

Faculty Senate Minutes
Wednesday, December 2, 2015

Senators Present: Ajay Aggarwal, Lea Ann Alexander, Clint Atchley, David Evans (for Steven Becraft), Kristen Benjamin, Alan Blaylock, Victor Claar, Shannon Clardy, Debra Coventry, Vincent Dunlap, Megan Hickerson, Dana Horn, Franc Hudspeth, Jana Jones, Travis Langley, Richard Miller, Holly Morado, Ingo Schranz, Brett Serviss, Joyce Shepherd, Suzanne Tartamella, Maggie Tudor, Meredith Wright

Senators Absent: James Duke, Emily Gerhold, Patricia Loy, Charlotte White-Wright, Peggy Woodall

1. Call to order: President Brett Serviss at 3:17pm
2. Discussion with Dr. Steve Adkison, Provost/Vice President for Academic Affairs

Dr. Adkison stated that a broad committee would be constituted to evaluate responses to the Request for Proposal (RFP) draft for a new Enterprise Resource Planning System (ERP). The draft is currently 90 pages long and specifies all needs to be fulfilled by the new system including degree audit capabilities, a Customer Resource Management System (CRM) compatibility, financial capabilities, and many more features. Dr. Adkison stressed that it is important for our new ERP to integrate with a new CRM. Once the RFP is completed, proposals will be requested. When a vendor is finally chosen, an 18-24 month implementation time will be needed.

3. Minutes from the November 4th meeting were approved.
4. Minutes from the November 18th Special Meeting were approved.
5. The President's Report and Summary Report regarding the effectiveness of Faculty Senate can be found as addenda I and II.
6. SGC Update

Updates were given regarding the Title IX policy. The Faculty Senate's content recommendations were not implemented into the Title IX policy. The policy has currently been returned to the Shared Governance Committee. Reasoning about why the changes in language were not accepted will be forthcoming. Discussion followed regarding the importance of implementing language that will protect university

employees from false accusations as well. Senators would appreciate another opportunity to look over the policy.

The Media Relations and Social Media policies have been approved as amended and forwarded to Ms. Jennifer Boyett.

7. Reports of Committees

a. Executive Committee

On April 2, 2014, a recommendation was passed by the Faculty Senate, that originated from the Operations Committee, on promotion from Instructor to Assistant Professor. At that time, there were not guidelines in place for conducting email meetings. The recommendation was held over for the hiring of a new provost. Meanwhile, the senate approved guidelines for holding e-mail meetings. The Provost is unable to support the proposal as it stands and refers the issue back to the Faculty Senate for reconsideration, requesting that the new e-mail guidelines be used for any decisions made over email to ensure the integrity of the process.

President Serviss commented that it is not the intention to undermine a previous Faculty Senate or individual senate committees. We cannot criticize the previous process, as the guidelines for e-mail meetings were not yet created.

b. Academics Committee

The Academics Committee reported that remediation is referred to in several catalog sections; however, there are no restrictions mentioned related to dropping remedial courses. The registrar should not prevent students from dropping any courses within the guidelines of the University. The Academics Committee recommended that this issue be considered by the next senate.

The Academics Committee noted that Henderson does not currently allow students on suspension to transfer credits taken at other institutions during their suspension. It was determined that this policy does not exist in writing. The Academics Committee notes that the Arkansas Course Transfer System (ACTS) “guarantees the transfer of applicable credits”. The Academics Committee notes that students on academic probation who complete credits at other institutions

during their suspension must be able to transfer that credit back to HSU.

- c. Buildings and Grounds Committee – No new items to report.
- d. Finance Committee – No new items to report.
- e. Operations Committee

The Operations Committee proposed the following change to the Faculty Hearing Committee membership. A vote was taken and the change was approved unanimously.

Department chairs and members of the Promotion and Tenure Committee will recuse themselves from the Faculty Hearing Committee if the faculty member, whose case is being investigated, is one in which the department chair or the Promotion and Tenure Committee member contributed to the initial decision that is being appealed by said faculty member.

