

## Faculty Senate Minutes

March 6, 2019

3:15 pm, Cabe Room

Senators Present: Ajay Aggarwal, Jessica Allen, Steven Becraft, Kristen Benjamin, Emilie Beltzer, Ivan Birch, Shannon Clardy, Maryjane Dunn, Tori Ellison, Matthew Gross, Megan Hickerson, Lacy Wolfe, Catherine Leach, Michael Loos, Bryon Martin, Cheryl Massey, Beth Maxfield, Richard Miller, David Sesser, Brett Serviss, David Stoddard, Shelley Austin, Peggy Woodall, Fred Worth

Senators Absent: Martin Campbell, James Duke, Darrel Farmer, Lisa Massey, Pat Weaver

Guests: Karen Spradlin, Staff Senate representative

1. Call to order by President Fred Worth at 3:16 p.m.
2. Approval of minutes: Senators reviewed the Minutes from the meeting of February 6, 2019. A motion to accept was seconded; senators voted to approve the Minutes.
3. President's Report, Addendum IA: President Worth explained that his last meeting relevant to his report was the morning of the Senate meeting and apologized for the its consequent late distribution.
  - A. Meeting with President Glen Jones
    - i. Discussed possible people to put on a task force for improving communication on campus.
    - ii. Community College affiliations: NPC has a "university center" model, within which we are still free to develop programs.
      - a. Any faculty with an idea for a program that could work for that should let his/her dean know. This will be faculty driven—not administrative driven.
      - b. Our current Hot Springs initiatives are listed in Addendum IB.
  - B. Meeting with VPFA Brett Powell
  - C. Meeting with VPAA/Provost Steve Adkison
    - i. Merit pay: According to the VPAA/Provost, consideration of merit pay has two prerequisites:
      - a. Completion of the Equity Pay process
      - b. A "clear and concrete annual faculty evaluation process," which he considers presently lacking.
        - President Worth suggested pushing this issue to the Academics Committee.
      - c. President Worth reported that the VPAA/Provost feels that funds for merit raises should not be distributed through chairs to departments; requires a clear way to establish who gets such raises, based on individuals rather than departments.

## D. Discussion of the President's Report

### i. Merit Raises

- a. A senator brought into question the perceived need for changing how we evaluate faculty for this purpose? The senator stated that a faculty member's credentials, CV, and activities year-to-year should suffice to determine eligibility for a merit raise; stated that playing around with the annual review process has implications beyond this question.
  - President Worth stated that a senate proposal could suggest that.
- b. A senator stated that we should not let merit pay cause us to take our eye off the ball regarding equity raises.

### ii. Equity Raises

- a. a senator stated that the Planning and Budget Committee's subcommittee for equity pay (formerly faculty compensation plan) calculated that if the amount \$500k were available, year-to-year, for equity raises, it would take us an average of six years to obtain current aspirational salaries, and that by that time "the world will have moved on."
  - President Worth stated that the data will be re-done every year; stated that all are aware that we are chasing a moving target; stated that the \$500k number was just offered as a context for considering methods of approach.
- b. Senators (regarding the subcommittee's work) discussed that the group is not looking solely at faculty salaries, and so there is no longer a faculty compensation plan.
- c. A senator stated that the senate should address the fact that higher level administrator salary information is included in the data the subcommittee is studying; stated that there had been a faculty compensation plan in place, developed in good faith by a faculty committee on the instruction of the university president and Provost/VPAA; stated that there was no consultation on the decision to eliminate the existing faculty plan in favor of one by which faculty will be held further back by the fact that administration has now placed itself into the calculation; stated that the new plan/data was developed by one person with no reference to the 2018 Senate's request for a faculty committee to be involved in the process; reminded the Senate that in 2016 (correction, November 19, 2014 minutes) the Provost/VPAA assured the Senate that President Jones had promised no raises to anyone making over \$100k until faculty salaries are dealt with.
  - President Worth stated that the committee is simply going to make a recommendation, and nothing is concrete; stated that next year we can work for a better process.

- d. A senator suggested having a senate committee make a recommendation to the subcommittee in order to have our voice on record.
- President Worth stated that there is not time for that as the recommendation has to go to the Planning and Budget committee by a week from Friday to prepare a recommendation for Board of Trustees; stated that the subcommittee of seven includes six faculty, five of whom (Fred Worth, Darrel Farmer, Matt Gross, Ajay Aggarwal, Bryon Martin) are on the Faculty Senate (the other two members are Lea Ann Alexander and Wrenette Tedder).
- e. A senator suggested having the recommendation devised by the subcommittee presented to the Senate for support.
- President Worth stated that he does not know when the subcommittee will have something done so we cannot plan for that.
  - President Worth turned the Chair over to the Parliamentarian (the president-elect was not present); he then talked about work on the committee shifting focus from years in service to years in rank for establishing aspirational pay rates.
- f. Some senators suggested making a statement on how or whether administrators should receive raises allotted in the 2019-20 budget.
- g. A senator stated that he/she had conducted a study of HSU salaries relative to national CUPA data the year before (using 2015 data the senator believes).
- The senator did this for three departments by averaging the salaries of individuals in those departments by rank (Instructor, Assistant Professor, etc.) and organizing comparator institutions as MA granting, BA, granting, and doctorate granting.
  - The senator studied variance between HSU salaries and national averages (by rank) using national CUPA data, looking at discrepancies as they vary between HSU departments.
  - The senator found that the argument that because we are a small southern liberal arts school we are as a whole going to be paid lower than the national average does not hold up because it is not true of all HSU departments. One of the three departments studied by the senator has salary averages ABOVE the CUPA national average, while the two other departments' salaries are significantly below the CUPA national average.
  - The senator argued that there should be standardization to equalize the discrepancy between national average salaries and HSU salaries across departments; a senator agreed that one department should not make 35% less than the national average while another department makes 10% more than the national average.

