

December 2007 Faculty Senate Minutes

Faculty Senate Minutes 12-5-07

Senators present: Lea Ann Alexander, Angela Boswell, Steven Carter, Martha Dale Cooley, Brian English, Linda English, Doc Gibson, Maralea Gourley, Marty Halpern, Cindy Jackson, Catherine Leach, Mike Matthews, Rick McDaniel, Gary Smithey, Laura Storm, Don Wells, Patrick Wempe and Fred Worth.

Guests: Ms. Debbie Buck, Staff Senate.

Senators absent: Beverly Baker, Rafael Bejarano, Beverly Buys, Paul Glover, Troy Hogue, Paula Leming, Jack Meadows, Georgine Steinmiller and Hank Wilson.

1. President Kevin Durand announced the quorum and called the meeting to order at 3:15 pm.
2. The Minutes from the November meeting were approved as amended.
3. The President's Report is appended at the end of the minutes.
 - Discussion with VPAA Robert Houston: VPAA Houston thanked the Senate for their support during his years at Henderson.
5. Committee Reports:
 - A. Executive Committee:
 - Report concerning the Effectiveness of the Faculty Senate, 2007 is appended to the end of the minutes.
 - Faculty Feedback Form for Presidential Candidates' Visits (See attachment at the end of the minutes).
 - Proposed Resolution: "Be it resolved that the University Committee Handbook be posted on the Henderson Webpage no later than the first day of class every Fall semester."
There was a motion and second to accept the Resolution as amended above. Motion carried.
 - B. Academics Committee:
 - The Retention Committee has been set up with various subcommittees and will begin functioning in earnest in January.
 - C. Buildings and Grounds Committee:
 - The parking lots on 12th Street are being paved and the lots by Smith Hall and on Richardson St. will be paved soon. The schedule for paving was set to cause a minimum disruption to student parking.
 - Bobby Jones likes the idea of using thin smoking posts on campus. He is concerned about a way to make them permanent fixtures that can't be moved closer to buildings.
 - The committee reported that there are lights on the Reynolds Science Center that do not work and that not all campus lights were changed for the end of Daylight Saving Time.
 - D. Finance Committee: No report.
 - E. Operations Committee:

The committee reported on David Epperhart's response to the Senate's questions about software upgrades.

- Vista will be the operating system on the next lease.
- Viruses on Office 2003 forced the upgrade to Office 2007.
- If viruses affect the performance of Windows XP, we may have to upgrade to Vista earlier than the next lease. The upgrade would be done in phases.

F. Procedures Committee:

The Procedures Committee will count votes for the Faculty Senate At-large Balloting on Friday, December 7th, @ 2 p.m. The results will be announced via e-mail to "Everyone @ HSU".

G. Ad Hoc Committee on "Chain of Command".

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- Recommendation for Handbook change. (The complete recommendations for Handbook changes follow the Minutes).

There was a motion and second to accept the proposed Handbook change. Motion carried.

6. Old Business:

A. Grade of "NC" in remedial courses:

Proposed Resolution:

Whereas, the grade of NC has been made relative to the modified grading system only for courses not required for major or core courses, and

Whereas, grade of NC/CR are only available for courses in a major where the UAC has given its approval, and

Whereas, the recent grade of NC for remedial courses is not recognized within the catalog nor has its it been approved by the UAC,

Therefore, any changes to the grading policies shall be made through the properly specified academic procedures.

A motion was made, seconded, and passed in favor of the resolution.

7. New business

A. Telling our story: College of Distinction/*U.S. News and World Report*.

Be is resolved that distinctions such as being named in *U. S. News and World Report* and as a College of Distinction be more visibly and publicly acknowledged and utilized, especially in places such as the University Webpage and in advertisements and promotional literature.

There was a motion and second to accept the above Resolution. Motion carried.

B. Report of the results of the Staff Senate Student Recreation Center Survey.

Ms. Debbie Buck, Staff Senate President, presented the results of the survey. Two hundred forty-four employees responded to the survey, one hundred thirty-three staff, ninety-nine faculty, and twelve administrators. Seventy-three percent of respondents said they would use the student recreation center (SRC) at least three times a week. Thirty-eight percent said they would pay \$125 per semester to use the SRC and fifty-six percent said they would be willing to pay a discounted rate. If you would like a copy of the complete report, contact Ms. Buck.

C. Senator Patrick Wempe addressed the Senate as a representative of the Technology Committee. Senators Angela Boswell and Kevin Durand were appointed to assist with Senator Wempe's request for more representation on the Technology Committee.

