

## Faculty Senate minutes

March 2, 2016

Senators Present: Lea Ann Alexander, David Bateman, Emilie Beltzer, Don Benton (for Pat Weaver), Alan Blaylock, Shannon Clardy, Victor Claar, Sally Crain (for Kristen Benjamin), Debra Coventry, Vincent Dunlap, Greg Gibson, TaLisha Givan, Megan Hickerson, Patti Miley (for Dana Horn), Franc Hudspeth, Jana Jones, Laura Storm, Lisa Massey, Richard Miller, Dever Norman, Ingo Schranz, Kasten Searles, Michael Taylor, Maggie Tudor, Charlotte Wright, Meredith Wright

Senators Absent: Joyce Shepherd, Ladda Thiamwong

Guests Present: Pam Ligon, Emily Bell (student representative from the Oracle)

1. Call to order by President Lea Ann Alexander at 3:15 p.m.
2. Approval of minutes  
Minutes from the February 3, 2016 meeting were approved
3. President's Report can be found as Addendum I
4. Shared Governance Committee Update – No report
5. Reports of committees
  - A. Executive Committee – No report
  - B. Academics Committee Report can be found as Addendum II
  - C. Buildings and Grounds Committee Report can be found as Addendum III
  - D. Finance Committee – No report
  - E. Operations and Handbook Committee – No report
  - F. Procedures Committee – No report
6. Old Business
7. New Business
  - A. Faculty Salaries and Enrollment Retention-the Link: Training, Transparency, Responsiveness, and Accountability in the administration of marketing, publicity, student recruitment, admissions, financial aid, registrar's office, and other on-campus student services.
  - B. Enrollment Management, Salary and HierarchyRegarding A and B  
After a lengthy discussion centered on the need for more open communication among the various university areas, a motion was made, seconded and unanimously approved to include the following statement in the Faculty Senate minutes:  
*Faculty Senate appreciates the efforts of Henderson's administrative professionals, including those in student services, marketing, recruitment, admissions, advising, and financial aid. As full partners in these efforts and to better serve our students, Faculty Senate urges open communication and timely responses from all administrative offices to faculty requests for information and assistance in our recruiting and advising efforts. Communication and mutual support are critical if we are to successfully employ the current strategic plan, including the resolution of compensation issues. As part of this effort, Faculty Senate endorses Provost Adkison's implementation of the new enrollment management plan, although we have questions regarding enrollment strategies and the proposed level at which an enrollment manager is to be hired as well as the funding for that position.*

It was suggested that faculty communicate specific examples relevant to item A in written form to President Alexander that she might share them with Provost Adkison in advance of our next meeting as a context for this ongoing discussion.

#### C. Policies for Online Instruction

The online instruction policy written in 2010 and revisited in 2012 by the technology taskforce was not formally adopted. Senators stated that, according to the Higher Learning Commission, no more than five percent of course offering could be online unless the university had an official policy for online course. A senator suggested that once recommendations have been given to the committee, the logical pathway would be to forward those recommendations to the UAC for inclusion in the handbook.

#### D. Promotion from Associate to Full Professor (Handbook Inconsistency)

The Faculty Handbook contains inconsistent statements regarding the number of years a faculty member serves in rank in order to be promoted from Associate to Full Professor. The issue was referred to the Operations and Handbook Committee. Additionally, President Alexander suggested the committee consider if a different process for entering handbook changes might limit discrepancies.

#### E. Ensuring Anonymity in Online Student Evaluations

Senators expressed concern that historically when student paper evaluations were in use, the data for the courses that had fewer than five responders were not reported. According to previous Faculty Senate minutes, David Epperhart stated that since evaluations were now electronically available, faculty members would not be able to determine who had written a response, therefore we would no longer have the established minimum number requirement. The concern addresses a policy change that was never formalized. A senator suggested that we consider a policy for data reporting purposes. President Alexander asked the Operations and Handbook Committee to address the issue, taking into consideration the questions of student confidentiality in online evaluations.

