

Minutes
UCA Faculty Senate
April 26, 2018
Wingo 315, 12:45 PM

Attendance:

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

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

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

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

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

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

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

Part-Time: Topich-p

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

Invited Guests:

Jenna Davidson, Staff Senate Parliamentarian

Roger Gelwicks, IT Technical Writer and Trainer

Introduction Items:

- I. UCA President Update
 - a. Apologies for being late. Was meeting with a veteran's affairs expert.
 - b. Want to have a forum on budget-BOT will meet 5/11/18 and will make recommendations on budget. Although it is after commencement, would like to have a campus open forum the week after BOT about the budget to provide more perspective. Apologies for it being after commencement, but would really like to get faculty senators participation. Looking at Wednesday 5/16/18. Tentatively in the afternoon. Will update when finalized.
 - i. FS Pres Duncan: Will also have it live streamed and recorded. Please let constituencies know this is happening.
 - c. Tuition freeze makes it difficult to be flexible in budget. Will be discussing what goes into process of budgeting.
 - d. To get university all up to market target salaries would be \$5.5 million dollars. To get to 90% of target salaries would be \$3 million dollars. Aiming right now for gesture of good will to get everyone up to 70% of target salaries.
 - e. Senator Morris: We always hear about budget changes and compression issues. Are we going to have a specific plan to outline potentially where money will come from? Details have been requested from constituents.
 - i. Pres Davis: Enrollment is where money will come from. We have combined data sets that give us faculty salary targets, so that everyone falls into a grid. Equity and market model information, to get people to 70% this year. Hopefully 80% for next year if we have the funding. 2% enrollment for several consecutive years would start to get us to where we need to be. We

need to grow enrollment and raise money (operating much more like a private entity than we have in the past).

- f. Senator McClellan: Are we considering difference in graduate vs. undergraduate?
 - i. Pres Davis: Yes, we need 1/3 new freshmen, 1/3 transfer, 1/3 graduate. Not all growth can come from 1st time freshmen.
- g. FS Pres Duncan: That information was covered in last campus talk.
<https://www.youtube.com/watch?v=2WFGbgfU1kk&list=PLInJ8RNI9iWaLPLxs46v1WHJKItGCq23T>
- h. Senator Morris: Is this realistic for us in 5 years? Can we meet that goal? This has always been a concern of constituents.
 - i. Pres Davis: Decision to improve admissions standards led to predictable fall off. Other states would have required detailed plan for how to off-set those losses. 2% rate of growth is absolutely reasonable. We can get our share of Arkansas high schoolers. Additionally, targeted efforts in Dallas, Memphis, Tulsa, OKC will be fruitful (helpful to have out of state waivers). We have got to build Health Sciences building to provide space for potential new students.
- i. Senator Eskola: Since we've raised standards, do we know where those possible students that we did not accept. Are we tracking where they are going? Some of these are viable good students.
 - i. Pres Davis: It takes 4-5 years to see impact. Some are going to Morrilton, Beebe, and Pulaski Tech. Will be announcing big partnership with U of A Morrilton to provide co-curricular and extra-curricular opportunities for those students. Bear Partners program (look at Oklahoma State and Northern Oklahoma College-Cowboy Gateway Program). Students at Morrilton will get a Bear Partners Card and become part of the UCA family.
- j. Senator Lewis: Good job in benchmarking. I was part of the Gateway Program in Oklahoma that you referenced. There was a lot of improvement and productivity.

II. Provost Remarks

- a. Thank you so much for your service on Faculty Senate this year.
- b. CLA Dean Search (three candidates so far and one more tomorrow). Appreciate seeing faculty and senators at the open forums. Look for emails with links to provide feedback.
- c. Assistant VP of International Engagement search. Have been some questions about the process so wanted to provide more information. 43 applicants (good pool). Search committee narrowed to approximately seven. Invited three for Skype interviews. From there invited two finalists to campus. One withdrew after the invitation to interview on campus because of other opportunities and timeline. Committee decided to interview the one remaining candidate. Encourage faculty senators to participate in forum Thursday 5/3/18 at 1:30p in Wingo Boardroom.
- d. Service Learning Awards Ceremony was Monday 4/23/18-impressed with numbers. Program has grown. 59 Faculty taught courses. 124 courses across all 6 academic colleges. 69 community partners. 2,307 students participated in these courses. We are just getting started and look forward to the future. Great work everyone, and let's keep building.

