

Minutes
UCA Faculty Senate
Tuesday, January 14, 2025, 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-p
- Part-Time: Brazeal-a
- FS President Shires-p, FS VP Dunlap-p, Provost Hargis-p

I. Call to order: FS President Shires

II. Approval of Minutes from Faculty Senate regular meeting, December 10, 2024.
Vote – 18 approvals and 1 abstained acknowledged via online voting.

III. President’s Comments: President Davis (**absent**) –

Document titled *Salary Study Update as of January 12,2025 (pages 7-9)*

Summary from President Davis: “Amy and I have collected the latest information regarding the Salary Study work, timeline, and general next steps. We thought that getting everything into one place would do justice to the work that has been completed and put into context the work yet to be done. Please feel free to share this with anyone that you like. We'll keep it updated occasionally through the completion of the work by Gallagher.” In brief, things are on schedule. Some solid data will be available in February for comparisons to be studied. There are no final numbers at this stage. Deans and directors are reviewing pay files to validate titles and market salaries for staff; on the faculty side it’s a CIP code review to be sure facts match. We should then be able to see how many employees are below, at, or above market.

IV. Provost’s Comments: Provost Hargis-Prepared remarks

As we begin the Spring 2025 semester, I want to take a moment to thank you for your steadfast leadership and commitment to our university community. Your dedication plays a crucial role in advancing our mission and supporting our students, and I deeply appreciate the thoughtful ways you lead and serve.

This semester has certainly started with its challenges, particularly due to the disruptions caused by winter weather. I want to extend my heartfelt gratitude not just to you, but to our entire faculty and staff community, for the flexibility, resilience, and grace you've shown. I know these efforts have helped ease the transition for our students as they get their bearings and work to start strong, and I commend you for going the extra mile.

I'd also like to provide an update on our two ongoing dean searches. Candidates for the Graduate Dean position and the Dean of the College of Business will be visiting campus over the next three weeks. These searches are an important step in ensuring strong, forward-thinking leadership for our programs, and I encourage you to engage with the candidates during their visits. Associate Provost Kurt Boniecki is chairing the search for the Graduate Dean. Dean Addison is chairing the search for the COB Dean. I encourage you to participate in the open sessions for the candidates as your schedules allow.

Finally, I want to provide an update for the Strategic Planning effort. We are now moving into phase 2 of our strategic planning efforts. The Central Strategy Team met on January 7 to begin our active work. As a reminder, this semester will be focused on several critical tasks, including:

- External competitor scan to understand institutional positioning
- Program portfolio assessment and Enrollment benchmarking
- Differentiation workshops to develop a competitive student value proposition
- Big Bets workshop to identify 1 - 3 strategic imperatives to set overarching strategy
- Stakeholder feedback via multiple methods.

Beyond these updates, I am happy to answer any questions you may have. Thank you again for your leadership, collaboration, and unwavering dedication to our university's success. I look forward to a productive and rewarding semester.

V. FS President's Comments: FS President Shires

- 1) Welcome to the new year and new semester! This seems an appropriate time for a reminder about protocol and decorum in our meetings. I appreciate everyone's passion for UCA and our teaching, research and service of the highest order. In our discussions, however, Let's be sure to wait for acknowledgement from the president or discussion chair before speaking; Let everyone speak who wishes before a second turn; and strive to keep comments succinct (2 minutes is a reasonable maximum).
- 2) My apologies for the late online vote on the last meeting's minutes - I didn't realize the link had been sent to me, so by the time proofing was made available to all senators we had already hit the point of no return for semester break..
- 3) I would like to call attention to our campus "essential employees" who have worked hard to counter the effects of winter weather. Not only does their effort

speed up our return to normal instruction, but we also have a considerable number of students living in our small city who depend on proper functioning of physical plant, dining, and health services. Many thanks to them!

