAC be requested to look at its report again with consideration of the following:

- a. that APAC clarify reasoning for report format changes;
 - b. if APAC feels transcription is really needed, to give rationale;
- Motion Passed.

On further discussion, a second motion by Senator Boniecki with second by Senator Mehta that APAC consider the following:

- (1) transcription at a minimum be restricted from student workers (qualified staff only);
 - (2) that APAC consider simple termination of all transcription;
- Motion Passed.

B. Committee on Committees

1. Nominations for vacancies on university committees. Vice President Boniecki brought the report for approve standing university committee nominations as circulated with the agenda. Motion to approve by Senator Parrack and second by Senator Lichtenstein. Passed.
2. Concurrent Enrollment Advisory Committee. Vice President Boniecki stated that most nomination work for continuing appointments to this committee is complete. A final report will be brought at the October 9 Faculty Senate meeting, at which time a recommendation will also be brought to the Senate that the committee be converted from ad hoc to a standing university committee.

C. Academic Affairs

Progress report: Follow-up on academic misconduct policy. In process of collecting and organizing the information needed for the report to the Senate.

D. Faculty Affairs I

Progress report: Travel money needs assessment and proposals. In process of collecting information needed. There are some very bizarre and Byzantine rules regarding the use of travel money, some perhaps from the state and some a legacy of past practices at this institution. [Provost: some hope that M&O—which includes travel—will be increased next year; there has been no M&O increase since 1996. There is an NCA accreditation issue here. Within current budgets, there is a relief procedure on hotel per diem limits. Please note that the University is attentive to those activities that bring national recognition and prominence to the University, activities that increase the stature of the University.]

Further discussion concluded that better documentation is needed for the specific levels of individual travel funding that the committee is considering recommending.

E. Faculty Affairs II

Progress report: Technology funding needs assessment and proposals.

Committee is in the data-gathering stage. Survey monkey has been sent to the faculty. Currently there is no consistent replacement plan for hardware. There is need for personnel as well as for hardware. In response to question regarding the current level of IT funding, the Provost noted that the IT funding has been brought up to the authorized budget level.

IV. Announcements and Concerns

A. Next meeting: Tuesday, October 9

B. Public Art and Alumni Circle project (attached to agenda). Finalists are today (Sept. 27) on campus to present their specific proposals.

C. The Centennial Celebration is today (Sept. 27) at 3:00 on McAlister Lawn.

D. Other

1. Why is there a six-year wait for consideration of tenure application if the individual faculty member believes he/she is ready for an up-or-down decision?

2. Proposed move on online pay-stubbing, semi-monthly payroll, and direct deposit for all employees needs explanation and orientation, as well as accessibility issues for those employees without bank accounts or individual access to online services. The proposed starting time is January 2008. It will not change the 10-month pay contract. The Faculty Senate needs to hear from the Director of HR and the Director of IT on these issues.

V. Adjournment

Motion by Senator Parrack with second by Senator Castro to adjourn. Meeting adjourned 1:45 p.m.

Attachment 2: Correspondence: From Jonathan Glen re: processing of student evaluations

Ed,

FYI, this is the APAC recommendation to the Council of Deans in November 2006. Abbreviated reference is made to this recommendation in the committee's formal recommendation to the Faculty Senate and the Provost in May 2007. Note that this recommendation responded to an urgent request from the Provost for immediate practical guidance.

Please note item 3 in the recommendation: "Students (whether graduate students or undergraduate students) should *never* be involved in processing evaluation responses."

I look forward to seeing the questions from the Faculty Senate on APAC's other recommendations.

Jonathan

>>> Jonathan Glenn 11/16/2006 3:04 PM >>>
TO: Members of the Council of Deans

Colleagues,

I am sharing this with you now because it may impact the work in your offices (or your departmental offices) almost immediately. If you believe the issues discussed below need further discussion or consultation, please REPLY TO ALL and say so as soon as possible. That said, here's what's up:

The provost asked the Academic Planning and Assessment Committee (APAC) to make recommendations about processing written comments associated with faculty evaluation by students. (Please note that in this context the committee was *not* considering who should receive copies of the comments.)

Here is how I put the issues to the committee: "In some colleges, especially those with extensive general education offerings--many students and thus many evaluation responses--retyping written comments has become a huge burden for staff in college/department offices. The provost has asked me to explore with you (with as much dispatch as possible) ways to provide relief."

APAC makes the following three recommendations:

=== Begin APAC Recommendations ===

(1) Written comments from students in general education classes may be left unretyped. The comments (as is current practice) should not be provided to the faculty member until after the end of the semester in which the evaluation takes place.

(2) Written comments from students in other courses should be retyped as they are now.

The rationale for the difference is this: Students in general education courses are quite likely not to be in multiple classes with the same teacher, and if (as in the WRTG sequence) two courses in the discipline are required for the general education curriculum, a student is unlikely to enroll in the course with a teacher with whom she/he has had a particularly bad experience. (One can think of exceptions, but the general rule will probably hold.) Students in courses in the major or minor, however, are very likely to be in multiple courses with a relatively small number of teachers: their handwriting will be very familiar to the instructors, and they will have very little choice about avoiding an instructor with whom they have had a bad experience. The perceived or real possibility of repercussions for negative comments, then, will be considerably greater in major/minor courses than in general education courses.

(3) Students (whether graduate students or undergraduate students) should *never* be involved in processing evaluation responses.

=== End APAC Recommendations ===

Attachment 3: Committee on Committees Nominations

October 9, 2007

The Committee on Committees nominates the following individuals for Faculty Senate appointments on the following committees.

Adjustments and Credentials Committee

Susan R. Adams (LA)

Concurrent Education Advisory Committee

Noel Campbell (BUS)

Jeff Whittingham (ED)

Francie Bolter (FAC)

Bill Lammers (HBS)

Chris Craun (LA)

Charles Watson (NSM)

Wendy Wood (UC)

Discipline Committee

Doug Isanhart (BUS)

Salary Review Committee

Brooks Pearson (LA)

Undergraduate Council

Sondra Gordy (LA)