- President Worth stated that the subcommittee will make a recommendation; stated that the Senate will stay active in how this gets going in the next year; etc.
- h. A senator stated that he would like it recorded in the minutes that this current budgetary process as it is set up provides no assurance that the faculty will receive raises; stated that it is all based on a “what if” analysis; stated that they pulled out this number, \$500k, and divvied it up, but that this does not guarantee that we will all get a raise (average 2.7% or otherwise); stated that they can simply come back and say “that’s the budget—but maybe next year”; stated that everyone on the Planning and Budget committee knows this including the VPFA and Provost; stated that the process is not working.
  - i. President Worth stated that we did try to implement the proposal that came out last December for a faculty committee but because of when we tried ran into time issues; stated that the proposal has to get to the budget committee in time for it to be part of the budget recommendation to the BOT.
  - j. A senator again asked whether it would be reasonable for the Senate to make a proposal regarding how or whether administrators get raises this year (2019-20 budget).
    - President Worth stated that this discussion is outside the scope of this part of the agenda.
  - iii. Compensation/Release-time for Faculty Senate president: The VPAA/Provost wants a formal proposal from the Senate executive committee.
  - iv. College Readiness Coaches: The VPAA/Provost stated that they are paying for themselves. Their pay had been originally covered by an ADHE grant, but now the university funds them.
  - v. Concurrent Enrollment students: The VPAA/Provost explained that they are included in census data but are not paying students (the university receives \$50 per student) so are not reported or used for planning and budgeting purposes.

#### D. Miscellaneous

- i. President Worth and three other Arkansas Faculty Senate presidents attended the meeting of Arkansas university presidents on Feb. 25, 2019; stated that the principal topic of discussion was legislation; stated that the two groups will continue in some sort of relationship to better serve the universities.
- ii. Faculty Senate minutes: we have suggested moving them to My Henderson rather than eliminating all but two years’ worth on the public website.
- iii. Faculty Handbook: President Worth, Senator Leach, Connie Testa, and the VPAA/Provost met to discuss an approach to studying and revising the handbook: what’s been approved, what’s been passed and not yet implemented, what’s

obsolete, etc. Significant changes will come through the Handbook and Operations Committee.

- iv. Since the last meeting President Worth has received and distributed to senators the data and feedback to questions regarding HSU's pharm insurance, the language in salary letters for tenured faculty, and retention rates for provisional/conditional students.
  - a. A senator asked whether the senate should make a ruling regarding students coming to HSU with 13-18 ACT scores; stated that given their low retention and graduation rates, we are doing them a disservice by admitting them.
  - b. President Worth stated that while we could make a recommendation about admissions standards, it is hard to address admission numbers because so many more students are admitted than actually enroll.
  - c. A senator stated that he/she had believed we didn't admit students with scores below 16 and was amazed to find that we take students with 13s; stated that when you have students in the classroom who do not belong there it demoralizes the class and makes teaching at a high level more difficult.
    - President Worth stated that we should move on with committee reports.

#### 4. Committee Reports

##### A. Executive Committee, Senator Leach reported: Addendum II

- i. Appointment of Department Heads.
  - a. A senator asked whether there had been a complaint. A senator stated that there has been. Another senator stated that it should be a universally democratic process.
  - b. A member of the executive committee stated that we had discussed an idea that each department's members should decide how to appoint, and that such appointments should be bottom-up rather than top-down.
  - c. A senator asked that his/her view that department heads should hold expertise in the areas they supervise be recorded in the minutes.
  - d. Action: The Operations & Handbook Committee will work on this issue.
- ii. Merit Pay/Equity Pay: The Faculty Senate will not yet begin this discussion but will instead focus on the equity problem.
  - a. The Finance Committee will begin discussing what should happen next year on the equity pay process.
  - b. Anyone with particulars they wish the subcommittee of the P&B to consider should email it to a subcommittee member.
  - c. A senator stated that he/she would like to follow up the idea of a Senate recommendation regarding raises for administrators in 2019-20.

- President Worth asked if someone wanted to draft a proposal while the Senate heard remaining committee reports.

B. Academics Committee, Senator Dunn reported: Addenda IIIA-C

- i. Chair Dunn noted that the Academics committee lacks a member from the Business School.
- ii. Summer Enrollments: the committee shared a draft proposal for summer school minimum enrollments (Addendum IIIC).
- iii. Tenure and Promotion Workshops: the committee feels mentoring for those beginning tenure and promotion processes should be department-based; if such workshops were to be offered at the university level, it would be more appropriate for the Teaching and Learning Center to conduct them.
  - a. A senator noted the strange questions on the application for promotion and asked if there could be some revision.
  - b. Action: The Academics Committee will study the application to determine both whether it is college or university specific and whether it needs revision.
- iv. Possible Faculty Senate oversight of General Education Committee and University Academic Council: The committee does not see the need for this and feels we have a good process.
  - a. A senator asked whether the Gen Ed committee and the UAC should be considered separately from one another; stated that the work of the Gen Ed committee is very important; stated a little concern that final determinations for proposals to UAC are made in a committee that also develops the proposals; stated that neither Gen Ed nor UAC are elected bodies; stated that attendance at forums are so low that it might be desirable to have core curriculum proposals at least discussed with an elected body representing all parts of the university faculty.
  - b. Action: The Chair of the Academics Committee will provide the Faculty Senate with the processes developed in Ellis College over the last two years for instituting revisions of the General Ed/ Liberal Arts cores. Further discussion will follow.

