

November 2008 Faculty Senate Minutes – Special Session

Faculty Senate Minutes 11-5-08

Members Present: Clint Atchley, Lea Ann Alexander, Mitzi Bass, Angela Boswell, Aaron Calvert, Steven Carter, Martha Dale Cooley, James Duke, Stephen Eaves, Maralea Gourley, Marty Halpern, Barbara Landrum, Catherine Leach, Hal McAfee, Patti Miley, Richard Miller, Brett Serviss, Joyce Shepherd, Gary Smithey, Patrick Wempe, Hank Wilson, Sandy Denning Staff Senate Representative

Others Present: Jody Tefteller, reporter for *The Oracle*

Call to Order:

The meeting was called to order by Faculty Senate President Dr. Angela Boswell at 3:15 pm.

Approval of October Minutes:

The minutes of the October 1, regular Faculty Senate meeting were approved as distributed. The minutes of the October 29, special meeting with Dr. Welch were approved as distributed.

President's Report:

A copy of the report is attached at the end of the minutes.

Committee Reports:

Academics Committee:

The committee recommended that reports of academic dishonesty be sent to the Provost/Vice President of Academic Affairs with copies sent to the chair and dean of the faculty member's respective school. The committee explained that if a student has infractions of the academic dishonesty policy in different colleges/schools, it would be easier to become aware of these multiple infractions if all reports went to the same office. During the discussion, it was requested that the chair of the student's major also be notified of these infractions. The committee's recommendation was amended to include reports be sent to the chair and dean of the student's declared major. The motion to accept the committee's recommendation included adding the attached Academic Integrity/Academic Dishonesty Policy and Process to both the *Student Handbook* and the *Henderson State University Catalog*. The committee's recommendation as amended is attached at the end of the minutes. The recommendation passed unanimously.

Finance Committee:

No report.

Operations Committee:

The Operations Committee had been asked to review the *Faculty Handbook* sections concerning inconsistencies in the length of the tenure probationary period and the timing of when a faculty member is to apply for tenure. The committee's recommendation is attached at the end of the minutes. The recommendation passed unanimously.

The committee also recommended that classes that meet each week in the classroom/lab continue to use the paper student evaluations of faculty. Classes taught online would use an online version of the evaluation. It would be the same form, just in an online format. The committee's recommendation was amended to include "Partial online classes and/or web enhanced classes may choose to use online or paper evaluations". It was noted that the online evaluations would be made available by the Office of Assessment and Research. The recommendation passed unanimously.

Procedures Committee:

A copy of the report is attached at the end of the minutes.

Old Business:

Boswell noted that the Senate's request to discuss the budget with Dr. Welch resulted in the October 29, special Faculty Senate meeting. The following motion was made, seconded, and passed. The Faculty Senate appreciates inclusion in the 2009-2010 budget process. The Senate wants faculty to be involved this fiscal year beginning at the ground floor with the development of the new procedures.

New Business:

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Boswell informed the Senate that the Cabinet is discussing a change to the academic calendar. The change involves starting fall classes on Monday instead of Wednesday. Currently Monday night classes don't meet until the third week of the semester because of registration and the Labor Day holiday. If classes start on Monday registration needs to be held the week before, probably Thursday and Friday. Since this will add two days to the academic calendar, senators asked about the possibility of a fall break. The Academics Committee was asked to discuss the issue of a fall break and to investigate when the public schools and OBU have their fall breaks. Faculty are encouraged to send comments to the Academics Committee regarding this issue.

Boswell mentioned in her President's Report that Dr. Miles expressed the need to evaluate the timing of tenure and promotion to associate professor. Currently a faculty member may be promoted to associate professor one year and apply for tenure the next. The Operations Committee was asked to research the issue. Faculty members are encouraged to send comments to the Operations Committee. The schedule of events for the November 13 Reddie for Henderson Day emailed November 5, stated that the departmental browsing is scheduled as the same time as lunch for the visiting students and parents. Several senators commented that at previous Reddie for Henderson Day events when the departmental browsing was held at the same time lunch was scheduled, there was a very low turnout of students at the department tables. The following motion was made, seconded, and passed unanimously. The Faculty Senate requests that the departmental browsing session at Reddie for Henderson Day, including November 13, 2008, not be held at the same time lunch is served to the students and parents.

Announcements:

Boswell announced that the Faculty Senate Executive Committee will meet Thursday, November 20th. Faculty should contact members of the Executive Committee with any concerns they have.

Ad Hoc Committee on Retention Report:

A motion was made and seconded to accept the following recommendation, Faculty/Staff Issues 4.

- **Address the problem with retention at the freshmen and sophomore levels within the core curriculum since this is the area most affected by loss of students. Increase dialogue among faculty, students, and administration on the subject of retention of freshmen and sophomore students. Possibly, provide a mentoring program by faculty for students in these two at-risk groups.**

After considerable discussion, the motion passed 6-0.

