

Minutes
UCA Faculty Senate
Tuesday February 12, 2019
Wingo 315, 12:45 p.m.

Attendance:

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

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

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

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

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-p, Cook-aa

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

Part Time: Richard-p

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

Guests in attendance: Jake Held, Director of the UCA Core; Graham Gillis, Associate VP of HR and Risk Management.

Introduction Items:

I. Comments: Provost Poulter

- A. College meetings: Finished meeting individually with each college. It was productive, and this will be happening each spring. Reminder that a college can invite such a meeting at any time. Thanks for the hospitality and for faculty making time to meet.
- B. Green Card procedures: We now have a permanent process for Green Card procedures thanks to General Counsel and External Counsel. It can be found on the General Counsel's site. This will be helpful in streamlining the hiring of foreign nationals. In general, our support for their Green Card aligns time-wise with mid-tenure review. Departments are responsible for second H1B1, but with this process we can now budget and pay for the initial Green Card. Also continuing to work with foreign national faculty who are already here.
- C. AVP for Enrollment Management search: Thanks to all who have participated. One last candidate this Friday. There will be an open forum as well as a meeting for Faculty Senate, Staff Senate, and SGA.
 1. FS Pres. Mehta: Remember to provide feedback if you attend.
- D. Director of Assessment search: Currently working out a schedule for a campus visit for a candidate; will include an open session for campus.
- E. Workload Taskforce meetings have been set through the end of June. Starting this month. The goal is to have something for faculty comment in August when we return.

II. Comments: FS President Mehta

- A. BOT meeting upcoming on Friday Feb. 15: senators are welcome to attend.

- B. Feb. 25 meeting of statewide FS presidents, university presidents and chancellors. We met last December to start the process of working together. Let me know of any issues you would like me to bring up. Have already invited this group to meet on this campus at some point, perhaps in April.
- C. Responses from the parking committee (VP Barnes): They wanted some clarification on the suggestions we had made last semester. In particular, for the suggestions about expanding the time constraints for certain lots, what time frames had we discussed. For example, instead of opening faculty lots to students at 4:30, change to 6:30 pm - 6:00 am or 7:30 pm - 5:00 am. And which lots had we discussed?
1. Sen. McMullen: In the lot between COB and Stanley Russ, there is a row marked reserved 24/7 and the rest is fair game after 4:30 pm. Is the 24/7 being enforced? And are there other lots that have that division?
 2. Sen. Wilson: There is a lot by PD and Mashburn that has a similar division. This is mostly an issue with Reynolds and HPER that affects faculty getting to Mashburn. That's why there is a 24/7 lot near PD. Maybe we just need more of those 24/7 sections rather than making whole lots 24/7 restricted.
 3. Provost Poulter: A lot of practicing teachers coming in for evening programs, especially near Mashburn. Similar situation with Fine and Performing Arts with their limited internal parking. We need to be careful about closing off too many spaces as 24/7.
 4. Sen. Hicks: Resident Masters live here on campus. Maybe consider simply enforcing those 24/7 spots more strictly, especially early in semesters/academic year so it is clear those are definitely 24/7 without exception. It would also be appreciated because it is awkward as faculty and staff to have to call UCA PD on students.
 5. Sen. McClellan: Part of the problem we discussed is that faculty teaching at night are often forced to park far away. What about the possibility of paying extra to reserve spots, perhaps spots by lights?
 - a) FS VP Barnes: That was brought up in their committee meeting but I do not know where that went.
 - b) Parliamentarian Forbush: In some areas it would be impossible to reserve spots, such as around Prince or Farris during events.
 6. Sen. McCalman: Would appreciate some clarification on when 24/7 actually gets enforced. Seems not to be the case around COB.
- D. Handbook Committee (VP Barnes): Currently, there is no defined process for the way that a new committee would be approved or the way that an existing committee would go about revising their charge or membership makeup. The University Committee on Committees and Handbook will be looking at drafting something to address this gap.
- E. Faculty Affairs I (Sen. Lowder): Meeting with Provost Poulter and Associate Provost Glenn to continue gathering info on the questions for the student teaching evaluations. Planning on some questions that will be generic to suit all classes but also some that will be flexible or customizable. For example, it would make sense to have some questions be different for a lower division Core class versus a class geared towards upper division majors.