D. Proposed Faculty Senate Resolution Commending the 2007 Retirees:

Whereas: At the end of 2007 many of our colleagues, acquaintances and friends, including John Choate, Jo Holland, Bob Houston, Mike Maroney, Stan Quarles, Beverly Baker, Kathy Balkman, Nancy Dunaway, Evelyn Good, Charles Green, Kenneth Harris, Cindy Jackson, Charles Leming, Paula Leming, Jerry Malone, Mike Matthews, Kay Rayborn, Johnnie Roebuck, Ann Rye, Mary Vandiver, Bonnie Allen, Lady Belle Barker, Glenda Currey, Dorothy Delamar, Ron Edenfield, Roy Fendley, Dora Rich, Jerry Roberts, Dee Thomason, Carolyn Toland, Joyce Waldrop, Geneva Whitaker, Donna Williams, and Cynthia Yarber will be retiring and leaving the Henderson community, and

Whereas: The above named individuals have provided many years of dedicated and devoted service to Henderson State University in their various positions, and

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Whereas: Each of the above named individuals have assisted, mentored and touched the lives of their colleagues and thousands of students over the years,

Be it Resolved: The Henderson State University Faculty Senate would like to express its gratitude to those retirees who have contributed so much of their lives to making Henderson State truly the school with a heart.

There was a motion and second to accept the above Resolution to commend our retirees for their many years of service. Motion carried.

Adjourn.

End of Minutes.

Respectfully submitted,

Linda G. English, Secretary
Faculty Senate, 2007

Committee Reports, Complete Resolutions and Suggested Changes:

President's Report

Meeting with Dr. Dunn

In my meeting with Dr. Dunn, a number of the items that he addressed in the campus-wide email of May 1st were discussed. I have not included the text of that email as it was delivered to all faculty.

The "pilot project," as it is now termed, will commence in the Fall of 2007. I expressed my concern that the things that the faculty, through the Senate, had expressed as concerns were not really addressed in the new structure and that some of the things that had been most attractive to the faculty about the program as it was initially presented to faculty in the memo from Dr. Stephens, the VP for Student Services, were absent. The view of the faculty had seemed to me to be that the intensive intervention that was structurally present in the initial proposal is missing in the admission of those students into the general body. This, for example, does not address the faculty concern about retention numbers. Since these students will be admitted into the student body, it does not seem as if there will be the option of excluding them from retention reports. The current proposal does address the staffing concerns that had been raised, but it addresses them by admitting the students into the general population of the student body.

As noted in the email, there are a number of tuition and fee increases. The new Recreation Center will require an additional \$125 per semester fee of students. There will be certain opt-out procedures for a limited number of students, but these will not be available to anyone considered "full-time." SGA has expressed support for the plan. Dr. Dunn shared the faculty concern that the \$125 per semester fee increase was quite a lot of money. I have asked Dr. Stephens and Chad Fielding for information regarding the student surveys that were developed and used as evidence of "broad student support" for the project. I have yet to receive information regarding the development of those statistical summaries. Student representatives continue to work with the architect to "tweak" the plans, but it is

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anticipated that an acceptable plan will be in place during the summer and that construction may begin as early as the middle of the Fall 2007 semester.

The bond issue that will be required for the project will include monies for lighted parking lots, including the lot beside Whispering Oaks and across from East and West Halls. In addition, there is a small amount of money remaining from the East and West project that will be used, in conjunction with the city and the highway department, to install and/or repair a sidewalk system encircling the perimeter of the campus (not including the portion of the campus "under the hill").

I inquired as to the status of the several resolutions and amendments sent forward by the Faculty Senate. These have been collected and will be addressed by the Board in their upcoming meeting. I was given to understand that the agenda of the Board has been full to the point of not being able to include these items to this point.

Meeting with Dr. Houston

I met briefly with Dr. Houston and provided him with a set of the collected actions of the Senate from the Spring of 2007. We discussed the Hearing Procedures at some length and the necessary handbook revisions. We also reviewed, briefly, my conversation with Dr. Dunn and the faculty concerns that have been expressed regarding the Recreation Center.

