

Meeting of the Faculty Senate
September 4, 2019
3:15pm, Cabe Room

Senators Present: Eunice Akoto, Jessica Allen, Steven Becraft, Alan Blaylock (for Ajay Aggarwal), Rafael Bejarano, Ivan Birch, James Duke, Maryjane Dunn, Tori Ellison, Darrel Farmer, Matthew Gross, Megan Hickerson, Glenda Hyer (for Peggy Woodall), Judith Jenkins (for Pat Weaver), Catherine Leach, Michael Loos, Bryon Martin, Cheryl Massey, Lisa Massey, Beth Maxfield, Richard Miller, Brett Serviss, David Sesser, David Stoddard, Lacy Wolfe, Fred Worth

Senators Absent: Pat Weaver, Peggy Woodall

- I. Call to Order: 3:15pm
- II. Special Guest: Brad Patterson, VPSASS: unable to attend.
- III. Approval of Minutes, May meeting
 - A. Dr. Hickerson, Faculty Senate secretary, asked to address the minutes regarding the proposal for compensation for the Faculty Senate president and president-elect. She was not at the May meeting due to a wreck blocking traffic on I30 so she typed the minutes from a recording taken by another senator. Upon listening to the recording of the meeting she felt (1) that there had been some misstatement in the proposal's presentation, and (2) that a concern she had shared with the senate president had remained unresolved. She noted that since the proposal had been rejected by the university provost it would have to again move through the senate process, but she felt compelled as a member of the executive committee to inform the senate of her concerns.
 - B. There was a question as to whether the minutes should be altered in light of the previous discussion; the senator was assured that the discussion will appear in the minutes of the current meeting.
 - C. There was a motion to approve the minutes; it was seconded. The minutes were approved.
- IV. President's Report (Addendum I)
 - A. Discussion with Acting President Kneebone
 1. On Salary Equity: Acting President Kneebone suggested we start talking about how we want to move forward. This would logically go to the Finance committee but Dr. Worth doesn't think there's time to put together a proposal, so perhaps the Finance Committee should discuss how best to address the Equity issue—perhaps an *ad hoc* committee transcending the senate year.

- B. Interim Policy on Student Balances: The representative to the Board of Trustees pointed out that the minutes of the Board of Trustees shows how the interim policy had been approved by the Board. The representative stated that a board member moved to accept the policy even though Acting President Kneebone had introduced it as interim policy. She stated that Acting President Kneebone had clearly not intended to bypass Shared Governance.
- Senators discussed the different tone to Board meetings since last May. It was also noted that the Board will be meeting monthly moving forward.
- C. Discussion with Dr. Adkison, VPAA/Provost, regarding Student evaluations and the need to revise them.
1. A senator stated that Arkansas Code Annotated requires that HE institutions submit this tool so that having someone who is not familiar with this process would be detrimental, as they have to evaluate and approve the faculty evaluation tool. The process is not just to submit a new form but to go through a detail plan of how that would go into action.
 2. A senator asked about being involved in redeveloping evaluations; Dr. Dunn (Academics Committee) suggested that people send her suggestions which she will compile.
 3. Dr. Worth also stated that individual departments should be able to have their own questions.
- D. Discussion with Tina Hall: the A-Z Search apparatus on the university website
1. Following discussion with Tina Hall, Jennifer Holbrook stated by email that with the updating of the web site, most of the A to Z links are probably now dead links so it would take a lot of time to update those and we are short staffed. Dr. Worth stated that each department should send current links.
 2. A Senator asked, "Couldn't they just do a search on the search, copy the URL and paste it? It would take an afternoon."
 3. A senator stated that the shortage in web maintenance is also affecting faculty senate updates on the web.
 4. A senator stated that you can find things on our website through google search that can't be found by internal web search.
- E. Discussion with Lecia Franklin, Interim VPFA
1. She has not seen the Buildings and Grounds report—she has not so Dr. Birch will send it to her.

