

## Faculty Senate Minutes

February 6, 2019

3:15 pm, Cabe Room

Senators Present: Ajay Aggarwal, Jessica Allen, Steven Becraft, Kristen Benjamin, Emilie Beltzer, Ivan Birch, Martin Campbell, Shannon Clardy, James Duke, Maryjane Dunn, Tori Ellison, Darrel Farmer, Matthew Gross, Megan Hickerson, Jana Jones (for Lacy Wolfe), Catherine Leach, Michael Loos, Bryon Martin, Lisa Massey, Beth Maxfield, Richard Miller, David Sesser, Brett Serviss, David Stoddard, Tammie Townsend (for Shelley Austin), Peggy Woodall, Fred Worth,

Senators Absent: Cheryl Massey, Pat Weaver

Guests: Karen Spradlin, Staff Senate representative

1. Call to order by President Fred Worth at 3:15 p.m.
2. Approval of minutes: Senators reviewed the Minutes from the meeting of January 23, 2019. A motion to accept was seconded; senators voted to approve the Minutes.
3. President's Report, see Addendum I: President Worth explained that his meeting with the VPAA/University Provost, scheduled for Feb. 5<sup>th</sup>, had been cancelled and rescheduled for Feb. 8<sup>th</sup>. His report of that meeting will be distributed as an addendum to the report delivered today (Addendum I, B).
  - A. Meeting with President Glen Jones
  - B. Meeting of the President's Cabinet
    - i. Discussion: National Park Community College (Hot Springs) is seeking to establish a four-year completion program in cooperation with another institution. We want first refusal.
      - A senator stated that National Park is already in such a relationship with Southern Arkansas University (using distance learning, etc.), including for biology, physics, engineering, chemistry. The students never leave National Park but get SAU degrees.
    - ii. Discussion: Southern Scripts
      - a. President Worth stated that some of the problems faculty and staff are reporting with Southern Scripts are being addressed; those with continued problems should consult with Human Resources, if willing, or directly to Southern Scripts.
      - b. A senator noted the pre-authorizations now have to be redone every year
      - c. At the recent Open Forum with Southern Scripts' president, Steven Boyd, Dr. Boyd described HSU employees as older than those at other clients of

theirs, and as requiring more medication (at 2.5 prescriptions per faculty/staff, 13,000 across the year).

- Senators asked whether the 2.5 number takes into account employees' family members, and whether the other clients to whom we are compared are also universities.
- d. A senator expressed the view that the age and medical needs of employees (relative to other clients of Southern Scripts) should not be a factor in decisions regarding provision of a paid service; also that Southern Scripts denial of prescribed medications compromises doctor-patient relationships, weakening the benefits value of the university's medical insurance.
- e. The Senate wants to see the data regarding HSU's numbers (number of insured within our plan [employees and covered family members], number of prescriptions filled per employee and all insured, and the ages of insured) as well as those of other clients of Southern Scripts to whom we are being compared. What are the median ages at HSU and the comparators?
- f. A senator asked if the Senate could also see the instructions (regarding university goals related to our Pharm plan) provided to Southern Scripts by the university administration when the provider was contracted.
- g. Action: President Worth will request that the data (e) and instructions (f) be delivered to the Faculty Senate, and will invite Dr. Boyd to visit the Faculty Senate after senators have examined the data.

### C. Meeting with VPFA Brett Powell

- i. Discussion: Summer School Enrollments
  - a. Senators discussed hardship to students due to class closures.
  - b. President Worth informed the Senate that Pell Grants are being reinstated for summer study. University financial aid is not available during the summer, but Dr. Powell is open to the changing that.
  - c. President Worth stated that Dr. Powell suggested the possibility of instead of summer school, per say, dividing the year into three terms with all faculty teaching two of them.
  - d. A senator suggested seeking ways to facilitate better communication between departments on what is typically offered during the summer, in order to better facilitate advising across campus.
    - A senator noted that the dean of Ellis College is revising the advising handbook; the senator will suggest incorporating something regarding regular offerings, when they are scheduled, etc.

ii. Spring Enrollment: Addendum I, A.

iii. Discussion: Faculty Salaries

a. Despite elevated enrollments, faculty will not be receiving an increase this year.

b. Dr. Powell says that an across-the-board increase is possible for next year.

