**Minutes**

**UCA Faculty Senate**

**November 14, 2017**

**Wingo 315, 12:45 PM**

College of Business: Lewis-p, McMullen-aa, McCalman-p

College of Education: Feng-p, McClellan-p, Barnes-p

College of Fine Arts and Communication: Walter-p, Dahlenburg-p, Talbot-p

College of Health and Behavioral Sciences: Demers-p, Morris-p, Lowder-p

College of Liberal Arts: Willis-p, Burley-p, Pauly-p

College of Natural Sciences and Mathematics: Bratton-p, Padberg-aa, Peppers-p

At Large: Spivey-p, Winden-Fey-p, Eskola-p, Bogoslavsky-p, Forbush-p, Wilson-p

FS President Duncan-p, FS Vice President Mehta-p, President Davis-p, Interim Provost Hargis-p

Guests in attendance:

Dr. Kaye McKinzie, Chair of Faculty Handbook Committee

Dr. Angela Barlow, Graduate Dean and Director of Sponsored Programs

Dr. Stephen Addison, Dean of College of Natural Sciences and Mathematics

Dr. Peter Mehl, Interim Dean of College of Liberal Arts

Dr. Clay Arnold, Chair of Political Science

April Myers, DASH Emergency Grants Coordinator

Roger Gelwicks, Staff Senate Secretary

**Introduction Items:**

1. Comments – President Davis.
	1. President Davis: Update on IST Review-Quick overview.
		1. Sharing same notes from meeting with 38 members of IST Department last week. This was a productive meeting and we will have a follow-up for additional questions and processing. Important to meet with IST first.
		2. Peer-review process is common in other states when having problems and need significant help. Has done this at other institutions. Allows non-experts to lean on the experts who will cut to the chase.
		3. Challenges are huge and have nothing to do with last five years. Our technology is two generations old. Problematic decisions were made long ago. Systems are very antiquated.
		4. Some good things are happening. Small miracles despite lack of resources. Compared to peers: % of overall budget spent on IST 3.1%-others UCA-1.3% Spending $ per student. Others-$995 per FTE; UCA $479 per FTE.
		5. Failing at offering core services flawlessly.
		6. UCA operates crisis to crises and communication is a huge problem and challenge.
		7. Needs much more of focus on project management. Currently have no specialist in this area and it is needed.
		8. Trust has eroded across campus and within IST. Frustration has led to lack of cohesion.
		9. Investments must be made in overhaul of everything.
		10. We have to improve and status quo is not an option. IST literally touches everything we are going to do in the future. We must get it right.
		11. Significant changes will be required. Will have an interim CIO and plans for that will be forthcoming. This will need to be specialist in managing change.
		12. We have good people but they are misaligned with jobs and roles relative to their skill sets and knowledge.
		13. Committed to making this better. In 24 months we can turn this around.
		14. Peer-reviewers have offered to continue to serve in an advisory capacity, and we will use that.
		15. We may need to reach out to other systems and tether to their solutions.
		16. There is a lot of talent and good people working in this group. Have to identify assets and make changes, as needed.
		17. Difficult first conversation but it was necessary. Will meet with them again to follow up.
		18. Senator Lewis: Do you have a timeline for interim leadership position?
			1. President Davis: Before the end of this semester. Need a change manager (cultural and leadership aspects), someone willing to shake things up and do a deeper dive. May not start until after new year, though.
		19. Senator Lowder: What impact will this have on the budget?
			1. President Davis: We will have to spend more but it is not all about money. Have put band-aids on things for a while. Can leverage some savings from hosted and other solutions.
		20. Senator Bogoslavsky: Will this affect cyber security range?
			1. President Davis: That is a totally separate process.
		21. President Davis: It usually gets worse before it gets better when you chose to tackle a large problem.
		22. Senator Winden Fey: As someone who has been here for a while, this whole process is very encouraging.
		23. Senator Forbush: Some advantages to us here. Blackboard is an antiquated system and there are other systems that could serve us better.
		24. President Davis: There can be power in a consortium, the numbers play into your advantage with pricing.
		25. Senator Lowder: Are most schools in the state independent?
			1. President Davis: Yes, they seem to go at it alone.
				1. FS Pres Duncan: It was good to have UALR on the team to get in state perspective.
		26. Senator Morris: Does the University of Arkansas system work together or work separately on things like this?
			1. President Davis: Nothing close to what I’ve seen in Oklahoma and Georgia. It seems to be random acts of partnership. UALR peer reviewer noted they had to do a lot on their own.
		27. Senator Morris: As we move down the road, do we move into more consolidation options when making considerations?
			1. President Davis: Consolidation is not required to collaborate. Partnerships will always be key.
2. Comments—Interim Provost Hargis.
	1. Provost Hargis: TT vs Non TT Lines by College.
		1. Institutional Research (IR) information is a bit outdated, so provost has informal data self-reported from Council of Deans that is more current.
		2. Outline of position request process. Departments make requests based on needs. That goes to Dean and then Provost Office (budgeting happens here).
		3. Fall 2012 to Fall 2016-From Office of Institutional Research
			1. Fall 2012-351 T/TT faculty; 144 NTT faculty (includes phased retirement anomalies); 46 Visiting faculty. That is a breakdown of 66% T/TT faculty, 26 NTT faculty, 8% visiting faculty.
			2. Fall 2016-359 T/TT faculty; 141 NTT (again, with phased retirement anomalies); 45 visiting faculty; That is a breakdown of 66% TT faculty, 26% NTT faculty, 8% visiting faculty.
			3. Added 8 T/TT faculty lines over this time.
			4. Over these four years visiting positions ranged from 7-10%.
			5. Some visiting faculty lines are due to experimenting in departments and some due to faculty resigning/retiring late in the school year.
		4. Informal numbers from Council of Deans
			1. Asked ow many faculty lines have we converted from visitors to full-time continuing faculty lines?
				1. Numbers are unofficial based on Dean self-reporting:

