

October 2006 Faculty Senate Minutes

Faculty Senate Minutes 10-4-06

Senators attending: Brett Serviss, Randy Duncan, Linda English, George Ann Stallings, Patti Miley, Larry Thye, Linda Wen, Alan Wright, Michael Taylor, James Engman, Kenneth Taylor, Celya Taylor, Maralea Gourley, Georgine Steinmiller, Kevin Durand, Laura Storm, Steve Becraft, Carol Underwood, Rick McDaniel, Rafael Bejarano, Martin Halpern, Fred Worth, Paula Leming, Don Wells, and Brian English.

Senators absent: Duane Jackson, Shanta Sharma, Beverly Buys, and Troy Hogue.

Guests in attendance: Vice President Robert Houston

Senate President James Engman announced the quorum and called the meeting to order.

Vice President Houston met with the Senate for discussion. (Details of this discussion follow this set of Minutes.)

The President's Report (attached below the minutes) was discussed. Issues were referred to the following committees:

- Academics Committee: issue of 7 hour limit for a summer term (allowing chairs/deans to override)
- Academics Committee: proposed change in drop policy issue
- Buildings & Grounds: Bobby Jones is working on previous suggestions from this committee, & expects to have something back to the committee soon, and wants to work with committee on energy conservation issues.

The September Minutes were approved as amended:

- Correction: "A report is needed from the Operations Committee" instead of from the "Ad-Hoc Committee"

Committee Reports:

- **Academic:** The report is attached below the minutes. The attached version reflects a change in wording from the original report by recommendation of the Senate. Proposals I, II, III, and IV were all approved as in the report.
- **Building and Grounds:** The committee met and discussed issues brought up in the Senate meeting last month. The committee decided to put together a list of these problems and suggestions for how to solve these problems. These suggestions were sent to Bobby Jones. He is in discussion with the City Manager as to what can be done for traffic speed along 12th street. He is also looking at the grounds issues around Foster Hall. The committee had not heard back from him by the time of the Senate meeting.
- **Operations:** Recommendations are attached below the minutes.
 - The proposed amendment regarding Chapter V, Part B, Section 2, Paragraphs 7-9 of the Faculty Handbook was accepted.
 - The proposed amendment regarding Suggested changes to section N. Excellence Awards of Faculty Handbook were tabled until next month pending faculty input on the October 1st deadline and the three-year rule.
- **Procedures:** No report.
- **Ad-Hoc Morale Committee:** Shanta Sharma is in the process of getting the committee up and running.

Old Business:

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- none

New Business:

- The Academics committee will look into accommodations made under the Americans with Disabilities Act by Henderson State University .
- Student Workers & the new Arkansas Minimum Wage Law:
 - Student workers will be exempt from the wage increase because their yearly contracts were signed before the increase went into effect...there is no news as to whether this was granted by the state. There will come a time where the workers would work less hours for the same pay.
- Faculty Evaluations: Resolution: referred to Academics Committee.

Having no further business, the meeting was adjourned at approximately 4:43pm.

Respectfully Submitted,

Brian English
Faculty Senate Secretary

Discussion with Vice President Robert Houston

Grades were entered on 9th & 10th of October for all freshmen. We only retained 56.4% of our freshmen from last spring. This is a 7% drop in retention. We should rely more on Pam Ligon's office. Faculty should notify any students having trouble of Pam's Office and help them get into student retention services. Pam's Office was a web page located at: <http://www.hsu.edu/ics>. There is an Early Alert program on this site for Faculty to inform Pam's office about students that are having academic problems.

Concern was raised that there is usually a problem trying to find valid contact information for our students, as they do not keep their records up to date.

At HeartStart for this next summer, we are looking at a two-day session where students can go and talk to departments to find out what courses they should be taking, how many hours they should take, etc. Students should have a reasonable course load during their first semester.

We should begin to let our students know that we are aware that almost half of our freshman class is leaving every semester, and want to work with them.

A request was made to know the numbers on the student retention rates for those students that live in our dorms.

