UCA Faculty Senate, April 10, 2012, 12:45 PM
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)*aa*

College of Education: Jud Copeland (2012) *aa*, Janet Filer (2013), Shoudong Feng (2014)

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

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) *aa*, Brian Bolter (CHBS, 2014), Doug Isanhart (CB, 2014)

I. Approval of Minutes from March 13, 2012 (see attachment)

Moved: Senator Filer, Second: Senator Ruud. Unanimously accepted.

II. Remarks, President Tom Courtway

No comments, available for questions.

III. Remarks, Interim Provost Steve Runge

Approval for the Chinese teacher visa. US Dept. of State approves UCA to host Chinese teachers.

Registrar's search down to finalists.

Director of International Engagement search in progress.

Target for both searches is for positions to be filled by July 1.

Dr. Ron Novy to be Interim Director of University College.

Organizational chart for Academic Affairs discussed (see attachment). IT back under Academic Affairs. AA needs a strong relationship with IT. IT still serves entire campus.

Will be advertising for Assoc. Provost for Instructional Support and Director of Assessment.

IV. Proposed Changes in Board Policy 647-HPER fees for spouse and family (see attachment)

Ronnie Williams, Vice President for Student Services

Jesse Flack, HPER Center Rep.

This is in the interest of fairness. Students elected to impose a fee increase upon themselves to pay for improvements, etc. This is an increase for family members of faculty and staff. Presented comparative rates.

Motion to endorse Senator Bradley, Second: Senator Bolter. Unanimously endorsed.

V. Affirmative Action Advisory Committee Report
Committee is meeting Thursday of this week for the first time this year. Presentation to made by Dean Lee regarding diversity.

Faculty Grievance Committee Report
Has met one time this year. Ad hoc committee only meets when there is a specific issue.
The committee reviewed the matter and it was deemed without merit and grievance was denied.

Jack Gillean, University Relations

Motion to accept both reports Senator Bolter, Second, Senator Watson. Unanimously accepted.

VI. University Computing and Technology Committee/Information Services Advisory Committee report

Information Services Advisory Committee (ISAC)
Report to the Faculty Senate

Date: 2012-04-10

Reported by Jonathan Glenn

The new ISAC structure and charge were adopted by the Faculty Senate January 26, 2012. The committee had its first meeting March 28, 2012, and Jack Gillean was elected chair. The minutes have been sent to the Chair of the Faculty Senate's Committee on Committees.

It seems important to report two items from this first meeting:

(1) ISAC decided to appoint a third of its membership (seven members) to a strategic planning subcommittee that will work with the Chief Information Officer (CIO) to draft a campus technology plan on a relatively short schedule (target for a full draft: December 2012). Members of the subcommittee are Summer Bartczak, Jeremy Crabb, Jack Gillean, Brent Herring, Ed Powers, Jason Rankin, and Chris Springer. The subcommittee will report back to the ISAC committee as a whole on a regular basis.

(2) The CIO shared with ISAC a preliminary outline of essential contents for such a plan and a list of essential questions and topics. We expect both to be addressed in the campus technology plan. The following are reproduced from ISAC's minutes.

Essential Contents

1. Environment: Campus IT Components and Their Relationships

    a. Central IT
    b. Instructional Technology
    c. Distributed IT

2. Governance: Decision-Making about Campus Technology

    a. People, Committees/Groups
    b. IT Policies and Standards
    c. Big Project Proposals

3. Campus Technology "Guiding Principles"

4. Global Campus Technology Goals

5. Action Steps

    a. Central IT
    b. Instructional Technology
    c. Distributed IT

Essential Questions and Topics

1. How does / should / can technology support the university in its missions of *teaching*, *research and creative discovery*, and *service*?

2. Infrastructure

    a. People (staff)
    b. Physical infrastructure and networking
    c. Administrative computing

3. Areas of particular need

    a. Productive Collaboration
    b. Flexible and Effective Communication
    c. Mobile Computing
    d. Social Media
    e. Others?

Motion to accept report Senator: Burley   Second, Senator: Browne

Unanimously approved.

Senator Filer expressed concern regarding representation on committee by online instructors.

Senator Bradley expressed concern regarding keeping software up to date.

Jonathan Glenn, Chief Information Officer

VII. Academic Planning and Assessment Committee/University Assessment Task Force
Report (see attached)
Motion to accept report Senator Ruud, Senator Bolter. Unanimously accepted.

