

Faculty Senate Meeting  
January 14, 2004

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

**Members Absent:** Aneeq Ahmad, Betsy Fulmer, and George Ann Stallings.

**Call to order:** The January meeting of the Faculty Senate was called to order at 3:15 p.m. by President Fred Worth and the minutes from the December meeting were approved. Before proceeding, the President commended the work of the last Faculty Senate.

**Election of Officers:** The following officers were elected to their respective positions by acclamation:

VP/President Elect: Phillip Schroeder

Secretary: Angela Boswell

Board of Trustees Representative: Catherine Leach

Dr. Worth announced his intention to appoint the other executive office of Parliamentarian immediately following the Senate meeting.

**President's Report:**

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

Dr. Houston said he was looking forward to working with the senate this year. He mentioned that he felt this year's senate roster was a very good one, made up of committed and qualified faculty.

Dr. Houston mentioned that he was "cautiously optimistic" about the financial situation. In the state, retail sales have been up lately and retailers have not lowered prices after Christmas as much as they normally do so tax revenues are up somewhat.

Dr. Worth asked Dr. Houston to name the issues he felt were most pressing for senate consideration. Assessment was the first item he mentioned. It is important to be working on assessment on a daily basis, but we must try to make the process relevant to what we are doing as a university and individually. It is also important that we be able to document what we are doing.

Instructional technology is going to be institutionalized. Jennifer Holbrook will be moving to media services to work with instructional technology. Gerald Brewer will be helping in that area. Part of the focus will be in helping the development and implementation of on-line courses. The center will be staffed in the evenings. Dr.

Houston wants faculty suggestions on formalizing the process (set up and implementation).

Dr. Houston also brought up the topic of the excellence awards. He is open to the senate's proposal (November meeting) to increase the awards by \$10,000. He wants faculty input to determine if the process is working the way we want it to work. The possibility of allowing for student nominations of faculty, particularly on the teaching awards, was discussed. Dr. Houston liked that idea and suggested talking to Dustin Smith and SGA about how to approach that.

Dr. Worth and Dr. Houston also discussed that B.S. degrees require 12 hours of mathematics and B.A. degrees require a foreign language and how some exceptions have been made to those requirements. Dr. Houston wants to revisit those exceptions and examine the policy. He mentioned some concerns about some procedural issues in how this is handled and particularly wants to encourage open discussion.

The topic of pre-summer session came up. Dr. Houston is open to the idea of having two or three week courses and feels there are some good arguments for them. He insisted that we must be sure that such offerings represent quality courses and commented that some kinds of courses simply would not work. Dr. Houston said that he is confident that faculty and departments will carefully weigh the appropriateness of such offerings.

It has been suggested that there should be release time for the faculty senate secretary. Dr. Houston is open to the idea but said it would take some convincing before he would approve it.

A suggestion had been made that the Faculty Senate President in the future should attend the University Academic Council meetings and be able to vote. While this would require presidential action and action by the committee on committees, Dr. Houston was open to the idea. He suggested the senate should consider who would be best able to represent its interests, whether that might be the president, chair of the academics committee or someone else.

Dr. Worth asked Dr. Houston whether Henderson accepts D's in transfer. The answer was yes, but for the most part they do not help students. Only 7 hours of D can be used in the liberal arts core and, within majors, D's are not acceptable.

Dr. Houston expressed his appreciation to faculty for doing an outstanding job of getting grades in during a very short period of time last semester. He said that care would be taken to be sure that we would receive more warning in future semesters, preferably at the beginning of the semester. He also mentioned his concern that faculty be more diligent in reading announcements as they are sent out. He particularly mentioned Martin Luther King Day and a number of faculty who had not been aware that no classes would be held that day.

On the question of protecting the integrity of on line courses, Dr. Houston said that tests would have to be taken at an approved testing center where students would have to show ID's in order to take the test. He also mentioned that we will be opening a 30 computer testing site on campus that would be open to use by on campus classes. Tests could be an assigned activity outside of class time.

Dr. Houston reiterated that he is looking forward to working with what he called one of the best groups of senators he has seen and expects a peaceful and productive year.

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

Dr. Worth asked Dr. Dunn what he thought were the most pressing issues for senate consideration.