- A senator asked how far up the administration such a raise would go.

- Action: President Worth will ask this question at his next meeting with Dr. Powell.

c. Raises and COLA for 2019-20 will be addressed at the next University Budget and Planning meeting, Friday, Feb. 8<sup>th</sup>, 1:30pm, Cabe Room.

d. President Worth reported that Dr. Powell is preparing a new salary study with more comparator institutions than the one completed by a faculty committee in 2014-15 (c. 120 schools). The data includes numbers of faculty, median and median salaries, discipline, rank, etc.

- A senator asked if there's a committee working on this.

- Action: President Worth will consult with Dr. Powell regarding the constitution of a committee to conduct the salary study.

iv. HLC response to Interim Financial Report: Report accepted, Addendum I, B.

D. Meeting with VAPP/Provost Steve Adkison: Addendum I, C.

E. Additions to the written report

i. President Worth brought up to Dr. Powell that a custodian cleaning up a lab last year was poked by a syringe.

- Action: Dr. Powell reported that areas with toxic substances or other dangerous materials should let Dr. Powell know so that safeguards can be put in place.

ii. On the Emergency Fund for staff members: to contribute to that send a check made out to the HSU Foundation and write in Staff Emergency Fund in the memo. It can be delivered to Tanya Dixon in the Barkman House or mailed directly to the HSU Foundation at HSU Box 7550.

iii. The Faculty Senate Presidents of Arkansas

a. The newly constituted group met for the first time in December: "getting to know each other" meeting. UAM doesn't have a Faculty Senate yet, but they are organizing one.

- b. The group is on the agenda of the Feb. 25<sup>th</sup> University Presidents Meeting, chaired by Chuck Welch.
  - Action: President Worth asked if some Senate budget can transfer to travel to offset his expenses. A motion was seconded and passed to this effect.

#### 4. Committee Reports

##### A. Executive Committee

- i. Some of the wording for tenured faculty contracts use the word re-appoint/re-hire, which brings into question meaning of tenure.
  - Action: The Operations & Handbook Committee will look at this language.
- ii. Summer School Enrollments Policy—this will be addressed later as New Business.
- iii. Employee Assistance Program: This is to help people struggling with difficult problems (dependencies, etc.). There is a need to change the wording of the program document around addressing sensitive issues with our fellow employees.
  - Action: University counsel, the Human Resources Director, and the Senate Operations Committee will collaborate on improving the wording.

B. Academics Committee, Senator Dunn reported: The committee met and elected MaryJane Dunn as Chair. Senator Dunn will liaise with 2018 Academics Committee Chair regarding any outstanding business.

##### C. Buildings and Grounds, Senator Birch reported

- i. The committee met and elected Ivan Birch as Chair.
- ii. The committee is planning the first of what are planned as annual walks through campus to consider any issues to evaluate accessibility, safety, renovations, campus improvements, and a number of potential issues.
  - This walk-through will include the committee, Larry Gussan's replacement with the SSC, Dever Norman, Brett Powell, and Fred Worth.

D. Finance Committee, Senator Gross reported: The committee met by email and elected Ajay Aggarwal as Chair-elect.

E. Operations and Handbook Committee, Bryon Martin reported: The committee met by email and elected Bryon Martin as Chair.

##### F. Procedures Committee, Senator Maxfield reported

- i. The committee will meet next week to prepare to conduct elections to the Faculty Excellence Award Committees.

- Discussion: Faculty Excellence Awards committees and chairs do not always know when to request nominations and select winners.
  - Action: The Operations Committee will create a standing document with instructions for Excellence Awards committees.
- ii. The committee plans to have the ballots for Faculty Excellence Award committees closed by 26 February, giving faculty about twelve days to vote for members.

