

Faculty Senate Minutes
March 3, 2010 Meeting

President Catherine Leach called the meeting to order at 3:15 pm.

Mr. Chad Fielding, Dean of Students, addressed the Senate. He stated that the Threat Assessment Task Force has been renamed the Behavioral Intervention Team. He reminded faculty that email sent to personofconcern@hsu.edu would be received by committee members only. Fielding also asked the Faculty Senate to consider endorsing a fall convocation to be held at the beginning of the fall semester. He said the purpose was to set an academic tone for the semester and would include a guest speaker and possibly faculty in regalia. President Leach asked the Senate Academics Committee to work with Fielding and the SGA on the issue. Fielding also reported the results of the SGA fall break survey. Of the 522 replies, 508 wanted a fall break.

Dr. Vernon Miles, Provost and Vice President of Academics, then addressed the Senate. He stated that 1645 freshmen had been admitted so far this year. This time last year 1247 had been admitted.

Miles stated that several community colleges have proposed an Associate of Science in Business degree. He also mentioned the Assessment newsletter and that Ms. Wrenette Tedder and other members of the Assessment Committee would be meeting with each department to discuss their assessment plans.

The minutes of the February meeting were approved as distributed.

Leach gave the President's Report.

Report of Visit with Dr. Welch

Dr. Welch and I discussed the budget. The state revenue report for February is expected the week of March 1st. Based on the latest revenue forecast, Henderson expects to have the funds from the second budget cut this year to be restored in next year's budget. We do not expect to have the money from the first cut restored. Therefore, Henderson plans to budget conservatively for next year.

Welch stated that the presidents and chancellors of both the two and four year schools will meet with the legislature within the next six months to discuss the challenges facing higher education. He said Henderson is cautiously optimistic on the fall 2010 enrollment. We currently have 1600 first time freshmen admitted. This is an approximate 32% increase over the 1212 we had admitted at this time last year. The next step is to encourage those admitted to enroll.

Committee Reports:

Executive Committee:

No report.

Academics Committee:

The Academics Committee is working on several issues referred to the committee.

We have developed the outline for a proposed academic grievance process. We have a few details to work out, but will offer a recommendation to the full senate at the April meeting.

Another issue referred to the committee concerns the on-line evaluation process. We see two distinct, but related issues. The first concerns how to improve the on-line evaluation process for the current semester. Time constraints and the prior decision of mandating the on-line process this year demands action within constraints of the existing system.

Our recommendations for the CURRENT semester are that students be strongly encouraged to complete the on-line evaluations, but not required.

Individual committee members have differing feelings on the offering (by individual faculty members) of extra credit for completion of evaluations. However, a system-wide reward is recommended. A system in use by some institutions is to reward those who have completed evaluations with earlier access to semester grades. For example, students who have completed on-line evaluations of their courses might be allowed access to grade reports through Reddie-Connect a couple of days earlier than students who have not completed evaluations. David Epperhart believes this would be feasible to implement this for the current semester.

It is also recommended that this process be 'advertised' to students. One mechanism available for use is through Reddie-Connect when students register for classes. The system can be set such that students logging on will get a pop-up explaining the early access to grades reward. While this won't reach all students, many do log-on to the system during registration. David Epperhart has also said this would be easy to implement. Other avenues should also be used: The Oracle, announcements in classes, perhaps system-wide emails, any 'Angel-wide' emails.

Even if the system is not perfect, increasing the response rate will increase the usefulness of the data to faculty members.

The committee also recommends that access to on-line evaluations be ended before final exams begin. We recognize that the length of time the evaluation system is open to students may influence the response rate, however we also feel that evaluations should be conducted as late in the semester (prior to finals) as possible. Thus the evaluation process should not begin before the final two weeks of the semester, and there is some sentiment that a one-week period is sufficient.

To make the open-ended comments more useful to the faculty, reports of open-ended comments should be grouped by student. In other words, a faculty member should be able to tell if multiple open-ended comments were made by the same (anonymous) student or if comments were made by multiple students. This will be helpful to individual instructors and to department chairs/personnel committees and others reviewing evaluations.