1. Assessment - Dr. Dunn said we need to put together a process that will make assessment a part of the culture of the university. He said that Wrenette Tedder has been doing a very good job and that several academic units are doing well in their development of an assessment program. He emphasized the importance of getting a good process developed.

Dr. Worth suggested to Dr. Dunn that it is important for us as faculty to understand how the assessment process benefits us as teachers. Dr. Dunn expressed sympathy with that concern. He mentioned that a good assessment process will help us get feedback that will tell us if we are doing a good job of meeting our goals relative to our students' success.

Dr. Dunn mentioned one school he visited. There, the faculty decided that before a department would be authorized to hire for a new position, that department's assessment program would have to show that the position was necessary. He mentioned that as an example of a policy that places great importance on the process, not as a suggestion for HSU implementation.

2. Retention - Dr. Dunn said that it is essential that we, as a senate, look for ways to help increase student retention. When told that some schools have improved retention by discouraging faculty from giving low grades, Dr. Dunn said emphatically that he would not do that.

3. Salaries - Dr. Dunn wants very much to at least try to provide a cost of living increase for next year. He mentioned that we compare favorably with other schools in salaries for senior full professors, but not as well in lower "years in rank" categories. He has put together a proposal that would, over a two year period, make adjustments to faculty base salaries. The proposal would use base levels for each rank (see below) and add \$300-\$400 per "years in rank" to obtain new salaries for people.

	Current	Effective 7/1/04	Effective 7/1/05
Professor w/PhD	45,000	48,000	50,000
Professor w/o PhD	40,000	43,000	45,000
Associate Professor w/PhD	39,000	41,500	43,000
Associate Professor w/o PhD	35,000	37,500	39,000
Assistant Professor w/PhD	33,000	35,000	36,000
Assistant Professor w/o PhD	30,000	32,000	33,000
Instructor w/ Masters	28,000	29,500	31,000

He is also proposing adjunct salaries be set at

Masters	1,600
Doctorate	1,850
Retired HSU Faculty	2,000

Dr. Dunn agreed with Dr. Houston's appraisal of being "cautiously optimistic" on the current state financial situation. He still hopes to give a bonus "of at least 1%" this year, that would become part of base salaries if state funding materializes as projected.

Dr. Worth asked Dr. Dunn if Jay Goodwin's appointment as intramural director was a full time position as seemed to be indicated in a recent e-mail. He said that Mr. Goodwin still has other responsibilities in addition to his reassignment to oversee the intramural program. "Intramurals have been the responsibility of student services for some time. Mr. Hankins consolidated several functions & reorganized to provide greater attention to intramurals in an effort to strengthen student participation in campus life. Jay's primary responsibility is intramurals, though, like others, he surely will engage in other student services functions as well."

Dr. Worth also asked Dr. Dunn about the bookstore no longer offering faculty a discount on textbooks. He was unaware of any change but said he would check into it. He checked into it and found out that "they allow a 10% discount on all purchases except for books, sale items, and software."

Dr. Dunn was agreeable with the idea of adding the faculty senate president (or another senate designee) to the University Academic Council. He said that one could probably be added *ex officio* this year, possibly with voting privileges, and he would talk to Dr. Houston about making that a permanent, regular position.

### **Items for the President to Address in the February Meeting:**

The following were items that members wanted addressed at the next meeting:

1. To ask about the possibility of Monday night classes meeting on the day of Monday registration or some other relief relevant to the fact that Monday night classes currently do not meet for the first time until the third week of classes (due to Labor Day in the Fall and Martin Luther King, Jr., Day during the Spring).
2. To ascertain that the Ed.D. and the terminal degree MFA with thesis are being considered as Ph.D.s in the base salary adjustments that Dr. Dunn is proposing.

### **Committee Reports**

#### **Academics Committee:**

Dr. Phillip Schroeder, chair of the Academics Committee, called attention to the Mandatory Student Advising Proposal recommended at the last Senate meeting. They are working to implement the proposal by as early as this summer, so the Academics Committee is seeking as much feedback on the proposal as possible. The committee is also looking at implementing a "University College" or similar situation where all undeclared students can go to a source for assistance and advising. This might be implemented through the Henderson Seminar (and an increased stipend for those who instruct Henderson Seminar would be considered). Above all, the Academics Committee is hoping to create a culture where each student is connected to an advisor in more than just name.

