

Minutes of  
THE FACULTY SENATE  
OF  
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Tuesday, November 8, 2016, at 3:00 p.m. in Rothwell 456.  
The following members were present:

Dr. Molly Brant  
Dr. Jon Clements  
Dr. Melissa Darnell  
Dr. Marcel Finan  
Mr. Ken Futterer  
Dr. Debra Hunter  
Dr. Sean Huss  
Dr. Shelia Jackson  
Dr. Chris Kellner  
Dr. Jason Patton

Dr. Michael Rogers  
Dr. Monty Smith  
Dr. V. Carole Smith  
Dr. James Stobaugh  
Dr. Bruce Tedford  
Dr. Jack Tucci  
Dr. Susan Underwood  
Dr. James Walton  
Dr. Dana Ward

Dr. Johnette Moody and Dr. Jeremy Schwehm were absent. Dr. Mohamed Abdelrahman, Mr. Thomas Pennington, Dr. Jeff Aulgur, Ms. Brooke Southard, Dr. Robin Lasey, Mr. Michael Stoker and Ms. Pat Chronister were visitors.

CALL TO ORDER

President Huss called the meeting to order, and asked for a motion in regard to the minutes of October 11, 2016.

APPROVAL OF  
MINUTES

Motion by Dr. Kellner, seconded by Dr. Clements, to approve the minutes as distributed.  
Motion carried.

VPAA UPDATE

President Huss invited Dr. Mohamed Abdelrahman, Vice President for Academic Affairs, to address the Senate. Dr. Abdelrahman distributed information on the practice of offering priority registration to certain student groups, including athletes (Attachment A). He noted other institutions in the state which offer priority registration to athletes also offer to student groups such as band and cheer. Dr. Robin Lasey, chair of the Athletics Committee, stated priority registration would permit student athletes to select class times that would not conflict with game and practice times.

Motion by Dr. Walton, seconded by Dr. Kellner, to recommend priority registration for students in the four identified groups (athletics, dance/cheer, band and choir).  
Motion carried.

NEW BUSINESS:  
EXTERNAL  
EMPLOYMENT

President Huss invited Mr. Thomas Pennington, Legal Counsel, to address the Senate. Mr. Pennington referred to the existing policy for external employment (Attachment B), stating it largely pertained to faculty as written. He distributed a form required by the Governor's office for state higher education employees to disclose any income exceeding \$500 to the institution's President (Attachment C). Many senators were unaware of the form or requirement.

Mr. Pennington proposed a draft policy for external employment (Attachment D), and invited the Senate to form a subcommittee to work with him on the revisions. He stated he would be taking the draft policy to the Staff Senate as well, and suggested forming a joint committee.

Motion by Dr. Patton, seconded by Dr. Brant, to establish a subcommittee to work with Legal Counsel on revisions to the external employment policy. Motion carried.

President Huss, Dr. Patton and Dr. Brant volunteered to serve.

#### PHISHING AND FRAUD POLICY

Mr. Pennington distributed a “Phishing and Fraud Data Security Policy” (Attachment E). He informed the senators of a recent event in which an employee at another state institution provided his Banner username and password through a phishing email, and the employee’s payroll direct deposit information was rerouted into a fraudulent account. He stated the policy was a means to keep the university from being liable in such instances where the employee is at fault. Dr. Stobaugh expressed concern with the vagueness of the phrase “disciplinary action may be taken.” Mr. Pennington offered to strike that language and return next month, giving the senators time for additional consideration.

#### WEBSITE POLICY

President Huss invited Mr. Michael Stoker, Director of Web Strategies and Operations, to address the Senate. Mr. Stoker reported he had been working with several departments, including Engineering, to expand the standard information currently provided for faculty on departmental websites to include items such as research interests. He stated there was potential to move toward professional pages for faculty using WordPress or similar platforms for which faculty would not need access to specific software to modify content. Mr. Stoker announced he would hold workshops on website development every Friday during the spring semester at 10:00 a.m. in the Ross Pendergraft Library, Room 331.

Mr. Stoker summarized the recent transition of the University Relations office to Marketing and Communication (MARCOMM) and invited faculty to visit [atu.edu/marcomm](http://atu.edu/marcomm) for more information.

