

## Faculty Senate minutes

February 3, 2016

Senators Present: Lea Ann Alexander, David Bateman, Emilie Beltzer, Kristen Benjamin, Don Benton (for Pat Weaver, Alan Blaylock, Victor Claar, Debra Coventry, Greg Gibson, TaLisha Givan, Megan Hickerson, Dana Horn, Franc Hudspeth, Jana Jones, Jamie Lipton (for Laura Storm), Lisa Massey, Richard Miller, Dever Norman, Ingo Schranz, Kasten Searles, Joyce Shepherd, Michael Taylor, Ladda Thiamwong, Maggie Tudor, Meredith Wright,

Senators Absent: Charlotte Wright, Shannon Clardy, Vincent Dunlap

1. Call to order by President Lea Ann Alexander at 3:15 p.m.
2. Discussion with Dr. Steve Adkison, Provost/Vice President for Academic Affairs
  - A. Role of professional advisors

Provost Adkison stated that faculty advisors are not removed from the advising process; instead, plans are to keep faculty engaged. Day-to-day professional advisors are not meant to undermine major advisors in departments. The Professional Advisor's role is to assist chairs and faculty. Department chairs are to decide how to utilize the professional advisors. The Academic Advising office serves as a point of contact to establish day-to-day duties. Department chairs should meet with Pam Ligon for advising updates and meeting new advisors. Provost Adkison noted the National Survey of Student Engagement (NSSE) surveys and Faculty Survey of Student Engagement (FSSE) surveys will need to occur every year for the next five (5) years to establish baseline data. Special survey regarding academic advising showed 11 out of 23 measures which were significantly above the means which indicated that students are generally satisfied with advising, which is important in relation to student success. The Writing Across the Curriculum survey measures were distressing because of how writing is experienced across the campus and more discussion will occur this spring.
  - B. Heart Start

Provost Adkison stated that Heart Start has moved from the Student Affairs Office to Academic Affairs and will be handled by Academic Advising. Faculty members are to have an increasingly more robust role with recruiting and advising.
  - C. Pre-Tenure Review process

Provost Adkison stated that the question involves process rather than policy for consideration by the Provost and General Counsel. Provost Adkison stated that the pre-tenure review question underscores wide variability of how tenure and promotion processes happens across the colleges. He also stated that the criteria are clear in the handbook, but inconsistency in action being not equitable across departments is a concern. An additional concern is that, if only tenured faculty in department vote in tenure and promotion process, the process runs counter to faculty considerations. Provost Adkison mentioned fear of senior tenured faculty members by junior track faculty members. Considerations that are not equitable may become actionable. The Faculty Handbook is clear that performance concerns should be articulated in writing in collaboration with the department chair with an action plan in order to monitor progress. Provost Adkison will ask deans and department chairs to engage in the transparency and consistency conversations.

- D. Timing of Pre-tenure Review question  
Provost Adkison stated the pre-tenure review should occur in year three (which means three (3) years before portfolio is presented). If faculty members are hired with years of credit, the pre-tenure review has to be adjusted accordingly. Definition of the pre-tenure review and tenure and promotion year should be included in the initial letter of hire. Additionally, non-tenure track faculty members should talk with department chairs to discuss progress. Deans and department chairs will consider credit granted and establish pre-tenure review and tenure and promotion dates on a case-by-case basis to be included in initial letter of hire. Provost Adkison mentioned the possibility of no longer splitting promotion and tenure process.
  - E. POISE Replacement  
Provost Adkison stated administration will create a taskforce (including the Technology Committee, Deans Council, and representation from Faculty and Staff Senate, etc.) to help determine what system will replace POISE. The RFP/ERP will be addressed through the revamped technology committee.
  - F. Role and specific duties of Dr. Ken Taylor, Assistant Vice-Provost  
(See President's Report, Addendum I)
  - G. Council for Teaching and Learning  
Provost Adkison stated that the Smith Garner House has been purchased from the HSU Foundation by the University to house the Teaching and Learning Center. The Council for Teaching and Learning is working to develop plans to address the faculty's professional and academic needs. The Council for Teaching and Learning is working with Ed Nuhfer to kick off the Teaching and Learning Center Conference which is scheduled for the week of February 22<sup>nd</sup> and will include luncheon talks, workshops with small groups, etc. Provost Adkison strongly encouraged faculty members to make arrangements to attend the conference.
  - H. Senator question inquiring about the possibility of HSU purchasing an available space in downtown Arkadelphia to serve as a place for faculty socials and receptions  
Provost Adkison stated that further inquiry and investigation would need to take place to address the inquiry.
  - I. Senator question inquiring about the rules of allowing alcohol on campus  
Provost Adkison stated that further discussion, inquiry and investigation may need to occur to take a closer look at the rule origination.
- 3. Approval of minutes
    - A. Minutes from the December 2, 2015 meeting were approved
    - B. Minutes from the January 27, 2016 meeting were approved
  - 4. President's Report can be found as Addendum I
  - 5. SGC Update – No report
- 6. Reports of committees
    - A. Executive Committee – No report
    - B. Academics Committee – No report
    - C. Buildings and Grounds Committee – No report