C. Buildings and Grounds, Senator Birch reported: Addendum IV

D. Finance Committee, Senator Gross reported: Nothing to report.

E. Operations and Handbook Committee, Bryon Martin reported: Addendum V

- i. The committee is continuing work on the following:
  - a. clarification of tenure process;
  - b. process for removing tenured faculty;
  - c. organization and content of the Faculty Handbook;

- d. a proposal regarding senate alternates (including question of whether producing language specifying their roles and responsibilities will require a constitutional amendment); and
- e. language/guidelines regarding the operation of the Faculty Excellence Awards.
- ii. The Committee met with representatives of the Staff Senate and the Human Resources Director to discuss the development of an Employee Assistance Program.
  - a. Human Resources would not manage this, but the administration is in favor of an outsourced option; HR will be gathering information about options and costs.
  - b. Anonymity is high priority.
- F. Procedures Committee, Senator Maxfield reported
  - i. The committee has both validated the ballots for the Faculty Excellence Award Committee elections and held the elections.
  - ii. The committee has validated the ballots for the Faculty Hearing Committee elections: these will be out by March 11<sup>th</sup> or 12<sup>th</sup> with an April 1<sup>st</sup> voting deadline.
  - iii. The committee chair (Webmaster Maxfield) has updated the Faculty Senate website.
- G. Representative to the Graduate Council, Senator Woodall reported
  - i. Meeting of March 6: most proposals were regarding course/ program name changes.
  - ii. The next Graduate Council meeting is April 2, 2019.
- H. Representative to the Staff Senate, Senator C. Massey reported
  - i. Discussion was principally led by the VPFA.
  - ii. The Staff Senate is addressing question of December pay (should pay come early or at the end of the month?).
  - iii. A housing firm is going to inspect Newberry and Smith Halls and recommend strategy for their futures.
  - iv. The university is considering an Energy Performance Contract to address heat and air issues.
  - v. The minimum wage increase set for July 1 will affect salary budgeting.
  - vi. There is no certainty yet regarding a COLA.
- I. Representative to the Board of Trustees, Senator Leach reported: Addendum VII
- J. Shared Governance Review Committee, Senator Clardy reported: Nothing to report
- 5. Old Business: No Old Business

6. New Business

- A. Recruitment and the Tenure Clock: draft Proposal (Addendum VIII) sent to the Academics Committee.
- The purpose of this is to ensure consistency in recruited faculty's ability to negotiate shortened tenure clocks. Over the past several years, some recruited faculty have had this option while others have been told that they do not.
- B. Faculty Compensation/ Equity: A motion was made, seconded, and unanimously passed to submit the following to the University Planning and Budget Committee:

*While the Faculty Senate is supportive of an across-the-board Cost of Living Adjustment for 2019-20, we oppose the integration of administrators' salaries into consideration for the salary equity plan. We request that equity adjustments in 2019-20 be reserved for those ranked at deans' level and below.*

7. President Worth adjourned the meeting at 5:15pm.

Respectfully submitted,

Megan Hickerson, Secretary

## **Addenda**

Addendum IA: President's Report

Addendum IB: Hot Springs Initiatives

Addendum II: Executive Committee Report

Addendum IIIA: Academics Committee Report, Minutes of 2/11 meeting

Addendum IIIB: Academics Committee Report, Minutes of 2/21 meeting

Addendum IIIB: Academics Committee Proposal, Summer School Enrollments Policy

Addendum IV: Buildings and Grounds Committee Report

Addendum V: Faculty Handbook and Operations Committee Report

Addendum VI: Representative to the Board of Trustees Report

Addendum VII: Draft proposal: Recruitment and the Tenure Clock

**Addendum IA**

**March President's Report**

Jones	<p>1. What are our plans for intentional change in communication?</p> <p><b>We discussed putting together a working group to address communication and the various aspects. This group should be in place soon.</b></p> <hr/> <p>2. Community college affiliations - do we get one? What continues with NPC? Why wasn't it us?</p> <p><b>SAU and NPC is not a merger but a strategic partnership. From the outset, COTO's board indicated that their goal was to join an existing system.</b></p> <p><b>NPC has been moving towards university center model for some time, where they have partnerships with various schools.</b></p> <p><b>Deans have been asked to identify programs that are appropriate for us to offer in Hot Springs or elsewhere. The dean's will need our collective support in identifying and implementing these initiatives moving forward.</b></p> <ul style="list-style-type: none"><li>• <b>If we decide offering a particular program is not in our best interest, then we should be prepared to offer an alternative that can be achieved.</b></li><li>• <b>If we decided there are things we want to do beyond campus, let's start talking about what those things are and how to make it happen.</b></li></ul> <p><b>For our long-term health as an institution, we will need to commit to doing things that are different from things we've been doing such as online programs and additional off-site programs.</b></p>
Powell	<p>1. Are concurrent enrollment considered in retention or state funding</p> <p><b>No</b></p> <hr/> <p>2. Do we get any money from concurrent enrollment</p> <p><b>We charge \$50 per student. Some schools pay for the students. Some pay for some of the students (perhaps those who qualify for the free lunch program).</b></p>
Adkison	<p>1. Merit pay</p> <p><b>An effective merit pay plan builds on a sound equity and COLA plan and is difficult to implement effectively until equity concerns have been addressed. While Senate can</b></p>

