

DRAFT
Faculty Senate Meeting
October 6, 2004

Members Present: Aneeq Ahmad, Lea Ann Alexander, Angela Boswell, Betsy Fulmer, David Gardner, William Henshaw, Catherine Leach, Currin Cooley (for Lynn Leggett), Laura Lockwood, Herbert Matthews, Harold McAfee, Blair Olson, Henry Perez, Phillip Schroeder, Brett Serviss, Joyce Shepherd, Bruce Smith, George Ann Stallings, Glenna Sumner, Carol Underwood, Don Wells, and Fred Worth.

Members Absent: Marty Campbell, Martha Dale Cooley, Carolyn Eoff, Charles Leming, Marielle McFarland, and Hank Wilson.

Others Present: John Hall

Call to order: The October meeting of the Faculty Senate was called to order at 3:15 p.m. by President Fred Worth.

Special Guest John Hall, Director of Henderson Foundation, was recognized. Dr. Hall presented the faculty with an update on the purpose, goals, and progress of Henderson Foundation.

The minutes from the September regular meeting and the September special meeting were approved.

President's Report:

Dr. Worth reported on his meeting with Dr. Houston. They discussed ways to make it possible for community members to take classes. Dr. Houston pointed out that the 124 hour maximum for degree programs is a legislative initiative more than an ADHE initiative. There is a lot of creeping up in hours and so far nothing has been said. Dr. Houston mentioned that Henderson will be facing a problem as some of the community colleges are now offering an associate of arts in teaching. There is some sentiment that when they finish that program they should just be able to come to HSU and take their major courses and not have to take any more liberal arts core courses. Depending on what they've taken, it is possible they could be short as many as 14 hours of liberal arts core courses. Dr. Houston wants the senate to consider this question because if we require them to take those 14 hours, we could lose those students to other schools. (Dr. Worth then referred the issue to the Academics Committee.) Dr. Worth continued his report on his meeting with Dr. Houston. They discussed strong faculty sentiment that the office of Computer and Communication Services does not do a very good job of seeking or receiving faculty input. A number of decisions have been made with little or no faculty input. Many changes (such as the change to the new web system) have been made in the middle of semesters, creating many problems for faculty and their classes. They also discussed the difficulty of attending three-hour training sessions while teaching a full course load. Dr. Houston said he would look into trying to get things set up so training could be done in a more workable time frame.

Dr. Worth then reported on his meeting with Dr. Dunn. The salary study committee is just about in place and it will hopefully begin work soon. Regarding the ADHE insistence on 124 hours for

degree programs, there is pressure from some legislators for a hard mandate of that number. HSU can require more but we have to work hard to justify it, and we need to make sure that any increases in hours really are justified. Dr. Dunn indicated there were some areas where he was not sure the increases really were justifiable. Dr. Dunn thinks the board approved the simultaneous use of the two admissions standards, because there was concern on the board about how the new standards would impact enrollment. Faculty should be getting minutes from cabinet meetings soon. Dr. Worth and Dr. Dunn also discussed the strong faculty sentiment that the office of Computer and Communication Services does not do a very good job of seeking or receiving faculty input. Dr. Dunn said he will visit with Dr. Houston regarding the best way to handle some of these issues. One thing he said was that the university technology committee should be more active. Regarding the possibility of faculty being allowed to evaluate David Epperhart during the administrative evaluation process, Dr. Dunn wasn't sure he supported that idea because he thinks what would be best is an evaluation of the office of Computer and Communication Services, rather than just an individual. He would support the Technology Committee conducting an annual evaluation of Computer and Communication Services.

Committee Reports

Executive Committee:

Dr. Schroeder, Chair, reported on the Excellence Award for Outstanding New Faculty Member. Two more members (one from Teachers College and one from School of Business) need to be named to the committee, and they will be named this week.

Academics Committee:

Dr. Schroeder, Chair, presented for discussion only a "Contract for Incomplete Grade" (SEE ATTACHMENT 1). The committee will continue to hone the contract taking into account the comments by the Senators and others and will bring it to the next Senate meeting for approval.

Finance Committee:

Dr. Matthews reported that the committee had taken the volunteers for the Salary Study Committee and presented them to the administration who then asked some of them to be on the committee.

Dr. Matthews then presented the following resolution from the committee:

- 1) The University Faculty Development Committee and the University Faculty Research Committee be abolished prior to the next fiscal year.
- 2) Funds in the University budget that the aforementioned committees have been responsible for allocating should be combined and divided between the School of Business, Teachers College, and the Ellis College of Arts and Sciences. Future allocations for research and development should be proportional to the average allocations received by each of the three areas during the past five years.
- 3) Methods to be used for dispersal of funds for faculty development and research shall be decided by the Deans and faculty in each of the three individual areas.

After discussion, the motion was withdrawn to be revised and presented at the next Faculty Senate meeting.