Report Concerning the Effectiveness of the Faculty Senate

2007 has been a very challenging year for Henderson State University and for the Faculty Senate. Among the challenges included the announcement of Dr. Dunn's retirement and the attendant national search for his replacement, another in what has become a yearly installment of the budget crisis, a pilot program admitting students whose qualifications were below our minimum admission standards, a record number of incoming, first-time freshman in the fall semester, and an early retirement program. Let me begin by saying that I am grateful to the Faculty Senate for all of the support this year. In the midst of a very challenging year, the Senate has pulled together and presented to the university an example of commitment to open debate and collegial professionalism. I am extraordinarily fortunate to be part of such a body. I am particularly grateful that Drs. Dunn and Houston have made themselves available for monthly conversations with me in my capacity as Faculty Senate President. I would also like to thank Dr. Houston for his commitment to meet with the Senate on a monthly basis. Preserving these lines of communication between the administration and the faculty is exceptionally important, not only for commitment to shared governance, but for the health of the university and the morale of the Henderson family. I would encourage both the Senate and the administration to work diligently to maintain these lines of communication and to expand them for the sake of the university. One example of the fruitfulness of shared governance is the Retention Committee formed from the Academic Committee and nominations from the Senate and the administration. It is my hope that this committee can address this issue productively and provide a model for the shared governance approach to many of the issues that will present challenges for the university in the years to come.

I would like to personally commend the faculty and staff for their grace and participation in the Presidential Search. It was requested that we who were not members of the search committee protect a measure of confidentiality within the process. Given the Freedom of Information Act of the State of

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Arkansas, the materials submitted by applicants were technically public and only the forbearance of faculty, staff, and students could go any way toward insuring a process by which the best applicants would feel comfortable in pursuing the position. I would also like to commend the committee for adhering to the pledge to have a single spokesperson. While no process is perfect and there have been discussions contrary to the spirit of confidentiality from time to time, on balance, the process has been successful. The Henderson family has been exemplary in our professionalism in this matter. The Senate will have more opportunity in the very near future to continue to exemplify the highest level of professionalism as the candidates make on-campus visits and I am confident that it will do so. In Dr. Engman's address last year, he noted that "The Senate seems to have had little success in furthering the process of shared governance on campus; significant policy and procedural changes are still sometimes made by administrative proclamation without any involvement of Faculty Senate or the faculty as a whole." His reference last year was made with particular attention to the changes in registration and advising policy. Though the topic has changed, I suspect that his concern has again been notable to this incarnation of the Senate.

Despite the Senate's counsel of caution, the program admitting students who do not meet the academic standards for admission went forward. The Senate had a place in the conversation and cannot suppose that all of its counsel should be followed. However, it should also be noted that the Senate exercised its function as a deliberative body in assessing the program as it went through multiple incarnations in the planning process. As the program has been implemented, it has been noted by the administration, in conversations with the Senate and in other venues, that the students were quite unprepared for the expectations of college. The implementation of the one-time "NC" option for students in remedial courses and the justifications offered for this academic option have served to confirm the considered counsel of the Senate.

This past spring saw another budget crisis and I would like to commend the faculty for their commitment to the fiscal health of the university. From my experience as an *ex officio* member of the Budget Committee for the last two years, I would like to share some of my observations here. Budgets are not a matter of money. Budgets are a matter of priority. Thus, budget crises are not so much fiscal issues as they are reflections of the priorities that shape the budget. While Senate has had a place at the table for the discussions of the budget, it has had significantly less influence on the establishment of the priorities that shape the budget.

The record number of first-time freshmen put significant strain on the orientation mechanisms of the university. Faculty volunteers were absolutely vital to Heart Start. This past summer's editions of Heart Start pointed out the unwieldiness of student advising. Students are not prepared to advise their incoming peers and this fact was demonstrated beyond rebuttal. Heart Start can be an essential benefit to incoming students, but it must be a collaborative effort between the various university areas. It is absolutely critical that the academic side of Heart Start be in the hands of the academic areas.

Accomplishments of the Senate in 2007

1. The Senate put forward a recommendation for a handbook change recognizing academic rank for librarians.
2. The Senate secured the commitment of greater faculty involvement in Heart Start at both the planning and implementation stage.
3. The Faculty Excellence awards procedure has been amended and the criteria for the New Faculty Award have been adjusted.
4. Significant changes and improvements to the physical plant of the campus have been made in concert with recommendations from the Senate.
5. Created a commission on campus environment in collaboration with the Staff Senate and SGA.