FACULTY SENATE PRESIDENT'S REPORT – OCTOBER 4TH 2006 MEETING

Meeting with Dr. Houston on October 3rd

We discussed possible changes in the Founder's Day program and the Faculty Excellence Awards, including moving them to October. There will be some difficulties in providing staff to do this at the

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busy beginning of the semester, but he believes that it is possible, and would have significant advantages. The University is considering increasing the award amount to \$2000, with a reduction in the number of awards given. Dr. Houston is interested in the Senate's input, and I informed him that the matters are under consideration by the Operations Committee, and that we expect to have some related discussion at this week's meeting.

It appears that the possible change to superscoring of ACT exams is losing momentum here at HSU. (Superscoring is a method of calculating ACT scores by selecting the highest subscores from more than one exam.) Many of the other institutions in the state that had previously used this method are now returning to the more traditional means of looking at ACT scores.

There is concern over some aspects of limiting students to 7 hours in a summer term. It has been proposed that students who include an online course or online courses in their summer term might be able to handle more than 7 hours, given the flexibility in time offered by some online delivery systems. Should we consider modifying the 7 hour limitation to allow a chair or dean to approve more hours under some circumstances? Senate input is welcome.

There is a proposed change in the drop policy, in which faculty would no longer have the ability (or responsibility) to drop students after some deadline date. After that time, it would be the student's responsibility to take care of the drop, or suffer the consequences of not dropping.

I discussed the "upside down" scholarship proposal, in which Henderson's share of financial aid would be determined after evaluating a student's support from other areas first. The intention of this is to reduce the amount of our scholarship dollars that end up being awarded to students who already have their academic expenses covered by some form of financial aid, and end up receiving \$3000 or \$4000 refunds. I mentioned concern that had been expressed by one faculty member that this might result in academically superior or outstanding students seeing no real benefit from their performance relative to students with more average academic records. Concern was raised that this type of change in scholarship awards might end up discouraging our better applicants from attending Henderson. Dr. Houston responded by stressing that he welcomes the input of the Senate, and that while no decision has been made at this time, he feels that the University would be very sensitive to the impact that this type of change would have, particularly on the Honors College.

Report of the Academics Committee, October 4, 2006

The Academics Committee met on September 22 and discussed four issues.

I. Discussion focused on the issue of the high cost of textbooks referred to the committee by the Faculty Senate. In meeting with the Senate, Dr. Houston mentioned the possibility of going on a three year textbook rotation as a method for addressing the problem. Prior to the committee meeting, some faculty members contacted committee members to express their concerns about both the logistics of the three-year rotation proposal and the implications for academic freedom. The results of the committee discussion led to some recommendations and to the gathering of additional relevant information by the chair. The recommendations are as follows:

1. The decision on the selection of books for courses is up to faculty members who is best able to assess the curricular needs of the courses.

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2. It is suggested that faculty members consider the cost of books in making their book choices.
3. The bookstore or the university should make information about books assigned for the upcoming semester's courses available promptly.
4. Consideration should be given to expanding the current book rental program.
5. The administration should conduct a feasibility study of returning to a university owned bookstore when the current contract expires.

The chair met with John Faust, Follett's bookstore manager, to gather additional information. The following is a summary of the conversation:

The University receives \$80-90,000 a year, based on a percentage of store sales (9.5 percent). Under the previous contract, there was a guaranteed minimum plus 4.5 percent and the University received about \$125,000 or so per year. Competition came in about the time of the new contract resulting in, from the university's point of view, an unexpected decline in revenue under the new contract.

Mr. Faust delays putting information up on the bookstore website so that his competition has to come in and buy the information at \$1 a page, \$300-400 a semester. He usually puts the information on the website in mid-July for the fall semester. It's a local decision and he could put up the information as soon as he received it from faculty or timed to when students are pre-registering or coming to summer orientation if the university requested he do so.

Under the bookstore's rental program, students pay 55 percent of the cost of the book. It is a means for the student to get the buyback money in advance. The student who buys the book in the expectation of reselling it to the store is taking a risk because the store does not buy back all books. Students have until commencement to return the books. When they rent the book, they guarantee the remaining 45% of the cost with a credit card. About 10 percent of the bookstore's sales and somewhat fewer than 20 percent of books are sold through the rental program.