- 4) Strategic Planning: Provost Hargis has addressed Strategic Planning. Both President and VP are participating, representing the senate.
- 5) The event formerly known as Employee Service Awards is being re-imagined, now called Faculty & Staff Recognition Celebration. All faculty awards will be included. Recently completed certificates and degrees will also be recognized. See the handout for an announcement from Charlotte Strickland. (page 15)
- 6) Please note the adjustments to add/drop dates that were sent out by email yesterday.
- 7) Dr. Mills' presentation as a candidate for Graduate School Dean is taking place today, from 1:30-3:00. I encourage any of you who are available to catch part of it or watch the recording that is being made. Dr. Mills will be a guest speaker at our next meeting to discuss ORSP and grants.
- 8) Former senator Dr. Anthony McMullen sent in a comment that is worth including. He wrote,
"In reading the faculty senate minutes this morning, I see that Deanna (Sen. Rice) asked about implementing +/- grades. In 2017, Kaye McKinzie tasked the Academic Affairs committee with investigating this. We put together a campus survey and distributed it to faculty, staff, and students. Faculty were almost evenly split on the idea (though there were clear trends within some colleges). The students HATED the idea, with many of them thinking that it would result in lower GPAs. If I recall our research correctly, +/- grades in undergrad are a regional thing. When looking at our peers and aspirants, we saw more Midwest and Northeast schools adopt this system. I don't think we found any instances of any schools in the South.
The report is posted on the Faculty Senate website at <https://uca.edu/facultysenate/meeting-schedule-agendas-and-minutes/grading-policy-survey-results/>.
Let me know if you have any further questions on this".

VI. VP Comments: VP Dunlap

VP Dunlap provided an update on Farris. The committee has reviewed the qualifications from nine architectural firms. The top three will be selected and interviewed later this month. Future ideas for Farris include more classrooms, a basketball facility, and more multi-purpose use areas. Provost Hargis explained that the cost to repair the HVAC in Farris was over 10 million dollars as the roof would have to be removed to deal with the HVAC. Farris is over 50 years old, and not ADA compliant.

VII. Invited Guests: None

VIII. Senate Committee Reports

A. FS Committee on Committees: VP Dunlap

- VP Dunlap would like to recommend Adam Frank to temporarily replace Ellen Hostetter on Undergraduate Council who is on spring semester sabbatical.
- Motion – Rose
- Vote - Unanimous

B. Academic Affairs: Sen. Horpedahl

- Presentation of revisions to proposed grant approval policy and procedure based on feedback. (Pages 10-14)
FS Pres. Shires -After discussion with Chad Hearne at Foundation, it is apparent that there is no funding stream available to serve as a regular source of continued funding. We would have to create a development plan and establish an endowment.

Horpedahl -Motion to approve resolution as is.

2nd – Mongno

Resolution passed unanimously.

Provost Hargis suggested that we should possibly explore continued funding through *A Day of Giving*.

Further discussion suggested that the funding amounts, rubrics and dates be made clear and posted on our website, in an email and on BearShare.

C. Faculty Affairs: Sen. Keith- Resolution will be presented at the next FS meeting.

D. Diversity, Equity, and Inclusion: Sen. Mukherjee-updates will be provided at the next meeting.

IX. Action Items- None

X. New Business

FS Pres. Shires -New charges for FS Committees:

Exec Committee will revise or draft manuals for each executive office.

DBIE Committee will take on the responsibility of the Welcome Committee, in order to reduce senators being overloaded with separate committee assignments. Welcoming seems a natural part of Belonging.

XI. Constituent Concerns

Concerns emailed to FS before the meeting are at the end of this document (pages 16-17)

Questions arose regarding the make-up and structure of the salary committees. VP Dunlap explained that there are two committees-The Faculty Salary Review Committee (reports to the FS) and the Salary Study committee (chaired by Amy Whitehead). Faculty Senators are not on the Salary Study committee. This committee however does have representation from each college/entity.

Senator Shaw - brought forth a concern in regards to a Graduate student who had stayed out of classes for 3 consecutive semesters having to reapply (which is understandable) but also being asked to pay the \$45 fee to apply. The student was still under the time limit of 6 years and had only 1 class to take to finish the Master's degree. Is it a policy that students must pay the fee a second time or can this be eliminated if they are still within the time limit? The Provost said he would check into this.

Senator Mukherjee- reported that links in past FS minutes did not work. Senator Thomas stated that he would look into this.

XII. For the Good of the Faculty (time permitting)

Shires Faculty Recital, Tuesday Jan. 21, 7:30, Windgate

It was suggested that we could have coffee at all FS meetings. Senator LeBeau-Ford will explore this with Lori H. in the Provost's office.

XIII. Reminders:

Next regular meeting on January 23, 2025, at 12:45 p.m.

Spring planning: Senators should not schedule Tues./Thurs. courses during FS hours or at 2:40 pm

Motion to adjourn-Senator Trumble

Adjourn 2:00 p.m.

Insert Submitted by President Davis---Salary Study

Salary Study Update as of January 12, 2025 We have made significant progress and stayed on schedule for a spring 2025 completion of the salary study work that began in July 2024. Below is a summary and timeline of what has been accomplished. Once completed, the data and information will inform budget development and the formation of salary pools for FY2025-26 through FY2027-28.