- D. Finance Committee – No report
- E. Operations and Handbook Committee – No report
- F. Procedures Committee – No report

7. Old Business

8. New Business

A. A question regarding faculty with credit towards promotion and tenure and the pre-tenure review was addressed in the discussion with the Provost

B. Buildings' climate control and maintenance: Heat, humidity, and other threats to health in Evans, McBrien, Reynolds, RFA and Wells

Senators expressed concern for the thousands of students subjected to seven weeks of classes in buildings without climate control and advanced notification of such occurrences. President Alexander addressed the timeline of the scheduling of repairs as discussed with administration. President Alexander described the process by which the chilled loop system has to be disconnected from the chillers to install the system is to be more responsive. Administration informed President Alexander that the department chairs and deans should contact Mr. Jones directly to handle the needs of the faculty and staff in these departments.

A motion was made to provide temporary relief by establishing a system that would allow faculty members to reserve space in the Garrison Activity Center or any other building with a functioning climate control system. An amendment to the original motion was made to ask groups with standing reservations in Garrison if they are willing to move to allow classes to meet until buildings are functional. Motion was seconded, carried, and passed unanimously.

C. Senators discussed possibility of including ongoing updates of buildings and deferred maintenance projects at each regularly scheduled meeting. The Senate requests consistent, advance notification for planned outages of critical climate control functions so that faculty and staff in affected buildings may prepare.

9. A motion to adjourn was made, seconded, and passed unanimously to adjourn. The meeting adjourned at 4:38 p.m.

Respectfully submitted,

TaLisha Givan  
Faculty Senate Secretary

## **Addendum I: President's Report**

### **Report from the President for February 3, 2016 meeting**

#### **Meeting with President Jones**

Dr. Jones, Dr. Adkison, and Mr. Jones are committed to fulfilling the objectives of the compensation plan. They have a strategic plan in which they believe and are committed to executing that plan. The ability to fund the whole of the strategic plan will be driven by enrollment, including not only retention but also recruitment of new students, both in- and out-of-state; transfer students; and international students. Compensation is a significant part of the strategic plan and is one of Dr. Jones' top two priorities. He hears the frustration. His administrative team is looking for ways to insure that the budget funds current priorities rather than continuing to budget the way we have done in the past. They are looking at the entire budget to identify ways in which we can create savings to support the Compensation Plan and the strategic plan in general.

#### **Meeting with Dr. Adkison**

##### **Compensation Plan**

Dr. Adkison is highly confident in our collective ability that we will be where we need to be next fall in terms of enrollment. The Compensation Plan is being updated to include corrected CIP codes (program descriptors) and CUPA descriptions (for non-classified employees). The plan should be posted on MyHenderson by mid-February, after which individual letters will be generated to let people know where they fall in the plan. Eleventh day numbers will be reported on February 5.