#### MINIMUM CLASS SIZE

President Huss distributed a comparison of the tuition revenue per credit hour per student and the average cost of a class (Attachment F – *distributed version, and a corrected version*). Dr. Abdelrahman noted the simple example did not account for indirect costs such as overhead and benefits. Dr. Stobaugh indicated, in some departments, lower level courses have high enrollments, but the upper division sections may struggle to reach the minimum enrollment, which can result in the course being cancelled. He stated the faculty member may then take each student on as an independent study for no compensation. Dr. Abdelrahman responded he was open to suggestion and asked for a proposal to address those issues. The senators thanked Dr. Abdelrahman for the explanation and consideration of the question on minimum class enrollments.

#### PROFESSIONAL DEVELOPMENT GRANT PROCESS

President Huss invited Dr. Jeff Aulgur, chair of the Professional Development Committee, to address the Senate. Dr. Aulgur reported the Faculty Research Grant and Professional Development Grant applications were now reviewed by the same committee. He distributed a comparison of the two types of grants and a summary guide with best practices for application (Attachment G). Dr. Underwood expressed concern that the application process was burdensome, particularly in providing specific budget details for anticipated travel expenses. She also indicated a final report for conference attendance seemed unnecessary. Dr. Aulgur stated the committee was primarily looking at the proposed budget for estimates on hotel, conference fees, and flights, and, if supplies or student labor will be used, quotes for those costs. He mentioned the final report should be as simple as changing the application from the activities the faculty member is proposing to do, to what the faculty member has done, and attach supporting documents if applicable. Dr. Aulgur offered to visit departments individually if preferred.

#### OLD BUSINESS: HIGHER LEVELS OF LIFE INSURANCE

President Huss called for a motion to amend the agenda to move the discussion on higher levels of life insurance to the first item of Old Business.

Motion by Dr. Stobaugh, second by Dr. Hunter, to amend the agenda as requested. Motion carried.

President Huss invited Ms. Brooke Southard, Interim Director of Human Resources, to address the Senate. Ms. Southard reported a committee had been formed to review health insurance costs and strategies for managing the 24% renewal increase proposed by the health care provider. She stated there would now be an additional PPO option and an HSA option for employees, with salary tiers to determine the employee contribution for each option, and by doing so, the committee was able to bring the renewal increase down to 8.8%. Dr. Kellner indicated several faculty had questioned the established tiers, particularly the lack of a fourth tier for those with the highest salaries. Ms. Southard responded the tiers were a method to offset the expense for employees with the lowest salaries, and to avoid employees of all salary levels paying the \$104 difference in the existing PPO plan. She stated the committee had discussed the highest salary tier paying a premium as high as \$150, but the committee did not want one tier subsidizing the other tiers.

Ms. Southard reported increasing life insurance coverage was possible, but because the university's contribution would remain static at \$9, all employees would absorb the additional expense, and there could be an adverse effect for employees with lower salaries.

#### FACULTY PLAN OF WORK, ADS, AND EVALUATIONS

Dr. Patton asked Dr. Abdelrahman about the emphasis on receiving external funding in recent faculty advertisements. Dr. Abdelrahman responded sustainable scholarship was important, especially for new faculty, and external funding was one way to ensure sustainability, as internal resources were limited. He stated this was typical verbiage for faculty advertisements, and did not make Arkansas Tech a research institution, but a teaching institution which valued sustainable scholarship programs. The senators discussed potential issues with evaluating faculty based on receiving external funding, and the lack of consideration for unfunded research and scholarship. President Huss recommended the senators propose language to include in faculty ads, and Dr. Abdelrahman agreed to work with them.

#### FACULTY GRIEVANCE

Dr. Walton reported he would bring this item for a vote at the December meeting.

#### PROMOTION AND TENURE

President Huss reported the Senate should review the latest draft of the promotion and tenure policy revisions, then once approved, send to the faculty at large for review.

Motion by Mr. Futterer, seconded by Dr. Kellner, to establish a subcommittee to review the changes to the promotion and tenure policy to bring before the Senate for approval. Motion carried.

Mr. Futterer, Dr. Kellner, Dr. Monty Smith and Dr. Rogers volunteered to serve. President Huss offered to participate as he was able.

#### EVALUATION OF ADMINISTRATORS

President Huss stated he would have a report for the December meeting.

#### FINAL EXAM AND GRADE SCHEDULE

Dr. Rogers distributed the results of the survey given to faculty on the final exam and grading period at the end of each term (Attachment H). Dr. Rogers stated he, Dr. Hunter, and Dr. Brant planned to meet with Dr. Abdelrahman, Ms. Tammy Weaver, and Ms. Pat Chronister to work on a solution and potentially move toward a policy.