COB-0 visiting lines turned into full-time faculty.

COE-0 visiting lines turned into full-time faculty.

CFAC-2 visiting lines turned into full-time faculty.

CHBS-1 visiting lines turned into full-time faculty.

CLA-5 visiting turned into full-time faculty (includes position approved in FS today)

CNSM-3 visiting lines turned into full-time faculty (includes position approved in FS today)

* + - * 1. Senator Burley: Are colleges asking for permanent lines or continuing to rely on visiting?

Provost Hargis: Yes that is happening, it is up to the colleges to ask for permanent lines. Not all requests to convert visiting have been granted.

* + - * 1. Senator Talbot: In CFAC are those two listed in numbers above the lines converted in the Writing Department?

Provost Hargis: The ones listed were in Journalism.

* + - * 1. Senator Burley: Did you look at adjuncts in this process?

Provost Hargis: No, that is not what was requested.

* 1. Provost Hargis: Enrollment Updates and Plan Development
		1. Enrollment is relatively flat, but have had some gains in non-traditional student areas.
			1. Specific efforts in these areas have been productive, for example, transfer days.
		2. Need an all hands on deck strategy, all need to be thinking of what can we do to recruit. Currently we are not communicating well across campus with regards to these strategies.
		3. Working on comprehensive plan for enrollment of the university, specifically:
			1. First time full time freshmen
			2. Graduate Programs
		4. Anytime we have high school students on campus that is a recruiting opportunity, and it is very important.
		5. Passed out toolkit of branding and marketing materials. BEARSHARE Brand Portal is pre-made marketing materials available for all.
		6. Provost Hargis: Program directors must take the lead in recruiting to fill program vacancies.
		7. Senator McClellan: What I hear you say is that one way we can grow our programs is work harder at doing more things, with growth and development falling on the backs of faculty members. We have lots of adjuncts teaching to cover core loads and need more support. Then you say we need to recruit more.
			1. Provost Hargis: Only looking to fill programs that are not at capacity. Looking to fill open seats.
			2. Senator McClellan: Faculty shouldn’t have to be working to fill seats.
			3. Provost Hargis: This should not be on backs of faculty alone. Have to look at places where seats are available. Central administration does not always know where those are and need help identifying them.
			4. Senator McClellan: When do we stop providing resources to programs not filling seats?
				1. Provost Hargis: That is already happening with position re-allocation and has been happening for 5 years.
		8. Senator Morris: Faculty are not naturally marketing specialists. If faculty actively recruit, do we go with a corporate model and start kicking back some of those funds to the departments that are most heavily recruiting?
			1. Provost Hargis: It is important to differentiate between role of regular faculty and program directors. Program directors have a macro view of what is happening and can send that information to administrators. Programs directors should be leading the charge for recruiting. Want to be pro-active on this. Not suggesting that all 570 faculty should be running marketing campaigns, that is not what I meant by all hands on deck—meant program directors.
1. FS President Duncan: Updates.
	1. Report on Campus Talks, Investiture, Provost Search (update next meeting).
	2. Core Council, Undergraduate Council, Grad Council reports—review by next senate meeting, and we will invite guests as necessary.
		1. Please see file Update on the UCA Core Fall 2017 on FS website.
		2. Please see file UGC Annual Report 2016-17 on FS website.
		3. Please see file 2017 Graduate School Annual Report to Faculty Senate on FS website.
	3. AAUP Alert and Fact Sheet Re: UA tenure—Senator Burley.
		1. Please see file Alert with Fact Sheet on FS website.
		2. Senator Burley: University of Arkansas system is trying to change tenure policies. U of A BOT and lawyers came up with new guidelines and did not get input broadly from faculty. Biggest changes are 1. what is cause to fire a tenured professor (collegiality) and 2. changed timeline for post-tenure review (most places have 1 year) but now that timeline being removed. U of A BOT is not receptive to including faculty perspective and input. This will affect all of Arkansas-possible domino effect. Please support your colleagues across the state.
		3. FS Pres Duncan: This is informational now. We may consider action later.
	4. The normal 4th Thursday meeting for November falls on Thanksgiving Day, so there will be an extra called meeting at the end of this month for discussion from subcommittees and the provost search. Calling meeting for November 30th at 12:45pm in Wingo 315.
2. Subcommittee Reports
	1. Academic Affairs (Advising), Senator Morris
	2. Faculty Affairs I, Senator Spivey
		1. Please see file Faculty Affairs I Committee Report 3 on FS website
	3. Faculty Affairs II, Senator Burley
		1. Please see file Faculty Affairs II: Committee Proposal on FS website
	4. Be prepared for discussion and potential resolutions at called 11/30/17 FS meeting.

