

Faculty Senate Meeting  
April 7, 2004

**Members Present:** Lea Ann Alexander, Angela Boswell, Marty Campbell, Martha Dale Cooley, Carolyn Eoff, Henry Perez (for Keith Fudge), Betsy Fulmer, William Henshaw, Catherine Leach, Lynn Leggett, Jules Mollere (for Charles Leming), Laura Lockwood, Herbert Matthews, Harold McAfee, Blair Olson, Connie Roberts, Phillip Schroeder, Brett Serviss, Joyce Shepherd, Bruce Smith, Jim Shuff (for George Ann Stallings), Glenna Sumner, Carol Underwood, Don Wells, Hank Wilson, and Fred Worth.

**Members Absent:** Aneeq Ahmad and Marielle McFarland.

**Others Present:** John Choate and Robert Houston.

**Call to order:** The April meeting of the Faculty Senate was called to order at 3:15 p.m. by President Fred Worth. The minutes from the March regular meeting and the March special meeting were approved.

**President's Report:**

Dr. Worth reported on his meeting with Dr. Houston:

A couple years ago the senate passed a resolution asking that faculty have an active role in planning the agenda for the pre-session conference. Dr. Houston indicated that he was open to that and indicated he would be glad to have faculty input and would notify the senate when it was time for planning so that some faculty members could be included.

In response to questioning, Dr. Houston said that the UAC would soon be addressing the question of whether there should be BA degrees without a foreign language requirement or BS degrees without the full mathematics requirement.

Dr. Worth asked Dr. Houston if a proposal from the senate ad hoc committee on evaluations that was created by a resolution in the March meeting would be considered. Dr. Houston indicated he would be happy to consider anything the senate proposed since it is in all of our interests to have the evaluation process be as effective as possible.

For summer enrollments, classes must have 10 or more students for faculty to receive full pay; for 5-9 students, faculty may teach the course at a 25% reduction in pay. The class will be cancelled if less than 5 students are enrolled.

Dr. Worth reported on his meeting with Dr. Dunn.

Dr. Worth asked Dr. Dunn if faculty were still getting raises for the fall. The answer was yes, we are still getting the two per cent. Dr. Dunn said he checked and that all three years of the previous salary equity adjustments were made, with the final adjustments being made in 2002-2003. Dr. Dunn shared some possible state funding changes. They have been approved by the chancellors and presidents and will go on to the Higher Education Coordinating Board. He mentioned that our goals for increasing enrollment would go a long way toward being able to adjust salaries further. He also reiterated his commitment to increasing the base salaries. The adjustments that had been proposed are going to be made. There is a possibility of changing the second year of the plan to deal with some legitimate concerns that were brought up. He wants to put together a committee to give a detailed

look at salary adjustment issues. Tentatively, he expects the committee to consist of 5-9 faculty, a dean and Vice President Doris Wright.

Dr. Dunn mentioned that he intends to appoint an *ad hoc* committee for consideration of alternatives to the current health insurance plan. He was sensitive to the concern that the faculty is underrepresented on the current fringe benefits committee. He also felt that we should consider plans that might help the lower paid employees more.

Dr. Worth asked if the second year of the business raises is being given? Dr. Dunn said they were. Dr. Worth also asked if additional fees are being assessed to fund them? Dr. Dunn said no.

Originally it was said that the "bonus" would be included in the base salary, but Dr. Dunn said it would not be since the 2% salary increase for next year will account for that amount.

Dr. Worth asked Dr. Dunn since there seems to be a push for making faculty and staff benefits the same, if he considered faculty and staff to be the same? Dr. Dunn said he did not since they have different kinds of schedules and workloads, but Dr. Dunn believed that different classes of employees necessarily had to have the same benefits. Dr. Worth suggested that Dr. Dunn's benefits were not the same as those of other employees. Dr. Dunn responded that his insurance benefits, sick leave and other benefits are indeed the same as other employees. He said his housing and car allowances are part of his compensation package, not fringe benefits. Dr. Dunn also pointed out that the driving force behind the desire to change faculty sick leave policy is the concern that eventually a legislator will propose a bill requiring faculty be compensated upon end of employment for any unused sick leave. He also said he has no plans to bring a sick leave proposal to the board until June at the earliest, but possibly not even then.