A related issue is what to do about the evaluation process in the longer run. We will continue to work on this, and appreciate the suggestions we have received and welcome further ideas.

We have other issues to deal with, but the academic grievance process and the evaluation process have been our top priorities this month.

No actions were taken.

Buildings and Grounds Committee:

Meeting with Mr. Bobby Jones, Monday, March 1, 2010

Mr. Jones expressed interest in conducting campus walkabouts with members of the Buildings and Grounds committee. He suggested that Mr. Corley, Dr. Welch, Gary Taylor, and an SGA member join the group. One walkabout will take place during the day and another will take place at night.

Mr. Jones will ask Maintenance to make sure that building managers are notified once repairs have been made.

The issues below were discussed:

Education Building

A contractor has been hired to work on the Education Building's leaky roof and a potential root cause has been identified. (Administration is not interested in constructing any new buildings with flat roofs.)

McBrien

Mr. Jones is forwarding the following concerns to Mr. Corley:

1. The McBrien elevator has malfunctioned at least four times in two weeks. Is it time to call in a technician?
2. Overheated classrooms, particularly with the 2nd floor classrooms on the left hand side of the hall (i.e. MB 212 and others).
3. The back door of McBrien does not lock. Pulling on it will open it even when it's locked, posing a security risk on nights and weekends.
4. The handicap access door still makes a loud noise despite frequent visits by Maintenance workers.
5. The front door of McBrien leaks hot air in the winter and cold air in the summer because it does not close properly. Is there any way to correct McBrien's airflow problem?
6. MB304 has leaked under the HVAC unit since the remodel. It does so when rain blows in from the north.

Evans

Repairs to the sidewalk outside Evans have been completed. Mr. Jones said that draining "Evans Lake" will take some digging, which will take place this summer.

Nursing Building

Mr. Jones agrees that something should be done about traffic at the intersection of Henderson Street and 12th Street. He will speak with the City Manager regarding the feasibility of installing a four-way stop at this intersection or striping the crosswalks and placing a pedestrian crosswalk sign on 12th Street.

Testing Center

The sign for the Testing Center has been moved.

Parking

The Buildings and Grounds Committee discussed possible solutions to the problem of pulling out into the intersections at Brown and Henderson and Meier House parking lot and Henderson. One solution to improve visibility at these intersections involves converting one parking space to the right of Brown and one parking space to the left of Meier House parking lot exit to motorcycle or non-parking. It might be possible to convert the eight motorcycle spots between the Library and TCH to car parking to make up for the loss of parking on Henderson. Mr. Jones will investigate this possibility. (The committee also discussed reversing the flow of Brown Street to address this issue.)

Mr. Jones will also look into having the parking places on the right side of 11th Street marked.

An area was recently designated next to Newberry House for the loading and unloading of mowing equipment.

Sidewalk at corner of Henderson Street and 11th Street

The sidewalk that borders the house on the SW corner of Henderson Street and 11th St. presents a danger to pedestrians, especially those walking at night. Mr. Jones said that this is a city issue.

Discussion with Mr. Johnny Campbell (March 1, 2010):**Ticketing improperly parked cars**

Mr. Campbell said that the HSU Police Department employs one student ticket writer for twelve hours per week. (The Department could use two or three students to write tickets.) When the student is absent, one of the two police officers on duty performs this task in addition to answering all calls for the day. The other officer on duty investigates active cases. Unpaid tickets are transferred to the Business Office. Until those tickets are paid, students are not allowed to register or get a transcript. No student is exempt. Ticket money goes into the general fund. Mr. Campbell offered to attend a Senate meeting any time to answer questions so long as he could have two weeks notice.

Finance Committee:

No report.

Procedures Committee:

No report.

Operations Committee:

The chair stated that the committee is working on several proposals, but had none to put forward at this time.

Old Business:

None.

