

Minutes
UCA Faculty Senate
Tuesday, April 8, 2025 at 12:45 pm
Wingo 315

- Attendance
 - College of Arts, Humanities, and Social Sciences: Mayhew-a, Mongno-p, Craun-p
 - College of Business: Thomas-p, Otoo-aa, Horpedahl-aa
 - College of Education: Shaw-p, Trumble-p, Couture-p
 - College of Health & Behavioral Sciences: Engle-p, Rose-p , Jamerson-a
 - 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-aa
 - FS President Shires-p, FS VP Dunlap-p, Provost Hargis-p
- Invited Guest -Dr. Vaughn Scribner, Chair of the Faculty Handbook Committee.
- Call to order: FS President Shires
- Approval of Minutes from Faculty Senate Meeting of March 11, 2025
 - Motion to approve - Keith, 2nd-Craun
 - Vote - 15 approved, 1 abstention
 - Minutes approved
- President's Comments: President Davis
 - As of today (4/8), UCA's budget has not been approved by the Legislature
 - We will continue to monitor what is going on in Little Rock, but the budget is the President's first priority at this point in time

Questions from Senate to President Davis:

Q:Is the State voting on all of our budget, or only those funds provided by the State?

A:The Assembly approves the spending of all of our funds.

Q:When would the ACCESS bill take effect if approved?

A:There is no emergency clause so far, so 90 days out..

Q: What might we expect with the recent Presidential Executive order regarding the USDOE and accrediting organizations?

A: This order will allow more organizations/states to enter the field and become an accrediting body. For example, the State of Arkansas could be an accreditation body.

- Provost's Comments: Provost Hargis
 - All academic programs go through self study and/or accreditation. Next week UCA's Undergraduate Core will be undergoing their first external review since the UCA Core was restructured ten years ago
 - Strategic Planning Update - The public data collection phase has been completed with an excellent representation from students, faculty, staff and the community at large.
- FS President's Comments: FS President Shires
 - Deanna Rice (former FS COE) is present to express her gratitude for the kindness and support she has received during cancer treatment from the Senate and her colleagues here at UCA.
 - MORE thanks to Physical Plant and many others who helped UCA prepare for last week's extended onslaught of storms and floodwaters.
 - As you know by now, Constitutional changes did not pass due to an insufficient number of voters. We will not try to push this through again this year; it will be up to the next senate to decide whether to take it up.
 - Congrats to newly-elected 25-26 college senators:
 - Lynn Burley, CAHSS
 - Shun Ingram, CHBS*
 - Jeremy Horpedahl, COB (fall sabbatical replacement David McCalman)
 - Rhonda McClellan, COE
 - Garth Johnson, COSE
 - Renee LeBeau-Ford, Library

* UPDATE: As of 4/14, the CHBS position has been handed off to Darcy Downey, due to an election irregularity.

- At-Large nominations are taken through Thursday, with the vote this Friday 4/11/25.

Q: Voting on Fridays appears to be problematic, as not all faculty may read their email or be available on Fridays. Can we change the day of the week?

A: The Faculty Senate Bylaws dictate that Friday is the day of the week for elections/voting. Yes, we can change it, but it would require a majority vote on the part of the FS in the future.

- Please review Faculty Senate Office Duties handout (Addendum #1, page 7-8)
 - Please consider nominating qualified senators for 2025-26 offices.
 - The Faculty Senate Salary Review Annual Report has been completed and submitted. It is posted on the committee's web page as part of the minutes.
 - The Faculty Senate's "unofficial" Welcome Committee will be merging with the Faculty Senate's DBIE committee. Sen. Thomas will be working with CETAL and leading the charge of purchasing items for new Fall 2025 faculty.
- Action Item:
 - Invited Guest: Vaughn Scribner, Faculty Handbook Committee Chair
 - Dr. Scribner presented minor changes to the Faculty Handbook with an updated handout (Addendum #2, page 9).
 - Motion to approve changes - Rose, 2nd-Trumble
 - Motion passes unanimously.
 - Senate Committee Reports
 - FS Committee on Committees: VP Dunlap
 - The COC continues to fill vacancies for next year. Filling committees now will allow FS committee members to begin working on projects much earlier in the semester.
 - Academic Affairs: Sen. Horpedahl - no report
 - Faculty Affairs: Sen. Keith - report. Sen. Keith expressed his thanks for all of the hard work accomplished by this committee

- Diversity, Belonging, Equity, and Inclusion: Sen. Mukherjee-The committee will be meeting one last time to discuss the merging of the Welcome Committee with the DBIE committee and subsequently a new name for the committee, and future ideas for the committee. A reminder that changing the name of the DBIE committee will require a vote from the Faculty Senate.
- New Business
 - Q: Do we want box lunches for the meeting of April 29?
 - A: Yes.
- Constituent Concerns-Received Online:

Q: Constituent questions the expenditure of funds on “color, glossy flyers” for CETAL, and feels academic departments need more budget for higher-quality operation compared to “non-instructional” programs.