**Invited Guests:**

1. April Myers—DASH Emergency Grants Update
	1. DASH provides emergency micro-grants for non-educational expenses that students never have to pay back. Program began in September 2017. Purpose is to overcome an unforeseen financial crisis that may cause them to not graduate or drop out. Cannot pay for tuition, books, or other educational costs. Can cover rent, car repair, child care, etc
	2. Eligibility requirements:
		1. Full or part-time undergraduate student seeking a degree.
		2. Expected Family Contribution (EFC) of 7,000 or less on most recent FAFSA.
		3. Enrolled at UCA during the semester in which the grant would be received.
		4. Have not received a DASH grant within the 2017-2019 grant period.
		5. Any UCA student account balance still owed is on a repayment plan approved by Student Accounts.
	3. www.uca.edu/ssds/dash for more details.
	4. Decisions are made in two business days.
2. Dean Angela Barlow—Update on Sponsored Programs (SP) and Grants
	1. Been having a lot of meetings with faculty since I started here.
		1. Regarding the grant writing process three themes that have emerged from these meetings and conversations:
			1. We are reactive instead of proactive (learning from mistakes, failing forward).
			2. There are obstacles to proposal writing that should be addressed.
			3. There is a definite mismatch between what faculty perceive SP should be doing and what they are able to provide with resources they have.
		2. Future actions/what SP is going to do:
			1. Create faculty friendly handbook and work on dissemination. Hold workshops. Possible bi-weekly email blasts.
			2. SP will look at their own processes in light of feedback and figure out how to best support faculty to best of their abilities.
			3. Make available to faculty-be transparent about what we actually can do. Make lists of what they do. Also lists of what resources we have been under utilizing and making people aware of those.
	2. Senator McCalman: What are the misperceptions about SP?
		1. Dean Barlow: Faculty from other institutions have different expectations based on what they have experienced at previous institutions (dealing with budget, for example).
	3. Senator Morris: Faculty members are subject area experts, so things like budget are a big challenge.
		1. Dean Barlow: We need to be more active with first and second time applicants, so that they can become more efficient and effective in future applications.
	4. FS Pres Duncan: You mentioned creating a handbook. Do you have a timeline for that?
		1. Dean Barlow: We do not have a deadline/timeline for that at this point, but hoping within the next few weeks. We want to ensure that it is a good product to distribute.
		2. Senator Winden Fey: With regards to Institutional Research, collecting institutional data has been very difficult. We also seem to not have much support for assessment plans for federal grants.
			1. Dean Barlow: These are things I have not heard about before. Let’s get together and talk about that.
	5. Senator McClellan: Sometimes it is a matter of grant management with the various forms and other content that must be continuously filed. Could we partner with Center for Teaching Excellence (CTE) to do better?
		1. Dean Barlow: Nothing concrete with CTE but we can definitely explore options. We do not have a post award person in grants accounting and things fall through the cracks because faculty members are not experts at this.
	6. VP Mehta-The grant writing process takes a lot time. Sometimes we collaborate with other institutions and there are different forms and expectations that must be handled.