#### F. Arkansas State Tax Withholdings

President Alexander referred faculty members Tonya Oaks Smith's email of March 1, 2016, which was sent after the Faculty Senate agenda was set. Senators expressed concerns regarding the discrepancy between when the problem was recognized and when employees were notified.

#### G. American with Disabilities Act

Faculty Senate considered questions regarding ADA compliance issues (i.e. access doors not functioning, etc.). The issue was referred to the Buildings and Grounds Committee.

#### H. Safe Places for Students

Faculty Senate discussed concerns regarding the need for HSU to provide safe places for our students to socialize. In times past, students had the ability to play pool in Reddie Café and to both socialize and work in the 24-hour Foster computer lab. Senators stated that the remaining student spaces have limited hours. Students have requested the return of the Foster Computer Lab, and stronger Wi-Fi signals in the residence halls and other university buildings.

A motion was made, seconded, and passed unanimously:

In a continuous effort to better serve our students, promote campus culture, and improve retention, Faculty Senate urges administration to seek to reestablish the 24-

hour computer lab, with gaming and social space, similar to the one formerly located in Foster Hall.

I. A question was raised about the use of endowment monies that were earmarked for equipment for building repairs. Faculty Senate instructed President Alexander to address this concern with administration.

8. Adjournment

A motion to adjourn was made, seconded, and passed unanimously. The meeting adjourned at 5:16 p.m.

Respectfully submitted,

TaLisha Givan  
Faculty Senate Secretary

## **Addendum I**

### **Report from the President, March 2, 2016**

#### **Meeting with Dr. Jones**

The next budget will follow the current strategic plan. Dr. Jones has asked Mr. Jones to begin the process of aligning the budget with the priorities of the strategic plan. This will include a discussion of compensation. He has also directed that the original compensation plan be posted and will check with Human Resources and Finance regarding the progress of informing people of their individual status within the compensation plan.

#### **Meeting with Dr. Adkison**

In response to questions regarding **promotion** processes, Dr. Adkison said that, in general, our criteria and procedures are sound and appropriate for Henderson. However, he is concerned that faculty candidates for promotion/tenure do not have a formal right to respond to the evaluation of their cases at each level of review. Currently, the only point at which a candidate has a right to respond is at the dean's level when there has been a negative decision. Candidate's should have an opportunity to respond at each level – departmental, dean, and college-level tenure and promotion committee – so that the response becomes part of the documentation in the larger file which is submitted to the Provost's office. Moreover, such responses AND the written evaluations at each level of review in the process should be part of the faculty members' personnel files kept in Academic Affairs. This is the norm for both legal and ethical reasons.

The **School of Business dean search** is continuing. Two candidates visited campus. We were unable to land the candidate to whom we made an offer because he accepted a position at a larger university. However, we have three more high quality candidates and the committee is moving quickly to identify others. The search committee is in the process of doing face-to-face screening interviews, so that we invite another round of finalists to campus.

Within the next couple of weeks, Dr. Adkison is beginning a search for **Vice Provost for Enrollment Services and Admissions**. This is the Senior Manager mentioned during the special Senate meeting on enrollment management. After that, we will begin the search for a campus technology and communications officer. For professional staff positions, Dr. Adkison will look first to faculty ranks in order to 1) ensure that faculty perspectives and experiences drive the university's larger understanding of professional staff functions, and 2) provide more opportunities for faculty professional advancement within the institution, going outside only if we cannot fill from faculty ranks.

Regarding the **compensation plan**, the updates in CIP codes and CUPA data have been completed. Individual letters will come from HR, although POISE slows the process considerably.

### **Meeting with Mr. Jones**

We will know in March if the second half of year one of the compensation plan will be funded. Work is being done to update the plan for year two. Air handlers will be turned on to bring in outside air to help with heat. Fans have been made available. Before air can be restored, power will be turned off for burial of power lines, after which the chilled loop system will be tested for leaks, which will be repaired. When this process is completed, we should have air. The old fan coils in Reynolds will be fixed over Spring Break. By October, most telephone wires will be gone and electrical work will be complete.