Senator Lynn Burley, Director of Academic Assessment

VIII. Faculty Handbook Committee report and presentation (see attached)

Motion to accept: Senator Bolter   Second, Senator Ruud.
Unanimously accepted.

Senator Lynn Burley, Chair of Faculty Handbook Committee

IX. Faculty Handbook Committee Resolutions (see attachments)

Senator Lynn Burley, Chair of Faculty Handbook Committee

A. Resolution to Add Content to the Foreword of the *Faculty Handbook*

Resolution to Add Content to the Foreword of the *Faculty Handbook*
April 10, 2012
WHEREAS the *Faculty Handbook* does not direct faculty who have questions or concerns about
policies, rules or procedures to any person or committee for address; and
WHEREAS the *Faculty Handbook* does not address how infractions to the policies, rules and
procedures of the *Faculty Handbook* are handled;
BE IT HEREBY RESOLVED that the following bolded paragraphs be added to the Foreword
as reproduced below:
FOREWORD
The *Faculty Handbook* provides selective information about the University of Central Arkansas
("university") for current and prospective faculty members. It is not a comprehensive,
selfcontained
policy document. Policies of the Board of Trustees, and other policies and procedures

of the university must also be consulted. A table of contents lists the topics covered.

This *Faculty Handbook* repeals and supersedes all previous editions. Copies of the *Faculty Handbook* and any supplements thereto are available in the Office of the President, the Office of the Provost, the deans of each college and the various department chairs of the university. The copy retained by the Provost is the **official** version of the *Faculty Handbook*.

Nothing in this *Faculty Handbook*, nor any amendments or revisions hereto, shall replace, amend, abridge or contravene any federal or state law, the policies of the Board of Trustees, or the constitution or laws of the State of Arkansas or the United States of America.

Other information applicable to members of the faculty, including but not limited to, employment benefits, optional insurance plans and retirement policies and plans, may be obtained from the University's Associate Vice President for Human Resources.

For question or concerns about policies, rules, or procedures, faculty should contact the individual college representative on the Faculty Handbook Committee or the current chair of this committee.

Suggested changes to this document should be made to the Provost or to the President of the Faculty Senate for submission to the Faculty Handbook Committee. Any revisions to this *Faculty Handbook* shall be made only upon the written recommendation of the President to the Board of Trustees, and thereafter adoption by the Board of Trustees of a resolution setting forth the revisions.

Infractions to the policies, rules, and procedures outlined in the Faculty Handbook are reported by the chair of the Faculty Handbook Committee to the President of the university.

Sent back to Faculty Handbook for clarification.

B. Resolution to Delete Attendance Reporting Policy of the *Faculty Handbook*

Resolution to Delete Attendance Reporting Policy of the *Faculty Handbook*

April 10, 2012

WHEREAS the *Faculty Handbook* states in Chapter Four, I. A.:

"Faculty will report to the student services those students who frequently miss class. Those students will then be notified by student services that continued absence may result in a "WF" grade for the course (p. 40)."

WHEREAS this policy is neither followed nor enforced; and

WHEREAS student services has neither the staff nor resources to act upon receiving such information;

BE IT HEREBY RESOLVED that the paragraph be deleted from the *Faculty Handbook*.

The entire section on attendance is included below for reference:

Classroom Policies

A. Attendance

Although the University of Central Arkansas does not have a uniform attendance policy, students are expected to attend all class meetings. Instructors should include any policies regarding attendance in the course syllabus. These policies should be announced at the beginning of each term.

Faculty will report to the student services those students who frequently miss class. Those students will then be notified by student services that continued absence may result in a "WF" grade for the course.

Students who are absent due to illness or other legitimate excuses should be advised to contact the student services or the appropriate instructor(s) and explain the situation. Student services will then contact the student's instructors regarding the absences when appropriate.

Class absences due to a student's participation in official university activities should be cleared with all affected instructors. Directors of any such activity should file a list of participants with the provost's office. A student officially representing the university should not be penalized for such legitimate absences. Faculty should, however, be given latitude in making specific arrangements for make-up work. Class absences of this type do not excuse a student from completing all work associated with any course.

Any classroom absence, for whatever reason, is never an excuse for not completing all work in the course.