- f. Procedures Committee

The Faculty Senate voted to amend the Faculty Senate Constitution to change the status of the Operations Committee and the Buildings and Grounds Committee from temporary committees to a standing committee, noting that the committees have functioned as standing committees for many years. In addition, the Faculty Senate voted to change the name of the Operations Committee to “Operations and Faculty Handbook Committee” in order to reflect its primary charge “to deal with issues related to the Faculty Handbook...” (By-Laws). The Procedures Committee will conduct a vote by the entire faculty in order to change the Faculty Senate constitution and by-laws. The proposed amendment is included in Addendum III.

The results from the Faculty Senate Elections can be found in Addendum IV.

8. New Business

- a. Several Senators raised concerns over the increasing percentage of insurance costs borne by faculty members, noting that Henderson is visibly spending money on properties and other projects. Much discussion ensued. Including the following topics:

- i. The compressed timeline for choosing insurance options was mentioned. Senators suggested polling the faculty earlier in the year to determine what insurance options are most important. In addition, senators suggest investigating options, such as an insurance co-op, much earlier in the year. The Faculty Senate acknowledges that the Fringe Benefits Committee has little time to poll faculty about specific insurance options because the time between issuing a quote and open enrollment is very short. The Faculty Senate appreciates the work of the Fringe Benefits Committee.
 - ii. The level of Henderson's reserve funds was discussed. Senators acknowledge that funds taken from the reserve lower the level of the reserve and cannot become recurring expenditures; however, some senators questioned the level of reserve funds maintained.
 - iii. Senators asked how many employees opted out of the insurance at open-enrollment due to the increased cost. The Faculty Senate would like to know how much money is saved on these benefits and where that money will be spent.
 - iv. Some senators expressed a desire to play a more active role in determining the university budget.
 - v. The Faculty Senate charged the Executive Committee with creating a strong statement to the administration expressing our concerns over benefit erosion, particularly as it pertains to the insurance cost increase. In addition, the Faculty Senate expressed a strong desire for further information regarding the compensation plan.
- b. A motion was made to recognize outgoing Faculty Senate President Brett Serviss for his dedication and leadership throughout a highly productive year.

9. The meeting adjourned at 5:03pm

Respectfully Submitted,
Shannon Clardy
Faculty Senate Secretary

Addendum I:

Report from the President

Statement of Appreciation to the Faculty Senate

Dr. Glen Jones expressed his sincere appreciation and thanks to the President of the Faculty Senate, the Faculty Senate Executive Committee, and the entire Faculty Senate body for their service during 2015. He stated that the Faculty Senate has been proactive in the shared governance process and has consistently asked strategic questions.

Dr. Jones asked that the Faculty Senate continue in this fashion and build upon what has already been accomplished. Furthermore, he urged the Faculty Senate to raise questions and concerns as needed, and to ensure that these are consistently communicated to the appropriate personnel and areas. Dr. Jones mentioned that we must continue to hold each other accountable and maintain the two-way conversation, communication, and transparency that have been already established.

Report from the Provost/VPAA

Changes to Admissions Criteria

Dr. Steve Adkison stated that he, along with Ms. Pam Ligon, Associate Dean of Academic Services and Dr. Elwyn Martin, Registrar are reviewing the current admissions criteria and changes will be forthcoming. ACT/SAT scores will be combined with high school GPA as cognitive admission criteria. A series of non-cognitive criteria will also be developed and implemented as part of the admissions process. Dr. Adkison also mentioned that these changes will be reviewed through the shared governance process, including the Faculty Senate, prior to Board of Trustees approval and implementation.

Addendum II:

Report from the Faculty Senate President Regarding the Effectiveness of the Henderson State University Faculty Senate

Effectiveness and Accomplishments

The 2015 Faculty Senate of Henderson State University has demonstrated a profound level of competence, professionalism, and poise in its activity over the past year. As a result, this Senate has been able to investigate, consider, and make recommendations regarding a multiplicity of concerns, tasks, and endeavors.