The Academics Committee has also been charged with looking at the University Honors Code. A proposal by the deans to amend the student handbook dealing with issues of plagiarism was circulated (see attached). There was concern expressed by the Senate that students do not get copies of the student handbook nor are they ever required and/or even encouraged to read the only version of the handbook available to them online. There was concern about the legality of holding students to a process or punishment of which they had not been made aware. There was sentiment that students should get copies of the student handbook and also sign statements agreeing to the terms of the handbook. The issue was referred back to the Academics Committee for further consideration.

**Finance Committee:**

No report.

**Procedures Committee:**

No report.

**Operations Committee:**

No report.

**Building and Ground Committee:**

No report. Dr. Worth reiterated the need to report Buildings and Grounds concerns, especially lack of lighting, to John Corley immediately.

**Old Business:**

None

**New Business:**

Dr. Worth asked Senate members to rank committee assignments by personal preference. He wanted to take the preferences into account when making assignments.

Dr. Worth passed out a list of concerns/issues which the committees should consider first (see attached).

Regarding which Senate member should sit on the University Academic Council (should the UAC approve such a seat), the Senate made the following resolution:

Motion by Carolyn Eoff, Second by Don Wells that the Chair of the Academics Committee should represent the Senate on the UAC unless the Chair of the Academics Committee is on the UAC in another capacity in which case another member of the Academics Committee should represent the Faculty Senate on the UAC. Passed by voice vote with none opposed.

The meeting adjourned at 4:35 p.m.

## **Addendum to Minutes**

### **RESULTS OF EXECUTIVE COMMITTEE MEETING**

Immediately following the Senate meeting, the Executive Committee met and appointed the following committees and office:

#### **Academics Committee**

Phillip Schroeder, Acting Chair  
Martha Dale Cooley  
William Henshaw  
Blair Olson  
Joyce Shepherd  
George Ann Stallings

#### **Finance Committee**

Carolyn Eoff, Chair  
Michael Matthews, Chair-Elect  
Charles Leming  
Glenna Sumner  
Carol Underwood  
Fred Worth

#### **Buildings and Grounds Committee**

Brett Serviss, Acting Chair  
Lea Ann Alexander  
Betsy Fulmer  
Lynn Glover-Leggett  
Laura Lockwood  
Hank Wilson

#### **Procedures Committee**

Angela Boswell, Chair  
Keith Fudge  
Catherine Leach  
Don Wells

#### **Operations Committee**

Bruce Smith, Acting Chair  
Aneeq Ahmad  
Marty Campbell  
Hal McAfee  
Marielle McFarland  
Connie Roberts

#### **Parliamentarian**

Don Wells.

## **Proposed Code of Conduct Amendment**

### Section 12. University Academic Discipline Policy

Paragraph 1. An instructor may dismiss or suspend from a class any student who is disruptive, is violating a university regulation, or is engaged in academic dishonesty. If deemed appropriate, the instructor may refer the student to the Office of Judicial Affairs for University disciplinary action.

The following list of behaviors are examples that constitute academic dishonesty:

1. Examination Behavior – Any use of external assistance during an examination shall be considered academically dishonest unless expressly permitted by an instructor;
2. Fabrication – Any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity;
3. Plagiarism – the appropriating and subsequent passing off of another person`s work as one`s own. If the work of another is used, acknowledgement of the original source must be made known using a recognized referencing practice. If another`s words are borrowed in whole or in part and merely recast in the student`s own words, proper acknowledgement must, nonetheless, be made;
4. Other types of academic dishonesty – (a) submitting a paper written or obtained from another; (b) using a paper or essay in more than one class without the instructor`s permission; (c) using another person to complete homework assignments or take-home exams without the knowledge and consent of the instructor; and (d) sharing or using information through computers or other electronic networks without the consent of the instructor.

In order that all students are treated equally when caught in any of the above situations, the following guidelines will apply:

- 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. subsequent offenses of any of the above may result in suspension from the University

Students caught engaging in academic dishonesty will be reported to the department chair and the dean, at which time a letter will be sent from the dean outlining action taken. The letter will be copied to the instructor of the course and the chair of the student`s declared major. No action by Student Services need be taken except in the case of suspension.

