

**Minutes**  
**UCA Faculty Senate**  
**Tues. Oct. 9, 2018**  
**Wingo 315, 12:45 p.m.**

**Attendance:**

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

College of Education: McClellan-p, Miller-p, Dailey-p

College of Fine Arts & Communication: Douglas-p, Talbot-p, Hitt-p

College of Health & Behavioral Sciences: Morris-p, Lowder-p, VanHoose-p

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

College of Natural Sciences & Mathematics: Padberg-p, Peppers-p, Chen-p

At Large: Eskola-p, Forbush-a, Shires-p

Unaffiliated: Hicks-p, Wilson-p, Lea-p

Part Time: Richard-a

FS President Mehta-p, FS VP Barnes-p, President Davis-p, Provost Poulter-p

Guests in attendance: Sergeant Garrett, UCA PD. Sen. Kim Clark, Staff Senate.

**Introduction Items:**

I. Comments: President Davis

- A. Plans for pay increases, COLA, etc. in a tuition-freeze environment: We discussed budget issues and plans briefly last meeting and more info will be forthcoming. Next campus forum will be focused on budget. Diane Newton will speak then as well.
- B. Parking lot east of HPER center that's blocked off and creating possible safety issues: Will talk to Chief Merguie and see if there have been safety issues and concerns.
- C. Concern about white nationalist group on campus: Reference to statement from last year to Faculty Senate about Charlottesville. AVID is our mission writ large around campus and also carried out in the actions and lives of our faculty, staff, and students. Tolerance, empathy, understanding, and civil conversation have never ceased to be the values of this campus. Safety and civility are our top priorities. We hold those values together with free speech rights every day.

II. Comments: Provost Poulter

- A. Question about Lewis Science Center and plans for renovations: The condition of the building makes some aspects of renovation prohibitive. Phased construction

instead: an engineering annex will be a first phase followed by other projects to accommodate needs for facilities for faculty and students.

1. Sen Shires: Will this have any impact on other facilities projects?
    - a) Provost Poulter: No. This will be based on money that's already in hand and set aside.
  2. Sen. Chen: Timetable? Computer science is growing rapidly and in need of expanded facilities.
    - a) Provost Poulter: Dean Addison and Diane Newton are working on those details now.
    - b) Pres. Davis: the fact that funds were already earmarked for Lewis Science Center will help things move more quickly.
- B. LMS update: Committee includes two faculty senators: Sen. McMullen and Sen. Wilson. Currently in the info gathering stage. In the meantime, look for info from Mike Lloyd on updates to the current system of Blackboard.
1. Sen. Lowder: What will the opportunities for rollover of existing material be like?
    - a) Provost Poulter: The RFP will clearly state new vendor's responsibilities in migrating and storing data. Our goal is to have the old and new LMS running parallel to allow for adequate transition time. The committee is only looking at companies that can meet these needs.
- C. AVP of Enrollment Management update: As of today, 14 applicants already. Still more than a week to go. Another push on advertising it in the next couple of days.
- D. Assessment: Continuing to look at best practices as we restructure.
- E. Out of office next week for the Washington Center dinner and EAB meeting, as well as a conference for chief academic officers.
- F. Follow-up on concern from last meeting about summer teaching evaluations: The decision was made several years ago that evaluations will not be returned for courses with enrollment of five students or less because of concerns about anonymity. Perhaps the message was new but the practice is not.
1. Sen. Eskola: The policy makes sense to protect the anonymity of student feedback in courses with five or fewer enrolled.
  2. Sen. Lewis: The courses I had referred to had more than five enrolled and a high response rates. This was not a situation that policy should have been applied to.
  3. Sen. Dailey: Have received evaluations in the past from courses with under five enrolled, so the application of the policy has not been consistent.

4. Sen. McCalman: I also received the message despite having enrollment well above five and high participation rates
5. Provost Poulter: Will communicate this to the assessment office and work on clarification to prevent these problems in the future.

III. Comments: FS President Mehta

- A. Committee on Committees update (VP Barnes): Only one position to fill with only one nominee: Mike Scoles. Motion to vote by acclamation, Sen. McMullen. Seconded by Sen. Morris. Motion passed.
- B. Academic Affairs update (Sen. McMullen): A member of the search committee for the new AVP of Enrollment Management Services, David O'Hara, will attend our next meeting. Have spoken with SGA to get feedback and involvement. Looked at current organization chart to identify offices to speak with for recommendations; individual committee members assigned people to talk to. At the moment, most feedback pertains to advising.
- C. Faculty Affairs I update (Sen. Lowder): Met with Amy Hawkins, Director of CTE. Her presentation today will cover some of the ideas we've discussed. Looking at best practices from peer and aspirant institutions. Next meeting after fall break.
- D. Faculty Affairs II update (Sen. Morris): Subcommittee met yesterday and reviewed work from previous years as well as points of recommendation to previous provost. Planning to look at cultural factors and language for workload.
  1. Pres. Mehta: To clarify the procedure, the subcommittee needs to report to Faculty Senate and then senate as a body will communicate with Handbook. Make sure to involve chairs and deans in these conversations to take into account the issues that are unique to each unit in order to avoid a one-size-fits-all approach.
    - a) Sen. Morris: The plan is to work on language that recognizes our areas of work (teaching, research, and service), fits with T&P requirements, and doesn't bind specific units or departments with a blanket policy.
  2. Pres. Mehta: Also important to make sure we're creating the right kind of culture which is a difficult thing to do, as our earlier conversations around evaluation touched on. Especially when T&P is involved, we need to be extra careful and thoughtful.
  3. Sen. McClellan: Subcommittee is very aware of the importance of culture and the sensitivity of this issue.
  4. Provost Poulter: Make sure that chairs and deans are being included in this conversation. This has a lot to do with departmental T&P documents. Handbook has to be the very last step.