2. Regarding Faculty parking near CHH—a new block between faculty and student parking: A faculty member doesn't like the block. A senator opposed changing the configuration because students will enter the lot.

V. Reports of Committees

- A. Executive Committee, Senator Farmer reporting: the meeting is covered in the agenda.
- B. Academics Committee: No report.
- C. Buildings and Grounds Committee: No report.
- D. Finance Committee: No report.
- E. Operations and Handbook Committee, Senator Martin reporting: They have met twice and are still working on the Faculty Handbook—will report more next month.
- F. Procedures Committee, Senator Maxfield reporting: The Webmaster is developing ballots for Excellence Award Committees. Should be out this month. Elections for 20-22 Senate cycle; departmental elections will be in October and at large will be done by Thanksgiving
- G. Shared Governance Review Committee: Nothing to report.
- H. Representative to the Board of Trustees, Senator Leach reporting: See reports (Addendum II).
 - Senator's Question: What is the situation regarding potential union with ASU?
 - Answer: The governor asked for the MOU with ASU but Chair of BOT has said repeatedly that this does not mean we are joining ASU. They are just helping us get out of this situation and to represent us in critical financial negotiations, for example getting us authority to spend money for which we have financing (infrastructure repair/improvements, etc.).
- I. Representative to the Graduate Council: Nothing to report.
- J. Representative too the Staff Senate: Nothing to report.

VI. Unfinished Business

- A. Proposal for Librarian Rank (Addendum III)
 1. Dr. Worth turned the Chair over to the President-Elect. Stated that ultimate rank should be no harder or easier than for anyone else; should Operations Committee check for consistency? Librarian representative stated that they had done this quality check—thus the need for the extra graduate degree.
 2. A senator stated that the proposal already included a rigorous process.

3. A senator moved to accept the proposal. Another seconded.
4. The Library representative stated that the promotion would not be automatic with second graduate degree—candidates would go through the application process.
5. The proposal passed.

B. “Joy Program”

1. Dr. Worth stated that this is a faculty-driven program at Arkansas Tech to held with work/life balance. He asked whether this is something we wish to pursue?
2. A senator suggested continuing this discussion when there is more information.
3. A senator stated that HSU has resources already in recreation and in health services. These are for work/life balance—for mental, physical, and spiritual needs. Senator Martin offered to put together a presentation but didn't feel need to reach out to Arkansas Tech.
4. A senator suggested that instead of starting something new it would be useful to know what's already available. Maybe we just need to do a better job at communicating what's presently available. Another senator said that this is a communication across the campus issue. Excellent resources on campus need to be better coordinated.
5. A senator suggested a centralized page on My Henderson which details all our resources, similar to benefits page.
6. A senator asked if we need a central coordinator.
7. Dr. Worth suggested getting with constituents to find out what there is and sending it to him.

C. Constitutional Amendment on Senate Alternates

1. Dr. Worth explained that this was to specify duties of alternates in short-term and long-term duty.
2. This was sent out on April 27th and was in the May minutes.
3. The vote here, if 2/3rd majority, will go to the entire faculty, who would have to approve with 2/3rd majority.
4. A senator pointed out that this proposal should have gone to the Procedures Committee following the gathering of the petition, who then will report to the Senate. This will now take place.
5. A senator asked if the Senate has a shared google drive for all these documents. She proposed that this should be created. This was referred to the Procedures Committee. Dr. Worth took back the Chair.