#### SECURITY CAMERAS

Dr. Kellner reported he would circulate the draft policy on security cameras for feedback from the senators.

#### SHARED GOVERNANCE

President Huss reported he would send reminders on the shared governance webinar. He noted the professional development session in January would be dedicated to shared governance.

OPEN FORUM            There were no discussions in open forum.

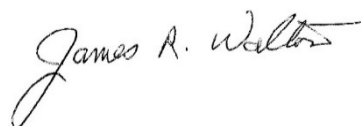
ANNOUNCEMENTS    There were no announcements.

ADJOURNMENT        The meeting adjourned at 5:30 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Huss", with a long horizontal flourish extending to the right.

Sean Huss, Ph.D., President

A handwritten signature in black ink, appearing to read "James A. Walton", with a long horizontal flourish extending to the right.

James Walton, Ph.D., Secretary

Attachment A

Priority Registration:

The following universities were polled as to whether they permitted athletes to have priority registration:

NCAA Division I – UAF – Yes  
NCAA Division II – UAFS – Yes  
NCAA Division I – UALR – Yes  
NCAA Division I – UCA – Yes  
NCAA Division I – ASU – Yes  
NCAA Division II – SAU – No

All institutions indicated other groups such as honors or ambassador groups were awarded priority registration.

Currently, at ATU there are approximately 600 students in the following groups:

~240 athletes  
~30 dance/cheer  
~180 band  
~140 choir

Of those, approximately 300 are upper level students and would already receive priority registration.

## Attachment B

## EMPLOYMENT AND RETIREMENT POLICIES

**Salaries**

The University does not have a fixed salary schedule; however, acting within the limitations of the budget and in response to definite needs and demands, it does undertake to maintain a well-defined pattern in establishing salaries. This salary pattern represents the considerations given to education, experience, special needs, and the relative value of the individual to the University.

**Payroll Information**

Immediately upon arrival on the campus, new faculty members will need to schedule a formal orientation with the Human Resources Office. The orientation process will include completion of personnel data information, employee insurance and retirement election.

**Summer Teaching Appointments**

Summer teaching assignments are separate from academic year appointments and are based on curricular need. Employment during the academic year does not imply an obligation for teachers to accept summer teaching assignments unless they so desire. If in any department curricular needs and the number of available qualified teachers do not coincide, the priority of assignments is, first, to teachers who have accepted appointment for the ensuing year (this priority may extend to teaching both summer terms if the need exists), and second, to teachers who have chosen not to accept reappointment. Existing faculty with regular appointments will receive priority consideration for summer teaching assignments; however, as a means of providing for the instructional needs in graduate, continuing education, or other special programs, adjunct, part-time, visiting, and consultant faculty may be employed.

**Outside Employment**

The following policy concerning outside employment was approved by the Board of Trustees on February 21, 1980:

Certain outside employment situations may provide needed services to the community, as well as supplemental income to faculty members, without impeding the fulfillment of the faculty member's contractual agreement with the University. However, full-time faculty personnel are expected to discharge all professional responsibilities and time obligations related to their position at Arkansas Tech. Outside employment, whether self-employed, managerial, or employee status, should not interfere with the faculty position.

**Resignations**

A teacher who does not wish to return for the ensuing school year should so inform the head of the department and should submit a formal letter of resignation to the Vice President for Academic Affairs for future protection in the event inquiries are made as to the reasons for leaving. After receiving a notice of appointment, a teacher who decides not to accept the appointment should return the unsigned employment notice on or before the date indicated. In this case, the above resignation procedures shall be followed. After employment has been accepted and the agreement signed, teachers should consider themselves bound by the code of ethics of the teaching profession to fulfill the commitment.

For further information concerning resignation policies, please refer to Section C of the "Regulations on Academic Freedom and Tenure."

## Attachment C

**Secretary of State**  
**MARK MARTIN**

Filing for year \_\_\_\_\_

**Elections Division**  
**State Capitol, Rm 026**  
**Little Rock, AR 72201**  
**501/682/5070**

**Extra Income Statement  
Of  
State Employees**

1. Name of Employee: \_\_\_\_\_
2. Name and address of agency where employed:

\_\_\_\_\_  
(Name of Agency)

\_\_\_\_\_  
(Street, PO Box, Rural Route)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

3. Source and amount of income in excess of \$500.00:

(a) \_\_\_\_\_ \$ \_\_\_\_\_  
(Name of Entity) (Amount)

(b) \_\_\_\_\_ \$ \_\_\_\_\_  
(Name of Entity) (Amount)

(c) \_\_\_\_\_ \$ \_\_\_\_\_  
(Name of Entity) (Amount)

**NOTE:** Extra Income statements must be filed by January 31 of each year. Persons employed by institutions of higher learning must file with the President of that institution.