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6. The Senate approved five amendments to the Constitution, the balloting for which was approved by the faculty at large.
7. Received confirmation from the administration that the assignment of grades is and will be at the prerogative of the instructor of record of the class.
8. Hosted the Consortium of Faculty Senate Presidents and Chairs of State Colleges and Universities of Arkansas

Initiatives as yet unresolved by the Senate (and recommended to the next)

1. Clarification of admission standards (especially with response to the "NC")
2. Clarification of the process of administering the 8-semester degree plan.
3. The issue of security of buildings and appropriate access to buildings needs exploration.
4. A discussion of the serious academic issue of plagiarism is likely due some consideration.

Outgoing Senate President's Statement of Appreciation

I would like to offer my sincerest thanks and appreciation for the members of the Executive Committee and the dedication they have shown throughout this year. I would also like to express my gratitude to the members of the Senate. Whatever successes we have had this year are the result of your very hard and dedicated work. The failures, I claim as my own. I am also quite grateful for the open and candid meetings with Dr. Houston and Dr. Dunn, for Dr. Houston's willingness to come and meet with the Senate on a monthly basis, and for the clear lines of communication that have been maintained. While we have had disagreements, there has also been a commitment to mutual discourse and respect. Dr. Engman and Dr. Matthews (the two prior Senate Presidents) have done a magnificent job in moving the agenda of the faculty forward. I am extremely thankful for their counsel prior to and during the year. I cannot fully express my gratitude to Dr. Angela Boswell for her incredible leadership as chair of the Executive Committee and I wish her all the best as she assumes the presidential duties.

Faculty Feedback Form – Presidential Candidate On-Campus Visit Review

Name of Candidate: _____

(Please use the following scale to mark the Scantron form. Space for comment is provided below.)

1. Not enough information to evaluate
2. Strongly disagree
3. Disagree
4. Agree
5. Strongly agree

1. The candidate demonstrated a commitment to shared governance.
2. The candidate can communicate effectively.
3. The candidate can build consensus.
4. The candidate demonstrated sound decision-making skills.
5. The candidate demonstrated the capacity for effective planning.

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6. The candidate can provide sound resource management.
7. The candidate can effectively delegate responsibilities.
8. The candidate can provide leadership in the allocation and management of institutional resources.
9. The candidate has the ability to interact effectively with elected and appointed governmental officials.
10. I support this candidate for the position of President of Henderson State University.

Comments (Please use the back of this sheet if necessary.)

1. What are the strengths of this candidate?

2. What are the weaknesses of this candidate?

3. Are there other comments pertinent to this candidate's candidacy for President?

Ad Hoc Chain of Command Committee
Recommendation for handbook change

IV. Faculty Responsibilities E. Chain of Command

"In the event of a complaint against a faculty member by a student, a staff member, a member of the administration, or another faculty member, that complaint shall be made in writing to the immediate supervisor of the faculty member in question. Complainants shall not have the right of anonymity in the filing of a formal complaint; neither shall any other source offered in support of the complaint have the right of anonymity.

The "immediate supervisor" of the faculty member in question will be understood as the individual who has supervisory responsibility over the faculty member in the capacity in which the complaint is made. In the normal course of events, the immediate supervisor for faculty is the chair of the relevant department. The immediate supervisor of chairs is the relevant dean. The immediate supervisor of deans is the Vice President for Academic Affairs. In special circumstance in which a faculty person is under the supervision of more than one direct Chain of Command (e.g., a director of a graduate program who, as a member of the faculty is subject to the supervision of the chair of his/her department and as a director of the program is subject to the supervision of the Graduate Dean), the

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complaint shall be made to the immediate supervisor relevant to the area in which the complaint is filed.

In the event that a faculty member and his/her immediate supervisor are both parties to the complaint, in whatever capacity, the complaint shall be initially reviewed by the supervisor of the next highest order. For example, a complaint between a faculty member and his/her chair shall be heard by the relevant dean, and so forth. In the event that a complaint comes from outside of the direct chain of responsibility, the chain of command specified here shall be considered the proper order for determination and disposal of the complaint. For example, should a staff member, a member of the administration, or another member of the faculty wish to offer a complaint against a faculty member, the chain of command of the faculty member against whom the complaint shall be the chain through which the complaint will be adjudicated.

The University General Counsel may be invited to the process at any level and by any party to the complaint unless he/she is a party to or a witness of the complaint.

All members of the Chain of Command bear the responsibility to direct complainants to the proper authority within the Chain of Command. Complaints that do not follow the Chain of Command shall not be heard and are to be immediately referred to the appropriate level.”

Rename previous Section “E: Other Responsibilities” as “F. Other Responsibilities”

End of Reports... le...