Motion to approve: Senator Ruud   Second Senator Filer
Unanimously approved.

C. Resolution to Clarify Notification Provisions for the expiration of Term
Resolution to Clarify Notification Provisions for the Expiration of Term Appointments in the *Faculty Handbook*
April 10, 2012
WHEREAS the *Faculty Handbook* states on page 3-39 the two types of faculty affected by the expiration of a term appointment: tenure-track faculty members and non-tenure-track faculty members;
WHEREAS non-tenurable ranks are elsewhere further defined as "continuing" or "noncontinuing"
on pages 3-13 and 3-14;
WHEREAS it is clearly stated on p. 3-14 and 3-15 that the term of a non-continuing faculty is no more than one year;
WHEREAS Chapter Three section X. A. 2.b. is referring only to continuing non-tenure-track faculty; and
WHEREAS there exists a need to avoid any confusion;
BE IT HEREBY RESOLVED that "continuing" be inserted in Chapter Three X. A. 2.b to read "For continuing non-tenure-track faculty members."
Appointments in the *Faculty Handbook*

Motion to approve Senator: Filer, Second, Senator Bolter.
Unanimously approved.

X. SPARC Revisions (see attachment)
Page 1
Appendix 2.1:
Strategic Planning and Resource Council (SPARC) – Proposed Reorganization
This appendix presents a reorganization plan for the Strategic Planning and Resource Council, bringing together a Strategic Planning Committee and a Strategic Budgeting Advisory Committee. Endorsement by the Faculty Senate and Staff Senate are expected in March, and the reorganization will be presented to

the Board of Trustees for approval at its May 2012 meeting.

Page 2

Strategic Planning and Resource Council

Charge:

To coordinate efforts between the Strategic Planning Committee (charged with making recommendations concerning the implementation of the strategic plan initiatives) and the Strategic Budgeting Advisory Committee (charged with making funding recommendations that support strategic plan initiatives and the mission of the university).

Membership:

The Strategic Planning and Resource Council will have the following members:

a. One full-time, tenured faculty member, appointed by the president to a three-year term, will serve as chair of the Council. This person will vote only in the event of a tie. The chair will be provided with a one-course reduction in teaching load during her/his term as chair.

b. The president will appoint a chair-elect at the end of the current chair's second year to serve one year as *ex-officio* before becoming chair.

c. The chair of the Council, the presidents of the Faculty Senate, Staff Senate, and Student Government Association, and the chair-elect in a year when there is a chair-elect will serve as the executive committee of the Strategic Planning and Resource Council.

d. All members of the Strategic Planning Committee and all members of the Strategic Budgeting Advisory Committee. Elected/appointed members of the Strategic Planning Committee and the Strategic Budgeting Advisory Committee must be different.

Procedure:

a. The chair of the Council and the executive committee will meet monthly to discuss agendas, procedural deadlines, and reporting goals of the Strategic Planning Committee and Strategic Budgeting Advisory Committee. The executive committee functions to inform and assist the chair in this coordinated effort.

b. The chair of the Council will serve as chair of the Strategic Planning Committee and the Strategic Budgeting Advisory Committee.

c. Annual Report and Presentation: A written report will be provided to the Faculty Senate, Staff Senate, and Student Government Association by October 1 of each year. This report should summarize the activities of the Strategic Planning Committee and the Strategic Budgeting Advisory Committee during the prior year, provide appropriate statistics and data, and outline long-range planning for the following year. This report should be approved by the membership of the two committees. The chair of the Strategic Planning and Resource Council shall, by the same date, contact the presidents of the Faculty Senate, Staff Senate, and Student Government Association to schedule presentations to these bodies.

Meetings:

a. The executive committee of the Strategic Planning and Resource Council will meet at least once per month from September through August of the following year.

Page 3

b. When possible, meetings will be convened in person. However, comments on specific issues and votes may be taken by written proxy (including email) if necessary.

c. The meeting schedules for the Strategic Planning Committee and the Strategic Budgeting Advisory Committee will be established in September, and the schedules will be announced to the university community using whatever communication means are considered most likely to reach the broadest possible university audience.