	<p>certainly jumpstart discussions of how merit pay could or should be structured, we need to address larger equity concerns first or any merit system will likely get subverted as an equity substitute. In any case, all meaningful/effective merit plans require a clear and concrete annual faculty evaluation process, or there is nothing to base merit on to start with.</p>
	<p>2. Senate-president release time/stipend</p> <p>He is open to changes in the current arrangement. He wants a formal proposal from the senate executive committee.</p>
	<p>3. College readiness coach? \$47k?</p> <p>We have three of them, making from \$42k to \$47k. They originated from an ADHE grant though they are not self-funded. An ADHE initiative ("Closing the Gap 2020") identified it as a best practice. They work in high schools as recruiters and helping students may good choices as they prepare to attend college. We have seen significant increases in enrollment from schools where we have them. They "pay for themselves."</p> <p>This is part of the package that includes concurrent enrollment, flipped concurrent enrollment, and other initiatives. It is working well.</p>
	<p>4. Census - do we include concurrent enrollment</p> <p>Though high school/concurrent enrollments are reported in our census data, we do not include concurrent enrollments in our reporting of and planning and budgeting from our enrollment numbers.</p>
	<p>5. What programs continue with NPC?</p> <p>See attachment</p>
	<p>6. Online tutoring - cost, etc</p> <p>We are currently looking at online tutoring services, and are engaging faculty from key academic departments in the demos. No determination has been made that such services will meet our needs, much less any decision to implement such services. The need for online tutoring, though, is increasingly clear.</p>
other	<p>1. Report on meeting with university presidents</p> <p>2. Web page - Marketing wants to limit amounts of content on the web pages so we are investigating moving senate minutes to MyHenderson.</p>

Answers to February President's Report Questions

<p>Is application for graduation available online? To download? To fill out?</p>	<p>Thank you for the email. I have probably provided more information than you want, but I thought it important to be thorough. If you have any further questions please let me know.</p> <p><b>Downloading the Graduation Application Online:</b> From an operations standpoint not having the application available for download online has been beneficial in a couple of ways:</p>
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Making certain students start the application process in the Advising Center: Completion of the application begins in the Advising Center. The Advising Center is currently the only place a student can get a copy of the application, which ensures the process begins with the professional advisor. This creates an opportunity for the advisor to make sure each student understands fully the steps and timeline of the process - and also the institutional graduation requirements (i.e., those requirements beyond the program level for major and minor). Since requiring students to start the application in the Advising Center (Fall 2016) I have personally witnessed an improvement in how well our students understand the process. I believe a better understanding of the process has contributed to the significant decrease in late application submissions to the Registrar's Office. The deadline for submitting graduation applications to the Registrar's Office is a month earlier than it was prior to Fall 2016. We very rarely receive late applications. Prior to Fall 2016 it was common to receive applications as late as one week before commencement. A good understanding of the process, earlier submissions and a reduction in late applications has been beneficial for implementing commencement. The bookstore can more effectively plan for the graduation products they make available, potential complications for accuracy in the commencement program are more/less eliminated and there is more time to deal with any applications completed incorrectly.

Preventing circulation of outdated graduation applications: When I assumed the registrar position in Summer 2015 I found three different versions of the graduation application available for download on various Henderson web pages. If memory serves I came across an additional two versions students received from faculty or staff members who had an older version saved on their desktop. The graduation application doesn't change often, but when it does the changes tend to be important enough that older document versions become problematic. It is always unfortunate when a student is required to go through the steps of completing the application twice. I have seen that happen before.

**Completing the Graduation Application Online:**

The best solution I believe is to implement a document management workflow within MyHenderson. Simply described, the entire process would take place in MyHenderson with student information populating to application fields directly from POISE. Once the general education and institutional graduation requirement sections were complete, the professional advisor would submit the form and the relevant faculty advisor/s and department chair/s would be notified by email. Each advisor/department chair would complete their portion of the form within MyHenderson. Once all electronic signatures are entered the form would then pass to the next stage for processing in the Registrar's Office. No one would need to walk a form across campus.

I have worked on enough projects directly with Jenzabar programmers to say confidently that for \$7,000 - \$10,000 we could make this happen. However, in

	<p>addition to cost concerns, I have not pursued the project because if Henderson adopts a modern Enterprise Resource Planning (ERP) solution then better alternatives for document workflow may become available (depending on what ERP we adopt).</p> <p>For example, if the new ERP had a robust enough degree audit we could embed the graduation application within it, which would be really cool. If the new ERP could not accommodate a grad app embedded within the degree audit, then document workflow within MyHenderson would again be the ideal solution, but chances are we would have to recreate any prior workflow capability designed for Jenzabar PX - likely for another multi-thousand dollar investment. I appreciate there are good reasons why Henderson's future plans for an ERP are still undecided. If we were to keep Jenzabar PX for another five years or so then perhaps investing now in document workflow for the graduation application would be tenable.</p> <p>I should mention that previously I have been asked about loading the graduation application into Google Forms or Dynamic Forms. I am not familiar with what if any workflow capability either may have. I am aware both have become popular solutions for online forms due to being free (Google) or low-cost (Dynamic Forms). Admittedly, my opinions on these products are not universally held at Henderson, but I feel there are data security concerns for FERPA protected information, which to date have prevented me from giving these options any serious consideration.</p> <p>Best, Elwyn</p>
more info on age and insurance	sent to senators on 2/12
retention rates of provisional admits et al	sent to senators on 3/5
"contract" language for tenured faculty	draft language should be forthcoming per Brett Powell - 2/15
handbook - Connie reading	met this afternoon
how far up the ladder will an across the board raise go? Compensation plan?	TBD by Planning and Budget
compensation plan committee	subcommittee of Planning and Budget is in place and meeting Friday

## Addendum IB

# HSU-Hot Springs Academic Initiatives

## Getting Started

Earn or complete your undergraduate or graduate degree at the Henderson State University - Hot Springs campus. Classes are held at the historic Landmark Building at 201 Market Street. Day, evening and online courses make it easy for both traditional students and working professionals to complete coursework.