Procedures Committee:

Dr. Boswell, Chair, reported that the Procedures Committee had finished conducting several elections in September. The election for the constitutional amendment passed with 74 in favor and 6 against. The five members elected to the Faculty Finance Committee are Lea Ann Alexander, Ronald Dewlen, Douglas Gast, Julia Hall, and Michael Lloyd. The faculty members elected to Excellence Awards Committees are

For School of Business, Library, Student Support Services, and Aviation:

Glenna Sumner, Jack Meadows, Kathie Buckman, Wanda Harris, Hank Wilson

For Teachers' College Henderson:

Penny Ferguson, Ken Taylor, Linda English, Patti Miley, Woody Jolley

For Fine Arts:

Betsy Fulmer, Randy Duncan, William Henshaw, Laura Storm, Rick Dimond

For Liberal Arts:

Peggy Bailey, Kevin Durand, Todd Wiebers, Steve Carter, Stuart Shaw

For Math and Science:

Jane Dunn, John Hardee, David Gardner, Sandra Smith, Rick McDaniel

The Procedures Committee will be sending out ballots for departmental elections of Faculty Senators soon and will complete the elections before the end of October.

Operations Committee:

Dr. McAfee, Chair, reported the Faculty Senate Operations Committee recommends the Faculty Senate adopt the following resolutions regarding Faculty Excellence Awards:

- 1) All nominations for Faculty Excellence Awards shall be submitted to the College Faculty Excellence Award Committees by the conclusion of the fall semester. Faculty Excellence Award selections shall be determined by March 1 of the following spring semester. PASSED unanimously.
- 2) If a candidate for a Faculty Excellence Award has previously won that particular award, evidence to be considered in determining that candidate's qualifications for the honor shall consist primarily of service, teaching or research accomplishments occurring since the date of the previous Faculty Excellence Award. PASSED unanimously.

Building and Grounds Committee:

Dr. Serviss, Chair, reported that the committee had met regarding several issues but had not received feedback from Bobby Jones yet. The committee will be meeting again soon, so Senators were urged to report any problems or concerns to the members of the committee.

Old Business:

It was reported by Dr. Worth on behalf of the Finance Committee that Mr. Choate and Julia Hall (of the Fringe Benefits Committee) were meeting to discuss a new faculty "sick leave" policy.

New Business:

Dr. Worth reported that the General Education Committee would be considering a General Studies Degree and that Dr. Sommer had agreed to allow a member of the Academics Committee

sit in on the General Education Committee meetings. Dr. Schroeder, chair of the Academics Committee, appointed Dr. Worth to attend the next meeting on October 12.

The possibility of cutting days for registration to just one in the fall, meeting classes on Tuesday, and using the extra day for a Fall Break was mentioned and referred to the Operations Committee. That committee was also asked to look at the issue of Monday night class schedules with holidays and registrations delaying their beginning.

A resolution from Teachers College Henderson Technology Committee was presented and seconded (SEE ATTACHMENT 2). After discussion, the resolution PASSED unanimously.

After a short discussion regarding the inequities in how summer school teaching contracts are currently handled, the issue was referred to the Finance Committee for consideration.

The meeting adjourned at 4:58 p.m.

Respectfully submitted by Angela Boswell, Secretary, Faculty Senate

ATTACHMENT 1
Henderson State University
Contract for an Incomplete Grade

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 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. At least three-fourths (75%) of the course work shall be satisfactorily completed for a student to be eligible for an "I", and the instructor will determine if the student has a reasonable chance of successfully completing the course. This contract is for students enrolled in undergraduate courses only. 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
- 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 (if due to health, attach note from physician):

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 2
TCH Technology Committee – Resolution – 9/23/04

To be submitted to the Faculty Senate:

Whereas in January of 2004 the Henderson State University Media Center and the Teachers College, Henderson ‘Teacher Center Laboratory’ were removed from academic control and placed under the administration of Computer & Communication Services;

Whereas faculty of Henderson State University were at that time reassured by administration that technology decisions at the university would “continue” to be curriculum driven;

Whereas faculty of Henderson State University was assured at that time of continuing faculty representation in the technological decision making process by way of representation on a “yet to be reconstituted” University Technology Committee;

Whereas the administration has been queried regarding the “reconstitution” of the University Technology Committee on numerous occasions since January of 2004;

Whereas Henderson State University has made innumerable technology related decisions (ie. INTEGRITY) affecting the University, faculty and students since January 2004;

Whereas, in the months since January 2004, the University Technology Committee has NEVER held a single meeting;

Whereas the evidence shows that the administration has failed in its promise to include faculty in University technological decisions and therefore university technological decisions are inherently NOT curriculum driven;

Therefore, the Teachers College, Henderson Technology Committee requests the Henderson State University Faculty Senate adopt the following resolution:

Resolved that the University Technology Committee be mandated to meet bi-monthly (Sept., Nov., Jan. Mar. May) to review and counsel administration regarding technology related issues and concerns of the faculty and the curriculum;

Further that in the months in which the University does not meet (Aug., Oct., Dec., Feb., Apr.), the Technology Committees of each College shall meet to provide input and recommendations to their University Technology Committee members (the senior of which shall act as Chair of the College Technology Committee).

Further that the University Technology Committee consist of two (2) representatives from each College which shall serve overlapping two (2) year terms and shall be appointed by the College Dean.