

Minutes
UCA Faculty Senate
Tuesday, October 8 at 12:45 pm
Wingo 315

Attendance:

- College of Arts, Humanities, and Social Sciences: Mayhew-p , Mongno-p , Craun-p
- College of Business: Thomas-p, Otoo-p , Horpedahl-p
- College of Education: Rice- p, Shaw-p, Trumble-p
- College of Health & Behavioral Sciences: Engle-p, Rose-p , Jamerson-p
- College of Science and Engineering: Naumiec - p ,Le- p, Yarberry-p
- Honors: Frank-p
- Library: Lebeau-Ford-p
- At-Large: Keith-p , Mukherjee-p, Spivey-aa
- Part-Time: Brazeal-p
- FS President Shires-p, FS VP Dunlap-p, Provost Hargis-p

Guests in attendance:

- Amy Whitehead-Chief of Staff
- Amber Hall - Director of Institutional Research
- Whit Ables-President of the Staff Senate

Call to order: FS President Shires

- **Approval of Minutes** from Faculty Senate regular meeting, Sept. 26, 2024
 - Motion to approve - Thomas, 2nd - Keith
 - Vote. Approve - 16, Opposed-0, Abstain-3
- **President's Comments:** President Davis - No Report (not present)
- **Provost's Comments:** Provost Hargis
 - Strategic Planning -Our current Strategic Plan is 10 years old. We are in the first phase of our new strategic plan. Please participate, share documents and provide input.
 - Phase 1 - Gathering of data
 - Phase II- January 2025 to May 2025. A more active phase. Creating a Landscape Analysis (strengths, resources, and needs) internally and externally. "Where do we want to go in the future?" Look for our aspirations and our differentiations.

- Phase III - May 2025 - September 2025. Synthesis of information and identifying themes.
 - Phase IV - September 2025 - Spring 2025. Roll out for campus input.
- **FS President's Comments:** FS President Shires
 - Encourage your constituents to be active in the Strategic Planning Committee and Higher Learning Committee processes
 - Updates from Board of Trustees meeting on October 4, 2024:
 - Resolution of appreciation for Financial Aid Office
 - Approval of funds for feasibility survey to replace Farris Center
 - One-time full-time employee bonus of \$600 announced. This is not tied to the Salary Study, and is in part a result of ROI and the net revenue from our fall 2024 FTE student numbers.
 - Updates from other meetings:
 - Growing number of concerns raised about “coasting devices” - storage and operation concerns after a scooter caught fire in Irby. SGA is taking the lead on this issue.
 - Explanation of TIAA employee retirement deposit problems (as addressed by constituent concern, and explained by Amy Whitehead)
- **Invited Guests:** Amy Whitehead- UCA Chief of Staff
 - Amy Whitehead provided updates on the TIAA issue and addressed the related constituent concern. There was a problem with the contribution file sent from UCA to TIAA. This triggered a “BAD” report from TIAA which alerted UCA to the issues. Although that issue was corrected, this led to accounts not receiving the correct interest over the course of a few days. TIAA will be crediting any account where interest was missed.
 - Senator Craun - How do we know that this is not a systematic error? Amy confirmed that this had only happened this one time.
 - Amy Whitehead and Amber Hall provided updates and answered questions regarding the UCA Salary Study. Attachment #1.
 - Reminder that this is only a survey to assign each employee a “market value”. The result will most likely be a range and not a specific value. The actual adjustment of salaries is NOT part of this survey.
 - Data collection on faculty and staff are different. Staff will be slotted into benchmark positions (see handout), while data for faculty includes tenure, rank, discipline, etc...
 - Faculty who have any questions/concerns about their classification (CIP code) should contact their chair.

- Clinical and Lecturer faculty who find themselves below the \$46K threshold should reach out to Human Resources and/or the Provost's Office.

- **Senate Committee Reports**

- FS Committee on Committees: Vice President Dunlap
 - The Senate needs to add a graduate student to the Graduate Council. Caroline Bivins was recommended by the graduate school office.
 - Motion to appoint Caroline Bivins -Thomas, 2nd - Trumble
 - Vote. 20- approved, 0-opposed, 0-abstained
 - We still need faculty representatives for the following committees;
 - Employee Benefits Advisory Committee, Faculty, Part-Time, Term ends: 2025
 - Veterans Committee, Faculty, Term ends: 2026
 - University Honors Council, Faculty, Chair of Dept., Term ends: 2027
 - Most committee positions that faculty senate is responsible for (either because it is a faculty senate purview committee or because it is not a faculty senate committee but has a position that is appointed by faculty senate) are filled for the year. The FS CoC will now turn its attention to creating a system for collecting minutes from faculty senate purview committees that can be easily maintained year-to-year as FS CoC membership changes. We will also review committee structures and when reports of minutes are due as is charged by the faculty handbook.
 -
- Academic Affairs: Sen. Horpedahl
 - Brought new faculty senators up to speed on the Research Empowerment Grants and the \$40,000 that we have to support faculty
 - Delegated duties on several tasks for implementing the Grants project:
 - A. Creating the Google Form for submissions (Sen. Frank)
 - B. Developing a Rubric for grading submissions (Sen. Rose and Sen. Mayhew, plus all others will give input)
 - C. Planning to promote the project so all faculty are aware of it and have a chance to access this limited pool of funds (Sen. Naumiec and Sen. Shaw)
 - The committee discussed some ideas for the Rubric which Sen. Rose and Sen. Mayhew will use to develop a draft of the Rubric for all to look at. Ideas included giving points for collaborative projects (especially interdisciplinary), consideration for faculty that are pre-tenure, and the intention that this fund is to supplement other grants that faculty may have

received. They will also seek out other rubrics that are used at UCA and other Arkansas schools for these types of grants.