Henderson State University - Hot Springs currently offers programs of study in business, education and nursing. Henderson also offers a variety of online programs so you can complete a bachelor's or master's degree in Garland County. Schedule a consultation to review your transcripts and educational goals. We can help you find the right program and the right pace to complete your degree! To find out how you can start your educational journey, contact us today at 501-625-3837.

## Transferring to HSU - Hot Springs

Once you have completed your basic coursework and general education core, you may transfer to Henderson State University and register for classes at the Hot Springs campus. Applications for admission are submitted to Henderson State University's main campus. However, with the help of the HSU - Hot Springs staff, you may register for classes at the Hot Springs campus.

## Degree Programs Offered in Hot Springs

### Business Programs

- Bachelor of Business Administration (BBA), Entrepreneurship
- Bachelor of Business Administration (BBA), Management
- Master of Business Administration (MBA)

### Education Programs

- Bachelor of Science in Education (BSE), Elementary Education (K-6)

### Online Programs

- Bachelor of Integrated Studies (BIS)
- RN to BSN
- Master of Science (MS), Developmental Therapy
- Master of Science in Education (MSE)
  - Educational Leadership- Building Level Administrator
  - Educational Technology Leadership
  - Special Education (K-12)

## Master of Arts in Teaching - Special Education

- Educational Specialist (Ed.S)
  - Educational Leadership - District Level Administrator
  - Curriculum Leadership

## Current 2 + 2 Programs with National Park College

- National Park College - A.S. Business - B.B.A. Accounting at HSU
- National Park College - A.S. Liberal A&S - B.F.A. Studio Art at HSU
- National Park College - A.S. Liberal A&S - B.F.A. Digital Art & Design at HSU

- National Park College - A.S. Liberal A&S - B.S. Human Services at HSU
- National Park College - A.S. Liberal A&S - B.S.E. Education Art Education at HSU
- National Park College - A.S.E. - B.S.E. Elementary Education (K-6)
- National Park College - A.S.E. - B.S.E. Middle Level Education (4-8) Language Arts/Science
- National Park College - A.S.E. - B.S.E. Middle Level Education (4-8) Language Arts/Social Studies
- National Park College - A.S.E. - B.S.E. Middle Level Education (4-8) Math/Language Arts
- National Park College - A.S.E. - B.S.E. Middle Level Education (4-8) Math/Science
- National Park College - A.S.E. - B.S.E. Middle Level Education (4-8) Math/Social Studies
- National Park College - A.S.E. - B.S.E. Middle Level Education (4-8) Science/Social Studies
- National Park College - A.S.E. - B.S.E. Special Education (K-12)
- National Park College - A.S. Nursing - Dual Enrollment B.S.N. at HSU
- National Park College - A.S. Liberal A&S - B.A. Music
- National Park College - A.S. Liberal A&S - B.M. Vocal Performance
- National Park College - A.S. Liberal A&S - B.M. Keyboard Performance (Piano)
- National Park College - A.S. Liberal A&S - B.M. Keyboard Performance (Organ)
- National Park College - A.S. Liberal A&S - B.M. Instrumental Performance (Wind, Percussion & Strings)
- National Park College - A.S. Liberal A&S - B.M. Choral Education

## **Funding Your Education**

A number of transfer scholarships are available to students who have performed well in their first two years at a junior college. Additionally, the Oaklawn Foundation offers scholarships to Garland County residents seeking a degree. Between these resources and the affordable tuition rates of Henderson State University, it is entirely possible to earn your degree on almost any budget. To schedule a transfer consultation or transcript evaluation, give us a call at 501-625-3837.

## **Events at Landmark**

HSU-Hot Springs also offers the opportunity to be part of the vibrant Downtown Hot Springs cultural community through its rotating art exhibits, monthly Gallery Walks (first Friday of every month, 5-8 p.m.) and numerous non-credit educational classes, lectures and presentations. To learn more about upcoming events, call 501-625-3837.

## **Hot Springs Village Lifelong Learning Institute**

HSU is an educational partner with the Hot Springs Village Lifelong Learning Institute, offering non-credit academic classes, travel and cultural opportunities to anyone interested with special pricing for members.

## **Contact**

Henderson State University - Hot Springs  
 201 Market Street  
 Hot Springs AR, 71901  
 Phone: 501-625-3837  
[hsu.hs.info@hsu.edu](mailto:hsu.hs.info@hsu.edu)

## **Addendum II**

### **Executive Committee Summary March 4**

The executive committee met on March 4, 2019. The first topic for discussion was merit pay. After discussion that focused on at least having it as a possibility for future compensation discussions, the matter was put forth for the president to discuss with the administration. The topic of consistency in the process for electing department heads was discussed. The handbook lacks clear language. This topic will be put forth to the operations committee to review in order to come to a more direct and conclusive policy. We discussed consistency in hiring practices, focusing primarily in new hires getting shortened tenure tracks. Some have been told that the university does not offer that as a negotiating option and others have been hired with a shortened tenure track. In order to eliminate this inequity, a draft proposal will be put forth at the April Senate meeting. Several other issues were brought forward, primarily a discussion of the NPC partnership deal, and will be discussed in the president's report because they were turned into questions for the administration.

