

Draft of Faculty Senate Minutes February 2, 2005

Members Present: Aneeq Ahmad, Lea Ann Alexander, Angela Boswell, Catherine Leach, Charles Leming, Mike Matthews, Hal McAfee, Henry Perez, Bruce Smith, Laura Storm, Carol Underwood, Hank Wilson, Randy Duncan, Jamie Engman, Duane Jackson, Patti Miley, Marielle McFarland, Jules Mollere, Brett Serviss, George Ann Stallings, Celya Taylor, Kenneth Taylor, Larry Thye, Alan Wright.

Members Absent: Marty Campbell, Linda English, Betsy Fulmer, Joyce Shepherd.

President Mike Matthews called the meeting to order at 3: 17 p.m.

The January, 2005, meeting minutes were approved with the following changes:

- Line 31-2 will read: A senator suggested that Faculty Senators not be on any other committees if we follow Dr. Houston's suggestion.
- Duane Jackson will serve as Chair Elect of the Finance Committee.

Guest Speakers:

- **Tom Gattin, HSU Registrar, reported on his proposal for a change in the Drop Date policy (See Attachment One).**
 - Subsequent discussion focused on this policy change being preferable because students will no longer be able to drop on the final Friday (before the last week of classes) when it is very difficult for them to get all of the required signatures.
 - If the proposal is approved it will take effect Spring Semester, 2006. The proposal was sent to the Academics Committee for consideration.
- **Dr. Robert Houston, Vice President of Academic Affairs,** began his visit with the Faculty Senate by stating his objectives:
 - To have open and direct lines of communication with faculty members.
 - Have opportunities to verify facts and dispel rumors among faculty members and on campus.
 - Believes faculty members can be very productive in helping the university achieve and enhance its mission. Dr. Houston is a firm believer in faculty governance. He believes Faculty Senate and other committees are important policy-making elements.
 - Raised issue of looking at various committees to establish their mission/objectives and consider eliminating those committees that don't function or meet.

Dr. Houston's Discussion with Faculty Senate (see Attachment Two by Dr. Mike Matthews about his meeting with Dr. Houston on January 25, 2005):
Idea from January 19, 2005, Faculty Senate meeting that senators not be required to serve on committees other than Faculty Senate and its committees

was raised. Dr. Houston will further investigate the following questions about committees:

- **How are faculty members assigned to Standing and Ad Hoc Committees?** At the end of each year, John Choate's Office asks faculty members which committees they want to be on. We believe that faculty members are assigned to the committees they select but if a faculty member does not select any committees, are they assigned to any? If not, is this why some faculty members feel overworked by too many or too much committee work? Why are some faculty members not on any committees at all? Dr. Houston will investigate this and determine who does and does not participate in committee work. This is a large part of why he supports reinstating merit pay. Dr. Houston will get back to us on the issue of how committee assignments are made, and who does and does not participate. It was pointed out that some faculty members cannot attend committee meetings due to class schedules/labs/etc., while others just don't participate.
- **Are all of the (Standing and Ad Hoc) Committees that we have necessary?** The historical mission and/or objectives of committees will be determined and some committees may be eliminated if they don't meet (require/have meetings) and have no objective(s). Some committees do not have well-defined missions or objectives and we need to establish these for all committees in order to determine their ongoing existence.
- **#4 Mission Statement:** Any possible upcoming changes to the Mission Statement will have no impact on Henderson's membership in COPLAC because membership is determined by a school's ability to meet COPLAC's admission criteria.
- **#7 Bachelors of General Studies (BGS)** is still being developed for proposal. The General Education Committee is working on it now and will send it to the general faculty before it is sent to the UAC
- **#5 Faculty Handbook and new university webpage**
 - Sharon Gardner maintains and updates the paper copy of the *Faculty Handbook*. She is the person to consult for information in or issues about the handbook. At least two online editions of the *Faculty Handbook* appear on the Henderson web page. The accuracy of these is to be determined by the Operations Committee. The following statement was received from Dr. Dunn after the conclusion of the meeting. "We will remove the "Faculty Handbook" that shows up on "pines" and will add another connection to it on the "academics" page. Currently, you can get to the current handbook by clicking on "Henderson employees."
 - Dr. Houston, the Deans and Doris Wright will meet to discuss the new university webpage. They are going to discuss specific problems and how they will be addressed. Faculty members are

asked to give lists of their *specific* problems with the webpage to their dean.

