

## Faculty Senate Minutes 5 November 2014

Senators Present: Lea Ann Alexander, Ajay Aggarwal, Steven Becraft, Kristen Benjamin, James Duke, Carolyn Eoff, Dan Fitzroy, Greg Gibson, John Greene, Megan Hickerson, Frank Hudspeth, Jana Jones, Travis Langley, Patricia Loy, Lonnie McDonald, Richard Miller, Holly Morado, Janice O'Donnell, Malcolm Rigsby, Ingo Schranz, Brett Serviss, Suzanne Tartamella, Patrick Wempe, Penny Whelchel, Peggy Woodall, Fred Worth

Senators Absent: Emily Gerhold, R. C. Smith

Others Present: Steve Adkison, Tonya Smith

1. Call to Order: President Fred Worth 3:17
2. Discussion with Executive Director of Marketing and Communications, Ms. Tanya Smith
  - a. Ms. Smith noted that she had been asked to come and speak about media relations (specifically media relations with the faculty); she also noted that universities commonly post a communications policy which asks media to go through marketing before speaking with faculty; we may not perceive discussing research as messaging, but it is.
  - b. Ms. Smith said that such a policy is meant to do three things
    - i. preserve students' privacy
    - ii. present best face to the community
    - iii. keep messaging on-point
  - c. Ms. Smith offered several questions that faculty should ask when contacted by reporters
    - i. what is your deadline?
    - ii. what would you like to discuss? [the faculty member can then contact marketing and return the reporter's call]
  - d. Ms. Smith stated that her office "keeps up with" local reporters—who is unfriendly, friendly, to the university, etc. She added that her department is *not* trying to *not* be not open; rather the goal is to be do things correctly, legally, and politically.
  - e. Ms. Smith noted that if faculty member is unable to contact marketing prior to an interview with the media, he/she should send an e-mail to her or Dr. Steve Adkison following the interview.
  - f. Ms. Smith added that if her office knows beforehand about an interview, it can help "market to the media."
  - g. President Worth observed that when faculty-media conversations stray towards university policy, "that's where we get into trouble."
  - h. Ms. Smith stated that she and her office want to know more about faculty projects so that they can better tell the university's and the faculty's stories.
  - i. A senator asked about the cardstock mailing regarding the *Archaeology and Biblical Prophecy* seminar series that seemingly implicated Henderson as a sponsor.
    - i. Dr. Adkison noted that this situation is notably more complex than it appears; it is unclear whether the group ("Relevant Bible Seminars") was invited by Adventist Students for Christ (ASC), a recognized Henderson organization, or if the group approached the ASC; a cease and desist notice has been sent to Relevant Bible Seminars ordering them to stop distributing the flyers that display Henderson's name.
    - ii. The senator noted that as an academic institution, this type of "seminar" is the last thing we should be advertising.
    - iii. Ms. Smith noted that this incident is tangentially related to the re-registering of the university's trademarks; in the past, these trademarks have not been registered properly.