- a) Sen. Morris: That's our hope. Will be a lengthy process.
  - b) Sen. Pauly: Are we rethinking the charge?
    - (1) Provost Poulter: No. Just trying to make sure the process is done effectively.
    - (2) Pres. Mehta: And done in line with senate procedure. If town halls happen, it will need to be in consultation with chairs and deans.
5. Sen. Lea: Caution against redoing the work and research of the taskforce. We have a lot of data and information to build on. Redoing it all would not be a good use of the subcommittee's energy and time. The recommendation is the end goal.
- a) Sen. Morris: This goes back to the fact that we've never released the data or reports to faculty. That is not fair to those who participated in the survey and contributed their time.

#### **Invited Guests:**

- IV. Dr. Amy Hawkins, Center for Teaching Excellence: Here today to provide an overview of instructional consultation services. As discussed with Faculty Affairs I, there are ways to supplement your documentation of teaching effectiveness and development. The consultation is always done at a faculty member's request by one of our team of official consultants. The team is normed so the observers are consistent. We provide a third-party perspective; the advantage is that we're not distracted or bogged down by the content itself and can focus on teaching. The consultation can be tailored to specific concerns you might have. It is an ethnographic process during the observation followed by content analysis. Letter is confidential or can be used in T&P but definitely does not have to be. Behavior-based, constructive feedback.
- A. Sen. Dailey: What about online courses?
    - 1. Dr. Hawkins: Three full-time instructional designers for online. And they have a similar and robust process. Rigorous for design and development. Can pair an instructional designer and a consultant for a hybrid course.
  - B. Pres. Mehta: This service can be immensely helpful for improving teaching effectiveness. Have personal experience in that regard.
  - C. Provost Poulter: This is a key part of developing a culture of continuous learning, lifelong curiosity, and risk-taking.
    - 1. Dr. Hawkins: This is also a way to frame the good risks you take.
  - D. Sen. Lowder: Some departments won't accept these for T&P binders, but it's really helpful in light of low response rates on student evals. Is there a way we can push for this to be viewed as on par in significance with student evaluations?
    - 1. Sen. Eskola: It's not common practice, but you can put it in.

2. Provost Poulter: This needs to be a larger discussion around how we define our disposition towards continuous improvement.
  3. Sen. Morris: CHBS uses a numerical system for course evals. It's also important not to infringe upon academic freedom. So that these measures don't dictate what faculty do in teaching and course design. Honor that creativity within frameworks.
    - a) Dr. Hawkins: That's why the letter we share is qualitative not quantitative. A coaching model. This can't be a campus-wide endeavor because we don't have the resources at this point. But for some faculty, depending on department culture, this can really support individual academic freedom.
- E. Pres. Mehta: Faculty Affairs I, please keep working with CTE.
- F. Sen. Shires: Possible to communicate the value of this in terms of review to deans and chairs? Can CTE come to departments to brainstorm ways to make these applicable for fields where teaching looks very different (i.e., music)?
  1. Dr. Hawkins: We're going to come into your classroom knowing what pedagogy is going to look like for your discipline. Building relationships across "silo" boundaries. Already working with depts about support for professional development in teaching.
  2. Provost Poulter: Where you put documentation of anything that gives you an opportunity to reflect on and work on professional development is a larger conversation.
- G. Sen. McClellan: How is CTE encouraging integration of research into teaching?
  1. Dr. Hawkins: Most disciplinary research is outside our scope, but scholarship of teaching and learning is within our scope. Want to do more as we have resources.
- H. Sen. VanHoose: A lot of research on implicit bias against minority faculty and female faculty. Do you see that in your consultations, and can these help counter that?
  1. Dr. Hawkins: We work closely with Dr. Webster, who does programs for CTE every year, to help mitigate those problems. Focus this year on international faculty for Institutional Diversity. We're working on a guide to navigating the US classroom. A Lunch and Learn next week on what it's like to be a faculty member of color. A high priority for us.
- V. Sergeant Sarah Garrett, UCA PD. Chief Merguie is out of town but will be here next meeting. I'm here to present an overview of the Safe@UCA app. Anyone can download, even visitors. It includes a variety of resources for campus safety, including Friend Walk, Emergency Plans, campus maps, a Report a Tip feature, chat capabilities with UCA PD,

quick access to Bear Patrol, an I'm OK alert, vehicle assistance, and much more. It also connects with city resources, such as fire dept., sheriff's office, and ambulance services.