1. Orientation meetings (June/July 2024) - Committee and Gallagher team. UCA entered into a contract with Gallagher Insurance, Risk Management and Consulting to gather data on the market salary of faculty and staff positions, and to understand our market position relevant to peer institutions. Since that time, an implementation team has been working closely with Gallagher to provide feedback and data for the study. This team is composed of representatives from Institutional Research, Human Resources, Faculty Salary Review Committee, Faculty Senate, Staff Senate, Staff Compensation Committee, and the Office of the President.
2. Census file preparation (July) - HR and IR prepared a census file of all positions (filled and unfilled). At the end of November, an updated census file was provided to Gallagher, and reflects all position changes since the beginning of the fiscal year.
3. Pay practices (July) - Communicated to Gallagher existing pay practices and compensation philosophy (approach). NOTE: we are conducting a salary study, not a total compensation study. Total compensation includes salary and other benefits (ex: retirement, health care premiums, tuition remissions, etc.) and rewards/perks (HPER usage, ability to take university courses during work hours, etc.)
4. Staff position descriptions (June/July) - All staff positions completed the position review process. The purpose of the position review exercise was to ensure that all employees have a detailed description of their work, which will allow Gallagher to assign each position an appropriate benchmark position. This data collection exercise was a success, with a 95 percent completion rate.
5. Job descriptions (August) - In addition to the position descriptions which specify job responsibilities of individual employees, HR also provided Gallagher with over 90 staff position descriptions to help guide the "benchmark position" process
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6. Peer institutions (July/August) - Gallagher will use a peer institution list for salary comparisons. This list is based on the peer institution list adopted by UCA's Strategic Planning Committee and in line with State of Arkansas higher education policy standards and funding formula considerations. Gallagher recommended including additional peer institutions to ensure we had a robust data set for salary comparisons. Therefore, the Salary Study Implementation Team approved additional peer institutions for the purposes of this study.

7. Benchmark positions (August/September)- A list of benchmark positions was finalized. Benchmark jobs are representative of the employee population at all levels of the organization.

- Everyone will be grouped based on position scope, complexity, etc. –
- Faculty with a full time administrative position will be grouped into the staff analysis
- Faculty are given benchmark positions based on a four-digit CIP code.

8. Data sources (September)- The implementation team approved data sources that compared UCA to other nonprofit and public institutions. Private sector data is not incorporated into the data set. Data will be adjusted for cost of labor for our geographic region and “aged forward” to January 1, 2025.

Faculty data sources - CUPA and Comp Data. CompData is a compensation survey designed specifically for the academic sector, and provides analysis on salaries and compensation practices for a variety of higher education positions.

Staff data sources - CUPA, CompData, Mercer, WTW, ERI

9. Time in Position (October) - Time-in-position data for all staff positions was collected. This data point is up-to-date for faculty positions.

10. Gathering Market Data (November) - Gallagher has begun gathering market data. As initial data sets have become available, IR has worked closely with vice presidents to provide feedback and corrections.

11. Employee Pay File (December) - The employee pay file is a detailed file that will show employees in the benchmark positions selected earlier in the study. The pay file will be reviewed in detail by each vice president with IR and HR during December and early January.

12. Next Step - Pay Structure (February) - Following review of the pay file, Gallagher will begin working on the pay structure, which is an overarching compensation framework, for both faculty and staff.

13. Next Step - Completion of Gallagher Dataset (February) - Gallagher will transmit the final payfile and salary structure documents to administration, which will be used to provide updates to the Board of Trust and to campus constituencies and will inform the budgeting process for the next three fiscal years.

14. Steps Beyond Receipt of Gallagher Dataset (March and beyond) - The study is on track for a spring 2025 completion. At that time, we will be able to share broad insights regarding our salaries compared to the market, and we will have a better understanding of how we might allocate limited budgetary resources to address some of the salaries that are farthest from the market. As we move into the spring semester and begin budget projections for FY26 and

beyond, we know the data collected from the salary study will inform a multi-year compensation strategy that will address many of the salary pressures identified by constituent groups across campus.

Insert Submitted by Senator Horpendahl--

Academic Affairs Committee Report Summarizing Activities During the Fall 2024 Semester

Academic Affairs Committee of the UCA Faculty Senate

Report Summarizing Activities During the Fall 2024 Semester

Submitted by Jeremy Horpedahl, Committee Chair and Senator representing the College of Business

December 2024

President Shires and Fellow Senators,

During the Fall 2024 semester, the Academic Affairs Committee had a primary charge of implementing the Faculty Senate Research Empowerment Grants. These grants were approved by the Faculty Senate at the end of the Spring 2024 semester, and funding for these grants consists of a roughly \$40,000 fund under the control of the Senate for purposes of benefitting the UCA Faculty.