- iv. Dr. Adkison mentioned that the ASC seminar series had occasioned a great deal of discussion in the President's Cabinet meeting; several thousand brochures have been distributed; he noted the interesting rhetorical move of holding the seminar in a "science center"; he also mentioned that there is an internal concern about how the ASC is communicating with their faculty sponsor and that the group should not have been allowed to proceed with the mailings.
- v. President Worth noted that in the past the Democrats have held their Clinton Day Dinner and Republicans have held their Lincoln Day festivities on campus; he observed that we would even have to allow the KKK an equal chance to be on campus if they desired.
- vi. Dr. Adkison emphasized that this discussion about various groups on campus must be an open forum.
- vii. Several senators expressed concern about the public's perception of Henderson vis-à-vis our perceived "hosting" of these seminars.
- viii. Ms. Smith observed that enforcing trademarking could help alleviate problems like this going forward.
- ix. A senator expressed concern that the event appears "academic."
- j. A senator asked about separate logos for athletics and faculty given the fact that we are repeatedly told we "are all of the same team."
  - i. Ms. Smith responded that there are "academic marks" and "spirit marks." There is also formal and informal use. She assured the Senate that we are indeed still all on the same team and that while the enforcement of these rules regarding logos is new, the rules themselves are not.
  - ii. A senator questioned the meaning of formal and informal marks.
  - iii. Ms. Smith stated that *formal* marks appear on polo shirts, for example; *informal* marks appear on t-shirts, sweatshirts, etc.
  - iv. Dr. Adkison noted that he routinely wears the Reddie *H* (an informal/"spirit" mark) on his lapel.
  - v. Ms. Smith responded that technically this is a violation of its use.
- k. A senator asked about the use of a single logo.
  - i. Ms. Smith responded that most universities have several logos.
  - ii. As an example, Ms. Smith cited her previous experience at UALR; there, the Trojan logo could only be used by athletics and alumni relations
  - iii. Ms. Smith added that various institutions use varying levels of marks; for example, we would not use the Reddie *H* on stationary.
- l. A senator asked about products sold at the bookstore that would seem to violate these rules; Ms. Smith responded that her office is currently working with the bookstore to rectify these inconsistencies.
- m. A senator asked if these decisions about logos, marks, etc. were arbitrary; if not, who made them?
  - i. Ms. Smith noted that she was brought in to "enforce and solidify the brand."
  - ii. President Worth indicated that other items needed to be discussed and that we needed to end the discussion.
  - iii. Ms. Smith indicated that she would be happy to return to talk more about branding at a future Faculty Senate meeting.

### 3. Discussion with Provost/VPAA, Dr. Steve Adkison

- a. Dr. Adkison noted that he had three topics that he wished to discuss with the Senate; one (the ASC Seminar) had already been covered.

- b. Dr. Adkison reported that his conversations with ProctorU (a proctoring service for online courses/examinations discussed in a previous Senate meeting) suggest that we should move forward with several pilot courses; he noted, however, that before we move to implement such a program on a wider scale we must have a more clearly defined academic integrity policy; the pilot program will generate some academic integrity problems, as our current “policy” is only an informal one.
  - i. A senator asked if former students would be able to grieve previous expulsions based on a new policy.
    - 1. Dr. Adkison responded that per his conversations with Elaine Kneebone this would not happen.
  - ii. Another senator asked if grade appeals would be handled by an *ad hoc* committee.
    - 1. Dr. Adkison noted that the grievance committee would be a standing committee.
    - 2. Dr. Adkison stated that appeals would start with a student’s conversation with the instructor, then move to the chair, the dean, and, ultimately a hearing/grievance committee.
  - iii. President Worth noted that the Senate had previously passed an academic integrity policy in 2010 and suggested it be resurrected and used as a starting point.
    - 1. Dr. Adkison noted that because it was already approved by the Senate, we could move forward with it.
    - 2. A senator noted that it would not hurt to revisit the policy.
    - 3. Dr. Adkison mentioned that right now the appeals process ends with Student Affairs—an inherent conflict of interest.
- c. Dr. Adkison spoke about the changes to student-athlete registration.
  - i. He noted that we had to run a “trial” before the 2015-16 academic year during which reporting to the NCAA will be mandatory.
  - ii. He added that he is not personally pleased with the policy; the initial idea was to place athletes as a priority within their classification (senior, junior, etc.); however, professional advising said that they would be unable to handle the workload; another option was to open registration early for *all* juniors and seniors.
  - iii. He also mentioned that according to Pam Ligon, fifty percent of those who have been seen by the professional advisors have *not* required professional registration help; going forward, we could shorten the athletic registration window and/or open the junior/senior registration window earlier.
  - iv. Dr. Adkison also noted as an ancillary that we currently must add three weeks to the scheduling process because Marketing and Communication must publish the PDF version of the schedule.
  - v. Dr. Adkison thanked several of the senators who had raised objections to the scheduling changes for student-athletics; he fully expected and appreciates the questions—and the civil manner in which they were asked; however, the issue ultimately boils down to one of compliance.
  - vi. A senator noted that the students themselves are discussing the issue—and are upset that athletes are being given priority.
    - 1. Dr. Adkison responded that he will be meeting with SGA (who will be having an emergency meeting on the issue).
    - 2. Dr. Adkison added that the overall impact will be negligible; he noted, in fact, that it is the student-athletes who are complaining about the process (needing a signed form); also, student-athletes had previously been allowed to change schedules—this will not be the case going forward.

