

March 2008 Faculty Senate Minutes

Faculty Senate Minutes 3-5-08

Members Present: Clint Atchley, Lea Ann Alexander, Mitzi Bass, Angela Boswell, Aaron Calvert, Steven Carter, Martha Dale Cooley, James Duke, David Evans, Herman Gibson, Marty Halpern, Barbara Landrum, Catherine Leach, Jack Meadows, Patti Miley, Richard Miller, Brett Serviss, Gary Smithey, Mike Taylor, Pat Weaver, Patrick Wempe, Hank Wilson, Sandy Denning Staff Senate Representative, Bethany Langston SGA Representative

Others Present: Interim Vice President of Academic Affairs Dr. Maralyn Sommer, Paul Huo
The meeting was called to order at 3:15 pm by President Dr. Angela Boswell.

Discussion with Dr. Sommer:

Dr. Sommer informed the Faculty Senate that a lot of interviews have already been conducted for faculty positions for the 2008-09 year. She said they were good applicants and would make good members of the faculty next year.

Sommer informed the Senate of issues discussed at the March 3, Cabinet meeting. Scholarships were stacked this year which freed money to offer additional scholarships to freshmen. Because of effective recruiting and retention efforts, there was an increase in enrollment this year. There was also an increase in the number of students retaining scholarships. Typically only a certain percentage of students who are offered a scholarship actually accept the scholarship and attend Henderson. However, this year we had more scholarship students than usual. This will impact next year's budget; more money will have to be allocated for scholarships. There were increases in revenue, but the additional scholarship dollars will keep us from getting ahead. She said Henderson may change the way scholarships are stacked in the fall of 2008. This may allow some students to receive a small refund in order to keep students. According to Sommer, high school students choose the school who pays them the most to attend.

According to Sommer, construction will begin on the Student Recreation Center as soon as the parking lots are completed. The Nursing Building was recently bid and construction should begin soon. Both the Recreation Center and Nursing Building were bid under budget.

Ms. Doris Wright, Vice President of University and Community Relations, and Mr. Johnny Campbell, Director of University Police, are working on an emergency alert plan. They are trying to determine the best way to get messages to the students, faculty, and staff in case of an emergency. One idea is to put phones in every classroom as a way for faculty to phone out or others to phone in if a problem arises. The cost would be approximately \$11 per line per month. Sommer also stated that Wright and Mr. Bobby Jones are looking at every angle of the budget in order to free up money to fulfill some of the faculty requests.

Sommer also told the Senate that Student Services is concerned about students in distress. She said that more students than ever before are showing symptoms of being in distress. There have been several problems this year and Sommer asked faculty to report students they think may need help. Sommer informed the Senate that initially she was appointed interim Vice President of Academic Affairs for this semester, until a new president was hired. She said she will meet with Dr. Welch March 12, to discuss whether or not he wants to advertise for a permanent VPAA beginning next fall or wait and advertise in the fall. If the decision is to advertise in the fall, a decision will have to be made about the VPAA position for next fall. She also stated that Dr. John Hardee is the current advocate for the Ellis College attending the dean's meetings, budget meetings, etc. and Sommer is the advocate for all academic areas.

Sommer stated that the twelve-check option for salary payment is just that – an option. The administration is ok with implementation of a twelve-check option or keeping the ten-check salary payments. Summer school courses printed in the summer 2008 schedule should not be cancelled due to

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small enrollments. The courses offered will have to be within the budget. Ellis College, Teachers' College Henderson, and the School of Business will each have a budget for summer school.

Sommer stated that she comes to the Senate meetings in order to facilitate communication between the administration and the faculty. She requested that it be two-way communication and that faculty convey concerns, ideas, etc. to the administration via communication. She requested that Faculty Senate resolutions be proposed after all avenues of communication have been exhausted and faculty are still not satisfied with the results.

Approval of February Minutes:

The minutes of the February 6, 2008 meeting were amended to read **four** sections of Basic English and **three** sections of mathematics would be offered in the fall for the transitional program. The numbers were transposed in the distributed minutes. The minutes were approved as amended.

President's Report:

A copy of the President's report is attached at the end of the minutes. The Operations Committee was asked to examine the sections of the *Faculty Handbook* that refer to the tenure probationary period and check for discrepancies.

Construction of the 12th Street parking lot has been delayed by adverse weather conditions. Bids for the Nursing Building were between 1.6 and 1.7 million dollars and the bid for the recreation center was less than 7 million dollars.

Dr. Boswell told the Senate that Newberry House will be used for a residence for Henderson's new president, Dr. Charles Welch, instead of the Welcome Center. It was reported that the university has already spent approximately \$250,000 on renovations to the building. The University plans to raise private donations to finish the renovations. A senator asked if bond money was used for the renovations that have already been completed and if the money would have to be paid back. Another question was raised – Where will the admissions and McNair offices be located when Computer and Communication Services moves into Foster Hall?