New Business:

Leach turned the meeting over to President-elect Dr. Troy Bray in order to present a proposal from the Sabbatical Leave Committee. The proposal recommended changes to the sabbatical leave application. After some discussion, the proposal was amended and the motion to approve the application passed. The approved application is attached at the end of the minutes. Leach presided over the remainder of the meeting.

Dr. Barbara Landrum, chair of the Nursing Department, presented a proposal to consider the MS in Nursing/Nurse Practitioner (MSN-NP) as a terminal degree. The proposal was tabled. A copy of the proposal is attached at the end of the minutes.

A proposal to change the university grading scale was sent to the Academics Committee. A copy of the proposal is attached at the end of the minutes.

The meeting adjourned at 4:55 pm.

Henderson State University
Application for Sabbatical Leave

Name _____

Date _____

Faculty rank/department _____

Years at current rank _____

Years of continuous service at HSU _____

Semester(s) for which you are requesting sabbatical leave _____

Have you previously received sabbatical leave? _____

If so, the year of your sabbatical leave _____

Please attach a brief narrative on the specifics of the project(s) undertaken on your previous sabbatical(s).

Please attach a brief narrative of the results/outcomes of the research undertaken on the previous sabbatical(s).

Was your previous sabbatical project completed? _____

If not, to what extent was it completed?

Have you received other University funding for this or a related project? _____

If so, when was it funded? _____

Please list the source of the funds.

In addition to the application above, please attach the following addenda:

1. A brief, but thorough description of sabbatical leave professional development activities.
2. A current résumé (curriculum vitae)
3. A letter of recommendation from your department chair. (Department chairs should submit a letter of recommendation from the college or school dean.)

After the sabbatical is completed, the recipients will be asked to

1. submit a brief, 2-3 page, narrative of the results/outcomes of the sabbatical to the Sabbatical Leave Committee within 60 days of your return to campus.
2. present the result/outcomes of the sabbatical at a brown bag lunch during the academic year following the sabbatical.

I am **tenured** and currently hold the rank of either **professor, associate professor, or associate librarian**.

In addition, I agree that I shall return to the faculty of Henderson State University for at least one full academic year following the Sabbatical leave.

Signature

Proposal: To Amend the HSU Faculty Handbook to Include Master of Science in Nursing Nurse Practitioners as Tenure-Track Faculty

Submitted by: B. J. Landrum, Faculty Senate Representative from the Department of Nursing

Date: February 26, 2010; Revised March 1, 2010

Rationale: Nursing, a professional practice discipline, contains two distinct educational tracts – the practice tract and the academic/research tract. In the practice tract, the Master of Science in Nursing – Nurse Practitioner (MSN-NP), regardless of specialty, constitutes the terminal practice degree. Upon completion of the MSN-NP, this nurse is listed as a Licensed Independent Practitioner similar to physicians and dentists (federal Medicare and DEA definitions). There is no higher practice degree available in the discipline of nursing.

Additionally, an MSN-NP degree requires 41-50 credit hours of courses, practicum, plus a required research project. Thus the rigor and length of the MSN-NP program equates to the other master's degree criteria in the HSU academic appointment listings.

Finally, the inclusion of the MSN-NP in the tenure-track faculty list is key to recruitment and retention of competent, qualified nursing faculty. Practice opportunities for MSN-NPs abound. Tenure-Track confers the status of title as well as the opportunity for promotion – both necessary incentives when competing against the greater remuneration abilities of healthcare agencies.

Suggested Wording Changes to the HSU Faculty Handbook:

Suggested wording changes are attached. New insertions are highlighted in yellow.

III. Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation

D. Types of Academic Appointments

2. Definitions of Regular Academic Appointment

References to degrees in this Handbook refer to earned degrees from regionally accredited institutions.