G. Shared Governance Committee, Senator Hickerson reported

- i. The proposal on protocols for Closing and Outsourcing non-Instructional Departments is in process. A constituent asked for feedback suggested an alternative proposal that the originator liked, and so is reworking the proposal in light of the suggestions and will resubmit it.
- ii. The SGC is studying the University Committees Handbook for obsolete committees, committees HSU needs and does not have, and other changes (i.e., tweaking existing committee mandates, memberships, etc.).
- iii. The SGC is trying to get chairs of university committees put upload their minutes to My Henderson.

5. Old Business: No Old Business.

6. New Business

A. Summer School Enrollments Policy: Policy Proposal, see Addendum IV.

- i. The proposal calls for consistency in minimum summer school enrollments, by policy rather than year-to-year change.
- ii. Discussion ensued.
  - a. Policy can include lowered minimum enrollment and maintain student-need exception.
  - b. We need creative ways to both market and pay for summer school.
    - With drive to four-year graduations why not really promote summer school options?
    - We could even produce shorter, alternative degree plans (3 to 3-1/2 years).
    - The only people promoting summer school classes are faculty; why is it not part of broader marketing, recruitment, budget goals?
    - Summer School should not be tangential (Junior College style).
- iii. Two categories to consider:

- a. **Need for dependable core courses that will run, no matter what.**
    - Assurance means the ability to hire from outside when necessary (e.g., high school Spanish teacher with Master's degree).
  - b. **Upper-level electives:** this could be left more to departments' discretion based on their knowledge of the needs of their majors.
  - iv. Action: The proposal was sent to the Academics Committee.
- B. Faculty Senate Alternates: What are their responsibilities and roles?
- Action: The question was sent to the Operations Committee
7. President Worth adjourned the meeting at 4:34pm.

Respectfully submitted,

Megan Hickerson, Secretary

**Addendum I: President's Report**

**Meeting with University President Glen Jones, February 4, 2019**

Compensation - the compensation plan is important, where are we? Apart from the compensation plan, are we getting at least a COLA	
	Dr Powell will be speaking about the status at the Planning and Budget meeting on Friday. President Jones reiterated the priority of the compensation plan but also expressed a desire to do some across-the-board increases.
Has HLC responded to our response to their concern?	
	Yes. They accepted our response. Dr. Powell will be getting a copy of those documents to me. Housing drove much of the problem that caused their concern since the investment resulted in our ratios being low according to the formula they use. Some of HLC's concern was based on a factual misunderstanding about the relationship between the university and the foundation.
Instructional prioritization process, where are we, who's making decisions, committee made recommendations for criteria - have they been changed and if so by whom	
	Dr Jones deferred answering this question to Dr Adkison
Rumor that various people in Womack parking illegally and not paying tickets "that the upper ranks in Womack park illegally a lot, get tickets, and then have the tickets canceled or just don't pay them, rather than paying them."	
	Dr Jones will talk to Chief Campbell to see who is getting tickets and if that is happening it will be addressed.
Communication problems	
	Dr Jones agreed that there are issues with communication on campus. We discussed how communication is everyone's responsibility and that it is also a two-way street. We both agreed that all who have information have to pass on that information and it needs to be presented in a way that is effective and efficient. Those to whom the information is sent must also receive/read the information. They must also pass it on to their constituency and provide feedback. And when the feedback is given, it must be received. We discussed the possibility of a workshop or ad-hoc committee to discuss ways to improve campus communications with a specific focus on the frequency, manner, and source of our various campus communications.

