

May 2006 Faculty Senate Minutes

Faculty Senate Minutes 5-3-06

Senators attending: Anna Smith (alternate for Brett Serviss), Linda English, Patti Miley, Larry Thye, Linda Wen, Shanta Sharma, Jules Mollere, Kenneth Taylor, Celya Taylor, Beverly Buys, Maralea Gourley, Georgine Steinmiller, Kevin Durand, Laura Storm, Carol Underwood, Rick McDaniel, Rafael Bejarano, Martin Halpern, Fred Worth, Paula Leming, Don Wells, Brian English

Senators absent: Randy Duncan, George Ann Stallings, Duane Jackson, Alan Wright, James Engman, Troy Hogue

Guests in attendance: Vice President Robert Houston, Mr. Tom Gattin

Vice President Kevin Durand announced the quorum and called the meeting to order.

The Minutes of the April meeting were approved as distributed.

Vice President Houston met with the Senate for discussion. (Details of this discussion follow this set of Minutes.)

Mr. Tom Gattin met with the Senate for discussion. (Details of this discussion follow this set of Minutes.)

The President's Report (attached below the minutes) was discussed.

Committee Reports:

" Academic: Report is attached below the minutes.

- o A friendly amendment was proposed to set the date for Founder's Day to be some time in early September, or during Homecoming Week.

- o The Recommendations were approved with the friendly amendment.

" Building and Grounds: Report is attached below the minutes.

- o The recommendations were accepted as read.

" Operations: No report.

" Procedures: Report is attached below the minutes.

" Ad-Hoc Committee on Non-Tenure Promotion: Report is attached below the minutes.

- o The report was forwarded from the Ad-Hoc Committee and given to the Operations Committee.

Old Business: none

New Business:

" Thanks are given to the Faculty Hearing Committee and to Paula Leming, Chair.

" Faculty are encouraged to read the handbook with the thought of "what would happen if..." Our handbook is missing a clear explanation of Chain of Command.

" The issue brought up by Vice President Houston regarding textbook rotation is referred to the Academics Committee.

" Question was raised regarding what was done with the money raised from the sale of Magnolia Manor. The President will investigate the issue.

Having no further business, the meeting was adjourned at approximately 4:40pm.

Respectfully Submitted,

Brian English

Faculty Senate Secretary

Discussion with Vice President Robert Houston

At the time of the meeting, Dr. Engman is at a recruiting fair in Panama to carry on discussions about ways we can have our students go to Panama and have students from Panama come here.

Textbook costs are skyrocketing, and the Faculty Senate should consider an approximate 3 year rotation for textbooks campus-wide.

The NSSE Survey is currently ongoing, as part of our assessment plan. This survey is both online and on paper. It will be available for students to complete up to June 1. The survey takes ten minutes to

May 2006 Faculty Senate Minutes

complete, and we currently have only a 28% return rate. Faculty should encourage students to sign up for this survey.

An assessment report was provided by Wrenette Tedder. We need to focus on how to take the data that we get and use it to improve our University. An assessment representative could be brought in on September 14. The Senate should consider the representative trip.

The reasons behind cuts made from the 2006 Summer budget were clarified. Over the last three years, salaries have increased but the summer budget has not, coupled with being over-budget for the last two years. Money has been added for next year's summer budget. Also, four years ago, we began to pay chair stipends for summer advising, which is an additional \$30000.00 that was not budgeted.

Discussion with Mr. Tom Gattin

Mr. Gattin met with the Senate to discuss Faculty requests for access to student transcripts during registration. Laws state that if we have a legitimate academic interest, then we (as faculty) can have access to student records. Chairs and the student's advisor of record currently have access to transcripts.

There is no legal problem with an instructor checking a class's prerequisites, but there is currently no way to tell the computer system to provide this kind of access. We cannot legally allow all faculty to have access to all student records.

It was suggested that since students are allowed to print their own transcripts, we could place the burden in the hands of the students and require them to bring a copy of their own transcripts to advising and registration sessions. However, with transfer students, these transcripts would still not be available.