- A. Sen. Lowder: Do the services that let you alert UCA PD or others based on your location work off campus?
  - 1. Sergeant Garrett: Yes, if you allow it access to your phone's location services. It identifies your location by longitude and latitude.
- B. Sen. Eskola: The "I'm ok" feature only has an email option, correct? With the "On a walk" feature you can email or text.
  - 1. Sergeant Garrett: Email is the only option right now but inquiring about text possibility.
- C. Sen. Douglas: Some issues with getting emergency alerts via text message.
  - 1. Sergeant Garrett: Sometimes it's an issue of not putting crisis text notification number in there. Not enough that it's in your primary contact info.
- D. Sen. Lowder: Any possibility of getting this on classroom computers?
  - 1. Sergeant Garrett: Good idea. Will let you know.
- E. Sen. Shires: Is Friend Walk limited to campus?
  - 1. Sergeant Garrett: Works in the state, probably elsewhere based on GPS, but not sure about beyond the state.
- F. Sen. McMullen: This doesn't substitute for our obligations to report under Clery or Title IX.
- G. Sen. McClellan: Does this coordinate with the shuttle system app? Would be good to minimize number of apps we use.
  - 1. Sergeant Garrett: Shows the shuttles but doesn't coordinate with them. Can work on that.
- H. Pres. Mehta: Are students yet aware of this app?
  - 1. Sergeant Garrett: Not officially launched yet, so we're working on awareness. Encourage you to tell students about this.

**Action Items:**

- VI. Approval of minutes from 9/27/2018 regular meeting of the Faculty Senate: Motion to consider, Sen. McCalman; Sen. Wilson seconded. Minutes passed.
- VII. Resolution on Donation to Veterans Day 2018 Fund (Sen. Shires): Veterans Day committee very appreciative of support in previous years. Done for at least the past 11 years. Sen. Kim Clark from Staff Senate leading ceremony planning. Funding from Faculty Senate would be for t-shirts for veterans and volunteer workers, which would in turn free up what our committee can give towards scholarships.
  - A. Sen. Clark: Two estimates provided. 500 shirts for \$1874 or 250 shirts \$997. Sometimes in the past the provost's office has helped with the balance. The

t-shirts will have sponsors' names and info on 50th anniversary of ROTC this year. Nov. 8 celebration on McAlister Lawn; rain location is McCastlain Hall. USAF band will be performing and working with music students. Mayor will give a proclamation.

- B. Motion to vote on resolution, Sen. Shires; seconded by Sen. Lowder. Resolution passed.

VIII. Constituent Concerns:

- A. Sen Lewis: Academic advisors have been overriding prerequisites without asking or notifying instructors or departments. That should be done by the faculty member or dept. chair and no one else. May need a reminder about that to advising.
  - 1. Provost Poulter: Is this the advising center or local advisors?
    - a) Sen. Lewis: Came from general advising or from other colleges.
- B. Sen. Douglas: With the change in graduation ceremonies and additional Friday service for graduates, what will be the involvement from Music?
  - 1. Provost Poulter: Sen. Shires will be talking to the registrar's office to make sure it is feasible for the musicians.
- C. Sen. Morris: Safety concerns about traffic on Bruce St. with speed and crosswalks.
- D. Sen. Pauly: Some reiterated concerns about low salaries and COLA. There are plans to make videos of individual student presentations in order to evaluate for the Oral Communication rubric. Is this legal and will it hurt student participation?
  - 1. Sen. Burley: Assoc. Provost Glenn will be issuing a statement. Not a violation of FERPA. Documented issues or disabilities and religious grounds can be accomodated.
- E. Sen. Dailey: Is it possible for faculty to pay more for designated spots?
  - 1. Sec.-Treas. Willis: We have forwarded this question to Chief Merguie. He'll be able to address it at our next meeting.
- F. Sen. Lowder: Will the new bike path be tied into campus?
- G. Sen. VanHoose: Also issues with pedestrians not using crosswalks, not paying attention while crossing (whether in walks or not), so there are shared responsibilities for safety. Maybe pair with Bike Conway group.
- H. Sen. Talbot: Proximity of GradesFirst and midterm grades is problematic. Can these be better coordinated so that we're not doing them so close together?
  - 1. Provost Poulter: Moving towards making this more efficient. Julia Winden-Fey will address this at next meeting.
- I. Sen. Chen: Greencard process concerns.
  - 1. Provost Poulter: We're working on it.

- J. Sen. Shires: Perhaps need more education on how to use crosswalks. Pedestrians and drivers need to be aware of their responsibilities.

**Reminders:**

- IX. Next regular meeting on Thurs. Oct. 25, 12:45-2:30 p.m. in Wingo 315. Send questions for next meeting's guests, for President Davis, and for Provost Poulter in advance to the executives.
- X. Next Faculty and Staff Senate Office Hours: Fri. Nov. 9, 11:00 am - 12:30 pm at Einstein's in Donaghey Hall.
- XI. Spring planning: no T/Th courses at 2:40 pm

Motion to adjourn, Sen. Shires; seconded by Sec.-Treas. Willis. Passed. Meeting adjourned at 2:35 pm.