- a. **Instructor.** This rank should be given to persons with advanced training who have demonstrated scholarly or creative ability. An instructor must have knowledge of the particular course materials and a requisite degree of intellectual vision. In some technical fields, professional experience may bear considerable weight; in other areas, teaching experience is essential. Reappointment depends on maintaining competence in the course(s) or field(s) taught, together with a demonstrated interest in increasing competence through professional opportunities. An instructor must hold the master's degree.
- b. **Assistant Professor.** An assistant professor should show evidence of demonstrated teaching ability, substantial experience in advanced study and research, or professional experience of a kind which would permit a comparable academic contribution. He or she should exhibit promise of originality and excellence in some field connected with teaching, writing, research, or the creative arts. An assistant professor is expected to have a thorough command of the subject matter of some segment of the general field of the discipline, in addition to a comprehension of the whole. An assistant professor must hold an earned doctorate, or be ABD, or hold a sixty semester hour MFA degree with a creative thesis, or hold an MSN-NP (any specialty), or have a master's degree with twenty-four hours credit above the master's level with four years experience at the instructor level.
- c. **Associate Professor.** An associate professor must hold an earned doctorate, a sixty semester hour MFA degree with a creative thesis appropriate to the field of teaching and professional responsibility, or hold an MSN-NP (any specialty), or the MLS degree plus an additional discipline-specific masters degree, and have five years experience as assistant professor. Upon the recommendation of the Vice President for Academic Affairs, persons with forty-five hours above the master's degree and five years experience may be considered for promotion to associate professor. A second master's degree might be an appropriate qualification for a faculty member if approved or requested by the University. In such cases, the hours earned in attaining that second degree may be applied toward the forty-five hour requirement.
- d. **Professor.** A professor, through teaching, creative activity, and service, should have demonstrated substantial command of the whole field, sound scholarship, and a mature view of the discipline. A professor must hold an earned doctorate, or a sixty-semester-hour MFA degree with a creative thesis appropriate to the field of teaching and professional responsibility, or hold an MSN-NP (any specialty), and have five years experience as an associate professor.

K. Criteria for Tenure and Promotion

2. Candidates for promotion must meet the requirements specified in the definition of regular academic appointments. (Revised 1993)

The following policies will govern promotions:

- c. The following practices in promotion will be observed under usual conditions:
 - (1) To hold the rank of instructor, a person must have a master's degree
 - (2) To be promoted from instructor to assistant professor, a person must hold an earned doctorate or terminal degree appropriate to the field of teaching and professional responsibility, be ABD, or hold an MSN-NP (any specialty), or have a master's degree and 24 hours above the master's degree with 4 years experience as an instructor.
 - (3) To be promoted from assistant professor to associate professor, a person must have an earned doctorate appropriate to the field of teaching and professional responsibility and 5 years experience as an assistant professor, or have the 60-hour MFA degree with a creative thesis plus 5 years experience as an assistant professor; or hold an MSN-NP (any specialty) and 5 years experience as an assistant professor, or upon the recommendation of the Vice President for Academic Affairs, have 45 hours above the master's degree and 5 years experience as an assistant professor.
 - (4) To be promoted from associate professor to professor, a person must hold an earned doctorate or a sixty-semester-hour MFA degree with a creative thesis appropriate to the field of teaching, or hold an MSN-NP (any specialty), and professional responsibility and five years experience as an associate professor. (This section was amended by the Board of Trustees on April 23, 2003.)

Proposed Changes in the Grading System

I am proposing to change the current grading system for the students in order to reward them and to provide flexibility to the teacher for evaluating the students. Rather than the present grading system of ABCD and F, we can expand the grading based on the following formula:

Grade	Grade Level
A = 4.0	90 – 100%
A- = 3.75	87-89%
B+ = 3.75	84-86%
B = 3.0	80-83 %
C+ = 2.5	74-79%
C = 2.0	68-73%
D = 1.0	60-67%
F	Less than 60%

However, the instructor has the right to change the grade level

Rationale for Proposed Changes: The traditional grade system is obsolete. The proposed changes will provide more motivation for the students to do better. For example, if a student knows that he/she is going to get B, he/she will not try to do any better. But with the proposed changes, each student will try to do as best as possible to get the higher grade. It will fulfill the objectives of learning as emphasized by the Higher Learning Commission. It will offer more opportunities to the instructor to evaluate and assess a student. Moreover, there are many universities, which are using the proposed grading system.