3. Dr. Adkison also noted that if we do not have student-athletes (approximately 300 students) making progress toward a degree (as will be required by the NCAA) it would impact entire teams and subsequently the university.
4. Dr. Adkison added that student-athlete registration would likely begin November 11 and 12 and that registration for seniors and juniors would also likely open at that time.
- vii. Several senators voiced concerns about particular classes filling early; another senator mentioned that students routinely ask him/her about the “easiest teacher.”
  1. Dr. Adkison responded that we cannot act *in loco parentis*.
- viii. Another senator noted that most schools already have a system like this in place and that Henderson is a “bit behind.”
  1. Dr. Adkison responded that our system is better and more stringent.
- ix. A senator requested that the list of courses be made available when advising takes places; several senators responded that a list is available.
- x. President Worth indicated that we needed to move on to the next agenda item.
- xi. A senator asked about academic advising—why not allow faculty to do the advising?
  1. Dr. Adkison responded that the goal is to take some of the work off of the faculty.
- xii. President Worth again attempted to move on to the next agenda item.
- xiii. A senator explained his/her particular process for registering his/her advisees.
  1. Dr. Adkison noted that professional advisors should be able to quickly enter scheduling information and troubleshoot as necessary; again, the goal is to take some of the burden off faculty.
- xiv. A senator questioned if he/she would need a signature to drop a student from a course.
  1. Dr. Adkison responded “no”; there is no change to the system in that regard.
- xv. A senator asked if this was a case of the “tail wagging the dog.” That is, what is the driving motivation for this change?
- xvi. President Worth indicated that we must move on to the next agenda item; discussion on this topic ended.
- d. Dr. Adkison asked how many faculty had attended one of the Modern Think fora; he noted the definitive fear, expressed in the survey results, of retaliation against faculty and staff who attempted to speak up about campus issues/problems; his larger concern was that he had never before seen this type of concern at any of his previous institutions and had a hard time wrapping his mind around the results of the survey. He asked for feedback from the faculty; a significant discussion ensued. [*Secretary’s Note: Shortly after this point, I left the meeting; the remainder of the minutes were put together with grateful appreciation to Senators Fitzroy, Hickerson, and Serviss.*]

#### 4. Approval of October 2014 Minutes by Acclamation

#### 5. President’s Report

- a. Report of Meeting with Dr. Glen Jones, President
  - i. President Worth asked President Jones “did you say words to the effect of ‘if a student fails a class three or four times it is the instructor’s fault?’” President Jones said absolutely no.
  - ii. Discussion was held about some of the problems concerning faculty who make it a practice not to be on campus certain days.

- b. Report of Meeting with Dr. Steve Adkison, Provost/VPAA
  - i. Regarding the student-athlete registration policy, there are some changes to this proposal.
  - ii. Regarding online examination proctoring, we have nothing firm yet, but Dr. Adkison is open to a pilot course.
  - iii. Dr. Adkison would like to see the old senate proposal regarding academic integrity.
  - iv. Regarding the “Biblical Prophecy” seminar being hosted on campus, the organization sponsoring the event made an error in that it gave the appearance that Henderson was sponsoring the seminar (which it is not). The seminar is, however, sponsored by a recognized student organization. The university makes its facilities available to outside organizations so the university must not discriminate based on content in considering requests for use of facilities.
- c. Report of meeting with Mr. Bobby Jones, Vice-President for Finance
  - i. Regarding the outsourcing of maintenance, etc., proposals will be coming in soon; some companies may be invited to campus to interview. Regardless of whether outsourcing happens or not, “changes will happen” to make the physical plant and maintenance more efficient.
  - ii. There will probably be some changes in health insurance.
- d. Report of meeting with Dr. Lewis Shepherd, Vice-President for External and Student Affairs
  - i. President Worth asked Dr. Shepherd “did you say ‘we have a moral obligation to admit any student who wants to attend?’” He said “no”; that “would be an odd thing to say for a man leading the move towards higher admission standards.”
  - ii. Regarding Reddie Rides for faculty and staff, Dan Mabery will investigate this.