Some of those accomplishments and successes include:

- Re-evaluation of the policy regarding the early registration of student athletes
- Investigated concerns/problems relative to textbook availability for courses and worked in conjunction with the Provost/VPAA and the Reddie Bookstore Manager, Ms. Stephanie Herrin, to resolve the problems
- Consideration and evaluation of the EthicsPoint Reporting System, to include conveyance of concerns about its use and function (at the University) to the Administration
- Forwarded a number of concerns and provided recommendations regarding the status of campus facilities. The Buildings and Grounds Committee generated a series of recommendations pertaining to a number of issues and concerns over the state of campus facilities. The Senate endorsed these recommendations and they were submitted to Mr. Bobby Jones, Vice President for Finance and Administration. Many of these recommendations have been addressed, with plans to address the others in the near future.
- Faculty representation on the President's Cabinet (faculty representative served in an advisory capacity to the President)
- Revised course ("W") drop policy
- Recommendations for summer school
- Revised the Faculty Excellence Awards guidelines and charge of the associated awards committees
- Revised the guidelines for service on the Faculty Hearing Committee
- Changed the name and status of the Senate Operations Committee to the Operations and Faculty Handbook Committee, and its status from a temporary to a standing committee of the Senate — these changes more clearly and accurately define the role of the committee as the primary committee that handles any issues concerning the Faculty Handbook

- Created resolution to honor Dr. John G. Hall, former Henderson State University Professor of History, Executive Secretary of the Foundation and Director of Development
- Secured the continued support of a faculty and staff workout room in the Garrison Center
- Discussed the current state of fundraising and advancement of the University, and offered suggestions for future growth and contributions in these areas
- Provided regular and candid communication of several important matters and concerns pertaining to faculty to the university administration, including focused meetings and discussion regarding faculty morale, compensation, and benefits
- Worked with Ms. Elaine Kneebone, General Counsel, to clarify language in faculty contracts in order to keep contract language consistent with the language of the Faculty Handbook
- Although no official Faculty Senate action was taken, the Senate investigated and discussed a number of additional items, including
 - ❖ Plagiarism policy
 - ❖ Forgiveness policy for repetition of courses
 - ❖ Late course add policy
 - ❖ Remedial courses
 - ❖ Enrollment services management
 - ❖ Recommendations for increased compensation for teaching overloads and adjunct pay
 - ❖ Awarding transfer credits to students on probation
- Investigated and made recommendations on a number of shared governance proposals, including
 - ❖ Policy on Media Relations
 - ❖ Policy on Social Media
 - ❖ Outsourcing of Physical Plant Activities
 - ❖ Early Retirement Proposal
 - ❖ Federally mandated policy prohibiting sex- and gender-based discrimination, harassment, misconduct, and retaliation

Recommendations for the Next Senate

- Continue to work for increased faculty salaries through continued implementation of the current compensation initiative
- Develop a series of guidelines for the proctoring of online courses
- Develop a policy on plagiarism
- Discuss the dropping of remedial courses

- Revisit the 2014 recommendation pertaining to promotion from instructor to assistant professor
- Review the Faculty Handbook for continuity and inconsistencies

Appreciation and Thanks

I would like to wholly acknowledge my colleagues on the Faculty Senate Executive Committee: Ms. Lea Ann Alexander, Ms. Kristen Benjamin, Dr. Shannon Clardy, Dr. Debra Coventry, Mr. Greg Gibson, Dr. Travis Langley, and Ms. Holly Morado for their tireless effort and assistance regarding the governance, functionality, and leadership of the Faculty Senate. Without their profound wisdom, quality advice, and multiplicity of contributions in various venues, the accomplishments enjoyed by this Senate in 2015 would not have been at all possible.

I also want to very sincerely thank *each and every* Senator for his/her contribution to the Senate. Without the contributory efforts of each individual member of the Senate, this Senate body would be rendered nonfunctional and incapable of its charge to provide the strong leadership that is a necessary component of the shared governance process and to achieve its (the Senate's) function as a critical and contributing factor to the university and its constituents.

I want to acknowledge Dr. Ingo Schranz (committee chair) and the other members of the Faculty Senate Academics Committee: Dr. Ajay Aggarwal, Dr. Clint Atchley, Mr. Greg Gibson, Dr. Jana Jones, Dr. Maggie Tudor, and Dr. Charlotte White-Wright for their diligence in investigating and providing recommendations regarding numerous important matters considered by the Senate. I also acknowledge Mr. Jim Duke (committee chair) and the other members of the Faculty Senate Operations Committee: Ms. Kristen Benjamin, Dr. Bernie Hellums, Ms. Dana Horn, Ms. Patricia Loy, and Dr. Peggy Woodall, as their committee effectively crafted a number of important amendments and revisions to the Faculty Handbook.