8 Summer Salaries: Dr. Houston discussed the issue of summer salaries and pros and cons of averaging class enrollments. He will look into the matter further and provide more information to the senate in the future. The Senate Finance Committee is to monitor this issue.

- **A senator raised the issue of the discrepancy** between full-time load for professors who teach only graduate courses (9 hours) and full-time load for professors who teach only undergraduate courses (12 to 15 hours). Academics committee is to consider the policy.

In response to the President's Report Report (see Attachment Three – Dr. Matthews Jan. 31, 2005 Meeting with Dr. Dunn):

- **More than one senator disagreed with Dr. Dunn's response** to a number of senators/faculty members' feeling that Bold Strokes was not a success—For clarification, some senators sometimes use the term "Bold Strokes" when they are referring to intense faculty efforts made through committee work where follow through does not occur or is **not** seen by the faculty members...Misuse of the term "Bold Strokes" was discussed and senators henceforth will try to state their views more clearly without using that term.
- **Faculty members are discouraged by unproductive meetings that accomplish little.** Several senators suggested that we need a baseline for faculty morale at Henderson. Some senators feel the survey we took last fall might provide this. The Senate will ask Dr. Houston if we have the results from that survey, yet or not.
- A senator pointed out that Bold Strokes was a partial success and suggested that faculty's dismay comes from their disappointment at the outcome of difficult committee work that sometimes goes on for a year or more. Faculty members' frustration results from not being allowed involvement in the follow through/implementation of ideas that start in committees. Dialogue should take place between faculty members and administrators after committee work is turned in. After the information is reviewed by the administrators, faculty members want to help determine what action Henderson takes (within budgetary constraints).
- **Motion passed by the Senate:** The Faculty Senate endorses current strategic planning efforts and urges that at least one faculty member from each Task Force participates in the preparation of the final report.

Committee Reports:

- **Academics Committee:** No report.
Assignment: Drop date, make results of fall faculty evaluations available sooner so they can be considered in promotion and tenure decisions, graduate versus undergraduate load credit.

- **Finance Committee:** The Chair passed out copies of Attachment Four from the March-April issue of *Academe*. Henderson State University is at the bottom of the AAUP rankings. The Chair asked for suggestions about what kind of increase faculty members want...what is the minimum percentage expected by Henderson's faculty members?
- **Assignment:** Consider Faculty raises, summer salaries, Faculty Sick Leave Policy, and address whether or not a line item might be added to the budget for travel by officers of regional and national organizations.

- **Procedures Committee:** No report.
Assignment: Faculty Senate Calendar.

- **Operations Committee:** No report.
Assignment: Update the Faculty Senate webpage. Insure that the Senate Constitution on the webpage is up to date. Follow up with Sharon Gardner for the most up-to-date edition of the *Faculty Handbook* and Reid Joiner, university web master, who will update the *Handbook* on the web.

- **Buildings and Grounds Committee:** No report
- Current assignments:
 - campus recycling,
 - overall improvement of the appearance of the grounds, including painting of parking lots, rubbish removal, stopping people from driving on lawns, etc.
 - campus lighting. We would at least like to find a way to brighten some of the more poorly lit areas on campus.
 - acquiring a sidewalk for Richardson Street.
 - slowing down traffic on 12th Street. We want to try and get a stop sign placed at the intersection of 12th and Henderson and or 12th and Richardson. We also want to get the crosswalk at 12th and Henderson repainted.
 - placement of ash cans on campus. Where should they be positioned?

Old Business – Matters were considered in relation to the discussions with Dr. Dunn and Dr. Houston.

