

Faculty Senate Minutes
December 7, 2005
3:15 p.m.

Senators attending included: Lea Ann Alexander, Randy Duncan, Linda G. English, John Graves, Catherine Leach, Charles Leming, Mike Matthews, Hal McAfee, Jules Mollere, Henry Perez, Jim Shuff, Bruce Smith, David Stoddard, Ceyla Taylor, Ken Taylor, Larry Thye, Carol Underwood, Linda Wen, Cindy Wilson, Hank Wilson and Alan Wright.

The Faculty Senate was called to order at 3:15 p.m.

The Minutes were approved as distributed.

Vice President Houston was out of town and unable to attend.

The President's Report including a list of accomplishments of the 2005 Senate, and a statement of appreciation by the outgoing Senate president, was discussed. The report is included at the end of the Faculty Senate Minutes.

Committee Reports:

Academics Committee. (See attached report at the end of the Minutes).

There was a motion and second to approve the "Load Credit Policy" with the exception of "without the express consent of the dean"; provided minimum enrollment requirements are met. Motion passed.

Building and Grounds. No report.

Finance Committee. No report.

Operations Committee. (I do not have an electronic copy of Hal's report.) There was a motion and second to approve the Operations Committee recommendation to "Add two (2) members to the assigned personnel of the Grants Management Committee: (1). The Department Chair/Supervisor of the author of the grant proposal; and (2). An "Expert within the Relevant Field of Study of the Grant Proposal" appointed by the author of the grant proposal and his/her Departmental Chair Supervisor. Motion passed.

Procedures Committee. Results of At-large Elections were reported and are attached at the end of the Minutes.

Webmaster. The Webmaster will continue to serve for the next Senate year.

Committee on Faculty Morale. (Report to be sent to me).

Old Business: None.

New Business: None.

The Faculty Senate adjourned at 3:45 p.m.

**FINAL REPORT BY THE PRESIDENT OF THE FACULTY SENATE
TO MEMBERS OF THE FACULTY SENATE 2005**

DISCUSSION WITH PRESIDENT DUNN

I asked about progress on the Strategic Plan. A recent retreat was held in which each participant was given 182 cards with each listing a specific goal of the Strategic Plan report. After each participant prioritized the cards/goals, the group reconvened to consider choices. The list is undergoing final editing before being submitted to the faculty for consideration and input.

As reported in the past two Cabinet minutes, much of the Magnolia Manor money (\$190,000) is to be spent to acquire property on 12th street. Dr. Dunn stated that of the remaining approximately \$66,000, some would most likely be used to pay for the TracDat program but this amount would later probably be replaced with funds from other sources. Some of it might be used to pay for ads.

I asked for clarification on school policy about sharing student grades with other faculty. Having been asked recently to do this, I pointed out that it was my understanding that I should not do it unless specifically agreed to by any student involved. He agreed this was a legal issue that needed to be clarified for faculty and would probably ask Mr. Choate to again inform faculty of school policy.

We discussed a number of technology issues which we agreed should more appropriately be addressed by the University Technology Committee rather than the Senate. This committee has recently had additional members added to it, and Mike Taylor is the new chair. In an email following our meeting, Dr. Dunn addressed one issue we discussed: "The director of computer services will be included in the campus-wide evaluation process this year." Also in that email, he stated "the two-server solution is about ready...look for an announcement soon." I asked what progress was being made on the use of on-line student evaluation of courses by WebCT or other means. Again his follow-up email answered the question. To paraphrase, a beta project has been done in the School of Business but is labor intensive, and is not practical for campus-wide usage. "The department is working on a way to expedite that process without using such a labor intensive process."

I pointed out that the on-line registration process needed improvement, specifically regarding problems with flags that required many students to have to return to advisors for flag

removal in order to register. Changes in the POISE software were discussed (with regard to the Nov 28 meeting on this) that might affect computer registration and be applicable to the flagging problems.

DISCUSSION WITH VICE PRESIDENT HOUSTON

I had no specific issues to discuss with Dr. Houston that I had not previously talked about with Dr. Dunn, but I did share with him the topics I had discussed with the president.

I reminded him that he had given me the HERI report, and I obtained his permission to give it to Dr. Mollere as chair of the Faculty Morale Study Committee for that committee's work.