When asked, Dr. Dunn said that the 2% across the board raises would not apply to all administrators. Some administrators are getting higher raises to try to get them closer to the regional averages. He said that who and how much are not yet finalized.

Dr. Worth then reported on his conversations with other administrative personnel based on questions he had been asked by senators. David Epperhart and Griff Ferrell said that the field size for comments on administrative evaluations was set by the software and could not be changed. However, they agreed that adding another field for continuation of comments was a good idea, and they would "run it by" the Cabinet. Doris Wright's reply to the question of why the web design committee included only one faculty member was that the committee was made up primarily of tech and computer services people and that it was part of the image campaign. Departmental pages will be required to use the new design format, but focus groups "have involved" more faculty members sufficiently and the committee will be "moving forward as we are."

## **Committee Reports**

### **Executive Committee:**

The Executive Committee recommended the following resolution:

#### **Honor Excellence Awards Recipients**

Whereas, the foundation of Henderson State University's success is its faculty; and  
Whereas, the Faculty Excellence Awards program was developed to recognize outstanding contributions in the areas of teaching, scholarship and service,

Be it resolved that the Henderson State University Faculty Senate congratulates and honors the fifteen recipients of the Faculty Excellence Awards in teaching, scholarship and service.

	<b>Teaching</b>	<b>Scholarship</b>	<b>Service</b>
<b>Mathematics/ Science</b>	Mr. David Gardner	Dr. Renn Tumblison	Dr. William Durand
<b>Fine Arts</b>	Mr. Ed Martin	Dr. Rick Dimond	Dr. Claudia Beach
<b>Liberal Arts</b>	Ms. Paula Leming	Dr. Angela Boswell	Dr. Travis Langley
<b>Teachers College</b>	Dr. Penny Ferguson	Dr. Judy Harrison	Dr. Kenneth Harris
<b>Business</b>	Dr. Joe Fairchild	Dr. Kenneth Green	Ms. Wanda Harris

Motion passed unanimously.

The Executive Committee recommended the following resolution:

In recognition of outstanding performance by a new Henderson State University faculty member, a \$1000 award will be given annually to the outstanding new faculty member. In order to be eligible for nomination, the faculty member must not have completed five full years of full-time college/university teaching.

The selection committee will include the faculty senate executive committee, the past faculty senate president, and one faculty member from each of the five academic areas (The School of Business, the School of Education, and the Liberal Arts, Fine Arts, and Science and Mathematics divisions of the Ellis College of Arts and Sciences) not already represented.

The areas of teaching, scholarly activity and service will all be considered in the selection of the awardee. Specific guidelines for the nomination packet will be provided by the award selection committee during the first month of the spring semester of each academic year. The packet will contain a current vita and any documentation that the nominator believes attests to the excellence of the nominee subject to the specific guidelines.

The award shall be presented in lump sum at an annual ceremony, and shall NOT be considered part of a recipient's base pay for the computation of raises, benefits, etc., nor shall they be directly tied to the annual faculty review process.

After discussion, the motion was withdrawn for revision.

**Academics Committee:**

The Academics Committee recommended that an Academic Integrity Statement be adopted. After several friendly amendments, the resolution to adopt the Statement (See ATTACHMENT 1) passed with 24 in favor, 1 opposed.

Dr. Phillip Schroeder, chair of the Academics Committee, introduced a proposal for Student Advising Guidelines (See ATTACHMENT 2). He wants to solicit feedback on the proposal and strenuously implored for senators to read the proposal, share it with colleagues, and contact him with suggestions/ideas/concerns. Student advising is such an important topic, he stated that he may call a special meeting of the faculty just to discuss these proposed guidelines.

**Finance Committee:**

Dr. Carolyn Eoff, chair of the Finance Committee, passed out the Faculty Finance Committee Report and Proposal (see ATTACHMENT 3) for information only. She then reported that the Faculty Finance Committee had met and drafted a proposal regarding adjunct pay. Since drafting the proposal, the faculty discovered that Dean Maralyn Sommer had made a proposal regarding adjunct pay that had already been incorporated into the upcoming budget (see ATTACHMENT 4). After discussion, the Faculty Finance Committee withdrew its proposal to reconsider.