New Business

- AAUP will meet on February 24 at 12:30 in the Dawson Room. Richard Schmid is the president of Henderson's chapter.
- A senator asked when the old web pages are going to disappear. April, May and the end of the spring semester are the different dates people have heard. The Faculty Senate will request that this be postponed until summer 2005 or later. Another question raised is "why do the old web pages have to disappear?" A senator asked how many senators have written or changed their pages to

Ektron. One has and twelve will when they learn Ektron. These issues are to be raised in the University Technology Committee meeting.

- The University Technology Committee is collecting requests and suggestions from the schools for equipment/technology.
- A senator inquired as to the status of the senate's previous requests to have an evaluation of the head of computer services included in administrative evaluations
- The Senate discussed whether or not Faculty members want to meet with Dr. Dunn. The overall answer was yes, and the meetings should be held at different times/days, so all faculty members have an opportunity to attend at least some of the meetings. The senators like Dr. Dunn's suggestion to have voluntary meetings targeted at specific topics, such as "legislative matters that affect Henderson with the agenda being open to discuss any other matters of concern."
- One or more senators suggested that Dr. Dunn meet with the schools regularly. Another senator suggested that the schools submit questions to Dr. Dunn before the meetings take place. A senator pointed out that Dr. Dunn visited the schools in the past and that he is really in his element when meeting with small groups. Faculty members at Henderson want to be engaged in on-going dialogue with Dr. Dunn. It was also mentioned that Dr. Houston encourages departments to invite him for meetings.

The meeting adjourned at 5:12 p.m.

Respectfully submitted by Marielle McFarland,
Secretary, Faculty Senate 2005

WITHDRAW FROM THE UNIVERSITY OR DROP A COURSE

Information and/or forms for officially withdrawing from the university may be secured from the Office of Financial Aid located in Womack Hall, Room 203A, or the website of the Office of Financial Aid. Forms for dropping a course may be obtained from the Office of the Registrar. No grade is recorded on the transcript for a dropped course or official withdrawal from the university during the first two weeks of a semester or the first week of a summer term. A grade of "W" is given if the student drops a course or withdraws from the university during the third through tenth week of a semester and during the second week of a summer term. Individual courses cannot be dropped after this time.

Students may withdraw from school until one week prior to the end of regular classes. If the withdrawal is after the tenth week of a semester or the second week of a summer term, a grade of "F" will be awarded if the student is failing at the time of withdrawal, and a grade of

"WP" will be awarded if the student has a grade of "A", "B", "C", or "D". A student who ceases to attend class(es) without dropping or withdrawing may receive an "F". A failing grade will be given when a student is failing in a course and misses the final examination without a satisfactory explanation.

January 25, 2005 Meeting with Dr. Houston

1. We discussed instances of poor committee attendance and lack of work done by some committee members while others did the work they were supposed to do. I mentioned some of the reasons that had been discussed at the January Senate meeting for this: faculty felt their views were not considered, apathy, bold strokes did not accomplish what it should after immense work was put into the process, input into committee work needs to result in accomplishments, why bother.

Dr. Houston thinks a merit pay system should exist. Faculty that teach their classes as they should, take active roles in committee assignments, attend graduation, and perform other duties required of the faculty should be rewarded for it. A merit pay system that was discussed might be to consider a tiered pay raise system allowing possible raises of 3%, 2%, 1%, or no raise depending on evaluations by the individual's department chair. Oversight by the deans and vice-presidents could also enter into the decision.

2. I asked about the statement concerning the Strategic Planning committees from the January 10th Cabinet minutes that stated: "Concern was expressed by several members of the cabinet about the level of involvement and effort by the faculty in both this process and the faculty senate." Dr. Houston reiterated his position of a need for merit pay. Faculty who do the work should be rewarded for it. As to asking for more faculty volunteers for these committees, he said that President Dunn decided not to do this but to go with the number that had already volunteered. These were most likely the individuals that had an interest in the work of the committees.