**Action Items:**

1. Approval of 10/10/17 Minutes
	1. Motion by Senator Demers, second by Senator Eskola.
	2. Motion passes.
2. Consideration of Non-TT Hires in College of Natural Sciences and Mathematics-Dean Addison.
	1. Please see file CNSM Biology Lecturer Request on FS website.
	2. Dean Addison: I submitted a letter to FS President Duncan which has been disseminated to you. We have had lots of growth and have had to use adjuncts in Biology. The ongoing needs of the department can be met well with teaching intensive faculty member. This is the request of the biology department. The biology department supports a lot of non-majors from College of Health and Behavioral Sciences and College of Education and needs someone to be focused in the classroom.
		1. Senator Burley: If psychology gets rid of BA, you will have more students, correct?
			1. Dean Addison: That and other things could affect numbers in the future. This request focuses on our current needs. Nursing and psychology program changes would greatly increase demand for biology classes.
	3. Motion to approve CNSM request for lecturer line by Senator Burley, second by Senator Eskola.
		1. Motion passes.
3. Consideration of Non-TT Hires in College of Liberal Arts, Dean Mehl and Dr. Clay Arnold.
	1. Please see file Lecturer Position Request from Political Science to begin Fall 2018 on FS website.
	2. Dr. Arnold: I originally submitted last fall hoping to have it for this year, but now the timeline is for next year. Political Science department has experienced growth in overall numbers (listed in the letter/proposal), but particularly in Model United Nations program. We have had a problem with managing success. We will host high school model UN this Friday (has grown from 200 attendance to 700 attendance with no new support). We also began a college level Model UN conference recently. The duties associated with all aspects of Model UN have grown and need someone to focus attention on it year round. Need someone who does not have to focus on publishing to the detriment of the Model UN program (concentration here).
	3. Senator Lewis: How much of a course release would this require?
		1. Dr. Arnold: No course release but no advising load required.
	4. Senator Dahlenburg: Is it made clear to people getting this job that this does not lead to a tenure track position?
		1. Provost Hargis: Yes, it is clear in the handbook that advancement is open to them, but no promise of anything else.
	5. Senator Spivey: To clarify, requesting Lecturer I, correct?
		1. Dr. Arnold: Yes.
	6. Senator Lowder: Is Model UN program something that will continue in the future?
		1. Dr. Arnold; Yes, been doing 50 years.
	7. Senator Lewis: Does this program generate money?
		1. Dr. Arnold: Yes.
	8. Senator Morris: Who has done this in the past?
		1. Dr. Arnold: Dr. Mark Mullenbach.
	9. Senator Pauley: Why not tenure track?
		1. Dr. Arnold: Would need to devote so much time and energy to Model UN that research needed for promotion would not be sufficient. Need to focus stay on Model UN because of significant growth here. Duties include: coordinating schools, assigning countries, performing research (Model UN role-plays the entire UN process and is very extensive).
	10. Senator Lewis: Summer work is required, so would this be better funded by staff position?
		1. Dr. Arnold: We have gotten grants to cover necessary funds in the summer months.
	11. Senator Walter: Does this position get a course release?
		1. Dr. Arnold: No.
	12. Motion to approve CLA request for lecturer line by Senator Burley, second by Senator Eskola.
		1. Discussion Senator Pauley: This may be a discussion for a different day but we need to look at overall numbers of what we are doing with these lines (tenure track vs non-tenure track).
		2. Discussion Senator Forbush: We do not need to be department chairs and are getting into esoteric discussion about the lines. Provost Hargis provided numbers earlier that showed no increase.
		3. Discussion Senator Burley: Over a longer period of time (since 1980’s) tenure track lines have decreased nationally.
		4. FS President Duncan: This discussion is valuable and we should return to it at a later date.
		5. Discussion Senator Wilson: Departments know what they need, and we as a body should not be telling them what to do.
		6. Discussion Senator Lewis: Does this position have a course release? I think it is important to consider that this position would not be doing advising or other roles.
		7. Motion passes.
4. Terminal Faculty Rank Resolution—Senator Forbush and Handbook Chair Kaye McKinzie (2:15)
	1. Please see file Resolution on removing min years to terminal rank on FS website
	2. Motion to approve resolution as presented by Senator Forbush, second by senator Demers.
	3. Discussion
		1. Senator Burley: What is the rationale for this?