VII. New Business

- A. IRB Vacancy: A motion passed to approve the appointment of Dr. Lynn Dardenne to the IRB.
- B. Student Evaluations: This was discussed during the president's report.
- C. Academic Grievance Committee Membership: A motion passed to approve the appointments of the following to the Academic Grievance Committee (5 in total, with 2 tenured and 2 of graduate faculty status).
 - 1. Dr. Matt Gross (tenured, graduate)
 - 2. Dr. Carolyn Jester (tenured, graduate)
 - 3. Dr. Jamie Lipton (tenured)
 - 4. Ms. Lisa Massey
 - 5. Dr. Lloyd Moyo (tenured)
- D. A senator brought a question from his department about Heart Start: Why are some faculty being paid to be at Heart Start (\$150) and some not? The answer is that all are paid who are not on twelve-month contracts; i.e., those on nine-month contracts are paid for these summer duties. This should be arranged through your department chair and then college dean.
- E. Dr. Worth stated that the "campus conversation" announced by Ms. Kneebone is actually a Special Meeting of the Faculty Senate, 12:00pm to 1:30 tomorrow (September 5).

VIII. Adjournment, 4:47pm

Addendum I: President's Report

(Those marked "tentative" are ones where I have not yet received responses from the person to assure the responses are reported accurately and completely.)

President Kneebone (tentative)	<ul style="list-style-type: none">• communication task force <p>We discussed the communication task force that President Jones had begun. It was agreed that communication can be improved on campus and she is willing to consider this as a way to change the campus culture on communication.</p> <ul style="list-style-type: none">• salary equity - what is the status <p>While there is no money to put into this right now, she agreed that we need to deal with issues of equity. We need to be continuing to look at how this is best accomplished so we will have a starting point when our financial situation is more stable.</p> <ul style="list-style-type: none">• athletics budget reductions - do restrictions on "unnecessary travel" apply to athletics <p>Athletics is also being required to justify expenditures. Many of their equipment purchases were made before we were aware of our financial situation.</p> <ul style="list-style-type: none">• "interim policy" from board that bypassed shared governance? <p>The policy for amount of debt students could carry was passed without going the shared governance due to the need for prompt action.</p>
Provost Adkison	<ul style="list-style-type: none">• Online Course Policy Manual - progress? <p>still in progress - (SA) My understanding is that this is a project that Instructional Technology in Information Technology Services has undertaken and which is still in progress. I specifically suggested to Al Valbuena and Jennifer Holbrook that they needed to work with the Faculty Senate's Academic Committee in developing and revising the policy(ies).</p> <ul style="list-style-type: none">• Departmental questions on evaluation form <p>There are a number of problems with the current instrument for student evaluation of faculty. Different instruments should exist for online courses and traditional courses. Questions that are appropriate in one discipline may not be appropriate in another.</p>

Graduate courses could have different questions than undergraduate courses. He is happy to consider changes to how we do this. (SA) - Our current student course evaluation instrument is not a valid instrument; in fact, it is one of the worst such instruments I've encountered in close to twenty years of working with such instruments, and, as such, provides little-to-no useful feedback to our faculty. I would wholeheartedly support the adoption of a more effective instrument that provides sound formative and summative feedback. An example of such an instrument is attached and could provide the Academic Committee with a solid starting point for a highly effective instrument that focuses on actual instructor behaviors that students experience or observe in their classes which have been directly linked to effective learning. The most effective course instruments account for differences in modality (face-to-face, hybrid, online) and methods (lecture-based, flipped, small-group-based), but also recognize that the learning in a given course should stand consistently regardless of the modality of any given section. The best instruments also allow specific items on the instrument to be tailored according to level and to discipline-specific needs, as identified by both individual faculty and program faculty, while ensuring that such tailoring is approached consistently across the university. I am happy to work directly with the Academic Committee on developing such instruments, and have done so on a couple of different occasions over the past several years, through starts and stops due to routine committee turnover.

- Response rate on evaluations

A better instrument should help the response rate as student/faculty confidence in the process goes up.

- Group comments by student

(SA) - While it should be possible to group open-ended comments made by students across sections for a given instructor, I am not certain that it could be done while still preserving student anonymity, which is a bedrock necessity for course evaluations. Open-ended student comments are primarily useful as formative assessment which the individual faculty member can glean useful feedback and/or patterns of feedback in a given class or across their classes. In my experience they are rarely useful in any other context. My preference would be for open-ended comments to be available to the individual faculty members only, and disaggregated from the larger data that the instrument provides for any given course section.