III. FS President Updates

- a. Year in Review
 - i. Please see file [Faculty Senate Year in Review 2017-2018](#) on FS website

- b. Reminders for Committee Service
 - i. Some concerns about consistent scheduling for committee work/meetings and inconsistent attendance.
 - ii. Reminder-if you cannot serve, please ask Faculty Senate or Committee on Committees to get a replacement. Also, if committee is not meeting, bring that information forward. Should be made aware of that.
 - iii. Senator Burley: Faculty Handbook says that a committee chair can ask Faculty Senate to make a replacement if someone has two unexcused absences.
 - iv. Senator Eskola: If committee is set to meet regularly and they are not, then chair should be held accountable.
 - 1. FS Pres Duncan: Yes, that should be reported to the person that committee reports to.
 - v. FS VP Mehta: There is also a lack of consistency in committee reporting to the Faculty Senate, sometimes we get them and others we do not.
 - c. Retreat Update
 - i. Got some guidelines from Staff Senate to see what they do, and how those possibly might work for us. Suggestions: focused review of parliamentary procedure, review by-laws, strategize who could work on what committees.
 - ii. Senator Forbush: Date for FS Retreat will be Tuesday 8/21/18 1-5pm in the Sky Boxes.
 - d. Follow-up to Admissions Questions
 - i. Please see file [Admissions Answers April 2018](#) on FS website
 - ii. Two questions had to do with admission appeals (72 appeals and 53% approval rate) and new admissions criteria (last update was in 2015 and went into effect fall 2016) and its effect on diversity
 - 1. Senator Spivey: At the time there were some concerns about raising GPA and ACT score because of its effect on diversity in recruitment. Admissions Committee wanted strategy to raise admissions standards gradually. The administration wanted to raise them more aggressively, so we did. This fall will begin looking at international student criteria.
 - iii. Senator Winden Fey: Did we get a solid answer on the effect
 - 1. Duncan: reviewed data prior, but do not have data for after
 - e. BOT Meetings-See President Davis Remarks
- IV. Subcommittee Reports
- a. Faculty Affairs I Data
 - i. Senator Spivey: Presenting resolution later in this meeting. Please see action item IX. Resolution on 3 and Out Rule.
 - b. Faculty Affairs II Update on Charge 2
 - i. Please see file [Faculty Affairs II Committee Report \(2\)](#) on FS website.
 - ii. Senator Burley: Will continue work on the clean-up over the summer.
 - iii. Senator Wilson: Will gladly assist.
 - c. Academic Affairs Final Report based on Survey
 - i. Please see file [AAC Brief Report 2018 April 25-Advising](#) on FS website
 - ii. Senator Morris: Many thanks to members of subcommittee. It was definitely team effort.

1. Our committee looked at three things: identifying advising best practices, investigating what do our peer/aspirants do, how do we implement something that will work.
 2. Faculty completed survey (41% response rate-good job!). Main question to highlight. How are you currently spending time in advising practices vs. what is your ideal use of time in advising. Current time is mostly used on administrative type duties (right courses, right number of hours, meeting stipulated requirements, etc). Ideal way to spend time would be mentoring and developing students for career options. Literature suggests that we critically need both.
 - a. Peer and aspirant institutions-perhaps we need site visits to see how they approach.
 3. With regards to the 30, 60, 90 day degree audits. Who would do this? It is more administrative.
 4. Faculty would like to focus on building career goals within degree program with the administrative duties being handled elsewhere.
- iii. Senator Lewis: In the survey there was a lot of qualitative information. There were a lot of comments on training students to use Degree Works so that they can be more self-sufficient.