			1. Dr. McKinzie: Bringing it to see where Senate stands on this (take temperature). Concern came up to be more competitive, remove time restriction of 6 years to apply for terminal rank. Other institutions do this. Whatever department policies are in place will not change.
		2. Senator Morris: If department sets a time limit that would still be the rule, correct?
			1. Dr. McKinzie: Department sets its own terms.
			2. FS Pres Duncan: Nothing in handbook eliminates the authority of departmental guidelines.
			3. Dr. McKinzie: This would just eliminate the mention of time.
		3. Senator Spivey: What is the rationale for 6 years?
			1. Dr. McKinzie: It is the same as required to move from assistant professor to associate professor and Lecturer I to Lecturer II. Thought length of time was needed to show sustained achievement.
		4. Senator Eskola: With regards to the length of time, sometimes people do a substantial amount of work in a lesser amount of time. Could there be a different length of time?
		5. Senator Burley: It does not have to be the same length of time for professor vs. senior lecturer.
		6. FS Pres Duncan: Do we want to amend the resolution as currently stated?
		7. Senator Forbush: We have options here: can amend, can defeat it (would send back to handbook for them to try again), can table it.
		8. Motion is defeated.
5. Committee on Committees Voting Resolution—VP Mehta (2:30)
	1. Please see file Committee-on-Committees-Report (FS Appointments ) Nov 7, 2017 on FS website.
	2. Motion by Senator McCalman, second by Senator Bogoslavsky.
		1. Motion passes.
6. Constituent Concerns
	1. *My only concern with athletics is the special circumstances they have for registration. I know they need to register early to get early labs to avoid afternoon lab/practice conflicts. And I also know the "they represent UCA" rationale for this special treatment. I have nothing against student athletes. However, isn't such special registration equally noble and worthwhile for: 1) a single parent non-trad student who also needs earlier class times in order to pick up dependent children from school in the afternoon, and 2) a working student, who needs earlier class times in order to get to work in the afternoon to pay their UCA tuition. I'd argue these two are just as important as the athletes' reasons for early registration. I'd actually argue that these two groups are more important because they speak directly to UCA's mission to educate Arkansans.*
	2. *When we discussed switching to self insured, the major argument (really the only argument) was that the move would save us so much money! How is the upcoming increase in health insurance premiums consistent with that reasoning?*
	3. *Is political influence or pressure being applied to discourage participation by faculty and staff in the upcoming HRC Youth Summit? If so, who has been told not to participate and why?*
	4. *If IT is going to conduct a self study to see where they need they need to improve, I think Student Health is long overdue. Students pay good money for what is increasingly poor service. For students whose doctors are far away and for international students with limited insurance, we need a health service dedicated to both urgent care as well as wellness. Right now they aren't living up to either objective. And the fact that details from the quality survey easily identify the patients completing them suggests they aren't really committed to care so much as covering their liabilities.*
	5. *I'm concerned about the timing and notice of the fire drill held in Irby Hall several weeks ago. Although I was not giving an exam on that date, I had given exams the day before and had another upcoming in the days after. The fire drill was scheduled during prime class time hours (mid-morning) shortly before the midterm point of the semester. That is an absolutely terrible time to hold a drill. What if I had been giving an exam at that time? If they insist on holding fire drills during prime class hours shortly before midterms, then they at least need to let faculty know in advance. I understand that the randomness of the drill is important, but even being told the week or a range of days would be helpful. That way, I would know not to plan exams for that time.*
	6. *I think the resolution to remove the minimum number of years before a candidate can apply for promotion to terminal rank may be ill advised. The minimum rightly requires a candidate to demonstrate teaching effectiveness, growth, etc. over a reasonably extended period. The assessing committees need that body of evidence to reach an informed decision on the candidate's qualifications. Premature, repeated applications will lead to unnecessary and redundant work for those on application-review committees.*

**Reminders:**

1. Google Form for Constituent Concerns, let people know follow-up
2. Next Senate Meeting—Called meeting on **Thurs. November 30 at 12:45** (to replace meeting that will miss due to Thanksgiving).
3. Faculty/Staff Senate Office hours 12:30-1:30 @ Blue Sail 3rd Tuesdays
4. Planning Spring 2018—No courses at 2:40