Reports to President

I. Strategic Planning Committee

Charge:
a. To collaborate with the Strategic Budgeting Advisory Committee, as part of the Strategic Planning and Resource Council.
b. To make recommendations concerning the implementation of the strategic plan initiatives for the next fiscal year, in addition to a five-year period.
c. To conduct studies and make inquiries related to the strategic plan and mission of the university.
d. To present concerns and recommendations to the president and the university campus as a whole.
Membership:
The Strategic Planning Committee will have the following voting members:
a. The presidents and vice-presidents of the Faculty Senate, the Staff Senate, and the Student Government Association.
b. Three tenured faculty members appointed by the Faculty Senate to two-year staggered terms. One of these appointees will be an academic department chair or equivalent.
c. Two staff members (one classified and one non-classified) appointed by the Staff Senate to a twoyear staggered term.
d. Two students appointed by the Student Government Association to a one-year term.
e. One Dean, elected by the Council of Deans to a two-year term.
f. One Vice-President elected by the Executive Staff to a two-year term.
g. One Board of Trustee to a one-year term.
h. One community member appointed by the President to a two-year term.
i. The Provost or designee.
j. The Chair of the Strategic Planning and Resource Council will serve as chair. The chair will vote only when there is a tie.
Page 4
Procedures:
a. Each spring, the Strategic Planning Committee will determine, via meetings with individual units and campus-wide forums, which initiatives the university community believes should be moved from the list of possibilities generated during the university-wide strategic-planning process during AY 2010-11 to the active list for the following fiscal year; it will also consider additions to the campus list. It will incorporate the results of this discovery process – along with assessment results and other information – in its recommendations to SPARC and the president.
b. The Strategic Planning Committee will prepare a written report for the Strategic Planning and Resources Council by September 15 of each year. This report – based on the campus discovery process (see item b above), the information contained in the Institutional Report Card presented to the Board of Trustees at their August meeting, and other appropriate inputs – will assess the university's progress on the various strategic initiatives contained in the Strategic Plan and recommend further action on those initiatives or, upon completion of those initiatives, recommend the adoption of new initiatives from the lists generated during the university-wide strategic-planning process during AY 2010-11 as updated in the annual campus discovery process. This report will serve as a source of information for the Strategic Planning and Resource Council when it makes its October 1 report to the Faculty Senate, Staff Senate, and Student Government Association; and for the Strategic Budgeting Advisory Committee when that group makes its budget considerations and recommendations to the university president in December.
Meetings:
a. The SPC will meet at least once per month from September through August of the following year.
b. When possible, meetings should be convened in person. However, comments on specific issues and votes may be taken by written proxy (including email) if necessary.
c. The meeting schedule for every year will be established in September and the schedule will be announced to the university community using whatever communication means are considered most likely to reach the broadest possible university audience.
Reports to President
II. Strategic Budgeting Advisory Committee

Charge:

a. To collaborate with the Strategic Planning Committee, as part of the Strategic Planning and Resource Council.

b. To review changes and updates to the university budget in light of the strategic plan.

c. To make recommendations, in support of the university's mission and strategic plan, concerning new proposals from unit heads and salary requests from the Staff Senate Compensation Committee and the Faculty Salary Review Committee. Recommendations shall be for the next fiscal year, in addition to a five-year period.

d. To conduct studies and make inquiries related to university revenues, university expenditures, and the general allocation of university funds.

e. To present concerns and recommendations to the president and the university campus as a whole.

Page 5

Membership:

The Strategic Budgeting Advisory Committee will have the following voting members:

a. The presidents of the Faculty Senate, Staff Senate, and Student Government Association

b. One faculty representative from each college elected by each college from among the tenured or continuing faculty with a minimum of seven years of service in the college. Representatives are elected to two-year terms with Health and Behavioral Sciences, Education, and Fine Arts and Communication electing new representatives in the spring elections of even-numbered years, and Business, Natural Sciences and Mathematics, and Liberal Arts electing new representatives in the spring elections of oddnumbered

years.

c. One tenured or continuing faculty member with a minimum of seven years of service elected at-large from among faculty members not working within the six formal colleges. The representative is elected as needed to a two year term as part of an at-large Faculty Senate election. All faculty members are eligible to vote for this representative.

d. Three classified staff members appointed by the Staff Senate to a two-year term.

e. Three non-classified staff members appointed by the Staff Senate to a two-year term.

f. A director of an academic unit that reports directly to the provost (e.g., dean, the director of the library, etc.) selected by the provost.

g. A designee selected by the director of athletic administration. The director of athletic administration cannot serve on the SBAC.