Invited Guests:

- V. Roger Gelwicks, IT Technical Writer and Trainer—IT TeamDynamix (1:30)
- a. Please see file [TeamDynamix Overview](#) on FS website
 - b. Team Dynamix is a dedicated IT service management system (previously we had no real way to keep track of everything). This is ticket based process with a chain of custody. Team Dynamix is a product that is specifically focused on higher education.
 - c. Client portal is the customer facing view (faculty, staff, students). Options menu-I need: help, service, or directions. Incident form to fill out. Automatically assigned to a technician. All interactions have a ticket number so all is documented. Ensuring better customer service.
 - d. Service Catalog-this is for recurring needs (reimage computer, access for new faculty member). Have to follow all through to completion.
 - e. Knowledge Base provides a sort of Q&A or “asked/answered” set of ready available information. This is always on IT website, but also putting in Team Dynamix.
 - f. Email notifications with ticket updates; clear chain of custody with tickets; historical records of fixes and service requests; future-project, asset, and change management.
 - g. Will roll out over the summer, and this will be in full effect by the fall semester.
 - h. Senator Feng: When will this be available?
 - i. Mr. Gelwicks: It is not live yet. We are almost there.
 - i. Senator Walter: Traditionally problems in the fall. How will this help?
 - i. Mr. Gelwicks: This will track problems, allow to diagnose and correct efficiently.
 - j. Senator Morris: If we have all of these tickets but no support technicians then it will not make a difference because will not have enough people to fix the problem.
 - i. FS Pres Duncan: That question should be for VP of IT Mike Lloyd. Though at last senate Lloyd did mention that there are plans to expand the team.

- k. Senator Lowder: Are you and other IT staff satisfied with this?
 - i. Mr. Gelwicks: Yes.
- l. Senator Walter: Is the IT Help Desk still available?
 - i. Mr. Gelwicks: Yes! And Team Dynamix will make all interactions trackable.

Action Items:

- VI. Approval of Minutes (4/10/18)
 - a. Motion by Senator Lewis, second by Senator Walter.
 - i. Motion passes.
- VII. Committee on Committees Update—FS VP Mehta
 - a. Please see file Committee on Committee update 4 22 18 on FS website.
 - b. Motion to consider by Senator Mehta, second by Senator McMullen.
 - i. Faculty Senate Appointment to Honorary Degree Committee-Donna Bowman, Honors College.
 - ii. Motion passes.
- VIII. Resolution for Continuity of Access to Course Content (Revised)—Barnes and Feng.
 - a. Please see file Resolution for Continuity of Course Content revised (1) on FS website
 - b. Motion by Senator Barnes, second by Senator Feng.
 - c. Senator Barnes: Many thanks to those who gave feedback and helped with revising.
 - d. Senator Burley: What does support mean? Is it excluding all other mechanisms of grade reporting? Would this mean administration is making us use this?
 - i. FS Pres Duncan: This presents a question. How stringent do we want to be? Require? Or just offer support? Should discuss.
 - ii. Senator Barnes: Supporting using current system for specific reasons outlined in resolution.
 - iii. Senator Burley: There is a different in supporting and requiring.
 - e. Motion to amend resolved FS “supports faculty members required use of” by Senator McClellan, second by Senator Forbush.
 - i. Motion passes.
 - f. Senator Burley: Next question. What is meant by grade? Every single assignment? Or just the mid-term/final grade?
 - i. Senator Barnes: This system would generally record grades as go along in semester. Basically using LMS as the gradebook.
 - ii. Senator Burley: That is a different amount of work.
 - g. Motion to add “all grades” to resolved clause by Senator Lewis, second by Senator Morris.
 - i. Senator Padberg: Are we talking about Blackboard?
 - ii. FS Pres Duncan: As it is now, that is our LMS. In the future this would be whatever LMS we are using.
 - iii. Motion passes
 - h. Senator Bratton: Two words. Academic Freedom. Supporting requiring faculty members to use something for every grade they assign is a violation of academic freedom. If I were not retiring 2 weeks from now, I would be in trouble because I would not do it.