A motion was made and seconded to accept recommendation Faculty/Staff Issues 5. The recommendation was amended to specify 14 hours **per semester**. The amended motion follows. The motion passed 10-2.

5. **Students on Academic Probation should not be permitted to take more than 14 hours per semester.**

The meeting adjourned at 5:00 pm.

President's Report, November 2008

Meeting with President Chuck Welch

Dr. Welch acknowledged that the issues raised in the resolution passed by the Faculty Senate regarding the website need to be addressed. He is in the process of raising money for contracting with an outside firm to improve the image of the university and one of the key issues to be addressed in that is the look of the website. The functionality and usability of the website will also be critical issues in that process, and it will probably be option B, hiring a third-party vendor for website design, but all of this is dependent upon the amount of money raised.

The budget revenue for November exceeded projections and last year's revenue. However, the state department of finance has announced that the forecast will probably be left as is due to the national crisis and the fear that revenue in Arkansas will begin leveling out. As a result, no additional funds from

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the state can be expected this semester. If revenues continue to exceed expectations, there may be a possibility of additional funds in January, but it may be later in the spring.

Regarding the budget process, Dr. Welch would like to have the faculty members involved in the budget process be those who are also involved in the strategic planning process because budget issues must be connected with strategic goals. Although there's been no final decision made about the final number of participants in the strategic planning process, Dr. Welch would like for Faculty Senate to recommend ten faculty members' names, reflecting, of course, the diversity of academic areas.

Finally, Dr. Welch wants to assure everyone that although it may seem as if he is moving slow in creating changes at Henderson, it is for good reason. He has wanted to take the time to fully understand the processes and make sure that he understands the reasoning behind the way things are done before making major changes. Coming into the president's position, he could have created upheaval immediately, but he believes that a more gradual process of understanding and thinking through the implications of change is a healthier approach to more sustained change. On many of the issues where he is asking faculty, staff, and/or administrators to meet, confer, and recommend changes, he is truly desirous of input and he has not already decided what the outcome of the recommendations will be.

Meeting with Provost/VPAA Vernon Miles

In my first meeting with Dr. Miles, I described for him how Faculty Senate functions and the different responsibilities and duties of the officers and committees. I also communicated to him the faculty senate resolution regarding the need for faculty to get their course evaluations in a timely manner. To me, he expressed the need (pointed out to him by deans and chairs) to evaluate the timing of tenure and promotion to associate professor.

Miscellaneous:

The Executive Committee voted to appoint Faculty Senate members, Brett Serviss and Pat Weaver, to the Committee on Committees. I met with Ivey Kelly regarding student behavior and he promised to bring the issue up at SGA in order to begin thinking of ways for students to address the issues themselves. On that note, however, I want to applaud the respectful and adult behavior of students at the Founders' Day Celebration.

At the December meeting, I will present the report of the Executive Committee "concerning the effectiveness of the Faculty Senate – with its recommendation." Any business that is not finished by the end of the meeting in December will technically need to be brought up as new business by the new Faculty Senate next year, if it wishes to do so. The recommendation is an opportunity for the outgoing executive committee to express what issues should continue to be addressed. I invite all faculty senators to email with advice and suggestions for this report. The Executive Committee will meet early this month due to Thanksgiving – on November 20.

Academics Committee Report to the Faculty Senate for November 5, 2008

Committee Members: Rafael Bejarano, Aaron Calvert, Marty Halpern, Jack Meadows, Anna Smith, Pat Weaver, Patrick Wempe, Chair.

The academic committee recently met on November 3, 2008 in order to continue discussion regarding various items of the Faculty Senate Academics Committee. A list of those items was as follows:

1. Academic Integrity/Academic Dishonesty Policy and Process

General Report:

We met to discuss the item listed above. We discussed the proposal. After discussion of this issue, we drafted the following recommendation:

Academic Integrity/Academic Dishonesty Policy and Process

An instructor may dismiss or suspend from a class any student who is disruptive, who violates university regulations, or who engages in academic dishonesty. Students who engage in disruptive behavior may be reported to the department chair and to the appropriate academic dean and the provost/vice president for academic affairs. If the faculty member awards a grade of F for academic

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dishonesty, she or he will file a report of the action with the provost/vice president for academic affairs with copies to the chair and the dean of the faculty member's school and to the chair and the dean of the student's declared major.

The provost/vice president for academic affairs may refer non-academic cases of disruptive behavior to the vice president for student affairs. For cases of academic dishonesty and appropriate cases of disruptive behavior, the provost/vice president for academic affairs will convene a faculty-student committee to decide on additional appropriate disciplinary action up to and including expulsion. Students will be accorded due process rights in any proceeding of the faculty-student committee.