Procedure:

a. The vice president of finance and administration will provide a detailed copy of the annual budget to the SBAC in September of every year and will brief the SBAC on changes in the distributions of funds compared to previous years. The vice president of finance and administration will also provide quarterly updates to the SBAC on university revenues and expenditures.

b. The vice president of finance and administration will keep the SBAC informed about projections for future revenues and expenditures. Any changes in assumptions that might alter projections in a meaningful way will be reported to the committee. The SBAC will review the changes and present any concerns and recommendations to the president.

c. In November of every year, the heads of the university divisions that report directly to the president and are responsible for a category of the university budget will present their proposed base budget increase for the next fiscal year, as well as a projected five-year plan, to the SBAC, including descriptions of need as tied to the strategic plan and explanations for any changes from the current fiscal year. In addition, the chair of the Staff Senate Compensation Committee and the Faculty Salary Review Committee will present salary recommendations for the next fiscal year, as well as a projected five-year plan. The SBAC will consider the proposals along with projected future revenues and make a recommendation to the university president regarding the divisional needs as assessed and ranked by the SBAC and to meet salary needs for the next fiscal year and for a projected five years.

d. Copies of all SBAC recommendations will be presented to the heads of each university division

reporting directly to the president and to the two salary committees. In addition, the campus will be notified once the recommendations have been forwarded to the president.
The committee will also include as non-voting members the presidents-elect of the Faculty Senate, the Staff Senate, and the Student Government Association. The vice president of finance and administration will attend meetings in a non-voting advisory role to deliver budget reports as required in the committee charge and to answer questions about the budget process. In addition, the assistant provost for finance will attend meetings in a non-voting role to answer questions about the impact of the budget on Academic Affairs. The SBAC will be assisted by a non-voting committee staff consisting of the controller, the director of institutional research, the budget director and an administrative assistant from the division of finance and administration.
Meetings:
a. The SBAC will meet at least once per month from September through August of the following year.
b. When possible, meetings should be convened in person. However, comments on specific issues and votes may be taken by written proxy (including email) if necessary.
c. The meeting schedule for every year will be established in September and the schedule will be announced to the university community using whatever communication means are considered most likely to reach the broadest possible university audience.
Reports to President
Diagram of SPARC Structure and Accountability
Board of Trustees
President Executive Staff
[Mission]
Strategic Planning
Committee
[Money]
Strategic Budgeting
Advisory Committee
Strategic Planning and Resource Council
Members, Organizations, and Programs
University of Central Arkansas
Assessment, Planning, and
Institutional Research
(APIR)

Motion to endorse Senator Bolter, Senator Browne, second.

Unanimously endorsed.

XI. Proposed Board Policy-Children in the Workplace (see attachment)

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY
Policy Number: _____
Subject: Children in the Workplace Page 1 of 1
Date Adopted: _____ Revised: _____
Statement: This policy applies to all students, faculty and staff of the University of Central Arkansas. UCA makes every effort to provide a family-friendly environment for its students, faculty and staff and encourages children to participate in family- and youth-oriented

programs on campus. The University understands that brief and infrequent visits by children of faculty, staff and students to campus and facilities occur for a variety of reasons (such as oncampus
events, entertainment, meals and other activities). While it is not the policy to restrict visits by children for such activities, the frequent, regular or extended presence of children during work hours is not permitted due to (i) the potential for interruption of work; (ii) health and safety concerns; and (iii) liability to the University.

The University's employment policies and benefits strive to help employees balance work and family responsibilities. When schedules allow, the University encourages supervisors to be flexible in granting accrued leave to employees who need to address family matters. Offices, work spaces and classrooms, however, are not designed with the safety and well-being of children in mind. Thus, it is not appropriate to bring children to work or class in lieu of making childcare arrangements.

Guidelines:

1. Bringing children (those persons under the age of 18 years and not enrolled as a student at UCA) to work is not to be an alternative to childcare. Bringing a child to the workplace on a regular and recurrent basis during school breaks or after school is not appropriate.

2. The presence of a child cannot interrupt or disrupt the workplace, or negatively affect the employee, or other faculty, staff or students.

3. Children may not be present at anytime in areas of machinery or in an area that is potentially hazardous.

4. Any employee bringing a child to the workplace should notify and receive the approval of his/her supervisor. At all times, children remain the sole responsibility of the parent. The employee (parent) shall not ask any other student, employee or person to supervise the child.

