

Faculty Senate Meeting
November 3, 2004

Members Present: Lea Ann Alexander, Cindy Wilson (for Martha Dale Cooley), Carolyn Eoff, Betsy Fulmer, David Gardner, William Henshaw, Catherine Leach, Charles Leming, Laura Lockwood, Harold McAfee, Marielle McFarland, Henry Perez, Phillip Schroeder, Brett Serviss, Bruce Smith, George Ann Stallings, Glenna Sumner, Carol Underwood, Don Wells, and Michael Lloyd (for Fred Worth).

Members Absent: Aneeq Ahmad, Angela Boswell, Marty Campbell, Lynn Leggett, Herbert Matthews, Blair Olson, Joyce Shepherd, and Hank Wilson.

Others Present: Bob Houston.

President-elect Phillip Schroeder called the meeting to order at 3:15 pm.

A motion was made and seconded to amend the minutes of the October 6th meeting to indicate the vote on the resolution from the Teachers College Henderson Technology Committee was PASSED. The vote was not unanimous. The motion to amend the minutes passed and the minutes were then approved as amended.

Schroeder passed out copies of the President's report. See ATTACHMENT 1.

Dr. Houston was introduced. He discussed summer school compensation. He stated that minimum course enrollments were necessary to meet the costs of offering summer courses, but that he was open to the idea of averaging enrollments or some other alternative in order for faculty to teach two courses at 100% salary. He stated that our purpose is not to make money, but that we need to manage the funds that we have.

Houston told the Senate that Henderson will offer non-credit community classes for senior citizens again next fall. He also inquired about problems with cell phone use in classes. Houston encouraged the faculty to fill out the UCLA Higher Education Research Institute Survey. He also mentioned the possibility of adding a fall break to the University calendar. This is only in the planning stages, but one scenario would be to move the faculty pre-session conference to Thursday, have registration on Friday, students could move into campus housing Saturday morning, and hold registration for all non-enrolled freshmen Saturday afternoon. Classes could then begin on Monday. This would allow us to have a two day break in October if all other major issues can be resolved.

Houston then mentioned that a teleconference on the first year learning experience would be held on December 2, from 1 to 4. There will be several national leaders giving the presentations. Media services will tape the teleconference for those who are interested but are unable to attend.

Lea Ann Alexander, director of Henderson seminar, gave a report about the Henderson seminar program and the success of having undeclared majors advised by their seminar instructors. She stated that the system is working, but could be better. She asked that faculty email her with any suggestions that might improve the process. Alexander also stated that approximately 30% of

universities do this type of advising. Most Henderson seminar instructors are either 9 or 12 month faculty. The average number of undeclared majors per instructor is 5.5.

Committee Reports:

Executive Committee: No report.

Academics Committee: Schroeder stepped down as from his role as president of the Senate in order to give the report as chair of the Academics Committee. Don Wells assumed the role of acting Senate president. Schroeder presented to Incomplete Grade Form to the Senate. See ATTACHMENT 2. A motion was made and seconded to approve the form. Motion PASSED with 17 for and 2 against. Schroeder then resumed the role of Senate president.

Finance Committee: Carolyn Eoff thanked Mike Matthews for acting as chair of the committee during her absence for family health issues. She then presented the committee's Short Term Disability proposal. See ATTACHMENT 3. She stated that the proposal is identical to the current faculty sick leave policy, but with the name changed. If approved by the Board of Trustees, this will be the policy used for faculty sick leave and these days cannot be transferred to another state job. After some discussion, a motion was made to accept the proposal. Motion PASSED with 17 for, 0 against, and 2 abstained.

Procedures Committee: Don Wells gave a report on the Senate elections for department representatives. See ATTACHMENT 4.

Operations Committee: No report.

Buildings and Grounds Committee: Brett Service said the committee had no formal report, but the committee was working on several things. The committee is waiting to hear from Bobby Jones before making a formal report to the Senate. He did mention that the University has begun installing the new building signs.

Old Business:

None.

New Business:

A senator asked that the University re-examine a recycling plan.

The meeting adjourned at 4:25 pm.

ATTACHMENT 1

Report on meeting with Dr. Dunn

I expressed concerns about prospective students being unable to get information due to the numerous dead links on the university web pages due to the changeover to the new web set up before people were trained in using the new system. Dr. Dunn said "there will be gaps [until we complete the changeover.](#)"

I asked Dr. Dunn about summer school regarding budget set up and summer contracts. Summer school is budgeted ahead of time but there is always an uncertainty due to not knowing how many students will be signing up for classes. Small classes are allowed during the regular semesters and not for the summer because regular semester teaching is part of guaranteed contracts while summer school teaching is based on contingency contracts.

Dr. Dunn said the technology committee must be more active and develop policy rather than just having computer services tell them what will be done. The committee will have an elected chair and may end up with more faculty involvement.

Dr. Dunn and I also discussed the various resolutions passed by the senate over the past year, particularly ones involving changes in handbook policies and having those changes go to the board of trustees. Those will be going to the board soon and he sees no problem in them being passed.