The university's contract comes up for renewal in about 4 years.

Substantial publicity about the University of Wisconsin-Whitewater program of renting books to students led the chair to contact the chair of the Faculty Senate for additional information. Students pay \$30 a semester to the university. I asked Professor Joseph Hogan about how the program worked and whether faculty had any concerns. Here is his reply:

Dear Professor Halpern,

I have forwarded your query to the Director of Textbook Rental, Terri Meinel, meinelt@uww.edu since she can give you more details about how the system works. The faculty have mixed feelings about the system. They recognize the outrageous cost of textbooks, at the same time they see drawbacks. When you choose a textbook for a course, you are committed to using it for three years even if you find that it doesn't work or even if the instructor changes. In multi-section courses that are taught by more than one instructor, one text must be decided on, not one for each instructor. Books that must be purchased can be assigned, but there is a dollar limit (I think \$18 per credit) on the books students can be required to buy. These interfere with what the faculty feel are their prerogatives in designing courses. In addition, it discourages students from annotating their books--in fact, they aren't supposed to mark in the books. It also discourages students from building a library and from, some feel, taking books seriously. As an

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English teacher, I think anyone who is a serious literature student should have their own copy of Shakespeare, not check it out for a semester and return it. I hope this is helpful.

Sincerely,

Joseph Hogan
Chair, Faculty Senate
Department of Languages and Literatures
University of Wisconsin-Whitewater
Whitewater, WI 53190

II. Regarding an issue brought before the University Academic Council by Tom Gattin about the best way for Monday evening classes to meet minimum state requirements, for number of class hours, the committee suggested that either extra time be added to each class session or, alternatively, an online component could be added to the course.

III. On the issue of allowing students who have obtained a minimum number of credits to register themselves without being flagged by their advisor, the committee recommended this not be done. The committee members regard the advising system as an important means for assisting students.

IV. The committee briefly revisited the question of providing access to transcripts for faculty in specific courses needing to check on whether students enrolled in their courses have met course prerequisites. It's the committee's understanding that limited access based on specific educational needs means that the legal questions raised in earlier discussion have now been answered. The procedure for making transcripts accessible for faculty teaching specific classes should be established as soon as possible.

Submitted by Martin Halpern
Chair

PROPOSED AMENDMENT TO FACULTY HANDBOOK

Submitted by Faculty Senate Operations Committee, Oct. 4, 2006

DELETE current Chapter V, Part B, Section 2, Paragraphs 7-9, reading as follows:

For spouses and/or dependent children the registration fee is \$10.00 per credit hour with no cap. All registrants are responsible for 100 percent of all other fees. There is no remission of registration fees for graduate courses for spouses and/or dependent children. The remission of registration fees policy also applies to surviving dependents of a faculty/staff member who dies after five consecutive years of employment provided that initial college enrollment of the dependent begins within the following 15 years and continues until the degree program is fulfilled or until age 23 is reached.

In the event of death or retirement of a faculty member, remission of the general fee continues to be available to dependents and will continue until the immediate degree program is fulfilled or until age 23 is reached.

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In the event of the death of a current Henderson faculty member who had completed five years of full-time employment with the University, the remission of 50 percent of the general registration fee will be available to his/her dependents and will continue until the immediate degree program is fulfilled or until age 23 is reached. Also, the remission of all but \$10/credit hour will be available to the spouse of the deceased faculty member for 6 years, until a degree program is completed, or the spouse remarries.

INSERT the following as Chapter V, Part B, Section 2, Paragraph 9 (new language in **boldface**):

For spouses and/or dependent children the registration fee is \$10.00 per credit hour with no cap. All registrants are responsible for 100 percent of all other fees. There is no remission of registration fees for graduate courses for spouses and/or dependent children. The remission of registration fees policy also applies to surviving dependents of a faculty/staff member who dies **or retires** after five consecutive years of employment provided that initial college enrollment of the dependent begins within the following 15 years and continues until the degree program is fulfilled or until age 23 is reached. Also, the remission will be available to the spouse of the deceased faculty member for 6 years or until a degree program is completed.