- F. Faculty Affairs II (Sen. Padberg): Currently there is legislation on free speech on university campuses that is making its way through the state legislature. Met with John Parrack, President of the local AAUP chapter and also with Warren Readnour. Bill 118 seems to be idling and bill 156 is advancing instead. Looks likely to pass. Want to wait to submit a draft statement until we see what happens next with this legislation.
- G. Academic Affairs (FS Pres. Mehta): Will be given a new charge to consider guidelines for how FS allocates its funds to be included in either the bylaws or the constitution.
- H. The request from Occupational Therapy has been tabled at request of Dean Ishee.
- I. Resolution on funding for StrengthsQuest is being withdrawn. Academic Affairs will be covering that allocation.
 - 1. Sen. Burley: After seeing the resolution, had some concerns about the StrengthsQuest training. This is part of a larger concern that we don't have any guidelines in our Constitution and Bylaws for how our funding should be spent (which is a separate kind of question from whether an individual request or cause is a worthy one).
 - a) Provost Poulter: This particular StrengthsQuest training is for faculty and staff. A good number of our staff have already gone through it and found it beneficial. But it is important to have the conversation about how you spend your funds.
 - b) Sen. Forbush: Steven Shook will not be coming today since we are not funding this resolution, however, this is a discussion we need to have. Sen. Burley's point is well taken.
 - 2. Secretary-Treasurer Willis: Annual budget began at \$6664.
 - a) Of that total, \$3150 is allocated for "other support" (used to support the FS president's release time) and \$1139 is allocated for "student support" (used this year for the technical editor for Handbook).
 - b) The remaining \$2375 is our M&O. We have spent \$200 on the retreat last fall, \$1000 on Veteran's Day, and \$500 on the student holiday dinner. We have a balance of \$675 that can be spent from the M&O at this point.
 - c) Note that we will have a resolution coming forward for our next meeting about contributing funds towards the Big Event. In years past, we have contributed \$500 towards that.
 - 3. Sen. McMullen: Does any unspent money carry over?
 - a) Secretary-Treasurer Willis: No, we start at \$6664 each academic year.
 - 4. Sen. Wilson: Should our subcommittee look to include guidelines on spending our funds in the bylaws or the constitution?
 - a) FS Pres. Mehta: That would need to be part of what you consider.
 - 5. Sen. Eskola: There are some things we cannot spend money on, such as fringe benefits (ex: paying for faculty parking permits).
 - 6. Sen. Burley: Having guidelines will also help people who may seek our funding to know how we make our decisions.

Invited Guests:

III. Jake Held, Director of the UCA Core: updates on Core assessment

- A. Communication Assessment: In the second half of assessing all the communication outcomes. No major issues from the fall. Some faculty were reluctant to have students recorded for oral communication, but we found ways to address or accommodate those concerns. In some cases the faculty did the recording themselves or had students do so and upload their presentations. We were able to record a significant portion of all the oral communication assignments done in the fall. Recording this spring being coordinated based on responses to survey Glenn sent out. Will be building a random sampling. Have received some concerns about security of video artifacts and how long they will be kept. We are housing the artifacts on digital drives in the Office of Assessment; only accessible by myself and Alison McIntyre. Will be stored for one year digitally in Aqua then deleted.
1. Sen. McMullen: Any consideration of putting this in a written policy to give to students in advance, such as in a syllabus? Do students need to be signing releases or informed consent?
 - a) Held: Student Handbook says students agree to participate in any assessment activity the university deems appropriate, so they've already consented.
 - b) Sen. McMullen: Even though that is the case, students often do not really know the specifics of the courses they take, and may not be understand this going into an oral communication course.
 - (1) Held: Academic Council has asked Assoc. Provost Glenn for language on this.
 - (2) Sen. Burley: We talked about it but did not get anything out in time for this semester. There are some real concerns with CSD, though, and the consensus is that those issues can be handled through that dept. There is also the possibility of religious objections. Plan is to handle those on a case by case basis.
 - (3) Held: Nursing, for example, made us aware of how HIPAA would affect assessment of oral communication. We ended up calibrating those instructors for that semester so they could assess and not violate HIPAA laws.
 - c) Sen. McMullen: Is there a mechanism for students to voice their concerns about participating in this? I'm not talking about students who just prefer not to be recorded. I am worried that for legitimate concerns, students may not know how to speak up or know that they have a way to.
 - d) Held: The short term solution is to handle concerns on a case by case basis. Long term, we have a clear statement on policy coming from Assessment and Academic Council. We need to help instructors think ahead about the nature of the assignments they give. This the first round through this.
 2. Sen. Lewis: This assessment of oral communication is for both LD and UD?
 - a) Held: Yes, a large number of courses have the oral outcomes. Some UD courses meet two of the comm rubrics, one of which is oral.
- B. Critical Inquiry sessions being offered this semester to prepare for assessment of it in the 2019-20 academic year: These sessions will help instructors understand the rubric and

the assessment process, as well as how to design a good assignment. The goal is not to teach you how to teach CI, but how to understand what is being assessed. Much easier to deal with questions and issues now rather than when the survey starts to go out in the fall and faculty are in the midst of teaching. All sessions held in Burdick 215:

1. Goal A sessions: March 6th at 3:00 pm and March 7th during x-period
 2. Goal B sessions: March 25th at 3:00 pm and March 26th during x period
 3. Goal C sessions: April 17th at 3:00 pm and April 18th during x period
- C. Diversity report for spring 2019: faculty scorers came together in summer 2018 to calibrate and score. Then Office of Assessment creates an evaluative brief for Core Council and Core Council Assessment subcommittee so that they can make informed decisions about changes and revisions going forward. The brief is posted online and will be presented this spring, with four opportunities to attend:
1. March 27th at 3:00 pm in COB auditorium
 2. March 28th during x period in COB auditorium
 3. April 3rd at 3:00 pm in Doyne Health
 4. April 4th during x period in Doyne Health
- IV. Graham Gillis, Associate VP of HR and Risk Management
- A. Dec. 31 paychecks have run early most years in the past, which puts a longer gap than usual in between that paycheck and the first one in January. This has created financial hardship and difficulty for some of our employees. We have worked with the bank and it will be possible to distribute the December paychecks just like every other month (i.e., Dec. 15th and 31st). This has the potential to help a lot of our employees, especially the lower-paid employees.
 - B. Sen. Burley: Will this affect the timing of approving leave reports? Might be difficult to get those done on Dec. 30th.
 1. Gillis: That has to do with the Banner side, not the bank side. This change would only affect what the bank does and not what gets done on the Banner side of things.
 - C. Motion to approve, Sen. McMullen; seconded by Sen. Wilson. Motion passed with 1 abstention.

Action Items:

- V. Approval of minutes: Motion to approve, Sen. Wilson; seconded by Sen. Talbot. Motion passed with 3 abstentions.
- VI. Constituent Concerns:
 - A. Parliamentarian Forbush: There have been some concerns about the new Fine and Performing Arts building which are in the process of being addressed.
 - B. Secretary-Treasurer Willis: We received two concerns through the online form. One was about making it simpler for faculty to access their course rosters through myUCA. That concern we will forward to IT. The other was about insurance liabilities related to athletics, specifically related to the issue of head trauma in some contact sports. Planning to forward this to Brad Teague.
 1. Sen. Eskola: Copy Dave Strickland on that since he may have info as well.