## Addendum IIIA

### Faculty Senate, Academic subcommittee

2/11/19

Members present: Maryjane Dunn, Brett Serviss, Martin Campbell, Peggy Woodall, Jessica Allen

The Academic subcommittee met to consider the “Proposal for Summer School Minimum Enrollment” (submitted by Megan Hickerson) and to work on a university-wide policy proposal to take to the Provost regarding summer school enrollment and cancellation of low-enrollment courses.

1. Why was this proposal put forth? (See proposal for fuller discussion)
  - a. There has been no official policy about summer classes making.
  - b. What “policy” there has been has changed from summer to summer.
  - c. Departments and students need a reliable and workable policy about summer school class enrollment.
2. What is the purpose of summer school classes? What types of classes are offered?
  - a. core classes
  - b. specialty / elective courses
  - c. “make-up” courses for failing grades, in order to keep on track
  - d. required for graduation (students walked but still need a class or two)
  - e. additional credits / classes taken for required professional development

The question was raised whether these five categories represent summer school courses in the School of Business. ACTION: Invite the Senate representatives from College of Business to come to our next meeting.

3. Issues of concern / Questions raised
  - a. Compensation (a perennial issue)
    - i. How does compensation drive the 10-person minimum for a course to make? Salaries vary widely across schools and ranks. A course taught by a full professor in business may need more than 10 students enrolled, while an adjunct in Ellis College may need fewer.

- b. Summer school planning needs to be a priority just like regular semesters. Students need to know what classes they can count on taking.
    - i. Summer school classes should be considered in class rotation plans.
    - ii. If one class a student plans to take makes, but the second class does not, we often lose the enrollment for the first class too.
    - iii. Summer course offerings need to be decided sooner so students can plan ahead.
  - c. The “policy” as it stands now gives the deans discretion about allowing low-enrollment classes to run or not based on multiple factors.
  - d. What are other schools’ policies regarding summer school?
  - e. What about on-line courses?
4. Follow-up and longer term discussions
- a. Look at other (Arkansas) universities’ summer school policies.
  - b. Research: compensation and 10-person minimum
  - c. Facility and resource management: Are we making good use of buildings and personnel during the summer?
  - d. Consider how financial aid and scholarships impact summer school enrollment.
    - i. Could summer school become a third term? An 8-week term? to allow additional student funding?
    - ii. What about the mini-pre-summer sessions? How do they fit into summer school?

NEXT MEETING: Thursday, February 21, 2019 at 12:30 in MB 144.

Agenda: Look carefully at Megan’s proposal to see if we can develop a policy based on it.  
Consider in more depth items mentioned above.  
Get input from College of Business re: their summer school classes

## **Addendum IIIB**

### **Faculty Senate - Academic Subcommittee**

*Date:* 2019/02/21

*Place:* MB 144

*Call to Order:* 12:33 pm

*Present:* Michael Loos, Maryjane Dunn, Martin Campbell, Peggy Woodall, Brett Serviss, Jessica Allen

*Guests:* None

*Absent:* None

**Minutes from the last meeting were approved.**

**Tenure Procedures:** The idea to develop a workshop for those beginning the tenure and promotion process was brought before the subcommittee. After discussion about the current process, it was decided this is not a decision for the Academic Subcommittee. We do agree that having a workshop in place could be beneficial; however, it may need to be specific to each college/department or something hosted by the TLC. Ultimately, it was agreed that this request may be better suited for the Procedures/Handbook subcommittee.

**UAC/Gen Ed Approval by Senate:** The suggestion that items approved by UAC/Gen Ed should receive final approval by the faculty senate was brought before the subcommittee. During discussion several questions about the purpose, need, procedures, etc. were raised regarding this suggestion. It was also asked what the process was for new courses, change in courses, addition of courses that alter degree plans, etc. within each college. As we understand, UAC is the final step. With this suggestion, would the faculty senate merely serve as a final “stamp of approval” for whatever passes through UAC? Ultimately, it was decided that the current system works well and there is no need for immediate change. However, we believe senators should have a voice regarding this suggestion. For that reason, we will be asking for any issues/concerns senators have that should be addressed/reviewed and any ideas they have for resolution of those issues/concerns regarding this suggestion.

**Minimum Summer School Enrollment:** The draft process for minimum enrollment during Fall and Spring semesters utilized by Ellis College was shared. We believe that a policy for minimum enrollment will protect faculty moving forward, especially for when there are changes to departmental administration. This issue is time sensitive, and therefore, a policy should be created with the understanding that there are still many topics to be considered (i.e., why is 10 the minimum number campus wide?) before a full policy is enacted. The subcommittee also questions whether this policy should be specific to each college to allow for variations in limits and cancellations, umbrella percentages, etc. Before moving forward, we believe that representation from each college (whether faculty, chairs, or deans) is necessary to ensure policies meet the unique needs of each college.

We will ask Megan Hickerson (originator of the proposal) to submit her ideas in form of a potential university-wide policy to bring to the Senate and to be shared with faculty for their input. It was also suggested that as we move forward with our broader concerns about summer school (compensation, marketing/promoting, etc.) we could invite deans to attend our meeting to discuss these issues and to give input about them.