Boswell announced that a meeting with Computer Services would be held March 12 at 3:00 pm in the Cabe Room. Faculty who have had problems entering grades or reports of missing grades when grades were actually entered are encouraged to attend. According to Boswell Computer Services is creating a report to inform faculty when all grades have been entered. Boswell also told the Senate that the registrar's office will now automatically receive students' CAAP and Praxis scores. A student may not retake an exam or take the other exam in order to be exempt from Review Composition. Only the first score on the first exam taken, CAAP or Praxis, will be used to determine exemption from Review Comp. A senator asked if a notice could be placed on the advising screen to remind advisors to check the student's transcript for the test score. It was noted that the score would not appear on the transcript of a transfer student.

Committee Reports:

Academics Committee:

The Academics Committee presented the following motion: A grade of NC may be assigned in remedial courses with a contract between the faculty member and the student, pending the student completes the required course work and expectations. The NC grade may only be used once per remedial course. The motion was seconded and passed.

The committee chair stated that the committee was researching academic honesty policies at institutions with an enrollment similar to Henderson's. It was brought to the attention of the committee that an academic honesty had been previously adopted by the Henderson Faculty Senate. The committee chair stated there are problems with the implementation of the current policy across the campus. The committee asks that faculty send suggestions to the Academics Committee.

Buildings and Grounds:

See report at the end of the minutes.

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Finance:

The Finance Committee met February 15, with Mr. Bobby Jones to learn about the budget process. The chair of the Finance Committee, Dr. David Evans, reported that there will be very little money left over after the necessary bills are paid. Evans stated that Dr. Dunn wants there to be a 3-4% salary increase for next year. However, if there is any increase to Supplies and Services, the salary increase cannot be that large. Evans reported on the savings from the early retirement program. Approximately half the retirements were staff and the University saved about \$12,000 from those retirements. The amount saved for faculty was still unknown.

The University Budget Committee will begin meeting March 6.

Operations Committee:

The Operations Committee is working on a proposal for post-tenure review. The proposal will be presented at the April Senate meeting.

Procedures Committee:

See report attached at the end of the minutes

Retention Committee:

The subcommittees are meeting and the full Retention Committee report will be presented at the April Senate meeting.

Old Business:

Resolution 1 Regarding Summer School passed as amended. The amended resolution is attached at the end of the minutes.

After much discussion concerning the 12-check option, Resolution 2 Regarding Summer School and 12-check Option passed as amended. The amended resolution is attached at the end of the minutes.

New Business:

Since the May 7th meeting of the Faculty Senate would be during final exams, Boswell cancelled the May Senate meeting and called a special Senate meeting for Wednesday, April 30.

The meeting adjourned at 5:07 pm.

President's Report, March 2008

Report on meeting with Vice President Academic Affairs:

I met with Dr. Maralyn Sommer last Friday afternoon and discussed the process to approve online courses. She stressed that the decision to offer a course fully online is academically approved by the department chair and the dean. Kris Duncan's office gives technical approval (see more information in report on discussion with Kris Duncan). She also pointed out a discrepancy in the Faculty Handbook regarding the time to apply for tenure.

Report on meeting with President:

Dr. Charles Dunn and I discussed the "transition," and he expressed his confidence that it would go very smoothly. Dr. Welch is already coming to campus, maybe as often as weekly, and last Friday sat in on a preliminary budget meeting. On the subject of the budget, Dr. Dunn reported that we have a much higher than usual amount of students who accepted and are keeping their scholarships. While this is great news academically, it does have an impact on the budget in fewer tuition dollars. The greater number of students does mean auxiliary income should be higher, and thus there is a possibility that we will need to transfer less E&G money to the auxiliary budget. Bids have been accepted on the Nursing building and the Recreation building, and in both cases, the bids were less expensive than anticipated. A local contractor, Seale construction, will be constructing the Nursing building on the parking lot adjacent to the Campus Police department. Kinco will be constructing the Recreation center on the lots across from East and West Hall (former location of Garret and Turrentine buildings). The completion of the 12th street parking lots were delayed due to soil compaction problems, but they should be completed this

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month. Those parking lots as well as a planned lot behind the international house will be lit. Discussions are taking place regarding using Newberry House as a residence.

Report on meeting with Director of Computer and Communication Services:

I met with David Epperhart to discuss the best possible solution to the apparently frequent problems faculty are having with entering final grades into the computer system. He will call the vendor and see if there are similar reports of these problems on other campuses. He also expressed a desire to replicate these problems so that they could be fixed; however, he needs to discuss the problems with the faculty who have experienced the difficulties. So we have set up a meeting next **Wednesday, March 12, at 3 pm** in the Cabe Room of the Garrison Center for faculty to meet with David Epperhart and Ty Woodson. All faculty who have ever had an unresolved problem with entering grades (i.e. Mac issues, grades disappearing after entering) are requested to attend to help us and computer services solve these problems. Even if you have reported the problem in the past, please come to the meeting.

