

December 7, 2011 Faculty Senate Minutes

1. Call to Order – Troy Bray 3:20
Present: Troy Bray, Rafael Bejarano, Lea Ann Alexander, Kathie Buckman, Brett Serviss, Jana Jones, Martha Dale Cooley, Allison Vetter, Julia Correia, Barbara Landrum, Haroon Khan, Pedro Lopes, David Etienne, Shannon Clardy, Provost/VPAA Dr. Vernon Miles
2. Discussion with Provost/VPAA, Dr. Vernon Miles
 - a. Family and Consumer Christmas open house happens now. Everyone should go after senate.
 - b. Thanks to Fred Worth and the Academics Committee for the document they created on student appeal of course grades.
 - c. The self-study had a few snags, but continues on a good path. The federal government changed the requirements of what we must submit in self-study document. Higher Learning Commission has yet to put out new worksheets for federal compliance on their website. Federal compliance now requires that we define what we mean by a credit hour and how we establish what a credit hour is. The definition of what constitutes a credit hour is also given. We have a good policy that was helped by another institution's definition of a credit hour. The redefining of a credit hour will not change how we operate.
 - d. We are unsure of the deadline for the 120 hr requirement from the Arkansas legislature. We have received conflicting information.
3. Approval of November Minutes – Minutes approved.
4. President's Report –

President's Report Concerning the Effectiveness of the Faculty Senate With Recommendations

This year the Faculty Senate showed great poise and progress during a very challenging year filled with special meetings and special circumstances. Working closely with its constituents, the Senate was able to resolve various issues quickly and effectively. I am especially appreciative of the level of professionalism exercised by the Senate throughout the year, which made my job so much easier and enjoyable.

Among those Senate accomplishments this year are the following:

- *Approved several faculty handbook changes including a final revision of Section III. Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation as well as changes presented by General Counsel Kneebone to reflect the elimination of the Arkansas Teacher Retirement System (ATRS) as a retirement option for future employees.*
- *Compiled and submitted numerous issues and suggested updates to the current HSU website, many of which have since been corrected and/or implemented.*
- *Approved changes to the sabbatical leave application; the academic dishonesty policy; and to the student evaluation of faculty process.*

- *Respectfully passed a resolution declaring that two interviewed presidential candidates were unacceptable for the position and recommended that the search be extended with the current interim president serving until an appropriate candidate is found.*
- *Elected and submitted 8 nominees for the presidential search committee to the Board of Trustees.*
- *Endorsed the HLC self-study report and the University Assessment Plan.*

In the course of the year the Senate had a few visitors in addition to Dr. Miles, Provost/VPAA. Angela Boswell, co-chair of the HLC steering committee, attended to request the endorsement of the self-study document. Mr. Johnny Campbell, director of campus police, was invited to discuss measures that can be taken when feeling threatened by a student as well as improvements that can be made to the current campus alert system. Ms. Lenette Jones, coordinator of the athletic academic success program, asked to speak to the Senate on the topic of the Buckley Amendment and how it relates to FERPA.

Recommendations for the next Senate:

- *Continue to compile and submit needed changes to the university website.*
- *Continue to advocate for publishing rights to the university website.*
- *Formulate a grievance procedure policy.*

For all your hard work and dedication, I want to thank each member of the Faculty Senate. Each committee worked very hard to resolve various issues that made this a productive and successful year. Lastly, I would like to thank the Senate for the opportunity to have served in the capacity of president and for all the words of support and advice you have given me throughout the year.

Visit with Interim President Bobby Jones

Things continue to go smoothly, with nothing newsworthy to report.

Visit with Lecia Franklin

Ms. Franklin reported that according to the newly released official general revenue forecast for the 2011-2013 biennium, projected revenue dollars show little change. Ms. Franklin stated that bids for the construction of the new cafeteria should be released by the 3rd week in January with hopes of breaking ground by the middle of spring. Also a feasibility study on the needed repairs to both Smith and Newberry is expected to be completed by February 1st.

Ms. Franklin reported receiving an F.O.I. inquiry for salaries in excess of \$100,000, but stated that this was an annual and expected request. Additionally, Ms. Franklin gave details of Act 1163 that requires all state supported institutions of higher learning have on its website by July 1st a searchable index of the current and prior year's annual expenditures, which would include vendors as well as employee salaries.

In addition, Pres. Bray reported that last week, a conference call was held with Shane Broadway interim director at ADHE inviting all faculty senate presidents across state to have a conversation about the performance funding measures. The expectation is to double number of college degrees by 2025. The growth will have to come from

southern Arkansas, but funding does not reflect this. (a senator mentioned in the senate meeting that increasing lottery scholarship seems to correlate to a decrease in ACT score for the students we admit)

5. A motion was made to suspend the rules. The motion passed.
6. Brett Serviss made the following motion to recognize outgoing senate president, Troy Bray:

Motion Commending Troy Bray for Outstanding Leadership as Faculty Senate President

I move that the Faculty Senate hereby recognize, commend, and sincerely thank Dr. Troy Bray for his outstanding and first-rate leadership of the Senate during his term as Faculty Senate President. His leadership and direction of the Senate, along with numerous (and often times critical and/or difficult) Senate-related matters pertaining to Henderson State University and its various constituencies, has been consistently insightful, logical, and impeccable throughout.