5. The employee's supervisor may ask the employee to remove the child from the workplace at anytime the supervisor determines that the child's presence is disruptive or interferes with the work performed, or there are health or safety risks.

6. Any child with an illness that prevents the child from going to a child care facility or from attending school should not be brought to the workplace. No child with an infectious disease should be brought to the workplace under any circumstances.

7. As a general rule, students are not allowed to bring children into the classroom. Limited exceptions may be granted by the supervising faculty member in the case of an emergency or other exigent circumstance.

8. These guidelines do not prohibit children enrolled at the UCA Child Study Center from being in authorized areas of the University with proper adult supervision.

9. These guidelines do not prohibit children from participating in University-sponsored events or programs that are intended for children or community participation.

10. These guidelines do not prohibit the children of employees who live on campus from being in authorized areas of the University with proper adult supervision.

Motion to endorse Senator Bolter, Second Senator Burley.

Discussion: Concerns: The guidelines are viewed as too stringent.
Absence of a policy leaves the University open for problems.

Call for question 2 opposed, 15 in favor..

XII. Proposed Board Policy-Diversity Advisory Committee and Statements

<div align="center">

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

</div>

Policy Number: _____

Subject: Diversity
_____

Date Adopted: _____   Revised: _____

00/2012

Preamble: The University of Central Arkansas ("University") seeks to include and integrate individuals from various backgrounds and with varied characteristics, and promotes opportunities to work, learn, and develop within a community that embraces the diversity of individuals and ideas.

Diversity Language in UCA Mission Statement: The following statement was adopted by the Board of Trustees on May 6, 2011, as part of the Mission Statement of the University:

> "We are dedicated to attracting and supporting a diverse student, faculty and staff population and enhanced multicultural learning opportunities. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas, including race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation, and intellectual perspective."

Creation of Diversity Advisory Committee: In order to carry out the diversity language in the Mission Statement, effective July 1, 2012, there is hereby established a standing committee of the University to be known as the "Diversity Advisory Committee."

Purpose of the Diversity Advisory Committee: The purpose of the Diversity Advisory Committee is to:

(a) review all policies, programs and offices of the University of Central Arkansas in an effort to promote and maintain a diverse student, faculty and staff population;

(b) develop and present to the Board of Trustees and the President a plan and recommendations to increase diversity, including but not limited to, staffing, budget recommendations and program changes, if any, with such report to be presented not later than January 31, 2013;

(c) on an annual basis thereafter prepare and file with the Board of Trustees and the Office of the President, an annual report on diversity initiatives with such recommendations as the committee may deem necessary and advisable; and

(d) undertake such other activities, studies or initiatives as the Committee may, from time-to-time, deem necessary or advisable, as well as conduct any other matters within the Committee's jurisdiction as may be requested by the Board of Trustees.

Membership of the Diversity Advisory Committee/Meetings: The Diversity Advisory Committee shall be composed of eleven (11) persons who shall each serve terms as set forth below.

- One member of the University's Board of Trustees appointed by the Board of Trustees
- Two persons appointed by the Board of Trustees, at least one of whom shall be a person holding an administrative position at the University
- Two persons designated as representatives from the Faculty Senate
- Two persons designated as representatives from the Staff Senate
- Two persons designated as representatives from the Student Government Association
- One person designated as the representative from the UCA Alumni Association
- One person designated as the representative from the UCA Foundation, Inc.

The UCA Board member and the representatives from the UCA Alumni Association and the UCA Foundation shall serve a one-year term on the committee.

All other members shall serve two-year terms, with the initial terms of those persons staggered and drawn by lot at the first meeting so that one person from the at-large Board appointees, Faculty Senate, Staff Senate and SGA serves an initial one-year term, and one person from each group serves a two-year term. Thereafter, all terms shall be for two years. Members of the committee may be reappointed.

The committee shall elect its own chair. The committee shall hold at least one meeting in the fall semester and one meeting in the spring semester each year. Special meetings may be called by the Chair, or upon the request of any two (2) members of the committee. At least two days' notice of any meeting shall be provided to each member.