**Procedures Committee:**

Dr. Angela Boswell, Chair of the Procedures Committee, reported that the election for members of the Faculty Hearing Committee would be concluded and the votes counted by April 14.

**Operations Committee:**

Dr. Hal McAfee, Chair of the Operations Committee, reported that the committee had met on the issue of non-tenured faculty's involvement in the tenure and review process for members of their departments/area. While the committee agreed philosophically with the concept, they could not think of any way to implement it administratively so they are soliciting suggestions. Regarding a university wide policy for archiving faculty excellence awards winner information and criteria, they also could not decide on procedures/policies that would be acceptable for every division. On that question they also are soliciting suggestions.

Referred to the Operations Committee: Find and recommend removal of all references in the Faculty Handbook to committees that no longer exist.

**Building and Grounds Committee:**

No report, but Dr. Brett Serviss, chair of the Buildings and Ground Committee, asked that faculty members contact him with any questions or concerns about buildings and grounds.

**Old Business:**

Senate President Fred Worth appointed the ad hoc committee for student evaluations of faculty: Bruce Smith, Sandy Smith, Charles Weiner, Alvin Futrell, Kathleen Scheide, Laura Festa, Glenna Sumner, Jules Mollere, William Henshaw, Keith Fudge, and a student to be appointed by SGA.

The specific charge the committee has is given by the following resolution: "The Faculty Senate proposes the creation of an ad-hoc committee comprised of faculty knowledgeable in such areas as faculty evaluation, assessment and evaluation methods, and in statistical and qualitative data analyses, to undertake a rigorous, scientific analysis and review of the current faculty course evaluation instrument and assessment and evaluation processes." Charles Weiner was appointed acting chair for the purpose of calling a first meeting at which they may elect a chair of their own choosing. Dr. Worth expressed appreciation for the willingness of all of the committee members to participate in this endeavor.

## **New Business:**

1. Catherine Leach reported that attendance at Faculty Luncheon had dropped considerably, and Doris Wright wanted to know if we wanted to continue the luncheons. There was a motion to continue having monthly faculty luncheons. Passed unanimously.

2. *A proposal to change the faculty handbook (submitted by John Choate) was considered:*  
Paragraph V.B.6. (pp. 40-41)  
Retirement- Early Retirement Age (ERA)

A person may retire as early as age 55 provided a request for retirement is submitted and approved by the administration and the Board of Trustees.

The following programs have been implemented for Early Retirement:

(1) Individuals included in the Henderson State University Retirement Plan at the time of its termination (June 30, 1979) may retire following their 62<sup>nd</sup> birthday with no discount in benefits. Those retiring prior to age 62 will have their benefits reduced by five percent for each year.

(2) (a) Employees desiring to retire [retiring] at age 55 or greater whose age and continuous years of service at Henderson combined equal 70 or greater will have the same medical [and life] insurance coverage provided to active employees until the age at which the retiree is eligible for Medicare, with the University contributing in the same ratio as for active employees. At that time the medical insurance ceases. Life insurance coverage will continue with the university paying the premiums to age 65 pursuant to the terms of the policy and the retired employee will have the option of continuing coverage in a reduced amount to age 70 by assuming responsibility for all premium payments. Medical and life insurance coverage and premiums will be the same as for then current active employees and subject to the same changes.

(b) If an employee has a life-threatening, debilitating, permanent and irreversible medical condition, evidenced by a physician's report and relevant medical records, which renders the continuation of acceptable performance of job functions very doubtful; and meets the "70 Rule"; and is within three (3) years of the normal, minimum age 55, the Board will consider an application for an exception to the 55 year minimum age. The administrative details for applying for this exception are to be determined by the Administration but the Board will make the final ruling on any such application.