Academic dishonesty includes but is not limited to:

- a. any use of external assistance during an examination
- b. any intentional falsification or invention of data or citation in an academic exercise
- c. and any form of plagiarism

Plagiarism and academic dishonesty include but are not limited to the following behaviors:

- a. using any part of another's work without acknowledgement of the source
- b. using a paper in more than one class without the instructor's permission
- c. using another's homework or take-home exams for academic credit without the consent of the instructor
- d. and accessing or sharing restricted information through electronic means without the consent of the instructor

Students who violate any of the above will be subject to the following guidelines:

- a. The faculty member may assign a grade of "F" to the assignment.
- b. The faculty member may drop the student from the class with a grade of "F;" no "W" or "WP"
grades will be assigned in these cases.
- c. Offenses of any of the above may result in the suspension from the university or other disciplinary action.

To determine academic integrity, a faculty member may use various means, including plagiarism software.

This is the statement which our committee is recommending.

Respectfully submitted on behalf of the Academics Committee

Patrick Wempe

Academics Committee Chair

Operations Committee Report

Several statements in the *Faculty Handbook* are inconsistent when referring to the probationary period of tenure-track faculty. The Operations Committee recommends the following changes to remove these inconsistencies.

The affected sections are in **bold underline**. Text to delete is in strikethrough. Text to add is in small caps.

III.

D. Types of Academic Appointments

An academic appointment covers full-time and part-time members of the faculty, and administrators directly engaged full-time in the administration of academic programs and/or teaching.

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1. Term Appointments and Tenured Appointments

Faculty members may receive a term (non-tenure-track), term (tenure-track), or a tenured appointment. One of these designations shall be stated as a part of all faculty contracts. A term appointment applies for a specified term of time as defined in the letter of appointment. Full-time, tenure-track faculty members have probationary status of employment and receive term appointments. **All Faculty appointed to a tenure-track position shall serve a pre-tenure probationary period of six years unless the faculty member has been granted credit for having achieved tenure at another regionally accredited college or university. See section III. H.** The probationary period does not begin until the faculty member takes the rank of Assistant Professor, Associate Professor, or Professor. Non-tenure-track full-time appointment may, at the discretion of the University, be considered as part of the probationary period for those who are subsequently placed on full-time-tenure-track faculty appointment, but only if such service is recognized in the initial letter of appointment to tenure-track-faculty rank.

III.

H. Terms of Tenure Appointment

Before the end of six years of service During the last year of the probationary period, the status of employment must be reviewed, assuming a seventh another contract is to be awarded to the faculty member.

The letter of appointment following a tenure decision will indicate one of the following: (1) tenure is granted with this contract; **(2) tenure consideration is deferred (this option is available only when application is made before the end of the fifth year last year of the probationary period);** (3) tenure is not granted and the new appointment is a terminal one; (4) at the discretion of the University administration, tenure is not granted at this time and the new appointment is a term (non-tenure-track) contract.

Approved leaves of absence do not interrupt tenure-track status but may extend the six-year probationary

period in the tenure-track. When a tenure-track faculty member is granted a leave of absence, the official letter of notification by the President may state that the term of probationary employment has been extended and that the period of leave will not be counted as part of the term of probationary service. In any event, the University will not count more than one year of leave toward completion of the probationary period. The faculty member will be notified in writing by the President when such credit toward the completion of the probationary period has been granted by the University.

If a faculty member joining the University has achieved tenure at another regionally accredited college or university, the University may count a maximum of three years toward probationary service. Evidence of such successful professional performance will be submitted and evaluated at the time of employment. **Years to be counted toward probationary service must be indicated in the initial letter of appointment. Faculty members appointed at the rank of associate or full professor are automatically given credit for three years of the six-year probationary period and are eligible for no additional credit.**

Procedures Committee Report

The following are the results of the recent department elections for senators to serve in the 2009-2010 Faculty Senate.

Family and Consumer Science: Patti Miley, Representative Dana Horn, Alternate

Communications and Theatre: Michael Miller, Representative Doug Gilpin, Alternate

Library: Linda Evans, Representative Lea Ann Alexander, Alternate

Counselor Education: Rochelle Moss, Representative Mike Kelly, Alternate

Sociology and Human Services: Allison Vetter, Representative Shanta Sharma, Alternate

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Math and Computer Science: Catherine Leach, Representative Brian English, Alternate

School of Business: Renae Clark, Representative Alan Wright, Alternate

Curriculum and Instruction: Rhonda Harrington, Representative George Ann Stallings, Alternate

Biology: Jane Dunn, Representative Anna Smith, Alternate

Health, Physical Education, and Athletic Training: Yunsuk Koh, Representative Don Peterson,
Alternate