- i. Senator Winden Fey: Academic freedom does not mean you own the grades. They are owned by students, departments, administration. This type of grade reporting would help students and be good for retention.
- j. Senator Padberg: I support Senator Bratton's position. Have been using BB for every grade for a large class this semester, when previously had used Google. Blackboard is unwieldy and cumbersome.
- k. Senator Feng: Talked with Senator Barnes, if use Google Classroom the grades cannot be confidential. With BB they log in and see only their own grades.
 - i. Senator Padberg: I hand back all grades. The Google use was for my records.
- l. Senator Morris: Appreciate issue of academic freedom and how this might affect workload. The institution has to have some way to support and back us as faculty. Blackboard works well for me but understand that there are pros and cons.
- m. Senator Talbot: In Google Classroom, students do not have access to a cumulative gradebook but can log in to see only their individual assignment grades.
- n. Senator Burley: Issue is not who owns the grades. The issue is about needing access. This is imposing one particular system because it is easiest. Could accomplish the same thing with a written gradebook. As chair, all of my faculty this semester have given me access to all of their various forms of grade recording keeping (written gradebook, passwords, etc). We have to turn in final grades on Banner. That is not a violation of academic freedom. But requiring reporting to an LMS is affecting faculty pedagogy and the university cannot legislate that.
- o. Senator Demers: I agree with just about everyone on this. Students need access to grades. Particularly if a faculty member is no long available. Can we reword this to ensure that it is possible without encroaching on faculty rights?
- p. Senator Feng: It is not just about ease of access. Sometimes it is impossible for the university to get to grades. Then content is lost. I support the use of an electronic system.
- q. Senator Eskola: There has to be a compromise. Students should have grades. Not sure it is fair to mandate that everyone use Blackboard. Why are we debating this? Should be a department chair issue and they can sort out how they want it and keep up with it. This would allow faculty the flexibility that we all want.
- r. Senator McClellan: Consider who is the intended recipient of information. Students need better access to their grades. Streamlining this process can really help a student (one place to go for all content).
- s. Senator Lewis: This is 2018. We owe it to students to have one centralized system. I support this resolution to allow students to view all of their content at the same time.
- t. Senator Winden Fey: Senator Lewis made my point. We need transparency in assignments, classes, grades, and content. They are used to having one system coming from their high schools. Different classes with different grading systems and different ways of reporting is confusing to them.
- u. Senator Burley: If talking about doing what is easy for students, just do 1 mid-term and 1 final and that makes it easy. But we are talking about how the professors must provide information. Mandating a system is mandating how a faculty member has to operate. Should we lose academic freedom because of students?
- v. Senator Forbush: Have trouble equating this to academic freedom. Faculty can teach what they want and determine how they grade. Only focusing on one thing that is