A: Response from Assoc. Provost Kurt Boniecki: “...two flyers...were distributed to all faculty mailboxes as part of CETAL's outreach to ensure that all faculty are fully aware of the LMS review, how to connect with CETAL, and professional development opportunities for them this summer. While CETAL also uses UCA Inform to announce their events and activities, in their experience, not all of the faculty read UCA Inform when it is delivered to their email inboxes and therefore some of the faculty miss out on the opportunities that the university has invested in to benefit them. These flyers cost a total of \$377 for 1,000 copies (500 of each). In my opinion, this is money well spent if it reaches more faculty members and inspires greater participation in the LMS review and CETAL professional development activities. Indeed, as of today, approximately 100 faculty members have requested sandboxes in the three LMS platforms that will allow them to test drive the functionality of each. The vast majority of CETAL's M&O budget directly supports the faculty through faculty development grants, stipends for instructional consultants, and food and materials for professional development events (e.g., lunch and learns, new faculty orientation, day-long mini-conferences and summer institutes). The remainder of the budget (about 10%) is used to support the faculty indirectly through technology updates and professional development for our instructional designers whose job it is to help the faculty.

I think that all units on campus empathize with the constituent's concern about M&O budgets. CETAL would certainly like to provide more than it can as well. But, a \$377 expenditure to build awareness among faculty about critically time-sensitive activities that directly impact their teaching is not the example of M&O excess that the constituent believes it to be. Over the years, CETAL has advocated for funding on behalf of faculty, increasing money for faculty development grants and securing faculty stipends for summer institutes. Where the university spends its money should reflect its priorities, and that is a conversation worthy of our shared governance. However, I would hope that the Faculty Senate would agree that supporting faculty development and teaching excellence should be a priority of this university.

Q: Constituent would like to know specifics about the Online Course Fees.

A: Response from Terri Canino, VP for Finance & Administration:

“Please see the breakout of the \$117.21 online course fee per credit hour below:

Facility Fee - \$26.25
Athletic Fee - \$21.00
Technology Fee - \$20.50
HPER Fee - \$9.12
Student Center Fee - \$ 4.75
Performing Arts Fee - \$ 4.00
Library Fee - \$3.00
Student Activities Fee - \$1.59
Student Success Fee - \$1.50
Cooperative Ed Fee - \$.50
Online Tech Fee - \$25.00
TOTAL Undergrad Online Fee - \$117.21

The regular fees are the same, except the online course is charged an extra \$25 online tech fee. Here is the link to the 2024-2025 Budget Book: <https://uca.edu/budget/files/2024/06/FY2024-2025-UCA-Operating-Budget-Revised.pdf>

Please let me know if you need any additional information.”

- For the Good of the Faculty and Announcements and Acculates
 - Sen. Mukherjee - one of UCA's graduate students has received an NSF fellowship. One of only two in the state of Arkansas.
 - Sen. Rose was named Social Worker of the Year for AR state, as well as receiving two more grants.
 - Sen. Jamerson will be presenting at two conferences later this month
 - Sen. Trumble has been named as the Associate Dean for the College of Education beginning next academic year. He has also been named as the President-Elect for the Society for Information Technology and Teacher Education
 - Dr. Scribner will be appearing on the History Channel
 - Professor Moritz has a new book out on forensic science

- Reminders:
 - Next regular meeting on Thursday, April 24, 2025 at 12:45 p.m.
 - Fall planning: Senators should not schedule Tues./Thurs. courses during FS hours or at 2:40 pm