Additionally, I wish to express my full appreciation of Dr. Steve Adkison, Mr. Bobby Jones, and Dr. Glen Jones for their consistent and genuine collaboration with the Faculty Senate in order to provide relevant, accurate, and transparent communication between the administration and the faculty.

I also thank our many esteemed visitors and contributors who, in various forms and fashions, facilitated the success of the 2015 Senate: Ms. Jennifer Boyett, Ms. Sandy Denning, Dr. James Engman, Mr. Dan Fitzroy, Ms. Shelia Hollis, Ms. Elaine Kneebone, Ms. Catherine Leach, Ms. Connie Loy, Dr. Vernon Miles, Dr. Patti Miley, Dr. Verónikha Salazar, Dr. Lewis Shepherd, Jr., Ms. Tonya Oaks Smith, Ms. Kathy Taylor, Ms. Wrenette Tedder, Ms. Connie Testa, and Dr. Fred Worth.

To each of you, I truly thank you for your hard work, perseverance, insight, and support.

Finally, I would like to express my gratitude to my colleagues for generously allowing me to serve the Henderson State University Faculty as Faculty Senate President. Thank you for trusting me with this profound and humbling responsibility; it has been a tremendous honor and privilege to serve in this capacity.

Most sincerely and respectfully,
Brett E. Serviss, Faculty Senate President

Addendum III:

Proposed Constitutional Amendments Composed by the Procedures Committee Passed by the Faculty Senate on December 2, 2015

The Senate by-laws shall be amended to (1) change the name of the Operations Committee to Operations and Handbook Committee to reflect its charge more accurately, (2) change this temporary committee to make it a standing committee of the Faculty Senate, and (3) also make the Buildings and Grounds Committee a standing committee of the Faculty Senate after many years as a temporary committee.

These require changes to the Faculty Senate constitution and by-laws.

Addendum IV:

Faculty Senate Elections Results

DEPARTMENTAL

English, Foreign Language, & Philosophy

Senator: Greg Gibson

Alternate: Suzanne Tartamella

Art

Senator: Kasten Searles

Alternate: Emily Gerhold

Nursing

Senator: Ladda Thiamwong

Alternate: Pam Shurett

Chemistry

Senator: Ingo Schranz

Alternate: Wray Jones

Psychology

Senator: Emilie Beltzer

Alternate: Rafael Bejarano

Educational Leadership

Senator: Pat Weaver

Alternate: Don Benton

Music

Senator: Laura Storm

Alternate: Jamie Lipton

Social Sciences

Senator: Megan Hickerson

Alternate: Matthew Gross

Aviation

Senator: Richard Miller

Alternate: Troy Hogue

Physics

Senator: Dever Norman

Alternate: Basil Miller

AT-LARGE

Professor

Senator: Michael Taylor

Alternate: Dennis DiMarzio

Associate Professor

Senator: David Bateman

Alternate: Malcolm Rigsby

Assistant Professor

Senator: TaLisha Givan

Alternate: Beth Ann Maxfield

Instructor

Senator: Lisa Massey

Alternate: John Gillette

Results of the Faculty Excellence Awards Committee Election

Fine Arts area

Art: Margo Duvall.

Communication: Jana Jones.

Music (Instrumental): Steven Becraft.

Music (Vocal/Keyboard): Laura Storm.

Theater Arts: William Henshaw (acting chair).

Liberals Arts area

English: Suzanne Tartamella.

Foreign Language/Philosophy: Steven Todd.

Psychology: Emilie Beltzer.

Social Sciences: Matthew Gross.

Sociology: Malcolm Rigsby (acting chair).

Math/Science area

Biology: Anna Smith.

Chemistry: Bradley Rowland.

Math and Computer Science: Mike Lloyd.

Nursing: Patricia Loy.

Physics: Dever Norman (acting chair).

School of Business

Aviation/Student Support: Richard Miller (acting chair).

Library: Linda Evans.

Accounting: Roslyn Roberts.

Finance: David Rodriguez.

MGM: Ajay Aggarwal.

Teachers College, Henderson

Advance Instructional Studies: Carolyn Dyer.

Counselor Education: Michael Kelly.

Curriculum and Instruction: Charlotte White-Wright (acting chair).

FCS & SAMSC: Dana Horn.

HPER: January Schultz.