Suggested changes to section **N. Excellence Awards** of Faculty Handbook

paragraph 1: In recognition..., there shall be fifteen Excellence Awards (add:) *given over a three year period* as follows:

paragraph 2: Change "three annual cash awards in these amounts: ...\$500" to "*one annual cash award of \$2500.*"

Delete the sentence **Only... categories.** Add: *Five awards shall be given each year in rotation starting with Excellence in Teaching, followed by Excellence in Scholarly or Creative Activity, then in the third year, Excellence in Service. There will be no ties or shared awards.*

Paragraph starting with "All nominations..." change fall to spring, March 1 to October 1, and spring to fall. Add sentence at end of paragraph: *Award winners will be presented at the annual Founders' Day Celebration.*

Delete paragraph "If a candidate..." Add: *Evidence to be considered in determining the candidate's qualifications for an award shall consist of accomplishments pertaining to the nominated award in question occurring in the previous three calendar years.*

Note: to be nominated for an award in spring 2007, the nominator shall consider events occurring in 2004, 2005, and 2006. The selection committee will consider only events occurring in the previous three calendar years when making an award. *These awards are not lifetime achievement awards.*

With all of the above changes inserted, the amended Section N would read as follows (new language in **bold**):

N. Excellence Awards

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1. College/Division Awards

In recognition of outstanding performance by Henderson State University faculty who have served the university community above and beyond the call of duty, there shall be fifteen Excellence Awards **given over a three-year period** as follows:

The three divisions of the Ellis College of Arts and Sciences (Liberal Arts, Fine Arts, and Science and Math), The School of Business, and Teachers College Henderson will each make **one** annual cash award of **\$2500**.

Five awards shall be given each year in rotation starting in 2007 with Excellence in Teaching, followed by Excellence in Scholarly or Creative Activity, then in the third year, Excellence in Service. There will be no ties or shared awards.

These awards shall be made within each college (or division) by an awards committee composed of faculty below the level of chair from that college (or division). The term of appointment to each awards committee shall be limited to one year, and shall be made by faculty vote. The election shall be conducted by the Faculty Senate Procedures Committee. Each of the five awards committees shall be composed of five members, with no more than one member from any single department or discipline. For the purposes of excellence awards, faculty serving in the library or student services shall be considered with the School of Business .

Names of committee members and chair-elects (persons that receive the most votes) will be forwarded to the Office of Academic Affairs upon conclusion of committee elections. The Office of Academic Affairs will be responsible for monitoring the activity of the committees to ensure faculty have been properly notified of the award nominating process by committee chairs. Committees shall report names of award recipients to the Office of Academic Affairs. (The addition of this paragraph was approved by Faculty Senate on April 6, 2005, and by Dr. Dunn on October 6, 2005.)

Recipients may be nominated by chairs and or colleagues; no nominated recipient may serve on an awards committee during the semester of nomination. Only full-time faculty (as opposed to adjunct or part-time faculty) are eligible for awards, and no one faculty member may receive more than a single award in one year. The awards shall be presented in lump sum at an annual ceremony, and shall NOT be considered part of a recipient's base pay for the computation of raises, benefits, etc., nor shall they be directly tied to the annual faculty review process.

All nominations for Faculty Excellence Awards shall be submitted to the College Faculty Excellence Award Committees by the conclusion of the **spring** semester. Faculty Excellence Award selections shall be determined by **October 1** of the following **fall** semester. **Award winners will be presented at the annual Founders' Day Celebration.**

Award criteria shall be decided individually by college and, where appropriate, by department (for example, the

Art Department might provide the Ellis College 's Fine Arts Awards Committee with criteria defining unusually meritorious artistic expression). The specific criteria for eligibility and receiving of each award

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should be stated clearly and specifically in a memo sent to all faculty at the beginning of each school year.

Evidence to be considered in determining the candidate's qualifications for an award shall consist of accomplishments pertaining to the nominated award in question occurring in the previous three calendar years.

Three years after the institution of such a university-wide awards system, the Senate shall examine the system to determine whether it has indeed fostered excellence among the faculty in a fair and impartial manner, and the Senate may at that time modify the plan according to its findings. **Periodic additional review is at the discretion of the Senate.**