I pointed out that some faculty felt that the Board should not have been the group to decide the subjects of the committee's work but instead it should have been the faculty. The feeling is that faculty know the issues that should be addressed at this institution far better than the Board members could possibly know – faculty are on this campus all the time. Dr. Houston felt that although the Board was involved, it was the VPs and deans that really determined the issues that were finally decided upon, and he was pleased with the outcome.

3. I indicated to Dr. Houston that at least one member of the Senate had expressed the view that more than one meeting per year with the President was desirable in order to share concerns.

4. Concerning the mission statement, Dr. Houston indicated that it would probably remain as is except that the phrase "Arkansas' Public Liberal Arts University" might be replaced with something more general such as: Henderson is a liberal arts institution with programs in aviation, business, education, and nursing (not a quote!). Drs. Dunn and Houston are attending the COPLAC meeting this week.

5. I asked about updating the 2000 Faculty Handbook on the Henderson web page. Sharon Gardner maintains the updated the official written version of the handbook and it will be updated on the web by Reid Joiner, HSU Webmaster (all three(?) locations!).

6. The current drop date is considered to be too late in the semester and a proposal to change it is to be presented to the UAC at the January meeting. Senate input is requested if desired.

7. I asked about the proposed degree entitled Bachelor of General Studies that is also under consideration by the UAC. Dr. Houston suggested that I talk to Dr. Sommer about the situation with this. (Having done this, she stated that the General Education Committee is working on this and when a proposal is near completion, it will be sent out to all faculty for comment. At that time she said that Faculty Senate input would be welcomed.)

8. Summer salaries were discussed. Sharon Gardner is calculating cost of possible changes in how these are determined based on the enrollments last summer. Dr. Houston stated that averaging numbers of students taught by a single instructor, or possibly within a department, or some other means are possible. A problem with summer school salaries is that faculty salaries have gone up in recent years but the amount of money budgeted for summer school has not been increased.

9. Proposals for a fall break were discussed. He suggested having a Friday and Monday off sometime in October. I expressed concern with this as it would interfere with scheduling of science labs, and instead suggested that a Thursday and Friday would be better.

January 31, 2005 Meeting with Dr. Dunn

1. Cabinet minutes for January 31 were published a few minutes before my meeting with Dr. Dunn. Item #6 was the first topic of discussion. Quoting from the minutes: "Sommer and Linn expressed the need to receive results of the fall student evaluations in a timelier manner. Sommer expressed that the results are needed during the tenure and promotion process. She asked that the deadlines for that process be extended to allow her time to review the evaluations and submit her recommendations." He recommended that I talk to Dr. Sommer about possible changes in the current schedule.

2. Also from the Cabinet minutes, Dunn pointed out that "strong statements on both sides of the (tobacco ban) issue" had been made. An electronic survey of the faculty, staff, and students is to be forthcoming on this issue. He pointed out that the governor may take action that will supersede any action that Henderson might take.

3. Dr. Dunn gave me Day 9 (as of January 31) registration figures for the Spring 2005 semester. Total registered students for 2005 is up to 3232 compared to 3180 for 2004, an increase of 1.6%. Regrettably, however, the increase was mainly due to part time students. Full time students dropped from 2599 in 2004 to 2584 in 2005, whereas part time students increased from 581 to 648. Freshman and graduate students had the largest increases. In terms of "dollars", "the ratio of

full-time/part-time students has not produced predicted revenue”, i.e. there is a shortfall in money!

4. In response to an inquiry about the outlook for Henderson coming from the current Legislative session, Dr. Dunn mentioned that the governor has asked for an appropriation of \$54,000,000 for higher education. Also, he said that a “fair” funding formula for higher education has been agreed upon. If the governor’s request is passed Henderson would receive about \$835,000 but this is not likely. It is more likely that a figure near \$34,000,000 will be passed for higher education with Henderson’s share being about \$539,000 for the 1st year and \$631,000 for the 2nd year, representing 3% and 3.5% increases. What actually takes place should be known by late March.