Mr. Gattin will look into adding the appropriate functionality to the system.

Faculty Senate President's Report: May 2006 Meeting with Mr. Choate, April 13th (?), 2006

As requested by the Senate in our March meeting, I met with Mr. Choate to discuss the tone and content of the sexual harassment presentations that have been made at fall faculty conferences in recent years. Mr. Choate was very receptive to the faculty comments regarding the light tone and joking approach to the subject matter that have caused concern that this important issue is not being addressed with a level of seriousness that is warranted. Mr. Choate expressed appreciation that the faculty are concerned enough about this topic to bring their concerns to his attention. He explained that, in some measure, his approach has been intended to allay boredom and maintain interest, and that this may not, in retrospect, have been the best choice. He also stated that he totally understands the concerns that have been expressed, and that he will make a very concerted attempt to address those concerns in the manner of presentation of the material in the fall, 2006 conference.

I appreciated Mr. Choate's receptiveness and his willingness to consider the thoughts from the Senate.

Meeting with Dr. Houston, April 24th, 2006.

Dr. Houston and I discussed a number of concerns related to the implementation of the faculty excellence program and the founder's day celebration. We recognized that both programs, as they are currently carried out, are not necessarily reflective of the original intent in establishing them. Dr. Houston stated that he is very receptive to suggestions on how to adjust these programs to make them more effective in recognizing Henderson's outstanding faculty and alumni.

May 2006 Faculty Senate Minutes

We discussed the issues of privacy related to advisor and other faculty member access to student transcripts, particularly as it related to the verification of completion of prerequisites for classes. Mr. Gattin and Mr. Choate, invited in March, will be attending the May senate meeting to discuss these issues. We appreciate that they are making themselves available to us, given their busy schedules.

I also requested information on the status of an incomplete grade form that the Senate proposed and approved in November, 2004. I have checked with the registrar's office, and Mr. Gattin has no knowledge of that form. It may never have been submitted to the UAC, and the Senate may need to reinitiate the process for approval of the form. It is too late this academic year to do that.

Meeting with Dr. Dunn, April 25th, 2006.

In our last meeting, we had discussed that the text of proctor's instructions for faculty course evaluations was not consistent with the text specified in the Faculty Handbook. I noted that in the proctor's instructions distributed this semester, the inconsistency had been corrected, and I thanked Dr. Dunn for his attention to this matter. I further explained that the Senate is working toward specific language that will be proposed to govern the manner (chain-of custody) in which the evaluation forms are to be handled, from the time they are completed by students, until the time they are delivered to faculty and their department chairs.

We discussed the visit of the NCA accreditation team this week, for the purpose of evaluating Henderson's Executive MBA proposal. The visit was apparently very successful, and it appears that there will be a recommendation that the program receive approval. The program is expected to be in place this fall, with an initial cohort of students from Mexico. We also discussed the interest that the EducationUSA program in Panama has expressed in pursuing relationships with Henderson, both for Panamanian students to attend Henderson, and for our students to participate in programs in Panama.

I reported to Dr. Dunn that, as requested, the Senate is considering possible changes in the Faculty Excellence Program, and in the Founder's Day Ceremony.

I asked Dr. Dunn to comment on the change made by the legislature in the amount of appropriations that universities may transfer from their E&G appropriations to athletics programs. Previously, it was possible to transfer up to \$750,000 from E&G to athletics; this year, that amount has increased to slightly over \$1 million. At the April 6th budget meeting, when asked about this change, Vice President Bobby Jones explained that Henderson would be transferring the maximum amount allowed from our state appropriation to our athletics program. Dr. Dunn explained that this does not mean that we are increasing our funding to athletics by over \$250,000, but simply that we will be funding our athletics program with more E&G funding, and less from auxiliary profits. He explained that the \$1 million transferred from E&G is not sufficient to fund athletics, and it depends additionally on per credit hour fees and auxiliary profits generated by the university. I commented to Dr. Dunn that the actual level at which our athletics program is funded would be a very interesting number to know.