**- Verification -**

I do solemnly swear that the foregoing Extra Income Statement filed herewith is in all things true and correct, and fully shows all the information required to be reported by me.

\_\_\_\_\_  
Signature of State Employee

State of Arkansas

County of \_\_\_\_\_

Subscribed and sworn to before me, a Notary Public, this the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

### **Arkansas Codes Addressing Extra Income Statement**

#### **Section 21-8-203. Disclosure of income required.**

The General Assembly determines that it is essential to the efficient operation of government, and to minimize the opportunities for conflicts of interest, that all state employees who are employed on a regular salary basis shall be required to disclose each source of income in excess of five hundred dollars (\$500) earned during any calendar year from sources other than their regular salary from employment or from professional or consultant services rendered for any public agency.

History. Acts 1977, No. 849, 1; A.S.A. 1947, 12-1628.

#### **Section 21-8-204. Filing of income disclosure statement.**

(a) On or before January 31 following the close of each calendar year, all state employees who are employed by a state office, agency, department, board, commission, or institution of higher learning in this state on a regular salary basis shall file a statement under oath reflecting all income in excess of five hundred dollars (\$500) received by them during the preceding calendar year as wages or salary or as fees or payments for professional or consultant services rendered to any public agency of this state, as defined in 21-8-201 hereof, other than the salary said person receives on a regular salary basis.

(b)(1) All state employees who are employed by any state office, agency, department, board, or commission, other than employees of institutions of higher learning, shall file the statement required herein with the Secretary of State.

(2) All employees of institutions of higher learning in the state shall file the statement with the president of the institution of higher learning by which the employee is employed, and all such statements filed with the presidents of the various institutions of higher learning shall be public records and shall be open to public inspection during reasonable business hours.

History. Acts 1977, No. 849, 3, 4; A.S.A. 1947, 12-1630, 12-1631.



## Attachment D

**Arkansas Tech University External Employment Policy**

External employment is defined as any paid activity for any non-university entity or person, whether or not such work is performed on campus, and also includes self-employment and self-initiated professional services such as, but not necessarily limited to, consulting, advising, workshops, seminars, conferences, the practice of one's profession, or similar work performed in addition to the official responsibilities of a full-time employee.

The primary responsibility of employees of Arkansas Tech University is to fulfill their duties and responsibilities assigned to their particular position or job. External consulting or other external employment that interferes with university duties and responsibilities is not acceptable and approval must therefore be obtained by employees before any commitments for external employment are made. External employment must not create or result in conflict of interest or even the appearance of a conflict of interest. Volunteer activities which might cause a conflict of interest are included here.

No member of the faculty, professional and classified staff shall undertake any form of external employment or activity, whether remunerative (paid in some form or fashion) or volunteer, whether regular or sporadic, which prevents the performance of those primary responsibilities expected of a full-time faculty or staff member of the university.

Before beginning any external employment, employees must complete the External Employment Request Form.

While the particulars of each individual case will need to be considered carefully, external employment normally should not involve more than one day per calendar week, on average, during the term of annual employment (academic year or twelve months). This includes preparation time as well as the time required for travel to and from the location of external employment. Such activity during the summer months by faculty on academic year contracts is exempt from this policy.

Approval of external employment is subject to the following expectations:

1. The external employment may not interfere with the obligations of the employee to the university or create any conflicts of interest;
2. The employee must take accrued annual leave if external employment would overlap with regularly schedule work hours of the employee;
3. Usage of university facilities or resources is prohibited;
4. The external employment cannot utilize graduate or undergraduate students unless approved by the appropriate Vice President;
5. Approval of external employment does not preclude the requirement to work additional hours for the university as required by a supervisor in his or her sole discretion;
6. The employee performing external employment is solely responsible for work performed in the course of external employment, and the university is not responsible for such work;
7. All external work is performed in the employee's individual capacity;
8. The employee does not officially represent the university, will not receive legal representation from the university, and is not an employee or agent of the university when acting in that capacity the university; and

9. The views, thoughts, and expressions of the employee do not represent the views or position of the university.

A separate request must be submitted for each identifiably distinct employer or client and activity. In cases with an open duration, a new external employment request form must be sought annually by the employee. Also, if the nature of the activity changes significantly after an approval is given (e.g. new tasks are to be performed, a change in time is required, etc.), another external employment request form must be submitted promptly. The university reserves the right to revoke any approval at any time if the activity interferes with the staff member's employment obligation to the University.