<p>Tina Hall and Jennifer Holbrook</p>	<ul style="list-style-type: none"> • A to Z index - can it be reinstated <p>They want the search function used instead. I expressed my disappointment with the search function and was told due to being understaffed they didn't have personnel to do that but "We'll keep this request in mind for future when there may be more capacity. In the meantime, if there are items that we can optimize for search, please let me know." Follow up email sent to Jennifer Holbrook and she pointed out that with the updating of the web site, most of the A to Z links are probably now dead links so it would take a lot of time to update those. I suggested it could be the responsibility of the departmental web masters to send the updated urls to IT. Jennifer thought that might be a possible solution.</p>
<p>VPFA Franklin (tentative)</p>	<ul style="list-style-type: none"> • Buildings and grounds - May report on accessibility <p>She had not seen it. It has now been sent to her.</p> <ul style="list-style-type: none"> • Change in the configuration of the faculty parking area near the Captain Henderson House <p>She'll look into it</p> <ul style="list-style-type: none"> • Arkansas Hall lot parking at end of lanes - yellow paint to keep people from parking in traffic lanes <p>She'll check into it.</p>
<p>VP Patterson</p>	<ul style="list-style-type: none"> • Talked to him about scooters and concerns about poor etiquette. <p>He is working to communicate with students, letting them know not to leave them in the middle of sidewalks, etc.</p>

Addendum II, a-f: Board of Trustees Meetings, May-August 2019 (attached separately)

Addendum III: Proposal for Librarian Rank

New Faculty Rank of Librarian Proposal

Rational: HSU currently does not offer librarians an opportunity to advance past the rank of Associate Librarian. The addition of the rank of librarian would bring these faculty members in line with other tenured faculty at the university.

Current HSU Faculty Handbook

Definitions of Librarian Academic Appointments

a. Assistant Librarian. An assistant librarian holds a minimum of a Master's degree in library science from an American Library Association-accredited institution and performs technical processes and/or public service library work requiring full professional training in library science. An assistant librarian holding this rank shall have an academic record and/or experience that indicate(s) a potential for successful performance as an academic librarian. An assistant librarian is eligible for tenure.

b. Associate Librarian. An associate librarian holds a minimum of a Master's degree in library science from an American Library Association-accredited institution and performs technical processes and/or public service library work requiring full professional training in library science. Years of experience shall be only one of the criteria for classification as an associate librarian. A librarian holding this rank shall have made substantial contributions to library professional organizations and/or to the institution or library where employed, and achieved a high level of competence in bibliographical activities, in research, or in other professional endeavors. An associate librarian should have a documented record of effective performance which shows an increasing responsibility and continuing growth. The associate librarian will have six years experience as assistant librarian. An associate librarian is eligible for tenure. (This section was added by Board approval on April 25, 2008.) pp. 19-20.

2. Candidates for promotion must meet the requirements specified in the definition of regular academic appointments. (Revised 1993)

The following policies will govern promotions:

(5) To be promoted from assistant librarian to associate librarian, a person must have an earned MLS and six years experience as an assistant librarian. (This paragraph was added by Board approval on April 25, 2008.) The promotion from assistant to associate librarian may occur simultaneously with the awarding of tenure. pp. 23, 24.

New Language

Definitions of Librarian Academic Appointments

A librarian, through service to the university, service to the profession, and professional accomplishments, should have demonstrated substantial command of the whole field, sound scholarship, and mature view of the discipline. A librarian must hold a minimum of a Master's degree in library science from an American Library Association-accredited institution, an additional graduate degree in an academic discipline, and fulfill faculty responsibilities requiring full professional training in library science. The librarian will have six years experience as an associate librarian.