**Meeting of the President's Cabinet, February 4, 2019**

President Jones	
	Legislature
	There have been discussions regarding potential changes to the higher education funding formula which would be inconsistent with the letter and spirit of the current funding model. Some of these proposals would be detrimental to HSU. Currently, there does not seem to be much support for such changes.
	There is a proposed free speech law for college campuses based on some things that happened at another state campus. Some of it is based on what appeared to be misunderstandings and the sponsors have indicated a willingness to work with higher education to address concerns.
	National Park College

	They are looking at starting a four-year degree completion program in partnership with other schools. We are investigating where we can help. We are also working to identify and minimize any potentially negative impacts to our programs. This model was used by some two-year campuses in our state approximately 15 years ago.
	Southern Scripts
	The Fringe Benefits Committee has met with the president of Southern Scripts to share our concerns and to begin the process for addressing them. There were over 13,000 prescriptions filled for HSU employees last year. While most were filled without problem, there were some "unique" circumstances that were not handled well. They are trying to fix those problems.
	There may be some issues with "compound drugs." Some are just a combination of two over-the-counter drugs producing a very expensive product. They are not inclined to pay for those. However, those that are deemed necessary should be covered.

### Meeting with VPFA, Brett Powell, February 5, 2019

1.	Rumor that various people in Womack parking illegally and not paying tickets "that the upper ranks in Womack park illegally a lot, get tickets, and then have the tickets canceled or just don't pay them, rather than paying them."
	He's not aware of any such thing going on. He is working on verification.
2.	Summer minimum enrollments
	He is supportive of handling things on a case by case basis rather than a hard line minimum. He recognizes the importance of summer offerings being reliable. He is also open to other ways of budgeting or scheduling that might help summer classes run.
3.	Where is enrollment
	see attached document
4.	Compensation - the compensation plan is important, where are we?
	Classified pay plan will change due to the minimum wage hike. He very much wants to include some kind of across the board increase. Four people (he thinks they were all part-time) got raises due to the minimum wage hike. Going to a minimum wage of \$10 will hurt more We're looking at data we have obtained from a larger group of comparable institutions and looking towards doing what we can toward getting people where they need to be. Planning & Budget committee will determine the amount of budget allocation for raises, both cost of living and compensation plan adjustments.
5.	Has HLC responded to our response to their concern?
	Yes. They were satisfied with our response. See attached.
6.	More flexible kinds of contracts - 12 month but not "must be here every day" - instead "must be here when students are here"
	He is supportive of the idea.
7.	COMMUNICATION
	general discussion about improving communication through cooperative efforts from all campus constituencies.
8.	When we "need" an administrator or support staff (new positions), we seem to find the money, but not for salaries, travel, supplies/services money

I suggested that a periodic summary of new hires, telling us which ones were replacements and which ones were new positions. Sometimes new (or higher paid) positions are funded by a VP re-organizing that area's budget. That summary could explain those kinds of position changes.

9. Labs in Reynolds cleaned without knowledge of faculty, potentially dangerous for custodians

It is important for safety purposes that custodial staff be aware of any hazardous materials housed in departments so that know what to do in the event of spills, etc.

Addendum - "I have discussed with SSC. General manager and custodial manager will schedule a meeting with Chemistry and Biology chairs to be sure labs are being cleaned to meet departmental needs. "