- C. Sen. Lea: Two info items. This upcoming Friday and Monday, Honors is doing interviews. Faculty Workload group will meet on Feb. 19th.
- D. Sen. Burley: Received a concern about the policy in Student Handbook related to missing class due to inclement weather. The policy is meant for commuter students, and faculty are supposed to excuse absences for those cases. However, the policy seems open to abuse. Can we take concerns about this to SGA?
 - 1. Provost Poulter: Recommend forwarding this to the Dean of Students and SGA.
- E. Sen. Eskola: Note that athletic advising has started advising our athletes and have asked them to meet with the faculty advisors and have a meaningful conversation about their schedule (not just seeing faculty advisors for a signature). Faculty advisors can lift their holds, but athletic advising can too if needed. In addition, reminder to faculty that we need to work with students who miss classes for university activity events. These students are representing UCA and it is our responsibility to help them be successful.
- F. Sen. Lowder: Counseling Center seems overwhelmed. They cannot take faculty because they have so many students to see.
 - 1. Provost Poulter: Diane Newton, Susan Sobel and Ronnie Williams have been meeting about this very issue since last fall. The Counseling Center's numbers are through the roof. At the start of the semester, 999 students registered with DSC, which is the highest ever. Last fall, the Counseling Center was close to double the year prior. They are seeing more therapy and medication-related needs without having more staff to handle those needs. We have converted a 3/4 time counselor to full time for this August and added another half-time counselor. Also creating more group therapy opportunities. No one is being turned away from the Counseling Center, but a new EAP (employee assistance program) will help employees have access to counseling services without adding costs to insurance.
 - 2. Parliamentarian Forbush: Do we have any sense of why this is happening or is anyone looking into it?
 - a) Provost Poulter: This is a nation-wide trend, not just localized to this campus. Partly due to the fact that people are more aware of the availability of treatment and more people are willing to speak up and seek help.
 - b) Sen. Wilson: Some of the cultural stigma around seeking help is dropping as well.
 - 3. Sen. Lowder: Is there any sense of whether faculty can help with these kinds of group sessions or be more available to help talk to students?
 - a) Provost Poulter: Would recommend talking to the Counseling Center about that.
- G. Sen. Lewis: Is the Director of Disability Services permanent or interim? There are some new accommodations coming forward being called attendance accommodations. Faculty are being asked to denote how many acceptable absences for a course. A lot of confusion and concern about this. How does this work with hybrid or fully online courses? In addition, the joke made earlier about blackface was inappropriate.
 - 1. Provost Poulter: Would recommend that FS have a guest come from Disability Services to help clarify. Will also speak with Ronnie Williams.

- H. Sen. McMullen: A constituent suggested that there should be a faculty advisory committee for Disability Resources Center. Opportunities to help faculty be informed and increase clarity of communication.
 - 1. Sen. Hitt: There is an ad hoc accessibility committee, but not a formal standing one.
 - 2. Sen. McMullen: Agreed, this suggestion was for a permanent committee to better educate faculty.
 - 3. Parliamentarian Forbush: FS can create task-forces and such working bodies. Creation of one would start with a resolution. This seems like a good opportunity to bring a resolution and offer a solution to a need.
 - 4. Eskola: In general, committees that relate to academics go under Handbook, and those that relate to student life go under the University Committees. This sounds like a Handbook committee.
 - 5. Provost Poulter: Would recommend reaching out to DRC first in drafting the resolution.
 - 6. Sen. Pauly: I have talked to DRC about this and they seem open to the idea.
 - 7. Sen. Hicks: Make sure the membership includes more than just faculty.
- I. Provost Poulter: To follow up on concerns from previous meetings, I am working with Diane Newton on the issue of venues being open on days/times when events are happening on campus. We are working with Aramark to make sure that happens.

Reminders:

- VII. Next regular meeting on Thurs. Feb. 28, 12:45-2:30 p.m. in Wingo 315. Send any questions for the President, Provost, or guests to the FS executives. Guests:
 - A. Dylan Easterling (UCA Big Event)
 - B. Taine Duncan (revisions to Handbook)
 - C. Diane Newton (budget)
- VIII. Spring planning: no T/Th courses at 2:40 pm.

Motion to adjourn, Sen. McMullen; seconded by Parl. Forbush. Meeting adjourned at 2:26 pm.