Report on meeting with Dr. Houston

I expressed concerns about prospective students being unable to get information due to the numerous dead links on the university web pages due to the changeover to the new web set up before people were trained in using the new system. Dr. Houston indicated a willingness to see what could be done to help improve the changeover.

I asked Dr. Houston about summer school regarding summer contracts. He is open to some change in the way decisions are made regarding canceling of classes. Some kind of averaging, on either the individual or departmental level, may be possible. Any such decision, however, can not be made until he gets a chance to look at the numbers to be sure that the university does not lose money teaching too few students in too many classes.

I asked Dr. Houston about the survey we have received from UCLA. He has hopes that it will help us determine if we are doing a good job improving the environment on campus. If some questions are deemed too personal faculty members are free to skip them. I questioned the anonymity of the process since the surveyors know who has or hasn't responded. Dr. Houston indicated that one group of people is responsible solely for determining what addresses have sent responses. Another separate group is responsible for data analysis.

Lastly, I asked Dr. Houston what his feelings were on earlier senate measures regarding the tenure process (in cases of no tenured people in a department) and sabbaticals being available to any tenured faculty member. He thought both proposals (which still must go to the board) were fine.

ATTACHMENT 2

Henderson State University
Incomplete Grade Form

To the Student: The assignment of an incomplete grade is not automatic. The student must request an incomplete grade and fill out this form. Except for extraordinary circumstances, the student must initiate the request for the incomplete grade. There must be some extenuating circumstance to receive an incomplete. It is not used just because a student has failed to complete required work. The grade of incomplete is awarded solely at the discretion of the instructor. If the incomplete is not awarded, the student will receive the grade he or she earned. "I" is assigned when the student, for reasons sufficient to the instructor, has not been able to complete some vital portion of the work. Until the work is completed, the "I" is not computed in the grade point average. If the incomplete work is not made up in one calendar year following the semester's end, the grade automatically will become an "F" unless extension of time is granted by the dean of that school or college. This contract is for students enrolled in undergraduate courses only.

Please Note: Your eligibility for continuation of federal, state, and institutional aid may be affected by the grade of "I." Contact the financial aid office for clarification of your particular situation.

An incomplete grade is not for the following: 1) A low grade to be raised with extra credit, 2) Absence from a final examination for other than an emergency situation, 3) Failure on an examination, or 4) A remedy for an overload of credit hours.

* * * * *

Printed Name of Student _____

Student I.D. Number _____

Course Number and Title _____

Date Course Taken: Fall____ Spring____ Summer I____ Summer II____ Year____

Specific reason for requesting an incomplete (the instructor may request documentation):

List the assignments, tests, projects etc. that will be completed and turned in by the completion date:

Completion Date _____

(This date is determined by the instructor after discussion with the student. It is understood that a grade will be submitted based on the work turned in by this date.)

Instructor's Signature _____ Date _____

Student's Signature _____ Date _____

Photocopy to: Department Chair or Dean
Instructor
Student
Student Advisor

ATTACHMENT 3

Faculty Short Term Disability

Short term paid disability will be awarded at the rate of 30 class days per academic year (awarded on the first day of the fall semester each year). A faculty member may accumulate a maximum of 120 class days of short-term disability. In the event that a faculty member is unable to teach classes due to health reasons:

- 1.) For periods of no more than one calendar week, members of the affected department will teach the faculty member's classes without pay.
- 2.) For periods of more than one calendar week, documented evidence must be provided that the faculty member is unable to carry out his or her teaching duties. This must be provided to the department chair by the end of the second week of absence.

If approved for short-term disability by the chair of the faculty member's department (in consultation with the dean of the faculty member's college or school), members of the affected department will be asked to teach the faculty member's classes for prorated adjunct pay. Pay will be the fraction of adjunct pay equal to the fraction of the semester's meetings of the class that are taught by the substitute instructor. If no one from the faculty member's department agrees to continue teaching classes for him or her, then adjuncts will be employed to do so. The faculty member will continue to receive his or her regular contract salary for the duration of the absence until all accrued short term disability time has been used.

If the absence is not approved for short-term disability, then in the event of continued absence, those teaching the faculty member's classes will continue to be paid as above, but the faculty member will be considered to be on unpaid leave.

Note: "Health reasons" may include health of immediate family members and relatives living with the faculty member. Extensions of these criteria may be made by the faculty member's dean in consultation with the faculty member's department chair. Bereavement is also a qualifying reason for absence.

- 3.) For those faculty employed prior to July 1, 2004, any accumulated sick days to that date will be credited as short term disability time.

ATTACHMENT 4

	Senator	Alternate
Biology	Renn Tumblison	Anna Smith
Communication And Theater Arts	Randy Duncan	Michael Miller
Counselor Education	Linda English	Richard Schmid
Curriculum & Instruction	George Ann Stallings	Darlene Wills
Family & Consumer Science	Laura Lockwood	Patti Miley
Health, Physical Education & Recreation	Larry Thye	Woody Jolley
Library	Marielle Mcfarland	Linda Wen
Mathematics & Computer Science	Duane Jackson	Cindy Wilson
School Of Business	Alan Wright	Calvin Shipley
Sociology And Human Services	Joyce Shepherd	Shanta Sharma