External employment request forms shall be submitted to the Office of Human Resources. Human Resources will then forward the external employment request form to the appropriate Vice President for review. The Vice President's determination, either to approve or deny, is final. Employees may not engage in external employment which the Vice President, Athletic Director, or Chancellor has determined, in his or her sole discretion:

1. Interferes with the employee's regular responsibilities and duties; or
2. Results in any actual conflict of interest or appearance of conflict of interest with his or her university employment responsibilities.

External employment requests by Vice Presidents shall be submitted to the President for review, and shall also be subject to the criteria set forth in 1) and 2) above. The President's determination, either to approve or deny, is final.

The Office of Human Resources will notify the employee of the final determination. The external employment request form shall be retained by the Office of Human Resources.

An employee may be disciplined up to and including termination for external employment that has not been previously approved, occurs during work hours without the use of appropriate leave, or is determined to be in violation of university guidelines, or state law or policy.

This policy does not apply to adjunct faculty or part-time employees.

## Attachment E

**Phishing and Fraud Data Security Policy**Definitions

**“Confidential Information”** as used in this policy includes confidential employee and student information, information concerning Arkansas Tech University research programs, proprietary information of Arkansas Tech University, and sign-on and password codes for access to Arkansas Tech University computer systems. Confidential Information shall include education records protected by the Family Educational Rights and Privacy Act (FERPA). Confidential Information includes information maintained or transmitted in any form, including verbally, in writing, or in any electronic form.

**“Phishing”** as used in this policy is the attempt by criminals to acquire sensitive information (such as usernames, and passwords or credit card, social security or bank account numbers) from Internet users by pretending to be a trusted entity or business (such as an Arkansas Tech University department), and then use the information to steal business or personal income or data, access financial accounts, or infect computers with viruses or malware.

Policy

Arkansas Tech University is not responsible for employees or students who release their confidential information in response to a phishing scheme delivered through the Arkansas Tech University e-mail system, smart phone text messages, phone calls, or any other technology or from face-to face scam artists. Each individual is responsible for any personal financial loss incurred (including lost wages or salaries earned at Arkansas Tech University) as a result of the individual providing confidential information in response to a phishing scheme. If an employee’s response to a phishing scheme results in a breach of FERPA, HIPPA, or a disruption of Arkansas Tech University computer services, disciplinary action may be taken by the university.

Optional training will be provided by the Arkansas Tech University Office of Information Services to members of the campus community on an annual basis.

## Attachment F

Distributed:

		<u>Students</u>	<u>Totals by Student</u>	
Tuition Cost Per Credit Hour	\$219.00	1	\$657	
Class Cost for Each Student (3 hrs)	\$657.00	2	\$1,314	
		3	\$1,971	
Faculty Salary	\$64,000	4	\$2,628	
Number of Classes Taught	8	4	\$3,285	
Per Class Faculty Cost	\$8,000	5	\$3,942	
		6	\$4,599	
		7	\$5,256	
		8	\$5,913	
		9	\$6,570	
		10	\$7,227	CURRENT MINIMUM
		11	\$7,884	
		12	\$8,541	
		13	\$9,198	
		14	\$9,855	
		15	\$10,512	

BREAK EVEN  
BETWEEN 11 AND 12

**CORRECTED**

		<u>Students</u>	<u>Totals by Student</u>	
Tuition Cost Per Credit Hour	\$219.00	1	\$657	
Class Cost for Each Student (3hrs)	\$657.00	2	\$1,314	
		3	\$1,971	
Faculty Salary	\$64,000	4	\$2,628	
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		11	\$7,227	CURRENT MINIMUM
		12	\$7,884	
		13	\$8,541	
		14	\$9,198	
		15	\$9,855	
		16	\$10,512	