(c) All employees approved for Early Retirement will be entitled to such benefits as are normally afforded retired personnel of the institution. These benefits include, but are not limited to, usage of the library, passes to athletic events, discounts in the bookstore, and tuition remission similar to that afforded regular, fulltime employees.

(d) The University and an employee may negotiate a Phased Retirement Plan under certain conditions. To be eligible, an employee's age and continuous years of service

at Henderson combined must equal 70 or greater; However, the minimum age for eligibility is 55. Phased Retirement, if appropriate, will be coordinated with Social Security and/or the appropriate retirement plan. Phased Retirement will be a maximum of three years at which time the employee will officially retire from the University. The academic rank held at the initiation of Phased Retirement will be maintained. Individuals under Phased Retirement will be afforded the same fringe benefits, where appropriate, as active employees

*Motion Passed with 16 in favor and 1 abstaining.*

3. *A proposal to change the faculty handbook (submitted by John Choate) was considered:*

Paragraph V.A.8. (P. 37)  
Health Insurance.

The University provides group health insurance plans for all full-time employees. The University pays all or a portion of the employee's premium, depending on the then current group policy premiums and university budget policy, and the employee is responsible for dependent coverage. For specific information concerning the Health Insurance Plan, please contact the Human Resources Department.

*Motion failed with 4 in favor, 8 opposed, 5 abstaining.*

The meeting adjourned at 4:58 p.m.

## **ATTACHMENT 1**

### **Academic Integrity Statement**

An instructor may dismiss or suspend from a class any student who is disruptive, who violates a university regulation, or who engages in academic dishonesty. Students who engage in academic dishonesty may be reported to the department chair and to the appropriate academic dean who will issue letters outlining the action taken to the student, the instructor, and the department chair of his/her declared major. If deemed appropriate, the student may be referred to the Office of Judicial Affairs for university disciplinary action.

Academic dishonesty includes but is not limited to

- a. any use of external assistance during an examination,
- b. any intentional falsification or invention of data or citation in an academic exercise,
- c. and any form of plagiarism.

Plagiarism and academic dishonesty include but are not limited to the following behaviors:

- a. using any part of another's work without acknowledgement of the source,
- b. using a paper in more than one class without the instructors' permission,
- c. using another's homework or take-home exams for academic credit without the consent of the instructor,
- d. and accessing or sharing restricted information through electronic means without the consent of the instructor.

Students who violate any of the above will be subject to the following guidelines:

- a. The faculty member may assign a grade of "F" to the assignment.
- b. The faculty member may drop the student from the class with a grade of "F" ; no "W" or "WP" grades will be assigned in these cases.
- c. Offenses of any of the above may result in the suspension from the University or other disciplinary action.

To determine academic integrity, a faculty member may use various means including plagiarism software.

## **ATTACHMENT 2**

### **Henderson State University Student Advising Guidelines and Policies**

#### **1. List of Advisors from all Units:**

All Departments and Colleges will provide a detailed list of advisors to the Admissions Office for the purpose of notifying first-time students with declared majors of their assigned advisor. A system of designating advisors within a Unit must be clarified for the Admissions Office, providing specific advisors for each specific degree within the Unit. The Admissions Office will notify the new students of their advisors in the letter of acceptance. If a student is undeclared, the advisor will be initially designated as the Director of Henderson Seminars.

A statement will be added to the letter of acceptance that all first semester students must meet with their advisors (first year or transfer) on Monday, August 23, 1:00 – 3:00 p.m.

The heads of all units will annually provide a detailed list of advisors to the Admissions Office no later than August 20 of each year or one week prior to fall registration.

#### **2. Declared Majors:**

The Registrar and members of the Student Advising Committee will meet with each Department or College to train and update the advisors. Written notification must be provided for a change in advisor, and advising documents must be provided to the new student advisor.

**Pre-Registration:** All advisors will post signup sheets for appointments with advisees during the three-week period before registration. It is highly recommended that advising take place prior to the days of registration.