## 6. Reports of Committees

- a. Executive Committee
  - i. Proposed Change to *Faculty Handbook* Regarding Sabbatical Eligibility (see addendum)
    - 1. The change would make formal something that is already implied in the *Faculty Handbook*: the seven years in between sabbatical periods includes the semester of sabbatical.
    - 2. Several senators asked for clarification.
    - 3. A vote was taken to adopt the language; it passed unanimously.
- b. Academics Committee – No Report
- c. Buildings and Grounds Committee – No Report
- d. Finance Committee – No Report
- e. Operations Committee
  - i. Workman’s Compensation Report
  - ii. On May 1, the state revised their reporting requirements; the committee was charged with revising the *Faculty Handbook* to reflect current state policy.
  - iii. We will now use a third party to report on-the-job injuries.
  - iv. Forms will now be available electronically.
  - v. An extended discussion ensued about the language *Company Nurse*; this applies to the company name, not a particular “company nurse” employed by Henderson; changes were made to the language to make it clearer.
  - vi. A vote was taken to adopt the changes (see amendment); it passed unanimously.
- f. Procedures Committee
  - i. Faculty Excellence Awards Committees
    - 1. They will be conducted in the next week.

- ii. At-Large Elections
      - 1. They will be conducted again due to some confusion in the bylaws. In the future, bylaws will be revised to eliminate this confusion.
      - 2. A senator asked for clarification about the reason for the second election.
        - a. It was noted that eligibility as defined by the by-laws does not match eligibility as defined by the constitution.
    - g. Ad Hoc Committee on Academics – No Report
- 7. Old Business
  - i. Guidelines for Electronic Committee Meetings
    - 1. The procedures committee will provide an update at the December meeting.
  - ii. Proposed Changes to the Faculty Senate Constitution
    - 1. Will be sent to the faculty at-large in the next week; bylaws will then be aligned to reflect the changes.
- 8. New Business
  - a. On-Campus Transportation Assistance for Faculty and Staff
    - i. President Worth noted he had been approached by a faculty member about transportation for those faculty members who suffer from chronic pain.
    - ii. President Worth spoke with Dr. Shepherd who asked Mr. Dan Mabery to look into the issue.
  - b. Use of the Tuesday/Thursday 12:30 Hour for Its “Original” Purpose
    - i. President Worth noted that the original purpose of this time was for cultural events—recitals, poetry readings, etc. It is now primarily used for meetings.
    - ii. Dr. Adkison asked about the history of the 12:30 hour.
    - iii. A senator responded that it was originally intended as a student-centered time, but it was quickly coopted by meetings and department functions.
    - iv. Another senator noted that it is often hard to find times to meet and this makes a convenient meeting time.
    - v. President Worth asked if the Academics Committee could look into the issue: is there an interest in returning this time to its original intent?
    - vi. A senator mentioned that the “issue” was really a “non-issue.”
    - vii. Another senator mentioned the necessity of that time period for department meetings/functions.
    - viii. President Worth suggested using it for the further enhancement of the intellectual life of the university.
    - ix. A senator mentioned that he/she would not want to be told that the time period was *not* available.
- 9. Adjourn 5:04

Respectfully Submitted,  
 P. Gregory Gibson  
 Faculty Senate Secretary

## Addendum I

### Executive Committee Proposal for Changes to the *Faculty Handbook* Regarding Sabbatical Eligibility Presented to the Faculty Senate 5 November 2014

The current wording in the Faculty Handbook regarding sabbatical leave eligibility in relation to the precise commencement of the mandatory seven-year period that must be counted when considering a subsequent/new sabbatical leave award after a previous sabbatical award is open to interpretation (a faculty member is not eligible for a subsequent/new sabbatical for a minimum of seven years following his/her previous sabbatical). Although in 2011/2012, it was determined by the Sabbatical Leave Review Committee that an applicant could start counting the seven years from the semester of the previous sabbatical award, ongoing uncertainty regarding this issue (when the seven-year period begins) has ensued. In order to precisely address this problem, the Faculty Senate recommends that the Faculty Handbook (section V. Faculty Benefits, B. Other Benefits, 1. Sabbatical Leave, f. Loss of Eligibility) be amended by adding the following sentence to part f: "Counting years toward a new sabbatical leave begins with the sabbatical leave semester(s)."