- Motion to adjourn - Keith, 2nd LeBeau-Ford
 - Adjourned at 1:53 pm

Addendum #1 Duties of the Faculty Senate Officers Duties

UCA Faculty Senate Officers' Duties – a Summary

President

- i. Committee Memberships:
 - Faculty Senate, Chair
 - prepare meeting agendas
 - handle online constituent concerns
 - day-to-day business of the senate
 - FS Executive Committee, Chair
 - FS Welcome Committee, Member
 - Faculty and Staff Senates Collaborative, Member
 - Strategic Planning Committee, Member
 - Honorary Degree Committee, Member
 - Faculty Handbook Committee, ex officio
 - Council on Student Success, ex officio
 - Faculty Handbook Committee, ex officio
 - Retirement Committee, Member (Fiduciary)
 - Faculty Senate Foundation Scholarship Committee, Chair
 - Other regular and ad hoc committees as deemed necessary
- ii. Regular Meetings:
 - with Provost, President and Executive Committee every month
 - with "Four Presidents" (UCA, FS, SGA and Staff Senate) every month
 - with Provost every three weeks
 - attend regular Staff Senate meetings when possible
- iii. Speeches/Presentations/Attendance:
 - Graduations in May, August & December – 2 minute pre-recorded speech
 - Board of Trustee meetings in August & May – 5 minute speech (email text of speech to Associate for Administration so they may be added to minutes and posted on Faculty Senate website)
 - Comments regarding action items at any Board of Trustee meeting
 - New Faculty Orientation and Adjunct Academy – about 5 minutes each, talk about the Faculty Senate and its role before and during Welcome Week
 - Freshman Convocation – carry mace at opening ceremony during Welcome Week
 - Welcome Tents (optional) – about 2 hours, provide information and directions
 - Fall Convocation in August – 5 minute speech to faculty (post on FS website)
 - Campus Talks – updates to campus about FS activities (twice per semester)
 - Employee Recognition Celebration (April) – recognize degree & certificate achievements
 - Forever a Bear Ceremony (April) – Read names of recently passed faculty

Vice President

- i. Committee Memberships
 - Faculty Senate Committee on Committees, Chair
 - University Committee on Committees, Member
 - Strategic Planning Committee, Member
 - Faculty Senate Foundation Scholarship Committee
- ii. Regular Meetings
 - with Faculty Senate Execs
 - Faculty and Staff Senates Collaborative
 - Be on call for special meetings of the FS Exec Committee

Secretary/Treasurer

1. In May, notify the provost of the name of the new Vice President, as well as other officers.
2. Attend Executive Committee meetings with the President and Provost.
3. At each Faculty Senate meeting, take minutes. Confirm accuracy with all senators as well as President and Provost. Send the minutes to the FS President in time for them to be sent out with the agenda for the next meeting to the Senators.
4. The Secretary is responsible for conducting elections via online ballot sent via UCA email or other method requiring a login, password, pin, or other security measures as deemed appropriate by the Secretary.
5. The Secretary/Treasurer shall report the current FS budget balance at each regular meeting, and report to the Senate any funds less than \$200 spent from the senate's budget no later than the following regular meeting after any such funds have been spent.
6. Be on call for special meetings of the FS Exec Committee.
7. Continue in a representative role as a senator.

Parliamentarian

1. Attend Executive Committee meetings with the President and Provost.
2. Have an expanded working knowledge of Robert's Rules of Order, and reference the Rules whenever necessary for clarification.
3. Consult with the FS President to support efficient and orderly meetings.
4. Be on call for special meetings of the FS Exec Committee.
5. Continue in a representative role as a senator.

Webmaster/Archivist

1. Attend Executive Committee meetings with the President and Provost.
2. Update the FS Website, including:
 - a. Changes to key documents (Constitution, Bylaws)
 - b. Roster of current Senators and their terms
3. Post documents online, including:
 - a. FS Meeting Agendas
 - b. FS Meeting Minutes
 - c. FS President's speeches and comments
 - d. Other relevant documents for the public
4. Be on call for special meetings of the FS Exec Committee.

5. Continue in a representative role as a senator.

Addendum #2 Proposed Changes to the Faculty Handbook

Faculty Handbook- Board Policy No. 300

The UCA Faculty Handbook Committee recommends revisions to the opening pages, document, and chapters two, three, four, five, and seven, of the current Faculty Handbook. The following is a summary of the recommended revisions:

- Opening Pages:
 - o Cover page: modify date of the document
 - o Title page: modify date of Board approval (pg. i)
 - o Table of Contents: modify page numbers (pg. iv-vii)
- Document: modify alphabetical order of headings
- Chapter Three:
 - o 3.II.E.: add Minimum Teaching Qualifications (pg. 12)
 - o 3.III.B.3.b.: change minimum teaching qualifications (pg. 16)
 - o 3.IV.B.1.b.i: change minimum teaching qualifications (pg. 20)
 - o 3.IV.C.1.: change minimum teaching qualifications (pg. 20)
 - o 3.IV.C.2.: change minimum teaching qualifications (pg. 21)
- Chapter Seven:
 - o II.I.: add Institutional Biosafety Committee (pg. 69)
 - o II.R.2.a-g: change membership requirements of UCA Core Council (pg. 75)
 - o II.T.1.: change senate to Faculty Senate (pg. 75)

The recommendations of the Faculty Handbook Committee have been considered and endorsed by the Faculty Senate, and other appropriate administrators.

Therefore, the President recommends the following resolution to the Board of Trustees.

“BE IT RESOLVED: That the Board of Trustees hereby approves the above revisions to the UCA Faculty Handbook.”