**Registration:** advisors will post signup sheets for appointments with advisees during registration.

#### **3. University College:**

Students without a declared major will be advised by Henderson Seminar instructors. Twenty-five to twenty-eight (25-28) Henderson Seminar faculty and selected staff will advise ten (10) or more students each. The Registrar and members of the Student Advising Committee will meet with the Seminar instructors to train and update the advisors. University College students will remain with the original seminar instructor until they choose a major. A student who changes from a declared major to the University College will be assigned an advisor from those teaching Henderson Seminar. Students will remain with this advisor even if he/she no longer teaches Henderson Seminar until the student declares a major.



Pre-Registration: Although advising may occur within the seminar meetings, advisors will post signup sheets for appointments with advisees during the three-week period before registration. It is highly recommended that advising take place prior to the days of registration.

Registration: advisors will post signup sheets for appointments with advisees during registration.

#### **4. Heart Start I:**

All Departments and Colleges will provide the same detailed list of advisors given to the Admissions Office for all new students with declared majors. If a student changes major from the time of acceptance, a new advisor must be designated either from a degree major or the University College.

When a student in the University College registers, the student's instructor for the Henderson Seminar will be designated as the student's official advisor.

Students will be reminded that they must meet with their advisor (first year or transfer) on Monday, August 23, 1:00 – 3:00 p.m.

#### **5. Heart Start II:**

The Monday or Tuesday before the first day of fall semester, the remaining 20-25% of first-year students registers. All remaining new students must meet with their advisors on Monday, August 23, 1:00 – 3:00 p.m.

*Resolve the scheduling conflict between the fall faculty conference and Heart Start II.*

#### **6. Heart Start III:**

All new freshman and transfer students accepted for the spring semester will meet on the Monday before the first day of spring semester. All new students are required to meet with their advisor 1:00 – 3:00 p.m.

#### **7. Heart Start for Transfer Students**

Freshman and sophomore transfer students who have not declared a major will be assigned a Henderson Seminar instructor/advisor. This advisor will be determined by the Director of Henderson Seminar.

Transfer student transcript assessment should be done as part of the application process, before the student is accepted for admission, so that effective advising is possible. A copy of the

courses that have been accepted for transfer and the Henderson equivalent will be sent by the registrar to the advisor.

### **8. Mandatory Meetings between Advisors and Advisees:**

A list of advisees will be provided all advisors and their Unit head (Chairs and academic Deans) by August 15 (or the Monday one week prior to fall registration). Each student will be designated a Personal Identification Number for registration (PIN).

A student should have an advisor throughout his/her entire degree program. Advisors may change for the following reasons: student/faculty familiarity, degree program emphasis, or change of major. Individual folders/files will be kept on each student and transferred to another advisor if a change is made. It is suggested that on-line degree programs and audits be universally established. All departments should adopt the same or similar formats for the degree program sheets available for all students to reference when considering degree planning and registration. These degree program sheets should be available in hard copy and on line.

### **9. Administration and Assessment:**

Only an advisor and/or Department Chair/Dean/Associate Dean may register a student. HSU Staff may not register students. Registration through the advisor and/or Department Chair/Dean/Associate Dean may only take place with the use of a pin number provided to the advisor and Department Chair by Computer Services. Only the course instructor, with the approval of the student's advisor or Department Chair/Dean/Associate Dean, may sign an add slip. Advisors must be notified when an advisee drops a course.

Student Advising Committee: Registrar, Director of Henderson Seminar, Director of Retention, Faculty Senate Academics Committee Chair, one faculty member from each College, and the Vice President for Academic Affairs. The Registrar should be designated as the coordinator of advising. This is based upon the recognition that advising must be a precursor to registration, yet proper registration is dependent upon good advising.

An annual evaluation and assessment of advising policies and procedures will be conducted by the Student Advising Committee. Results will be used to amend advising policies and procedures as appropriate.

**ATTACHMENT 3**  
**Faculty Finance Committee Report and Proposal**

A meeting of the Faculty Finance Committee was called on March 16, 2004 to consider the administration base salary proposal. Not enough members were present to achieve a quorum of this committee; however, a quorum of the Senate Finance Committee was attained.