The motion was supported unanimously.

7. Reports of Committees
 - a. Executive Committee – Note of information: There is hold on editing and usage rights of webpage until the new senate convenes. The current executive committee feels we need to pursue these privileges, e-mail usage issues are also on hold until the new senate convenes. We need to increase message storage space and attachment size.
 - b. Academics Committee -
 - i. Proposal on Academic Grievances (Dr. Miles and Chad Fielding support this document)

Student Appeals of Course Grades: *At the beginning of each semester or term, faculty members will provide course materials that include course requirements and grading procedures. The faculty member has the authority and responsibility to determine the grade. Academic evaluation on student performance shall be neither prejudicial nor capricious (such as students getting different grades for the exact same work). Students may appeal grades awarded by faculty members by utilizing the procedure below. Any appeal must be initiated within two weeks of the first day of the following regular (fall or spring) semester.*

A student who desires to appeal a grade will contact the faculty member who awarded the grade in question. The student will explain the reason(s) for the appeal, and the faculty member will explain the reason(s) and basis for awarding the grade. Within one week of this meeting, the faculty member will notify the student of his/her decision.

The student may continue the appeal by filing a written appeal with the chairperson of the appropriate department or the faculty member's immediate supervisor within four weeks of the beginning of the regular (fall or spring) semester following the semester in which the course was taken. The written appeal must outline the complaint, including any evidence that the grading was capricious or prejudicial. Within one week of receipt of the letter of appeal, the chairperson/immediate supervisor will hold a meeting with the faculty member, the student, and one other faculty member from the department or area. This provides an opportunity for the student to present his/her case for the appeal. After the meeting, the chairperson/immediate supervisor and faculty members will discuss the merits of the student's complaint.

Within one week the chairperson/immediate supervisor will notify the student in writing of the faculty member's decision.

Within one week of receipt of that memo, the student may continue the appeal by filing a written appeal with the appropriate dean. The dean will hold a discussion with the faculty member regarding the student's appeal and then, within one week, notify the student in writing of the decision of the faculty member, which is then final.

Grade changes that result under the provisions of this section are not subject to any grade change deadline stated elsewhere in this document.

1. Discussion ensued.
2. A senator suggested a friendly amendment that the "Student may bring an observer or any relevant witnesses to the discussion."
3. Another senator voiced concern over the bottom of 3rd and 4th paragraphs in that the faculty member's decision is what stands along the way. An amendment proposed to change the wording from "the supervisor will notify the student in writing of the faculty member's decision" to "the supervisor will notify the student in writing of the decision of the appeal." The amendment passed with 2 opposed.
4. The document passed as amended.

c. Buildings and Grounds Committee –

Discussion with Johnny Campbell, Chief of University Police:

A senator noted that there appear to be more parking spots reserved for motorcycles than warranted by usage, particularly in Evans lot. Mr. Campbell will assess the need for parking spaces reserved for motorcycles in several locations on campus, with the goal of restoring some spots to car parking.

University Police will soon move to the Blackmon house, which is currently undergoing renovation.

Discussion with Lecia Franklin, Interim Vice President for Finance

Ms. Franklin will try to set up a campus walkabout with the chair of the Senate Buildings and Grounds committee, the Staff Senate President, and Grounds Supervisor Andrea Pennington before the end of the semester.

Certain issues are ongoing because it is up to the city to act upon them. Ms. Franklin will speak with City Manager Jimmy Bolt about the issues below:

- *Parallel parking spaces on 11th Street next to Newberry House are not clearly marked, resulting in parking tickets.*
- *Crosswalks at the intersection of Henderson and 12th need to be painted as soon as possible for pedestrian safety.*
- *Could the extra parking spaces reserved for handicap parking on Henderson Street be restored to regular parking now that Disability Services has returned to its permanent location?*

Ms. Franklin will address the following issues with Mr. Corley and Ms. Pennington:

- *Pothole in Caplinger parking lot*
- *Litter on campus*
- *Uneven pavement between parking lot next to Student Services and large lot behind Student Services and Captain Henderson House*

- *Progress on the fountain between Mooney and Library*
 - i. The committee would like to recognize LeaAnn Alexander for being an excellent chairperson
 - d. Finance Committee – No report
 - e. Operations Committee – No report
 - f. Procedures Committee -
 - i. At-Large Election Results
 1. Professor: Dr. Marck Beggs; Alt: Victor Claar
 2. Associate: Steven Carter; Alt: Stephanie Barron
 3. Assistant: Nathan Campbell; Alt: Brandie Benton
 4. Instructor: Beth Maxfield; Alt: David Thigpen
8. Old Business
- a. Faculty Senate Webmaster – The topic will be addressed by the new senate in January.
9. New Business – no new business
10. The meeting adjourned at 4:30pm

Respectfully Submitted,
Shannon Clardy
Faculty Senate Secretary