- needed. There are a lot of scenarios where things could go wrong even if a department is keeping track of every single faculty members. Not demanding that this is enforced. This says we support the required use, not enforce the required use.
- w. Motion passes.
- i. 13 in favor, 8 opposed, 2 abstain.
- IX. Resolution on 3 and Out Rule—Spivey and Willis
- a. Please see files Resolution on the 3 yr and out rule and Conversions Requested and Approved f13 to f18 – Sheet1 on FS website
 - b. Motion by Senator Willis, second by Senator Demers.
 - c. Senator Willis: The data we collected showed a straight forward situation. Not the rule itself that is a problem, but issue is with how some were interpreting it.
 - i. FS Pres Duncan: For clarification-what were your sources of information?
 - ii. Senator Willis: We received information from Institutional Research on conversions requested vs. conversions made, requested information from Deans, and they used the data from Provost Hargis.
 - d. Senator Walter: When data gathered, did you have the number of people in each college that were “3 and Out”?
 - i. Senator Willis: Yes, that was in documents.
 - ii. FS Pres Duncan: That data was also in a report from an earlier FS meeting.
 - e. Senator Burley: Regarding the “be it resolved the FS urges” would like to make that stronger. This is about transparency. Faculty generally do not know what is going on and how this process works. We need to know who is making what requests and what the needs are in specific areas.
 - f. Senator Forbush: I think the current wording is good.
 - g. Senator Burley: All faculty should know what happens with requests that chairs put forward to deans.
 - i. FS Pres Duncan: That would go beyond this resolution. It would be a good thing for this body to consider in the future.
 - h. Senator McClellan: For colleges and departments that request conversion of visiting to permanent lines, how are those considered by provost’s office?
 - i. Provost Hargis: Considerations are made in conjunction with all other decisions that have to be made (new lines, converting lines, etc.) Deans prioritize the requests with input from various constituencies.
 1. Senator McClellan: If chair would lose position, does that line disappear?
 - a. Provost Hargis: That is possible.
 - i. Senator Talbot: This is specifically relevant to School of Communication. Generally talking about converting to lecturer not tenure track. 6 visiting faculty who were previously “3 Year and Out” timed out are now in part-time positions and have added more part-time positions to fill need. This would be difficult to prioritize because would need many conversions. While this has been effective across campus, it has been problematic for the School of Communication.
 - j. Senator Willis: This is not meant to prioritize conversion above all else. Rule was meant to not create a revolving door of faculty. Want to make it clear that this can be a good rule.

- k. Senator McCalman: Glancing at table presented, budget seemed to have big effect on what positions were granted in specific years.
 - l. Senator McClellan: LEAD was impacted by “3 Year and Out” rule. Do not understand why we are trying to reinforce it instead of doing away with it.
 - m. Senator Willis: Because it is working as intended. Complaints focus on mis-application and misinterpretation of the rule. We need to see it applied consistently before can do anything else.
 - i. FS Pres Duncan: Misapplication is correct focus with what we have seen thus far.
 - n. Senator Talbot: Haziness around rumors about School of Communication. Thought requests were being made more frequently than what they were.
 - o. Senator Burley: Editorial correction to the resolution.
 - p. Motion passes.
- X. Resolution for Technical Editor—Wilson and Eskola
- a. Please see file FS Resolution Technical Editor Faculty Handbook 4-26-18 on FS website.
 - b. Motion by Senator Wilson, second by Senator Talbot.
 - c. Senator Wilson: This is needed to maintain consistency and clarity within the Faculty Handbook. Over the years, edits have been made in some parts and not others. Content gets updated in one chapter but not elsewhere, so it technically conflicts. Overall cohesiveness is difficult to maintain, since the committee changes every year. Also, the members of the committee are not experts in grammar and mechanics. It is a very important document and it would be best for a professional to work with it to ensure that it is a high quality handbook.
 - d. Senator McMullen: Once the Faculty Handbook has gone this process, will it come back to Faculty Senate for approval?
 - i. Senator Wilson: It will first go back to the Faculty Handbook Committee and then will come to the Faculty Senate.
 - e. Motion passes.
- XI. Resolution on Best Practices in Supporting Contingent Faculty—Talbot and Topich
- a. Please see file Resolution on Best Practices in Supporting Contingent Faculty on FS website.
 - b. Motion by Senator Talbot, second by Senator Topich.
 - c. Senator Talbot: This will codify and make visible ways that we can support part-time faculty.
 - d. Senator Topich: Part-time faculty felt breakdown in communication. Like a wall of separation. Would benefit greatly from better lines of communication. This will translate into a better experience for the students.
 - e. Senator Talbot: Suggest training workshops, will work with Center for Teaching Excellence.
 - f. Motion passes.
- XII. Passage of the Gavel to President Mehta
- a. President Duncan officially passed gavel to new President Mehta. Congratulations!
 - b. President Mehta presented former president Duncan with a plaque.
 - c. Recognition of Senator Bratton as he is retiring- Has served in all roles on executive committees. Thank you for your service!

- d. President Mehta recognized the departing senators
- e. Duncan recognized her outgoing FS Execs and gave them a gift.