The administration’s proposal (as given to the Faculty Finance Committee) is as follows:

Proposed Base Faculty Salaries

	Current	Effective 7/1/04	Effective 7/1/05
Professor w/Terminal Degree	45,000	48,000	50,000
Professor w/o Terminal Degree	40,000	43,000	45,000
Assoc Professor w/Terminal Degree	39,000	41,500	43,000
Assoc Professor w/o Terminal Degree	35,000	37,500	39,000
Assist Professor w/Terminal Degree	33,000	35,000	36,000
Assist Professor w/o Terminal Degree	30,000	32,000	33,000
Instructor w/Masters	28,000	29,500	31,000
*Adjunct (per 3 hour course)			
*Masters	1,600		
*Doctorate	1,850		
*Retired HSU Faculty	2,000		
Graduate Assistant	4,000		

In addition to the increases in base salary, the administration proposes adding \$300 for each year in rank. Each faculty member’s salary would be the new base salary for his/her rank, plus \$300 multiplied by his/her number of years in rank, if this is greater than his/her current contract amount. The plan is to implement this proposal over a two-year period.

On Wednesday, March 10, 2004, the Faculty Finance Committee noted its approval of the principle of increasing the base salary in each rank, but indicated its concern that the proposal does not adequately address salary compression issues. The committee requested and received the endorsement of the Faculty Senate to consider ways to address these issues. President Dunn, who was in attendance at the March 10 meeting, was amenable to considering a proposal from the Faculty Finance Committee, under the conditions that any proposal would be presented soon and would not cost more than the administration’s proposal.

Faculty Senate Finance Committee makes the following report and recommendations:

A subcommittee of volunteers spent significant time working on an alternative base salary adjustment proposal; several options were considered. However, due to the limited funding available and the complicated nature of salary compression, the subcommittee concluded that there was insufficient time to gather and analyze data to support the fairness and objectivity of a

new proposal. Therefore, the Senate Finance Committee elects not to present an alternative base salary proposal for inclusion in this year's budget considerations. However, the **Senate Finance Committee does recommend that the Faculty Finance Committee study this issue over the next year and work in conjunction with the administration to address salary compression issues before the second phase of the current proposal is implemented. The committee also recommends that all full-time faculty members, including librarians, be included in the current salary adjustment proposal.**

In addition to this recommendation, the Senate Finance Committee believes that certain issues warrant special examination. To increase base salaries equitably without compression requires a proportional increase throughout each rank; clearly, this requires significant additional funding. Also, the Senate Finance Committee is of the opinion that the current proposal compresses salaries in part because certain factors were not considered, such as an individual's total years at HSU, years of experience, and discipline. These should be addressed in future considerations.

The Senate Finance Committee also wishes to note that the former "Faculty Salary Committee"(established in 2000) proposed a three-year plan to bring all salaries within certain ranges; it appears that only the first two years of that plan were implemented. However, President Dunn disbanded this committee in 2003; the Senate Finance Committee registers its concern that this action served to diminish communication between faculty and administration regarding salary equity issues.

April 7, 2004

ATTACHMENT 4

The Faculty Finance Committee has met (via email) and submit the following proposal for your consideration regarding adjunct pay.

**Recommendation:**

**1. Put into effect the previous Senate recommendation (from last fall ); i.e., increase adjunct pay per three hour course to:**

**\$2000 – non HSU with Master’s degree (or higher) and HSU faculty with Master’s degree**

**\$2250 – retired HSU faculty regardless of degree, and HSU faculty with terminal degree**

**2. Increase the base pay by 3% every three years/six semesters of service.**

**3. Apply these rates to adjunct pay for any Henderson faculty member teaching an overload.**

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(This has already been incorporated into the upcoming budget, subject to Board approval.)

Dr. Sommer’s proposal:

**Lecture-based courses: 0-4 years at HSU \$1600 Masters (existing rate)**

**\$1850 Doctorate (existing rate)**

**\$2250 HSU Retired faculty (new rate)**

**5 or more years \$1850 Masters**

**\$2100 Doctorate**

**\$2250 HSU Retired faculty**

**Music Adjuncts teaching private lessons: \$225 per semester for 1 credit, half-hour lessons (per student)**

**\$500 per semester for 2 credit, one-hour lessons (per student)**

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