BREAK EVEN  
BETWEEN 12 AND 13

## Attachment G

**Professional Development Grants / Faculty Research Grants**

	<b>Professional Development</b>	<b>Faculty Research</b>
<b>General</b>		
Application Deadlines	October 1, February 1, April 15	October 1, February 1
Maximum Funding	Not Specified	\$2,000
Annual Budget	Determined Annually	Determined Annually
Eligibility	Tenured or Tenure-Track	Tenured or Tenure-Track
Submission Restrictions	One per cycle	One per cycle
Funds Expenditures	Carry Over Possible	Current Fiscal Year (June 30 <sup>th</sup> )
<b>Application Requirements</b>		
Cover Page	Yes (Typed)	Yes (Typed)
Department Head Signature	Yes	Yes
Dean's Signature	Yes	Yes
Budget Page	Yes	Yes
Application (4 pages max)	Abstract, Purpose, Significance, Process for Attainment, Dissemination, Repeated Requests, Budget Justification	Abstract, Purpose, Significance, Process for Attainment, Dissemination, Repeated Requests, Budget Justification
Condensed Vita (3 pages)	Yes	Yes
Bibliography	If necessary	If necessary
Support Documents (10 max)	Budget Support	Budget Support
<b>Final Report Requirements</b>	Required for Future Funding	Required for Future Funding
	Title Page	Title Page
	Restatement of Activity	Restatement of Problem/Research
	Review of Activity	Research Procedure
	Summary of Findings/Experience	Summary of Findings
	Conclusions/Recommendations	Conclusions/Recommendations
	Activity Verification	Copy of Manuscripts (If applicable)
	Final Expenditure of Accounting	Final Expenditure Accounting
	Due September 30 <sup>th</sup>	Due September 30 <sup>th</sup>
<b>Budget</b>		
Institutional Cost Sharing	Not Required	Not Required
Budget Items	Itemize, document, quotes	Itemize, document, quotes
Minimize Travel	Preferred	Preferred
Travel Per Diem	GSA Rates (75% first and last days of travel)	GSA Rates (75% first and last days of travel)
GSA Rate Portal	<a href="http://www.gsa.gov/portal/category/104711">http://www.gsa.gov/portal/category/104711</a>	<a href="http://www.gsa.gov/portal/category/104711">http://www.gsa.gov/portal/category/104711</a>
Meal Deductions	If conference provided	If conference provided
<b>Web Link</b>	<a href="http://www.atu.edu/research/faculty_dev.php">http://www.atu.edu/research/faculty_dev.php</a>	<a href="http://www.atu.edu/research/faculty_research.php">http://www.atu.edu/research/faculty_research.php</a>

## Professional Development Grant Applications “Lessons Learned” and Applicant Guidance

2016-2017 Committee Members: Dr. Jeff Aulgur (Chair), Dr. Rebecca Callaway, Dr. David Eshelman, Dr. Kevin Mason, Dr. Sandy Smith, Dr. Cheryl Monfee, Dr. Mohamed Ibrahim, Dr. Julie Mikles-Schluterman (Ex Officio, VPAA), Mrs. Susan Self (Ex Officio, Faculty Senate)

**BLUF (Bottom Line Up Front):** The number and nature of other requests for assistance will be taken into consideration as the award per project is determined. There is no preference for research proposals over creative works or professional enhancement events.

Funding Cycle Submission Deadlines: October 1, February 1, and April 15.

1. **Eligibility:** All tenure-track or tenured faculty are eligible to apply.
2. **Domains:** Established to support research, creative activities, and professional growth. PDG are for projects beyond the scope and cost of those typically awarded through the Faculty Research Grant program (\$2,000 funding limit).
  - a. *Research:* Oriented toward publication in a refereed journal or at a professional conference.
  - b. *Creative Activities:* Pursue widest distribution possible.
  - c. *Professional Growth:* Should benefit not just the individual but other invested communities.
  - d. *Other:* Grants may be used to fund campus visitors. Grants may also include research funds for research assistance by students.

### Lessons Learned and Keys to Success

1. **Eligibility**
  - Only one proposal per person per application cycle. Applicants funded in the immediate past cycle receive lower priority.
  - Proposals similar to previously funded PDG projects must be differentiated.
  - Faculty must submit individual applications if presenting at a single conference.
  - If multiple faculty members submit proposals to present the same research at the same conference, applicants should anticipate partial funding.
2. **Application Process**
  - Beginning with the April 2016 cycle, proposals must be submitted in PDF format to Academic Affairs by 5:00 p.m. on the deadline.
  - Revise and Resubmit: Beginning with the April 2016 cycle, Academic Affairs will screen proposals for obvious errors and return to the faculty member for correction. *Proposals submitted on the deadline will be forwarded to the committee “as is.”*

- The Required Cover Page must be typed.
- Chairperson and Dean signatures are required (funding provided or not).
- Interim proposals are an exception and not practice. Proposals may be submitted to a funding cycle and approved by the committee pending future acceptance at a conference.