Addendum I, A: 2019 Spring Census Report, Attached Separately

Addendum I, B: Letter from the HLC, Attached Separately

Addendum I, C

**Meeting with VPAA/Provost Steve Adkison, February 8, 2019**

1.	Five traditional areas - Formal announcement about "Liberal Arts" being changed to "Social Sciences and Humanities" and changing the variously referenced mathematics/science portion of Ellis College to "Mathematics, Sciences and Nursing."
	Upon receipt of an email from me (which was sent 2/9/19), he will discuss the Faculty Senate-requested changes with the Dean of Ellis College and they will inform the campus community of the formal change of these names.
2.	Faculty senate take over UAC and Gen Ed
	We discussed the senate taking over the supervision of the UAC and Gen Ed committees since the faculty should exercise oversight of academic issues. As he has expressed multiple times over the past five years, he believes that university curriculum councils are best situated as Faculty Senate structures, and he is supportive of pursuing this.
3.	Summer minimum enrollments
	Concern was expressed over the uncertainty of summer classes running. Dr Adkison said there are no plans to change our standing policy of running summer courses as scheduled, as we have discussed with Senate at several points over the last 3-4 years. As has been the case over the past two summers, Deans will continue to exercise their discretion over what courses run at what level when underenrolled. The key principle with summer scheduling will remain centered on the need for students to plan and maintain progress to degree. We also discussed things that could be done to boost summer enrollments, such as pointing out to students that one or two summer classes could help them graduate in four years.
4.	We'd like 10 years of data on (1) conditionally enrolled students with 0-15 ACT, (2) conditionally enrolled students with 16-18 ACT, (3) unconditionally enrolled students, (4) transfers. We want (a) first to second semester retention, (b) first to second year retention, (c) six-year graduation rate
	Upon receipt of an email from me (which was sent 2/9/19) , he will ask Ginger Otwell to compile the requested information
5.	Instructional prioritization process, where are we, who's making decisions, committee?
	He is working with the deans to establish a realistic timeline and template for programs to respond to program-level data, which is fresh as of Fall 2018. The prioritization working group is being reconstituted to review the program responses according to the criteria articulated by the working group originally and to frame out the initial prioritization. The process will be in motion at the program level by the end of February.
6.	More flexible kinds of contracts - 12 month but not "must be here every day" - instead "must be here when students are here"
	He is open to the idea of specific faculty contracts reflecting specific program needs. HR should drive this discussion.
7.	Is application for graduation available online? To download? To fill out?
	Our current (longstanding) graduation application process is a manual, paper-driven process, starting with a physical copy. At Dr Adkison's request, I have sent an email to the registrar inquiring about possibly changing this and making the graduation application form available as a downloadable pdf.
8.	There has been some mention of "underperforming departments." What does that mean?
	All of our departments and their faculty are working hard to serve our students and to manage their curricula/program. Defining "underperforming departments" is an overly simplistic

	<p>concept that really isn't very useful in any context, and which he doesn't have any interest in engaging. The prioritization process of program responses to how they are serving our students, in the context of the role those programs play in our larger academic and disciplinary expectations is the appropriate way to better understand how well programs are functioning and the resources required for same. Such a process avoids often-inevitable apples-to-oranges comparisons that don't serve anyone, certainly not our students. Talk of eliminating programs only serves the institutions with whom we compete for students, some of which will not hesitate to leverage such information whether it's true or not. Cutting core programs tends to drive students away, not better serve them and can result in a downward enrollment spiral that is exceedingly difficult to reverse.</p>
9.	<p>COMMUNICATION</p> <p>This had been discussed earlier in the week at the cabinet meeting so we didn't discuss much about this. I mentioned a couple of possible ideas and Dr Adkison is happy to do whatever we can do to make communication more effective across the campus.</p>
10.	<p>It has been suggested that the faculty evaluation process needs tweaking/streamlining/overhaul. Thoughts?</p> <p>Our time was running out so I did not have time to ask this question. If Dr Adkison wants to address it while reviewing these notes, that would be fine. Otherwise we will address it prior to the next senate meeting. He would be interested in hearing more about the specific concerns and/or discussions about this. <b>So, if you have, or have heard, any specific concerns about the process, please send them to me [FW]</b></p>
11.	<p>Several comments (mostly off the record) complaining about the professional advisor system. A number of faculty think students should come to faculty for advising, not professional advisors.</p> <p>Dr Adkison acknowledged that no system is perfect but gave strong support for the current system and the professional advisors, particularly the longstanding ability of program faculty to decide for themselves the specifics of how to best use their professional advisors assigned to their program areas. The anecdotal comments that were relayed in this brief conversation strike him as operational concerns that can be addressed by refining operations and/or communications, rather than a wholesale abandonment of professional advisors integrated with and feeding faculty advising in the majors.</p>
12.	<p>Rank based mailing lists</p> <p>While believing that ability to post to these lists should be limited to the representing senators (to minimize inbox bloat), Dr Adkison was supportive of the idea as a way to improve communication of what the senate is doing. <b>Addendum - Dr Valbuena is open to the idea of facilitating communication but this specific approach is problematic due to the need for annual (or even mid-year) changes to the lists.</b></p>