SUMMARY OF ACCOMPLISHMENTS OF THE FACULTY SENATE – 2005

- Creation of the position of Faculty Senate Webmaster
- Update of Faculty Handbook on Henderson web site to include a number of specific changes that have been added to the Handbook since 2000
- Initiated discussions of the Vice President for Academic Affairs with Senators at meetings
- Review of University Committees
- Abolished the Faculty Finance Committee as a redundant committee to that of the Senate Finance Committee
- Received commitment that both Ektron and Frontpage usage would be possible as a result of a two-server system being used for campus web pages
- Greater faculty involvement in the Strategic Planning process of the university
- Building and Grounds committee sought improvements in campus appearance and safety
- Commitment from President Dunn that the faculty will have the opportunity to evaluate the Director of Computer and Communication Services
- Proposal to have a Fall Break was voted down
- Post Office remains open during the "lunch hour"
- Faculty Senate Finance Committee chair was added to the University Salary Study Committee
- Review of Summer School policies with regard to class size limits
- Travel funds should be handled by the individual schools/colleges.
- Communication with advisees through Reddie Connect is possible.
- Office of Academic Affairs was given oversight responsibility for Faculty Excellence Award Committees
- Procedures Committee conducted elections for Faculty Excellence Awards committees, and departmental and at-large representatives to the Faculty Senate
- Established an ad hoc Faculty Morale Study Committee

ACTIONS INITIATED BUT FAILED TO BE COMPLETED

- Faculty Senate Calendar needs to be added to the Senate web site
- Additional meetings of President Dunn with the entire faculty or individual departments is desirable
- Asked for review and update of Henderson web site
- Online course evaluations by WebCT or other computer means has not been accomplished
- Final resolution of Ektron concerns
- Recommended establishment of a subcommittee through the Enrollment Management Committee to specifically study issues of summer school enrollment

APPRECIATION FROM THE SENATE PRESIDENT

As Senate President, I would like to thank Senators for their efforts on the Senate and Senate committees during the year. Thanks are extended to committee chairs, and Senate officers, without whose efforts and leadership, progress would not have been accomplished. I would like to thank President Dunn for the professional interaction that we shared prior to each month's meeting. Special thanks go to Vice President Houston for the genuine concern that he has shown for faculty matters during this Senate year. For the entire Senate, I would again like to thank Dr. and Mrs. Houston for the spring reception that was prepared for members of the Senate. Sharon Gardner's effort to insure that the Faculty Handbook on Henderson's web site is up-to-date is appreciated.

Academics Committee Report December 7, 2005

The Academics Committee recommends that the load credit policy drafted by the academic deans and the vice-president of academic affairs on September 9, 2005 be approved by the Faculty Senate with the phrase "without the express consent of the dean" added at the end of the second sentence of the second paragraph. The proposed change is indicated below in bold.

Graduate thesis/research/projects/readings:

Advisors/chairs of required graduate thesis/research/projects, after accumulating nine students, will receive a three (3) hour load reduction the following academic semester (fall or spring), or adjunct compensation for one three (3) hour course. Similar courses not required for the degree will not carry load credit or compensation. Secondary readers will not receive load credit or compensation.

Undergraduate/Graduate Independent Study:

Regularly scheduled courses will not be offered as independent studies except on rare occasions and only with the approval of the appropriate dean. No load credit will be given for faculty teaching independent study or independent research *without the express consent of the dean*. If required for the degree, the department should establish a research course in which all

independent/research students enroll. The course would carry load credit for the faculty member of record. Secondary readers will not receive load credit or compensation.

Combined undergraduate/graduate courses:

Faculty teaching cross-listed undergraduate/graduate courses will receive undergraduate load credit. If there are more than four graduate students in any combined course, the class should be separated into two sections – one at each level.

Faculty Senate Operations Committee Recommendations

re: Grants Management Committee

Add two (2) members to the assigned personnel of the Grants Management Committee at Henderson State University:

1. The Department Chair/Supervisor of the author of the grant proposal.
2. An “Expert within the Relevant Field of Study of the Grant Proposal” appointed by the author of the grant proposal and his/her Departmental Chair/Supervisor.

The Operations Committee feels the addition of these members should be pursued for several important reasons. First, to allow the continued involvement of faculty and staff in the initiation, approval and management of the grants process at Henderson State University. Second, to permit a better informed review of the merits of each individual grants proposal through the additional input of knowledge and experience from within the field of study addressed by said proposal.

The Operations Committee strongly adheres to the maxim ‘the best decision is a well informed decision’. We believe the addition of these two members to the Grants Management Committee will enable the operations of that committee to exhibit greater decision making validity and also additional responsiveness to the needs and desires of both the University and the individual grants proposal.

To: Faculty Senate

From: Faculty Senate Procedures Committee

Subject: At-Large Faculty Senate Representatives

Date: December 6, 2005

The Procedures Committee announced the Results of At-large Balloting on Friday, November 18th, 2005.

These are: At the rank of Professor, Fred Worth; At the rank of Associate, Paula Leming; At the rank of Assistant, Don Wells and at the rank of instructor, Brian English.

The alternates are: At the rank of Professor, Angela Boswell; At the rank of Associate, David Gardner; At the rank of Assistant, Steve Carter and at the rank of Instructor, Vicki Posey.

Respectfully submitted,

Linda G. English
Faculty Senate Secretary

The Committee on Faculty Morale reports currently analyzing the original “in house” Faculty Survey on Morale. We have just received a copy of the HERI survey and this will be distributed to the committee members.

End of Minutes and Reports... le...