How will this affect Henderson? Item #1 of the Jan. 31 Cabinet minutes concludes: “Dunn stated that the 2005-2006 budget should be created based on a flat enrollment. He stated firmly that our first priority for any new dollars is salaries. He wishes to provide an across-the-board pay increase, as well as making adjustments where critical. He stated that new positions will only come after the salary issue is adequately addressed.”

5. We discussed the statement reported in the previous Cabinet minutes that read “Concern was expressed by several members of the cabinet about the level of involvement and effort by the faculty in both this process and the faculty senate.” I told him of comments made by various members of the faculty about “apathy”, “why bother”, “administration does not listen to the faculty”, etc. For the faculty to take a more active role, I told him that the faculty must be convinced that their opinions are wanted, that they will be considered as valuable, and that outcomes will reflect this. I mentioned that at least one senator had stated that more meetings with the President were desirable. Dunn replied that faculty hate meetings. We discussed possible alternatives, including: general faculty meetings, voluntary meetings with the faculty, and meetings targeted to specific topics. One possibility was voluntary meetings to discuss legislative matters that affect Henderson with the agenda being open to discuss any other matters of concern.

6. Problems with the Faculty Handbook as it appears on the Henderson web were discussed. At least two copies exist which are not the same, at least if you look at the Table of Contents. I requested that the title page, which now lists the year 2000, have the dates listed of all revisions that have been added to the document since 2000. These revisions are now listed within the document itself at the site of the revisions. Dunn is to check on these issues. (Note item 5 from discussions with Dr. Houston.)

7. I requested that the post office and offices in Womack Hall be staffed and be available for student and faculty to conduct business during the lunch hour where sufficient office staff are available to do this.

8. I pointed out that faculty had raised an issue concerning the switchboard. Basically the menu setup was difficult to use, and that contact with someone at Henderson through the switchboard was not a good public relations endeavor.

9. We briefly discussed summer salaries and Dr. Dunn stated that Dr. Houston was looking into this.

10. I asked that the current chair of the Faculty Senate Finance Committee, Lea Ann Alexander, be placed on the University Salary Study Committee, and Dr. Dunn agreed.

11. A faculty member had asked why current student ID numbers are using 4 digits from the student's social security number. Dunn said he would check on this.

12. Another inquiry concerned the Summer Transitional program that was conducted last summer. Is the program to be repeated again in 2005? Dunn did not think so but requested that I contact Dean Sommer about this as she will run the program if it occurs?

13. I asked Dunn the status of the change in Faculty Sick Leave Policy to Faculty Short Term Disability Policy. The policy change was approved by the Senate at the November 2004 meeting and awaits Board approval unless further changes are deemed necessary. The Faculty Finance Committee, and especially Julie Hall, has worked closely with John Choate and others to develop the policy. No action has been taken. Dr. Dunn has a very important concern about the policy which has previously been raised by others. The legislature may pass a bill that requires state institutions to pay individuals for some percentage of their accrued sick leave at the time they leave the institution. Dunn has asked Choate to determine how such a law might affect Henderson faculty under the proposed change in policy.

Attachment 4

APPENDIX 1													APPENDIX 2												
APP#	ST	CH	ST	CH	ST	CH	ST	CH	ST	CH	ST	CH	APP#	ST	CH	ST	CH	ST	CH	ST	CH	ST	CH		
NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.	NO.		
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260	01	00	01	01	02	03	04	05	06	07	08	09	270	01	00	01	01	02	03	04	05	06	07		
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262	01	00	01	01	02	03	04	05	06	07	08	09	272	01	00	01	01	02	03	04	05	06	07		
263	01	00	01	01	02	03	04	05	06	07	08	09	273	01	00	01	01	02	03	04	05	06	07		
264	01	00	01	01	02	03	04	05	06	07	08	09	274	01	00	01	01	02	03	04	05	06	07		
265	01	00	01	01	02	03	04	05	06	07	08	09	275	01	00	01	01	02	03	04	05	06	07		
266	01	00	01	01	02	03	04	05																	