We discussed a suggestion raised in our last meeting regarding the possibility of keeping some university offices open later in the evenings in order to accommodate the schedule of graduate students who are not on campus during regular business hours. While this is done during the beginning of the semester, faculty had suggested that this be done periodically throughout the semester. I received some information from Dean of the Graduate School that this had, in fact, been tried, and that very few

May 2006 Faculty Senate Minutes

students took advantage of the extended hours, and that he did not consider it an appropriate use of resources.

In response to a request from a faculty member, I inquired into whether or not Henderson is receiving additional funding (via allotment B) as a result of the unanticipated increase in state revenue. Dr. Dunn explained that, while there is a state surplus in revenue estimated between \$400 million and \$600 million, state procedures have changed, and we will receive no additional allotment B funds. It is possible, however, that some of this excess money will become available for capital improvements. It is also possible that when the legislature meets to consider the next set of appropriations to higher education, it may increase funding levels as a result of an expectation of higher levels of revenue in the future. The excess in state coffers this year, therefore, may result in a benefit to Henderson next year.

I had been asked to discuss whether there is a policy on the use of the President's house for social functions such as retirement parties. A faculty member was specifically concerned that in the past, the house was not made available for receptions for retiring faculty, but now is being made available for receptions for retiring staff. Dr. Dunn expressed an interest in seeing the house used as much as possible, and that requests for use should be directed to Vice President Wright.

We discussed the status of the proposed wellness center. Dr. Dunn met recently with students, and had stressed to them that any fee to support such a construction would be above and beyond an estimated 8.9% increase in tuition and fees needed to support the university. A \$100/semester fee was placed on hold, and a much lower "planning fee" will be imposed. That fee will be used to hire an architect to design a potential facility, so that a better estimate of costs can be made. If an increase in state appropriations in 2007 is realized, and tuition does not increase significantly at that time, it may be less difficult to implement a substantial fee to support construction of a wellness center.

We discussed new positions that are anticipated for 2007, should the budget be approved. Dr. Dunn explained what the various positions are, and described in general how those positions are to be funded. The following text is from an email in which Dr. Dunn clarified the information that he presented during our meeting. "Three new positions are funded by the general budget: Spanish, Golf Coach, and Financial Aid secretary (though the latter two are partially funded by savings created by new hires, consolidating positions, etc.). Eleven new positions are funded by new fees or other new income. For instance, opening two new residence halls will require an increase in custodial staff, residence hall supervisors, etc. Those positions will be paid for by rental income produced by the two new halls. A couple new positions are funded by the increase in Plant and Maintenance fees from \$30 to \$40. "

Respectfully submitted,

J. Engman, Senate President

Academics Committee Report - May 2006

The Academics Committee met April 28th to address Founder's Day and the form for incomplete grades. Founder's Day Recommendations:

" Founder's Day should be continued, and an effort should be made to commit resources to make it a significant event.

" The ceremony should be moved to the beginning of the Fall Semester.

" It should be a major campus event in conjunction with other fall ceremonies.

May 2006 Faculty Senate Minutes

" We should consider requiring Henderson Seminar students to attend.

" A keynote speaker should be brought in, preferably a well-known HSU alumni

" We should select 4 individuals for induction into the Academy

" A budget sufficient for travel and accommodations for the keynote speaker (honoree & guests) should be allocated (\$10000.00 recommended).

Form for Incompletes:

The committee recommends that we get the form moving at the UAC and approve revisions.

Building & Grounds Committee Report - May 2006

Utility Management Plan for the Henderson State University Campus.

The Buildings and Grounds Committee would like to formally address the issue of utility usage on the Henderson State University (HSU) campus. Utilities can be defined as the electricity, gas and oil, and water which are necessary to allow for the day to day functioning of the University. The following (items 1-4) is a list of areas where, with a small amount of effort by faculty, staff, and students, thousands of dollars could be saved by HSU each year on utility costs. These dollars could then be used for other budgetary needs by the University, including faculty and staff salary adjustments. Funds not spent on utilities could help minimize the need for increases in student tuition and emergency budget cuts or unanticipated budget shortfalls.