The following practices in promotion will be observed under usual conditions:

To be promoted from associate librarian to librarian, a person must have an earned MLS, a second graduate degree, and six years experience as an associate librarian.

Librarian Faculty Ranks in Arkansas

Arkansas Tech University: Assistant Librarian, Associate Librarian, Librarian

There are three defined ranks for librarians at Arkansas Tech University. All librarian ranks are assumed to have at least a master’s degree accredited by the American Library Association (the profession’s recognized terminal degree) or expected completion within three years if an exception is granted and stipulated by the institution in the employee’s contract.

Assistant Librarian – an entry level position at the institution, usually with little or no professional experience.

- Associate Librarian – an experienced academic librarian; evidence of competency in a specialty area of professional librarianship (e.g. reference, acquisitions, cataloging, instruction, etc.); a record of participation in departmental or institutional governance; active membership in professional library organizations and associations.
- Librarian – an academic librarian with substantial experience; evidence of mastery of a specialty area of professional librarianship; significant participation and leadership in departmental or institutional governance; a record of contributions to librarianship through participation in professional organizations and associations.

(Arkansas Tech Faculty Handbook, August 1, 2018, p. 44)

University of Arkansas System: Assistant Librarian, Associate Librarian, Librarian, Director of Libraries

Individuals holding certain non-teaching titles (i.e. Director of Libraries, Instructional Development Specialist II, and Curator) also receive faculty rank. The rank that corresponds with each title is reflected in the chart below. Both the title and the academic rank will be stated in the appointment.

Instructional and Research Ranks	Library	1890 Extension Service	Instructional Development	Museum
Professor, University Professor, Distinguished Professor	Director of Libraries, Librarian	Extension Specialist IV	Instructional Development Specialist II	Curator
Associate Professor	Associate Librarian	Extension Specialist III	Instructional Development Specialist I	Associate Curator
Assistant Professor	Assistant Librarian	Extension Specialist II		Assistant Curator

Instructor		Extension Specialist I		
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(University of Arkansas System Board Policy, "Appointments, Promotion, Tenure, Non-reappointment, and Dismissal of Faculty," 405.1, pp. 2-3)

University of Central Arkansas: Tenure track – Assistant Professor, Associate Professor, Professor

Non-tenure track – Lecturer I, Lecturer II, Senior Lecturer

Library Faculty

Faculty librarians have the right to choose with the initial appointment whether to accept tenure-track or non-tenure-track status. All personnel appointed to the library faculty must hold the appropriate terminal degree, a master's degree accredited by the American Library Association (ALA).

Non-tenure-track library faculty may be appointed and promoted to the ranks of lecturer I, lecturer II, and senior lecturer.

Tenured and tenure-track library faculty may be appointed and promoted to the ranks of assistant professor, associate professor, and professor. The library associate professor and professor will be required to hold in addition to the terminal degree an additional graduate degree in an academic discipline.

The procedures for promotion and tenure for the library faculty will be the same as those procedures for other faculty. The responsibilities of the department chair will be fulfilled by the appropriate library administrator; the role of the college-level committee will be assumed by the Library Committee members (in the case of tenure, only tenured members of the Library Committee will serve); and the responsibilities of the college dean will be assumed by the Associate Provost to whom the library reports.

(University of Central Arkansas Faculty Handbook, May 2018, p. 18)

Statement on the Terminal Professional Degree for Academic Librarians

Approved as policy by the Board of Directors of the Association of College and Research Libraries, a division of the American Library Association, on January 23, 1975. Reaffirmed by the ACRL Board of Directors, June, 2001 and June, 2007. Modified and reaffirmed by the ACRL Board of Directors at the Spring Executive Committee Meeting, May 11, 2011. Reaffirmed by the ACRL Board of Directors, April 2018.

The master's degree from a program accredited by the American Library Association or from a program in a country with a formal accreditation process as identified by ALA's Human Resource Development and Recruitment Office is the appropriate terminal professional degree for academic librarians.