*Adjournment: 1:30; Submitted by Jessica Allen*

## **Addendum IIIC**

### Proposal for Summer School Enrollment Policy

- There will be a general five-student minimum enrollment policy.
- For the purpose of judging a class's fulfillment of the minimum enrollment requirement, graduate students will count as two students.
- Cumulative departmental enrollments will be calculated in determining the run status of low-enrollment classes within those departments.
  - Departments will be able to draw from a common treasury of student registrations, to run as many scheduled courses as can be supported by enrollments across their offerings.
  - Low-enrollment courses benefiting from this system will be deemed open in descending order of their own enrollments (e.g., if there's enough to benefit only one of two low-enrollment classes, the class with the higher enrollment of the two will benefit first).
  - Neither student registrations nor class rosters will change in this process.

## **Addendum IV**

### Building and Grounds Committee

#### Report 2

March 6<sup>th</sup>, 2019

Chair: Ivan Birch

Members: James Duke, Steven Becraft, Victoria Ellison, Patricia Weaver, and David Sesser.

#### Report:

The Buildings and Grounds committee is still planning a walk-through of campus. The new SSC manager, Ricky Demalade, who we consider to be essential to this walk-through, has been living out of a hotel and just last week moved into a house in this area. Therefore a walk-through will be planned for the next week. In addition, Ivan Birch went to the open forum discussing campus safety with faculty and staff. Notes gathered during the discussion will be shared with committee members.

Ivan Birch

## **Addendum V**

### **Henderson State University Faculty Senate-Operations and Handbook Committee Meeting Minutes from Friday February 15, 2019 Members present: Worth, Massey, Leach, Martin**

- A. Termination of tenured faculty – The Committee is examining the wording and addressing the process to make sure that it is clear and concise.
- B. Implementation of an Employee Assistance Program (EAP) – A sub-committee has been formed and includes Mickey Quattlebaum, Cheryl Massey, Leah Sexton, Shelley Austin and Bryon Martin. \*See separate meeting minutes below.
- C. Handbook issues-The Committee is going through the handbook to find issues that need to be addressed.
- D. Handbook Reorganize-The Committee is reviewing the handbook to possibly reorganize it; it has been amended here and there and some things are in sections where they don't belong.
- E. Faculty Awards-The Committee is evaluating the faculty award committee process.

### **Henderson State University Faculty Senate-Operations and Handbook Committee Employee Assistance Sub-Committee Meeting Minutes from February 27, 2019 Members present: Austin, Sexton, Massey, Tedder, Martin**

- A. Welcome-Bryon-An Employee Assistance Program is different than a "student counseling" or health center
- B. Employees-would have the option to use the services.
- C. Anonymity-or the degree of it, traditionally is attached as a concern with EAP programs.
- D. Bid Process-For HSU to have this service, it would first go through a bid process. We have a set of providers established within a fifty mile radius.
- E. Services-This type of program would benefit "active users", for example, and disability law does not apply. Services for depression, for example, may actually be obtained over the phone or virtually. Providers vary from private to non-profit.
- F. Implementation is to occur, the Budget Committee would need to be involved and the EAP would need to be in the fiscal year/start. Mickey has agreed to benchmark/examine service providers and possible costs.
- G. The meeting was marked by a genuine interest in maintaining the overall positive perspective concerning the EAP-a focus on a "wellness perspective."

Respectfully Submitted, Bryon Martin,  
Operations and Handbook Committee Chairperson

## **Addendum VI**

Report to Faculty  
Board of Trustees Meeting  
February 8, 2019

The meeting was called to order by chair Mr. Johnny Hudson at 10 am. Hudson thanked Mr. Bruce Moore for serving the last two years as Chair of the Board.

The minutes of the November 8, 2019, meeting were approved.

### **President's Report:**

Dr. Glen Jones told the Board of several recent campus activities.

- Spring Enrollment:
  - 4.5% total increase over last spring (excludes concurrent high school students)
  - 14% increase in graduate students
  - 388 concurrent students
  - 2-year transfer numbers up from 39 to 50
- Spring Retention
  - 86% first-time freshmen retention fall-spring rate
  - 79% retention rate for conditionally admitted first-time freshmen (48% for fall 2014)
- \$140,000 Blue & You Grant for Nursing Department simulation lab to be used as clinical experience
- History Department Endowments
  - Carrigan History Scholarship Endowment (\$267,000)
  - Michael Link History Scholarship Endowment (\$190,000)
- Fundraising
  - FY'19 year-to-date: \$1,383,972
  - more than \$19,000,000 total in the Foundation
  - 770 alumni donors last year
- Academic Success:

- ABET has accepted the Engineering Program's Request for Evaluation. Current timeline for accreditation is 2020.
- The Physics Program has been recognized as being exemplary in producing African American undergraduate physicists. The program has been selected by the American Institute of Physics' National Task Force for a site visit.
- The Nursing Department's RN program is ranked second in the state.
- The Art Department is taking the next step toward accreditation.
- The Dance Program hosted the first annual Arkansas High School Dance Festival in January.
- ASBTEDC
  - Two ASBTEDC Business counselors have been relocated to the Landmark building in Hot Springs.
  - The Arkadelphia ASBTDC office is now located in the Center for Economic Development downtown.
- School of Business
  - The basement of Mooney has been converted into the Center for Student Excellence.
  - The Portfolium Platform has been successfully implemented. Henderson was recognized as a Best Practice Implementation.
- Teachers College
  - Teachers College has received a full seven-year accreditation by CAEP, Council for the Accreditation of Educator Preparation programs.
  - The Arkansas Higher Education Coordinating Board has approved the Educational Specialist degree for building level leaders. We anticipate enrolling the first students in the summer or fall.
- Student athletes had a 3.00 cumulative gpa for the fall semester.
- Jones introduced the new Title IX coordinator, Ms. Bobbie Lee.