### **3. Proposal Format**

- Required elements may not exceed four pages (Abstract, Purpose/Objectives, Significance/Need, Process for Attainment, Dissemination, Repeated Requests).
- Double-spaced, 12-point type, 1-inch margins
- Avoid jargon. Apply the “Grandmother Test.”
- Significance of Need: Address only the requirements for the type of grant you are seeking.
- Process for Attainment of Objectives. Same as Significance of Need.
- The “Sample Budget Form” is now mandatory and will follow the final page of the four-page written proposal. Adapt the form to accommodate GSA city-specific per diem rates for out-of-state proposals.
- Proofread

### **4. Budget**

- Institutional Cost Sharing: The PDG committee does not review if departmental or college funds have been exhausted.
- Identify how all costs will be covered if the PDG request is part of larger project.
- Budget items should be “well-documented.” Include copies of all registrations estimates or expenditures for hotels, travel, etc.

### **5. Additional Guidance**

- International travel requests are evaluated at a higher standard. Departmental and College contributions to international travel indicate discipline-support of the requested activity to the committee. Prior approval of international travel from the Office of Academic Affairs would be beneficial.
- The committee values proposals demonstrating an effort to contain expenditures.
- Applicant contributions are not required, but applicants should indicate any personal commitment to the proposal.
- In the February 2016 cycle, the members of the committee evaluated 30 proposals requesting a total of \$59,000 in support with \$42,000 available for the remainder of AY 2016 (for both the February and April cycles).

### **6. Questions or Requests for Information**



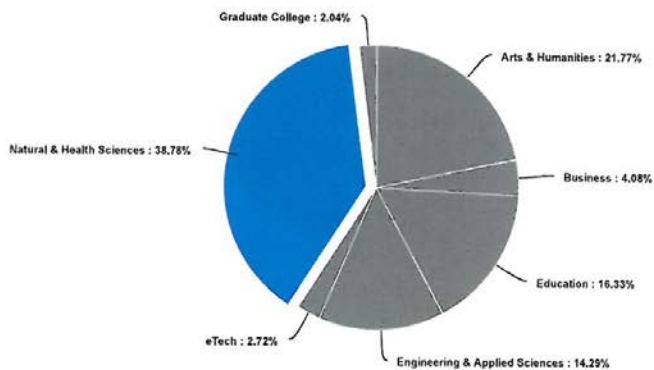
Attachment H

End of the Semester Final Grading Period Survey - Dashboard

VIEWED	STARTED	COMPLETED	COMPLETION RATE	DROPOUTS	TIME TO COMPLETE
248	161	143	88.82%	18	4 mins



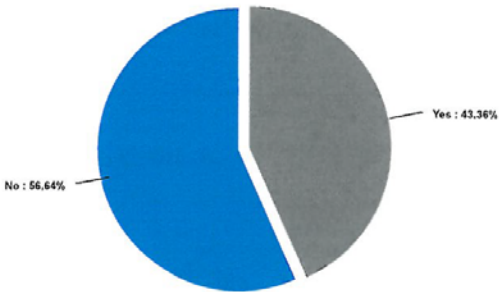
Please mark the ATU College or Colleges with which you are affiliated.



Answer	Count	Percent	
Arts & Humanities	32	21.77%	
Business	6	4.08%	
Education	24	16.33%	
Engineering & Applied Sciences	21	14.29%	
eTech	4	2.72%	
Natural & Health Sciences	57	38.78%	
Graduate College	3	2.04%	
Total	147	100 %	

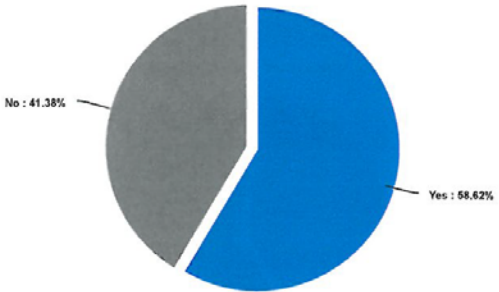
Do you believe there is adequate time allotted between the last final exam each semester and when final grades are due?





Answer	Count	Percent	20%	40%	60%	80%	100%
Yes	62	43.36%	<div></div>				
No	81	56.64%	<div></div>				
Total	143	100 %					

Does the turnaround time for submission of final grades after final exams affect what you are able to do in your final exam periods (e.g., multiple choice exam instead of essay, etc.)?