XIII. Constituent Concerns- Please note that recording these concerns is an integral part of the role Faculty Senate plays in shared governance at UCA. Acknowledging our constituents' concerns verbatim allows their voices to be heard, though it is important to understand that recording a constituent concern does not equate to Faculty Senate endorsing the position stated in that concern. Additionally important to note: all concerns submitted are public documents under FOIA guidelines, with certain FERPA, HIPAA exemptions. We encourage faculty to be mindful of the public nature of concerns, and the role of conveying concerns through Senate. In the minutes, these concerns are captured in two main ways: in plain text, identified with the particular senator who presented the concern on behalf of constituencies; or, in italics, to identify a concern submitted online to the Executive committee via Google Forms.

- a. *I would like to see faculty senate raise more concern about faculty salaries, how far behind we are for the CUPA median and how important it is to implement faculty salaries into the strategic budget. I would like to see UCA think outside of the box on how to get those funds to make it happen, such as raising parking cost for students (when I was an UG student, it cost me \$400 for parking my first year, \$300 my second year, \$200 my third year, and \$100 my last year- and the university I attended was 11,000 students), or being more diligent about ticketing students parking in faculty parking (some universities have raised obscene amounts of money with this strategy), heavily market to other states that you can attend UCA and pay in-state tuition if you live on campus, etc. I looked on-line (<http://uca.edu/studentaccounts/files/2017/05/2017-2018-University-Fee-Information.pdf>) and couldn't find how much students pay for parking, but it says it is covered in their fees.*
- b. *Inappropriate faculty/student contact: We have continued reports of inappropriate faculty/student contact including, but not limited to, unwanted sexual advances/propositions, off campus engagements involving drinking at private residences, and sexually inappropriate comments. However, these behaviors do not currently rise to the level of Title IX violations and are not covered by other existing policies. These faculty are thus free to continue in these practices and students are vulnerable to them. Administration hasn't pursued disciplinary actions in known cases of misbehavior I'm guessing due to the fact that existing policies don't clearly cover these cases. So we are left with faculty preying on students and students left to fend for themselves. These behaviors impinge on students' ability to pursue their education at UCA. Faculty are in a unique position or power, as are chairs and deans, and for them to engage in these practices, even if not violations of the letter of extant policies clearly violate the spirit. Thus, faculty senate needs to clearly articulate a non-fraternization policy and move it forward for board consideration in order to reaffirm our commitment to our students, our commitment to creating a welcoming and safe space for them to pursue their education, and clearly delimit to faculty with mis-calibrated moral compasses exactly what is and is not acceptable behavior.*

- c. *Our lack of student/faculty technical support continues to be a serious issue. In the past week I have had a few major issues with tech support/technology. One student got locked out of their account over the weekend and NOBODY could help? Last night I had a student trying to take an exam using BB respondus lockdown and monitor. He was having issues with the webcam--had used it in the past without difficulty, and did everything he knew to try and fix it. No luck with BB support and no answer at the help desk "Leave a message". It was around 9pm. He tried for over an hour and I finally had to just lift the monitor requirement so he could take the test. At the REACH conference no help setting up a presentation for a speaker? How embarrassing.....In one of the classrooms we use you have to stand on a desk to turn the on projector because the 'system' hasn't worked in years. Nor can you play videos or internet sources because the 'system' has sound that does not really work. We offer several 'online' programs and augment our courses with technology, we are expected to use technology.....however.....we have no support for students or faculty.*

Reminders:

- XIV. Google Form for Follow-up:
<https://docs.google.com/forms/d/e/1FAIpQLScFTqeySHXWntrv9gbZx61toJSr986Hh1JP58AwMguZhGglQ/viewform>
- XV. Congratulations to our new senators: Brent Shires (At-Large, CFAC); Carla Gilbreath (CHBS)
- XVI. First Meeting of the New Senate: May 1, 2018 during the finals slot from 11-1
- XVII. For Fall Schedules: No Classes at 2:40 on T, R