Non-Discrimination Statement: The following non-discrimination statement is hereby approved, and shall be placed in the *UCA Faulty Handbook*, the *UCA Staff Handbook* and the *UCA Student Handbook*, as well as in advertisements for employment with the University:

> "The University of Central Arkansas is committed to providing equal opportunity for all students and applicants for admission and for all employees and applicants for employment regardless of race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, veteran status, socioeconomic background, sexual orientation, gender identity, physical ability, political affiliation, and intellectual perspective."

Motion to endorse Senator Ruud and Second, Senator Bolter.

Unanimously endorsed.

XIII. New Memorandum of Understanding: Faculty Senate Accounts with UCA Foundation

MEMORANDUM OF UNDERSTANDING

UCA FACULTY SENATE FUND

UNIVERSITY OF CENTRAL ARKANSAS FOUNDATION, INC.

The *UCA Faculty Senate Fund* is created as a designated fund within the UCA Foundation, Inc. for the purpose of providing support for Faculty Senate activities. The distribution of this fund shall be decided by a majority vote of the Faculty Senate of UCA.

This fund shall exist as a named restricted current fund if the balance of the fund reaches $1,000 within one year from the date of this document and maintains a balance of $1,000 thereafter. If the balance is not reached or maintained, the fund may be dissolved by the president of the University of Central Arkansas Foundation, Inc.

Expenditures from the fund shall be only with the written approval of the President of the Faculty Senate, who shall serve as director of the fund, and the Provost of the University of Central Arkansas, with final approval by the President of the Foundation.

The Foundation shall have the power to invest the funds as it deems most appropriate.

This fund shall be audited as a part of the annual audit of the UCA Foundation, Inc., so long as the fund shall exist.

A. Expenditure of $300 for Night of Distinction tickets 2011 for Faculty Award winners & guest
The new MOU allows for payment of this debt.

B. Expenditure of $300 for Night of Distinction tickets 2012 for Faculty Award winners & guest
The new MOU allows for this expenditure.

Motion to approve: Senator Jones   Second, Senator: Burley

Unanimously approved.

XIV. President's Report

A. HLC Update

Goal is April 23 for final draft.
Has to be in Chicago by May 1.

B. BAC Update

Budget workshop for BOT April 2 was excellent. Urged all to look at PowerPoint slide shows emailed out earlier.
 Last BAC meeting this Thursday.

C. College Election Results:

HBS - K.C. Poole
LA - Jacob Held
FAC - Garry Craig Powell
ED - Cheryl Wiedmaier
BUS - Kaye McKinzie
NSM - George Bratton

D. Status of Previous Concerns/Charges

Reinstating retiree health benefits. Not going to be reinstatement. Cost prohibitive.

Scholarship Committee: Scholarship for International Students. No action was taken. No scholarship was created from Study Abroad funds.

The working manual was sent out regarding the Faculty Senate President's job, secretary, etc.

SGA needs two advisors. One needs to be faculty member. Contact Austin Hall.

Faculty Scholar award, $600 each semester. This year's selection Jamie Perry of Springdale, AR

Staff and Faculty Spring Picnic 11-1 April 24. Adams Catfish. You have to have a ticket!!!

XV. Senate Committee Reports

A. Executive Committee
1. Selection of Dr. Ann Bryan to the President's Residence Advisory Committee

B. Committee on Committees

1. Academic Council
Decline to pass on the request to become a standing committee.

2. Other Committee Changes
None at this time

C. Academic Affairs
No report

D. Faculty Affairs I

1. Adjunct Teaching Award (see attachment)

Resolution $1,000 award. Moved, Senator Downey, Second Senator Isanhart.

3 abstentions, 4 no, 8 in favor.

E. Faculty Affairs II

1. Online voting

Senator Spivey

Faculty Affairs II Committee to the UCA Faculty Senate
Members: Phillip Spivey (Chair), Amber Wilson, Don Bradley, Melissa Shock, and Shoudong Feng
Date: April 10, 2012

Charge: To investigate whether or not online Faculty Senate elections are technologically feasible. Faculty Affairs II Committee will address 3 main questions related to the issue of Faculty Senate online elections.

1. How do other Arkansas universities conduct their Faculty Senate elections?

2. Does UCA IT currently have the technology to conduct secure online Faculty Senate elections as specified in the Faculty Handbook By-Laws?