##### **Policy questions**

A few faculty members had questions regarding the new graduation application process per the Registrar's email of 13 January 2016. The intent of this process change is to provide a single point of contact between the Registrar, departments, and Academic Advising, streamlining communication. Given the scale of the efforts underway in the office, the Registrar's staff simply cannot continue to interface individually with close to 150 faculty about the graduation applications. Coordinating communications with the Registrar's staff through the chairs reduces the points of contact to twenty three and streamlines the process considerably. How department faculty wish to handle graduation applications inside the department is completely at their collective discretion.

##### **POISE replacement**

The job description for Director of Computer Services is almost complete and will be advertised soon. The new director will play a significant, although not even close to sole, role in selection of the POISE replacement. The RFP, currently slightly over 60 pages, is not complete. Once this draft is finished, the Technology Committee, augmented by nominees from Faculty and Staff Senates, will vet the draft. Bids will open sometime this spring.

##### **Duties of the Vice Provost**

Dr. Ken Taylor maintains his standing responsibilities as Dean of the Graduate School. His duties as Vice Provost duties include the following:

- Providing support to provost and director of assessment in collecting and submitting documentation concerning Higher Learning Commission reporting process.
- Oversight of the collection and submission of institutional documentation concerning all new certificate and degree programs that must be submitted to our Board, the Arkansas Department of Higher Education, and HLC.
- Oversight of the process for institution position announcements in Academic Affairs.
- Service as a liaison between deans, department chairs, faculty members and students concerning academic integrity issues; oversight of student complaints and grievances, etc.
- Responsibility for effective operation of Institutional Review Board, Undergraduate Research, and Institutional Animal Use and Care Committee.
- Other duties as assigned.

### **Meeting with Mr. Jones**

#### **Budget Process**

The 2016-17 budget process begins February 11. There will be changes in the way the budget is prepared, including reallocations of budgeted funds. The budget will be driven by the strategic plan. The Vice Presidents will be working on their specific areas.

Mr. Jones is working with his staff to identify any potential savings in utilities, supplies, and debt service. Mr. Jones and Dr. Adkison are also looking at scholarships, both the amount allocated and funded.

Through a recent refinancing of a bond issue, Mr. Jones was able to replace old bonds with new bonds at a lower interest rate. Henderson will recognize the savings by lowering the budgeted debt service on this particular issue. We are also requesting one time money from the Donald Reynolds Foundation to help reduce the expenditures made for the mold and mildew abatement.

#### **Legislature**

Governor Hutchinson's plan, "Closing the Gap 2020: A Master Plan for Arkansas Higher Education," was presented to the Arkansas higher Education Coordinating Board on October 30, 2015. The goals of the plan are as follows:

1. Goal 1. Raise completion and graduation rates of colleges and universities by 10%.
2. Goal 2. By fall 2018, increase the enrollment of adult students, age 25 to 54, by 75%.
3. Goal 3. Raise the attainment rates of underserved student groups in the state by 10%.
4. Goal 4. Improve College Affordability through Effective Resource Allocation.

The complete document can be found on the Arkansas Department of Higher Education website (<http://www.adhe.edu/institutions/master-plan/>). The higher education funding formula will be changed and funding will be based on obtaining the above goals.

At this time, Henderson should receive the same general revenue funding we received this current fiscal year.

## **Infrastructure**

The chilled water loop, a fifteen –month project, will be tested over Spring Break in March. Arkansas Hall, Reynolds, and Smith will not initially be a part of this system due to funding constraints. The system is being installed to allow for the addition of two more chillers in the basement of the Caddo Center (old dining facility), which will enable the addition of the above buildings to the system.

The area between the library and Mooney will be filled in and sodded. The future make-up of this area will be decided in accordance with our Campus Master Plan when completed.

## **Fund Balances**

Fund Balance - When liabilities are subtracted from assets, there is a fund balance. A positive fund balance means there are more assets than liabilities; a negative fund balance means there are more liabilities than assets. A fund balance is a residual and not necessarily a cash amount.