## Addendum II

Minutes from February 16<sup>th</sup>, 2016 Faculty Senate Academics Committee meeting

12:30-1:30 p.m., MB 118

Members present: Ingo Schranz, Charlotte Wright, Franc Hudspeth, Emilie Beltzer (new chairperson)

Member(s) absent: Greg Gibson

Emilie Beltzer was voted/elected to serve as the committee chairperson

Topics of discussion:

1. Adjunct instructor pay and benefits:
  - a. Agreement that adjunct pay per credit hour should be increased
  - b. Concern that adjuncts teaching a full load are not eligible for benefits – agreement that this should be changed so that full-time adjuncts are eligible to receive benefits
2. Lowering student text book costs:
  - a. Agreement that present textbook costs are unreasonably high and impose burden on most students
  - b. Simple comparison of textbook prices on Amazon compared to Henderson’s bookstore demonstrates large textbook industry mark-up and profitability at the expense of students and/or their families
  - c. Members discussed textbook rental options for students and instructor use of older edition textbooks (assuming content across editions remains largely unchanged)
3. Introducing faculty merit/bonuses for accomplishments in areas of teaching, scholarship, and service:
  - a. Members agreed that implementing merits/bonuses would be a meaningful practice to promote faculty productions within said areas
  - b. Discussed similar practices in other academic/collegiate contexts, like sports in which coaches receive bonuses when teams/athletes perform well.
  - c. Agreed that a description as to what would qualify a merit/bonus would need to be developed, including the monetary amount of each merit/bonus and whether the merit/bonus qualifications would be department-specific
4. Online courses at Henderson:
  - a. Members discussed prospective benefits of expanding Henderson’s online education program beyond the state of Arkansas so to attract more students at an international level, but concerns raised regarding higher tuition costs for students outside of Arkansas (out-of-state tuition)
  - b. The need for transparency in tuition fees across all academic contexts, whether that be traditional or online classes, or fees charged to faculty/faculty family members enrolled in classes
  - c. Agreement that students (current and prospective) should have access to a breakdown in tuition fees: what students pay for
5. Promoting student enrollment and retention by means of more student-centered activities and a Student Center on campus for student gatherings

6. Committee meetings

- a. Members will meet twice every month (every two weeks) unless otherwise decided
- b. The next committee meeting will be scheduled on/around Tuesday, March 1<sup>st</sup> at 12:30 p.m.
- c. Chair will confirm with the rest of the committee the day/time and will secure a location

### Addendum III

The Buildings and Grounds committee chair will be Shannon Clardy.

Buildings and Grounds would like to encourage faculty to submit issues within their building to the work-order system. Here is the link:

<https://www.webtma.net/GenerateRequest.aspx?key=8fMN5Hy6Fyzmc9GIQgaMkk9YAKCNLJuCj6zGuuol%2fn%2bXEGAJiJoLpUgNWN8Mtewj>

The committee has received notification of the following issues:

- The extreme fluctuations of the temperature, therefore the humidity, affect the piano actions (when it's humid) and the sensitive soundboard (when it's dry). The soundboard especially is prone to cracks when the heater blows dry air, and the repair of the soundboard will be very expensive. And the proper repair can only be done by sending the piano to the Steinway factory in order to retain the "authentic Steinway" designation.

Even the tuning can be affected by the fluctuating humidity level as the woods holding the string pins can expand and shrink and affect the tuning. (Even subtle changes of tuning can be excruciating for musicians training for sensitivity in intonation.) As we don't have a full-time piano technician on site, we only have one tuning per semester, with recent addition of one additional tuning for the stage pianos. The charge by our technician who makes the trip from Dallas is \$175 per piano per tuning for extra tuning. (This doesn't include any needed repair). And the minimum fee for his trip is \$500 to make his trip worth it. When our building goes through extreme humidity changes (and we don't even get to control turning on/off of the humidifier -- this is done by the Physical Plant), we are exposing our 40+ expensive pianos to less than ideal conditions

- McBrien desperately needs something done to the walls in the hallways mainly on the 2<sup>nd</sup> and 3<sup>rd</sup> floors. The paper is dirty and coming unglued in quite a few areas.