This semester our work has primarily been to develop and design a rubric for the scoring of applications submitted for the Research Empowerment Grants. We have completed a draft of the rubric, and we have submitted it along with this report to the Faculty Senate for your input and potential approval. The rubric incorporates some of the factors mentioned in guidelines for the program, such as giving additional consideration for collaborative projects among faculty from different colleges and departments, and “topping off” of projects that have some funding but not enough to complete the project.

In the guidelines approved by the Faculty Senate for these grants, the first application deadline would be next February, with decisions being made by next March. If the Senate is in favor of using this rubric for the scoring of applications, we will move forward with getting all of the other materials ready.

To that end, we have also started preparing questions for the application, which are based on the current proposed rubric. Those application questions are also attached. And we have started to develop a plan for promoting the Empowerment Grants to all faculty, so that everyone will have an equal opportunity to apply for the funds which are intended for the benefit of the UCA Faculty as a whole.

Next semester we will continue with this charge, including promoting the application process, and scoring the applications that we receive by the February 2025 deadline.

Respectfully Submitted,

Jeremy Horpedahl
Associate Professor of Economics

Faculty Senate Research Empowerment Grant—Application Assessment Rubric

Criterion	Incomplete	Satisfactory	Exemplary
Rationale/Goals Impact and Contribution 50%	<p>Rationale and goals are not clear; activities makes a vague or unclear contribution to academic discipline or teaching</p> <p>Range: 0 to 1 points</p>	<p>Rationale and goals are provided; activities contributes to academic discipline and/or enhances teaching effectiveness</p> <p>Range: 2 to 3 points</p>	<p>Strong rationale, clear goals, and activities make significant contributions to academic discipline and/or strongly enhances teaching effectiveness</p> <p>Range: 4 to 5 points</p>
Detailed Budget 30%	<p>Application does not include a detailed budget; budget is provided but unclear</p> <p>Range: 0 to 1 points</p>	<p>Detailed, itemized budget is provided; some items are either unclear or not aligned with goals</p> <p>2 points</p>	<p>Detailed, itemized budget covering all elements of activities; budget rationale is clear and applicable to goals</p> <p>3 points</p>
Efforts to Obtain Additional Funding 10%	<p>Applicant has made little or no effort to obtain additional funding</p> <p>0 points</p>	<p>Applicant is either seeking or has obtained departmental funding</p> <p>0.5 points</p>	<p>Applicant has documented funding requests from both department and one or more additional sources</p> <p>1 point</p>
Recognition of Faculty Collaboration 10%	<p>Activities do not involve four or more full-time UCA faculty members; very little evidence of faculty collaboration</p> <p>0 points</p>	<p>Four or more faculty members involved; some evidence of inter-college collaboration</p> <p>0.5 points</p>	<p>Four or more faculty members involved; strong evidence of inter-departmental and/or interdisciplinary collaboration</p> <p>1 point</p>

Application questions:

Faculty member's name:

Name(s) of faculty collaborator(s):

Description of collaborative projects:

If this is a collaboration involving four or more UCA faculty members, write a description of the scope of the collaboration. Is this collaboration within your college or is the collaboration interdisciplinary and/or inter-departmental?

Brief Description of proposed activities:

Justification statement:

Please write a statement (200 words or less) describing your rationale and goals for the proposed activities. How will the proposed activities enhance your classroom teaching effectiveness? How do the proposed activities make a scholarly contribution to your academic discipline?

Budget statement:

Attach a separate document providing a detailed, itemized budget for all elements of your proposed activity. Provide rationale for budget items as needed.

Description of funding sources:

Have you applied for funding from your department for the proposed activities?

Have funds from your department been committed to your proposed activities?

If so, how much funding will you receive from your department?

Have you applied for or received funding commitments from any other sources?

If yes, describe other funding sources and give specific amounts.

Any other information for the Academic Affairs Committee:

Is there any other information you would like to share with the faculty senate academic affairs committee as we consider your proposal for a research empowerment grant?

Notes:

(50%) Clarity of Rationales and Goals

Based on a written statement, justify how proposed activities will either enhance teaching effectiveness and/or contribute to faculty members' academic disciplines

(30%) Clear and Itemized Budgets Related to Proposed Activities

Based on an itemized budget of all activities' expenses

(10%) Efforts Made to Apply for Additional Funding Requests

Based on applicants' efforts to either seek both internal and external departmental funding

(10%) Additional Recognition for Faculty Collaboration

Available to four or more faculty groups; based on a high level of either inter-departmental and/or interdisciplinary collaboration

Grant Application Notes:

Clear, written statements justifying applications will be a main component of approving faculty enhancement grants.