1. lights
2. air conditioning and heating
3. computers and other appliances
4. water

Recommendations/possible solutions for campus-wide conservation of utilities:

1. turn off lights, computers, appliances (when possible), and water when not being used.
2. turn off, or at least turn down/up thermostat (whichever is appropriate) when faculty and staff are not in offices or classrooms or students are not in dorms.
3. campus-wide advertising campaign educating people on how to conserve utilities, and explaining and demonstrating the financial losses that are caused by resource waste and mismanagement.
4. designate an individual as energy/utility manager for each building (custodian, security guard, elected official) who is "officially responsible" for monitoring utility use and conservation in his/her respective building. Perhaps have one individual who oversees the entire campus for utility management and conservation. Utility management and conservation would probably need to be tailored to the specific needs of the departments in each building. Campus security should probably play an active role in the utility management for each building, such as turning off lights at the end of the day (when possible), checking thermostats in classrooms, and checking bathrooms for running lights and water.
5. provide incentives for efficient use of utilities and resources, if possible. One small but not insignificant example of how to conserve on utilities would be to take the stairs instead of the elevator. This not only saves on electricity, but also helps to burn those "extra" calories.

These conservation measures are very simple to enact and are completely without cost.

Additionally, it is the recommendation of the Buildings and Grounds Committee that all dogs, with the exception of service dogs, be banned from the HSU campus.

Procedures Committee Report - May 2006

Wednesday, May 3, 2006

The Procedures Committee met Monday, May 1 at 3:00pm.

Members present: Brian English, Don Wells, Linda English

Members absent: Troy Hogue

2006 Faculty Hearing Committee Election Results

May 2006 Faculty Senate Minutes

Ellis College - Natural Sciences & Mathematics:

" Winner: Jane Dunn

" Alternate: James Engman

Ellis College - Liberal Arts:

" Winner: Haroon Khan

" Alternate: Shanta Sharma

Ellis College - Fine Arts:

" Winner: Steven Becraft

" Alternate: Gary Simmons

Teachers College:

" Winner: Linda English

" Alternate: Woody Jolley

School of Business:

" Winner: Glenna Sumner

" Alternate: Dennis DiMarzio

Respectfully submitted,

Brian English

Chair, Procedures Committee

Ad-Hoc Committee on Non-Tenure Promotion Report - May 2006

To: Dr. James Engman, President

HSU Faculty Senate

From: Jimmy D. Bragg, Chair

Senate ad hoc Committee on Promotion of
Non-tenure track members of the Faculty

The committee held a meeting on Tuesday, April 25, to consider the proposal to allow instructors on nine-month non-tenure track contracts to apply for promotion to assistant professor after 10 years. Apparently, there are three or four individuals currently on the faculty who are in this position. The proposal originated from Dr. Maralyn Sommer, Dean of the Ellis College.

The committee agreed to this proposal provided that it would be a one-time exception to current institutional policies, and would lead to no changes in the policies governing promotion and tenure. A number of related issues were discussed that the committee feels should be presented to the Senate for debate and possible action:

1. There appears to be a need for a non-tenure track policy which would include a maximum time that an individual could hold a non-tenure track contract with the institution. Five years is suggested, allowing time for an individual to meet requirements for tenure track and promotions.
2. Non-tenure track contracts should be avoided except in cases of dire, short-term need. Currently, it seems that the primary reason for such contracts has been to hire "cheap" faculty, an obvious statement of lack of concern for academic quality.
3. Anyone accepting a non-tenure track contract with the institution should be made aware that it is a temporary position, and if they wish to remain on the faculty, they must make every effort to meet the necessary qualifications for promotion and tenure.
4. A policy allowing promotion of non-tenure track faculty was discussed. One concern was the need to exercise care so that non-tenure track faculty could not move ahead of the faculty working toward promotion on tenure track contracts.
5. Fix this problem NOW! Do not wait until it reoccurs in the future.