## ISSUES SENT TO COMMITTEES

<b>Procedures</b>	1	for purposes of the senate - "who is "faculty"?"
	2	should staff have web pages under "faculty" directory?
	3	should people without faculty rank teach classes? (HSU seminar)
<b>Operations</b>	1	Should excellence awards allow for self-nomination? student nomination?
	2	The Staff Handbook is being revised to clarify staff taking courses during the duty day. We might want to look at the wording in the Faculty Handbook as well so people could take 4 or 5 credit classes.
	3	Faculty Handbook concerns regarding tenure and promotion <ul style="list-style-type: none"> <li>• dates for tenure promotion deadlines to Dec 1 from Feb 1?</li> <li>• exceptions to "tenured faculty only" if a department has none?</li> </ul>
	4	Consider having student evaluations for all courses in every term with the exception of TBA's and those with under 10 students. (Mr. Wells)
	5	Development of a single source for university policy. Preferably, this will be done via a web page.
<b>Building and Grounds</b>	1	Investigate the possibility of placing defibrillators in each building (Dr. Dewlen)
	2	Safe nighttime parking for faculty and students
	3	Ask all senators to be on the lookout for things as they go around campus and report them to buildings and grounds
	4	Safe nighttime parking for faculty and students
	5	Security checking buildings carefully
	6	Lights
	7	Smoking ban campus wide (as at UAMS)? Designated smoking areas away from entrances to buildings or walkways?
<b>Academics</b>	1	require "C" or better in ALL prerequisites
	2	Should all BS degrees require 12 hours of mathematics Should all BA degrees have the foreign language requirement
	2	no longer allowing "D" to count in general education
	3	Policy currently states that, until all remedial work is completed, students can't take upper level courses. Should the policy be amended to allow non-degree seeking staff or community people to take classes with passing remediation?
	4	Revisit the unlimited forgiveness policy
5	We need a senate response (endorsing, opposing, or proposing changes) to <b>WRITING INTENSIVE COURSES</b> WRITING ACROSS THE CURRICULUM COMMITTEE'S RECOMMENDED REQUIREMENTS <ol style="list-style-type: none"> <li>1. Writing Intensive (WI) courses shall be designated on each student's official transcript.</li> <li>2. WI courses shall be of the 3000 level or above.</li> <li>3. All HSU students shall complete an equivalent of six (6) semester hours of WI courses with a minimum grade of C in each course as a requirement for graduation.</li> <li>4. At least one (1) WI course utilized to meet graduation requirements shall be from the student's major.</li> <li>5. Each HSU major shall develop a minimum of one (1) WI course to be in place by fall semester 2004.</li> <li>6. Each HSU major shall develop a minimum of two (2) WI courses to be in place by fall semester 2005.</li> <li>7. WI courses shall have a maximum enrollment limit of 24 students per section.</li> <li>8. The writing component of WI courses shall be evaluated with rigor, and the final course evaluation criteria must include this statement: "Students in WI courses must demonstrate both mastery of the course content and competency in independent written expression. Students whose course performance in WI assignments is unsatisfactory will be required to retake the course, since content mastery alone is insufficient to earn credit for WI courses."</li> <li>9. WI courses shall require the following <ol style="list-style-type: none"> <li>a) Minimum of one (1) major writing assignment demonstrating correct use of grammar, spelling, sentence structure and an appropriate citation system.</li> <li>b) At least two (2) writing samples, written during class time, requiring the student to put thoughts together quickly and to write them down clearly using correct grammar, spelling, and sentence structure. This may be done as part (or all) of a quiz or other class activity and does not necessarily have to be a separate assignment.</li> <li>c) All major tests must include at least one (1) essay question.</li> <li>d) Papers returned to the student must be clearly marked as to errors in spelling, grammar, sentence structure, and/or any other aspect of writing important to the development of good writing habits.</li> <li>e) Some writing done by the student should be evaluated and returned, with the opportunity for the student to rewrite the assignment and to correct such things as poor sentence structure, incorrect use of grammar, and spelling.</li> </ol> </li> </ol>	