Report on discussion with Kris Duncan:

Kris Duncan and her office train faculty members to use the Angel course management system and provide support to faculty using that system. Their policy is to make course shells available only to faculty members who have been trained to use Angel or have otherwise demonstrated their ability to use Angel. However, Duncan's office does not "approve" whether or not a class is taught online.

Buildings and Grounds Committee report to the Faculty Senate on March 5, 2008

I met with Mr. Bobby Jones today regarding the items that were brought to the attention of our committee and discussed in our last Buildings and Grounds meeting (held on February 4, 2008; see below at end of report for list of items discussed by the committee at that meeting). Mr. Jones agreed to look into and pursue each of items one through seven, and to get back to me with answers hopefully by no later than the first part of March, possibly sooner. For most of the items, Mr. Jones seemed relatively confident that at least something could be done to resolve them.

Mr. Jones did tell me that in regard to lighting problems on campus, for example, nonfunctioning lights, to report those problems directly to him, and he will get it resolved. He also mentioned that two of the very poorly lit areas on campus (the walkway between Reynolds and Arkansas Hall and the parking lot behind the Baptist Collegiate Ministries Building) would have the poorly lit conditions corrected.

In regard to item number eight (campus-wide security), Mr. Jones mentioned that there were several individuals and associated personnel, including Gail Stephens, Johnny Campbell, and Doris Wright, who were all investigating avenues to make our campus more secure overall. I told him that we were planning a special meeting of the Buildings and Grounds Committee to discuss a direction(s) to pursue with regard to this issue, but he suggested waiting a little while in order to see what changes were made. He did not have a time table as to when the changes would be implemented. He did say that it is important for our committee and others involved with campus security to continue to report problems with security and associated issues when discovered.

Eight items discussed at the February 4, 2008 Buildings and Grounds Committee meeting:

1. proper placement of paper advertisements on campus, and arrangement and composition of benches and kiosks along the mall walkway;
2. creation of a university designated faculty lounge;
3. maintenance improvement and security concerns at the airfield and Flight Training Center;
4. parking issues and signage in the parking lot at Foster Hall;
5. inaccessibility of the exterior doors to Foster Hall for handicapped personnel;
6. acquisition and placement of campus directories;
7. need for additional bicycle racks on campus; and
8. campus-wide security concerns.

Respectfully,

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Brett Serviss

Procedures Committee Report Results of Faculty Excellence Awards Election:

Fine Arts—Gary Simmons, Aaron Calvert, Paul Glover, Laura Storm, Phillip Schroeder
Teacher College—Linda English, Ken Taylor, Patti Miley, Woody Jolley, Don Peterson
Liberal Arts—Wayne McGinnis, Henry Perez, Aneeq Ahmad, Angela Boswell, Don Wells
School of Business, Library, SSS, and Aviation—Renae Clark, Anita Williams, Lea Ann Alexander, Vickie Faust, Troy Hogue
Math and Sciences—Jane Dunn, Martin Campbell, David Gardner, Brenda Trigg, Jules Mollere

Proposed Resolution 1 Regarding Summer School

Whereas, Faculty Senate is the recognized self-governance body of the faculty of Henderson State University, and as such is the sole body on campus that may speak “for the faculty” in decisions affecting academics and teaching policies; and

Whereas, the recent “summer school committee,” while containing all but one faculty members, was formed by administrative fiat, was headed by an administrator, and made its recommendations directly to the president without the input or consultation of Faculty Senate; and

Whereas, the president announced a plan of substantive change to summer school procedures, as well as to methods of payment for 9-month faculty members, based on the grounds that these changes were “wanted by the faculty” as expressed by said committee, again without input from Faculty Senate; and

Whereas, the plan as initially announced by the president included features not even recommended by said committee, but added by administrators after the fact;

Be it therefore resolved that any future campus committee formed to explore substantive changes in academic or faculty procedures make any resulting recommendations directly to the Faculty Senate, and that no administrative action be taken on such changes until such time as Faculty Senate speaks to the recommendations.

Resolution 2 Regarding Summer School and 12-check Option

Whereas the Faculty Senate applauds efforts to resolve current problems with summer school offerings, specifically the uncertainty faced by students and faculty as to whether scheduled courses will be allowed to meet in cases of low enrollment; and

Whereas the Faculty Senate has expressed its concern about the procedures used by the administration in initiating changes in the summer school program and in the pay system for faculty members;

Be it resolved that the Faculty Senate approves the decision to commit to offering all scheduled classes in almost all circumstances; and

Be it further resolved that the Faculty Senate approves of the decision to fully pay instructors for the classes they teach and eliminate the recent practice of reducing pay for low enrollment classes; and

Be it further resolved that the Faculty Senate calls upon the administration to offer faculty members an option of choosing to be paid for a 9-month contract on a 12-month basis or on a ten-month basis; and

Be it finally resolved that the Faculty Senate will review options on the best times and schedule for future summer school classes by consulting faculty members and referring the matter to an appropriate Senate committee.

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