- f. Loss of Eligibility - After receiving sabbatical leave of at least one full semester, faculty will not be eligible again until another seven year period of service to the institution has been completed. Time on leave may be counted as part of this period. **Counting years toward a new sabbatical leave begins with the sabbatical leave semester(s).**

**Addendum II**

Current Faculty Handbook contents

Section V.

A. Insurance and Retirement

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**12. Worker's Compensation**

Claims for injuries sustained on the job are filed with the Worker's Compensation Commission. It is advisable to report immediately to your supervisor any accidental injuries and file a claim with the Worker's Compensation Commission. The forms necessary to file a claim are available in the Human Resource Department. The University Police Department will investigate each accident.

Proposal

(As of 5/01/2014 this procedure is in place)

Section V.

A. Insurance and Retirement

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**12. Worker's Compensation**

Claims for injuries sustained on the job are filed with the Worker's Compensation Commission. It is advisable to report immediately to your supervisor any accidental injuries and file a claim with the Worker's Compensation Commission. The forms necessary to file a claim are available in the Human Resource Department.

All reports must be delivered to the Human Resources within 24 hours of the incident and are available from Human Resources. Claims are reported to a third party vendor via "Company Nurse Injury Hotline", 1-855-339-1893 (Search code QR105).

Non-emergency injury and emergency injury reporting procedures are annotated in the Workers Compensation Claims, effective 5/01/2014.

**Non-Emergency Injury Reporting**

Injured worker who needs medical attention notifies his/her supervisor.

Prior to seeking treatment, employee (and the Supervisor, if he or she is available) immediately calls the Company Nurse Injury Hotline which is available 24 hours a day, 7 days a week. Minor injuries should be reported prior to leaving the job site when possible.

All departments should have Company Nurse Posters, as well as wallet cards for supervisors with the phone number and the Henderson State University identification code for Company Nurse. Company Nurse will gather information from supervisor and employee.



Company Nurse **(a)** provides immediate medical treatment recommendation to the worker and **(b)** sends the injury report to the Arkadelphia Medical Clinic, the Public Employee Claims Division, and Henderson State University's Human Resources Department.

Employee and supervisor must contact Henderson State University's Police Department to file an accident report. **The employee must bring a copy of the accident report to Human Resources.**

Injured worker or Supervisor is to come to Human Resources to get a copy of the temporary prescription form that allows for the injured worker to pick up any prescriptions, prescribed by the medical facility, and for the charges to be filed on the worker's compensation claim.

Henderson State University's Human Resources Department obtains employee signatures and sends the injury report to the Public Employee Claims Division for processing.

The Henderson State University Police Department must also be contacted to file an accident report.

### **Emergency Injury Reporting**

Injured worker who needs immediate emergency medical care goes directly to the closest hospital Emergency Room (ER) or call 911 if ambulance is needed.

Injured worker notifies his/her supervisor.

Supervisor immediately calls the Company Nurse Injury Hotline to report the injury.

Company Nurse **(a)** gathers information about the injury and **(b)** sends the injury report to the Public Employee Claims Division, and Henderson State University's Human Resources Department.

Supervisor needs to contact Henderson State University's Police Department to file an accident report. **The supervisor must bring a copy of the accident report to Human Resources.**

Injured worker or Supervisor is to come to Human Resources to get a copy of the temporary prescription form that allows for the injured worker to pick up any prescriptions, prescribed by the medical facility, and for the charges to be filed on the worker's compensation claim.

Henderson State University's Human Resources obtains employee signatures and sends the injury report to the Public Employee Claims Division for processing.