“Please write a statement (200 words or less) describing rationales and goals for proposed activities. How will proposed activities enhance classroom teaching effectiveness? How do proposed activities make a scholarly contribution to academic discipline?”

Email from Charlotte Strickland

Save the Date! April 15, 2025

New name, new format, new awards!

Name: Faculty and Staff Recognition Celebration (formerly called Service Awards)

Format: X-Period in RWSC, Refreshments, Music, Photo Booth. Broader awards with increased energy!

Awards: ALL awards - Faculty Awards (previously presented at Convocation), Staff Employee of the Year, Staff Senate Quarterly Award Employees, LEAD Fellows, 2024-2025 Degree/Certification achievers, Years of Service, Retirees.

The committee is working hard to not only recognize the well-deserving faculty and staff but making the program fun and special for those in attendance.

**Please join us for the 72nd annual program
(formerly called University Service Awards).**

Recognition will include faculty awards, staff employee of the year and quarters, degree and certification completion, LEAD fellows and UCA retirees.

April 15, 2025

Student Center Ballroom

Ceremony begins at 1:40 p.m.

Experience music, refreshments, photo booth, interaction and reconnection with your peers!

Constituent Concerns:

- The minutes have not been shared online for a month and a half. I cannot stress enough that this is the only way most faculty know what is going on, as pertains to them, at UCA. Many of us have read the minutes religiously for this purpose for years. To stop posting them, for whatever reason, is a dereliction of duty to senate constituents.

Response from FS Pres. Shires: This concern was received in December. The Execs apologize for a slowdown that occurred. We hope faculty will in the future consider that the gap between senate meetings varies considerably because of the calendar, which at times can cause the appearance of delay - sometimes there are 9 days between meetings, while other times it feels like 3 weeks. We also have been continuing to work on new strategies that balance transparency with necessary privacy, while also striving to accomplish the goals of being both timely and accurate. We as a senate are entering a period where our procedures are now working as intended, and meeting minutes are being posted as soon as reasonably possible, usually within 24 hours of being approved.

- These are not concerns but some gratitude (we often gripe, but we need to acknowledge the good stuff, too!)

I'd like to express thanks for UCA with working with outside (and internal) groups to host the running events this fall. The City of Colleges races, the Ghost to Goblin 5k (special thanks to Kim Eskola for her leadership on this), and the Turkey Trot 5k were all very fun events that helped showcase our campus to the community and encouraged healthy habits. I'd love to see the Ghost to Goblin grow in the upcoming years to rival the City of Colleges events! Loved that Rogue Roundabout was included as a sponsor!

Second, please recognize the outstanding work our campus testing center does for our students and faculty. They are unsung heroes - so don't I hope that is kept in mind when annual budget calculations are being made.

Response from FS Pres. Shires: Thank you so much for celebrating our faculty and staff who contribute in so many meaningful ways! It is really amazing and appreciated that someone took the time to send this in.

- When do we anticipate Burdick to be completed? What/who will be moving in? Has there been any thought to reconfiguring the half circle driveway to include some specific parking such as handicapped spots, or loading only spaces? It has been noticed that delivery trucks tend to park on Bruce while delivering, creating traffic issues on Bruce St.

President Davis was consulted, and this response was provided: We are hopeful that the cleanup and renovations to Burdick will be completed by August of 2025, but supply chains will likely dictate whether or not that timeline is realistic. I would defer to Dr. Hargis regarding the academic departments that will be occupying various spaces within that building in addition to the division of Information Technology. There has not been any discussion regarding a reimagining of the driveway and hardscaping areas.

Provost Hargis followed up: We expect additional occupants to be Interior Design and Geography.

- It would be really nice if the UCA Board of Trustees would approve an extra week.

in the winter and move [the spring semester forward]. I know the Registrar's Office wants that too (from being on the calendar committee). The number of new applicants, advising and DegreeWorks errors I've had to deal with the past 3 days is incredible and very time consuming. I know students are struggling dealing with financial aid issues too. I would also think that UCA is missing out on opportunities to get additional graduate students accepted into programs as well as more UG transfer students accepted in these courses. It just doesn't make sense to rush into the semester when we're done in late April or early May. Take out the week in between finals and May intersession and it wouldn't impact summer graduation.

FS President Shires: I have contacted Registrar Vicky Summers, who has indicated she will consult with VP for Enrollment Services Kevin Thomas to discern the feasibility of changing dates.