### **Housing Presentation:**

Henderson hired the MGT Consulting Group, a management consulting firm, to conduct a comprehensive campus housing evaluation study in order to develop a long-term plan to improve the housing system. In October, 2018, MGT surveyed on-campus focus groups: freshmen, Greeks, athletes, students with families, and upper-division students. They also performed a peer analysis using University of Texas Tyler, Texas A & M Commerce, Southern Arkansas University, University of Central Arkansas, Arkansas Tech, Arkansas State University, University of Arkansas, Little Rock, and Tarleton State University.

The student survey was web-based and designed to collect students' demographic data, information on their current housing situation, and preferences and interests in on-campus unit types at estimated rents. Of the 3558 students enrolled at Henderson last fall, only 604 (17%) responded.

The 2018-2019 campus bed capacity is 1,752. Fall occupancy was 1,680. Occupancy rates were:

- East Hall: 95%
  - West Hall: 91%
  - Sturgis Hall: 93%
  - University Place: 96%
  - International House: 90%
  - Smith Hall: 102%
  - Newberry Hall: 97%
- Note: Smith Hall and Newberry Hall occupancy was based on the currently configured capacity of the buildings. Some double-occupancy spaces were converted to single-occupancy and some floors were under renovation or inhabitable. If based on original design capacity, Smith Hall would have been at 52% and Newberry Hall at 66%.

Henderson's current bed capacity can accommodate 47% of its enrolled students. The bed capacity for the peer institutions ranged from 13% at UALR to 47% at SAU. Henderson's fall on-campus occupancy rate was 95%. The peer rates varied from 74% at UALR to 101% at Tarleton State. The median occupancy rate was 88%.

Student perceptions were also reported. Those living in University Place were the most satisfied and those in Smith Hall were the least satisfied. Sixty-eight percent of respondents reported being at least satisfied with their housing situation. Respondents preferred amenities such as high speed wireless Internet, temperature control in each unit, convenient parking, and on-site laundry facilities. Students demonstrated the strongest preference for suites with two single bedrooms (30%).

Cost could range from \$50,000 to \$100,000 per bed (square feet per bed \* cost per square foot). Other considerations presented were

- implementation strategies such as project delivery vs project ownership

- sources of funding such as debt service or equity from sources such as an endowment or private equity
- outsourcing.

In response to Board members' questions, it was stated that "60% of the survey respondents were female and 30% male". (This is what she said.) It was noted that students were only asked about their current living situation. Former students, parents, and members of the local community were not surveyed. The peer institutions were selected in consultation with Dr. Brett Powell and Dr. Brad Patterson. The institutions were selected because either they are considered our direct competitors or are similar in size, types of housing, and age of housing. When asked by a Board member "Where do we go now?", the consultant stated she will take our baseline data, cost per square foot, debt service, etc. and present financial models at a later date. Mr. Eddie Arnold is the Board liaison to the committee working with the consultant.

**Finance and Administration Report (Dr. Brett Powell):**

Powell presented the Current Financial Report. The day before spring semester classes began the University was projected to have a small surplus at the end of the year. Powell also stated that approximately 8% of the total budget was for debt service.

The Board approved the annual Certificate of Sufficient Appropriations and Funds. The Board also approved the annual Board Expense Reimbursement Resolution.

Powell then presented the Health Plan Financial Report. The following revenue and expenses were presented for the Self-Insured Health Insurance Fund for January 1 – December 31, 2018:

Revenue	
Contributions to the Plan	3,035,724
Pharmacy Rebates	82,154
	3,117,878
	3,117,878

Expenses

Medical and Drug Claims	2,281,695
Re-insurance Premiums	654,334
Administrative Costs	128,418
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	3,064,447
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Excess Revenue Retained	53,431
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**Academic Program Proposals (Dr. Steve Adkison):**

The Board approved the following:

- BA in Biology
- BA in Communications
- Certificate in Cognitive Science

**Academic Program Updates (Dr. Adkison):**

Adkison gave the following updates:

- The Education Specialist degree was approved by the Arkansas Higher Education Coordinating Board.
- We expect the doctoral program in education to be approved in April.
- The Doctor of Nursing Practice (DNP) degree is on track and should have the first students in the Fall 2020 semester.
- The Engineering program is working toward accreditation.
- The Dietetics program is working toward accreditation.
- The University has been reaccredited for seven years by CAEP.
- The Arkansas Undergraduate Research Symposium will be held on campus April 5<sup>th</sup>.
- The UAC approved 12 new courses, deleted 18, approved 20 course changes and 5 program changes, and approved 3 new programs/certificates since the November, 2018, Board meeting.

**Executive Session:**

The Board went into Executive Session at 11:40 am. The Board reconvened in open session at 12:20 pm.

**Sabbatical Leave Resolution:**

The Board approved a one semester sabbatical leave during the 2019-2020 academic year for each of the following: Ajay Aggarwal, Jim Buckner, MaryJane Dunn, James Engman, Cindy Fuller, Waltraud Gudrian, Malcom Rigsby, Vernon Miles, and Suzanne Tartamella-Kordsmeier.

The Board adjourned at 12:23 pm.

## **Addendum VII**

### Proposal for Handbook Addition: Tenure Clock

The standard tenure clock at Henderson State University is six years. When a tenure-track faculty member is recruited after serving in a full-time faculty position at another university, he or she has the option, prior to accepting an appointment at HSU, of negotiating for a shortened tenure clock.