3. What would be the estimated costs of this technology?

Question 1: **How do other Arkansas universities conduct their Faculty Senate elections?**

After reviewing the Faculty Senate By-Laws of five Arkansas public four-year universities, there is no evidence that online Faculty Senate elections are being implemented. A close examination of the language in these universities' Faculty Senate By-Laws reveals a common concern for the anonymity of the faculty voter. The use of the secret ballot is implemented to insure the faculty voter's identity cannot be traced to a specific ballot, in an effort to protect academic freedom. The five universities' Faculty Senate By-Laws related to the election of Faculty Senators can be found in *Appendix 1*.

Recommendation: Faculty Affairs II Committee should further investigate whether or not other Arkansas universities are *actually* implementing online Faculty Senate elections without having changed their by-laws to reflect the voting process. On April 8, 2005, the UCA Faculty Senate approved by-laws related to Faculty Senate elections (*Appendix 2*). UCA's Faculty Senate By-Laws directly mention a secure online voting process. However, the online voting process has never been fully implemented due to security issues related to voter anonymity, logistics, and costs. The following questions should be addressed:

1. Are Arkansas 4-year public universities conducting online Faculty Senate elections without addressing such procedures in their Faculty Senate By-Laws?

2. What are the Faculty Senate election procedures in 4-year public universities outside Arkansas, such as universities in the Southland Conference and/or Mid-South region.

Question 2: Does UCA IT currently have the technology to conduct secure online Faculty Senate elections as specified in the Faculty Handbook By-Laws?

After consulting with Brent Herring (UCA Associate Director of IT), UCA currently has the technology needed for online Faculty Senate elections. Two options for implementing online Faculty Senate elections were discussed:

1. Online Faculty Senate Elections Would Be Conducted By an Outside Vendor

Discussion:

Out of the two options discussed, this option would be the easiest to implement. Online election software would be pre-packaged, and could be implemented by Fall 2012. While the outside vendor software platform would not be hosted by UCA IT, Brent mentioned that UCA IT could assist in the process of selecting outside vendor software that would meet UCA Faculty Senate's election requirements and needs. Multiple UCA IT staff members would have to be involved in the software selection process. Technical support would come from the software vendor.

2. Online Faculty Senate Elections Could Be Conducted In-House at UCA

Discussion:

Online Faculty Senate elections could be hosted and implemented by UCA IT. The implementation of online elections will take at least 1 year to develop and test. UCA IT would have to purchase a server and the appropriate software that would meet the UCA Faculty Senate's needs. The anonymity of the faculty voter could be highly protected, but not guaranteed in the event of an audit or investigation related to voter fraud. Multiple UCA IT staff members would have to be involved in the software selection process. Technical support would directly come from UCA IT.

Recommendation:

For the sake of greater security and to insure the anonymity of the faculty voter is protected, it is recommended that UCA Faculty Senate should consider purchasing online election software from an outside vendor. In addition, Brent Herring mentioned that there is an online voting feature to the new online course evaluation software. UCA Faculty Senate should consult with Lynn Burley (UCA Director of Academic Assessment) for further details.

However, a key question still lingers: Could be the identity of the faculty voter attributed to a specific ballot be revealed by an audit or investigation whether utilizing outside vendor software or not?

Question 3: What would be the estimated costs of this technology?

Discussion:

1. Costs Related to Online Faculty Senate Elections Conducted By an Outside Vendor

UCA IT would assist in helping UCA Faculty Senate review and choose the appropriate software.
A. Open Source - Very little or if any fee for usage; Easy to develop; No technical support
B. Paid Software - Technical support from vendor offered; *Survey Monkey* (Select Service Package - $204 year or $17 month)

2. Costs Related to Online Faculty Senate Elections Conducted In-House at UCA

UCA IT would assist in helping UCA Faculty Senate review the appropriate server and software. Development, testing, implementation, and technical support would be under the supervision of UCA IT.

A. Server and Software Tools - Estimated costs $3,000 to $5,000

Recommendation:

It is recommended that UCA Faculty Senate should either look into the possibility of utilizing the voting feature on the new online course evaluation software or consider purchasing paid software from an outside vendor.

XVI. Announcements and Concerns

A. Next meeting: April 26th at 12:45 pm in Wingo Hall 315

B. Other Announcements and Concerns

Faculty Awards ceremony moved to April 25.

XVII. Adjournment

Motion to adjourn: Senator   Ruud   Second Senator Browne