- Next meeting will be scheduled after the creation of a draft Rubric.

- Faculty Affairs: Sen. Keith - no report, the committee will be meeting on 10/9
- Diversity, Belonging, Inclusion and Equity: Sen. Mukherjee
 - The committee is reviewing other Ombudsman positions on college campuses.

- **Action Items: None**

- **Constituent Concerns - Submitted before meeting**

- Sen Keith - My department is struggling with the use of antiquated procedures for tenure and promotion. To maintain confidentiality we are restricted to reviewing hard copy applications rather than being able to review digital files online. This creates an obvious problem when multiple people need to review a file at the same time, a common occurrence. Use of email or Google Drive is not an option because neither of these options are secure and Google harvests information for any files that are uploaded. Can the Faculty Senate make an inquiry into using Watermark Faculty Success for managing tenure and promotion review processes? This system is secure and it already contains many of the things we need to review. Thank you.
 - Provost Hargis - Acknowledged that yes, the paper system is rather antiquated. Reminded everyone that several years back we did attempt to use WaterMark/Digital Measures for mid-tenure. The process did not go well.
- Concern from Sen. Horpedahl regarding TIAA deposits and HR.
 - Response: should be addressed by Amy Whitehead's comments
- Concern online about the Faculty Senate minutes process being too slow and therefore not transparent and timely.
 - Response: The Faculty Senate Execs are still working out the new format, and we should see improvement in the efficiency of the process of approving and posting minutes. It is important that all faculty have the opportunity to verify that comments entered into the minutes are accurately portrayed in content and intent; this makes the process a bit slower, by about four to five business days. The senate will evaluate the process after a period of time.
- Concern received online from a faculty member regarding what appear to be class excuse emails for student-athletes, but with strange and vague messages and

sender emails. Request made to address proper protocol and messaging from student-athletes.

- Response from Scott Brezee - Director of Academic Advising.
- Attachment #2

- **Constituent Concerns - Submitted during meeting**

- Senator Keith - concern regarding the amount of discount employees received on their insurance premiums if they completed the Biometric screening. It has been reduced from a maximum of \$40.00 to \$20.00 for eligible employees.
 - Amy Whitehead clarified that yes, there has been a reduction in the discount. This decision was made to assist with the increases to our insurance premiums.

- **New Business - none**

- **Reminders:**

- **Guests for 10/24:**
 - Chad Lairamore, Director of the Community Care Clinic
 - Phoenix Vu, President of SGA
- Next regular meeting is scheduled for Tuesday, Oct. 24, 2024 at 12:45 p.m.
- Spring planning: Senators should not schedule Tues./Thurs. courses during FS hours or at 2:40 pm

Attachment #1 -handouts provided by Amy Whitehead regarding the UCA Salary Study

Attachment #2

Online Constituent Concerns:

- Response: Response to constituent concern received Tuesday, Oct 8.
- Message from Scott Brezee to Provost Hargis:

Dr. Hargis,

I apologize for the confusion surrounding the travel notifications. These messages are sent by the specific coaching staff through Teamworks, the messaging platform used by athletics. I'm not entirely sure why the emails appear to be coming from a "cub" account, as all the listed senders in the concern are coaches from our institution. A faculty member recently forwarded me one of the emails that they had received, and it seems the

platform automatically adds the @cub.uca.edu address to the username, assuming all UCA addresses follow the same format, which results in the inappropriate email address. The messages are not actually sent from the coach's email client, but are sent through the service and most likely use a "spoofed" email address to show who was the actual sender. I had not realized that this was happening to the addresses, and I have already reached out to Teamworks to see if they can resolve this issue.

Update - Teamworks has corrected the email address portion of the issue. The messages should now come from @uca.edu****

The instructions for sending electronic travel notifications through Teamworks can be found here: [Teamworks Travel Notifications Guide](#). I have asked the coaches to cc both me and their sport-specific advisor in these communications, but I do not always receive them.

Below is the standard language for these notifications, although the sending coach has the option to customize it:

"Dear % {instructor_name},

Due to a competition, certain members of the % {groups} will be absent from all classes after % {departing_at}. The team will return at % {returning_at}. We are requesting excused absences for only the following student athletes for scheduled classes between the above dates and times:

% {students}

Please address any concerns that may arise with the student-athlete or their athletic academic advisor.

If your class does not fall within this time frame, please disregard this notice.

Thank You,"

While it would be ideal for all coaches to use a consistent format, with 15 different coaching staffs, and an untold number of individual coaches actually sending the messages, I don't have direct control over what is written in the electronic letters or subject lines.

Our travel notification process involves three steps:

1. The student-athlete provides a physical copy of their travel letter at the start of the semester, listing all currently known potential absences.
2. Approximately a week before travel, the coaches send an electronic notification for the specific student-athletes traveling, as not all team members attend every event.
3. At this same time, the student-athlete is asked to meet with their instructors to remind them of the upcoming absence and confirm any academic requirements.

Navigate does have the option of sending travel notices as well, but, the issues of getting all coaches additional access to this platform, being granted additional academic permissions to send the notifications, promoting use of an additional platform solely for travel letters, all while keeping this up to date between student success, athletics, and the registrar is unwieldy.

If you need any further information or assistance, please don't hesitate to reach out.

Scott