Answer	Count	Percent	20%	40%	60%	80%	100%
Yes	85	58.62%	<div></div>				
No	60	41.38%	<div></div>				
Total	145	100 %					

Does the turnaround time for submission of final grades after final exams affect what you are able to do in your final exam periods (e.g., multiple choice exam instead of essay, etc.)? - Dynamic Text / Comments

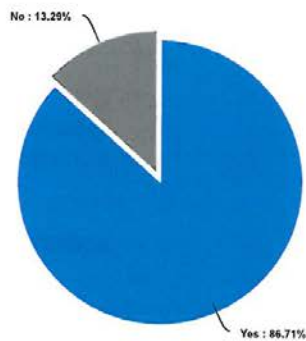
11/03/2016	20439117	[Yes] Open-ended questions take far too long to grade when other projects may also be being revised and/or finalized.
11/03/2016	20497329	[Yes] I give multiple choice exams so that I can submit final grades on time.
11/02/2016	20480647	[Yes] The lack of time to evaluate subjective material limits me to use objective exams to be timely.
11/02/2016	20489905	[Yes] this is obvious having a ridiculous short turnaround squelches opportunity to assess with open ended questions-like essay that better determine important things like integration and synthesis to demonstrate high quality instruction. We do this in the name of administrative efficiency-but at what cost? the tail is clearly wagging the dog.
11/02/2016	20488059	[Yes] There are so many other things going on during the final exam period including graduate student thesis revisions, faculty meetings, project deadlines etc. that it is too stressful to add a large grading time requirement.
11/01/2016	20482787	[Yes] My exam questions generally require problem solutions that usually involve solutions that are only partially correct. Hence partial credit is an intrinsic part of the test and is the only way that many students can have their skill level fairly assessed. Thus grading requires a great deal of time.
11/01/2016	20480443	[Yes] It would be very difficult for me to give essay finals, since I teach about 140 students per semester to get grading done on time.
11/01/2016	20480269	[Yes] Extremely limited ability to fully utilize 'open response' in high enrollment courses.

11/01/2016	20480058	[Yes] True testing must include a written portion. For large classes grading that component (and other end of semester work) is impacted when insufficient time is given at the end of the semester.
12/01/2016	20479497	[Yes] It forces me to stay up until 2 or 3 in the morning to get an essay exam graded. This severely impact my ability to adequately complete grades without making errors. Since this policy was put in place the number of errors I make on grades has increased dramatically.
11/01/2016	20477876	[Yes] Limit/eliminate short answer and short essay questions. Final will only have matching, true/false, & multiple choice (scantron grading).
11/01/2016	20477108	[Yes] multiple choice exam instead of essay, EXACTLY. Timing is dictating what I do and how I do it, and not for sound educational reasons.
10/31/2016	20470061	[Yes] Does not allow time for essay exams unless my exam period is on the 1st day of exams.
10/31/2016	20488337	[Yes] If you final is the last day of finals, the only way to assign an essay is to plan on not sleeping at all to get them all graded.
10/28/2016	20453205	[Yes] Generally keep the final to factual information that is faster to grade.
10/28/2016	20431014	[Yes] Must give multiple choice due to the number of students & the limitation of when my exam window is. I'm always have an exam on the last day.
10/28/2016	20426519	[Yes] Essay exams are impossible for classes that have their exams on the final Tuesday of finals.
10/25/2016	20416754	[Yes] It definitely affects the type of exam given especially if it is scheduled for the last day of final exams.
10/24/2016	20408691	[Yes] Exams on the last day have to be developed with ease of scoring in mind.
10/24/2016	20389873	[Yes] Due to the quick turnaround, I am unable to hold exams or require final projects which may get to higher levels of learning. I often resort to multiple choice that I and my student workers can grade quickly. Tasks that require integration and application often take too long to read and grade.
10/24/2016	20387992	[Yes] The short time period limits the number of open response problems that can be included due to the excessive time required to grade such problems.
10/23/2016	20387528	[Yes] multiple choice is pretty much the only option.
10/21/2016	20380632	[Yes] I have to reduce the part of the exam in which students must write answers. I eliminated essays and short answer questions that I used to use in assessment measures.
10/21/2016	20379673	[Yes] Faculty are forced to give multiple choice for the final since there is less than 24 hours between the last final and the time that grades are due.
10/20/2016	20371283	[Yes] I would like to create a written case study/scenario through which a student demonstrates the understanding and synthesis of multiple concepts and frameworks. Unfortunately, I have had less than 24 hours to evaluate my final exams during my tenure at ATU. As a result, students take a multiple choice exam instead.
10/20/2016	20369065	[Yes] The timeframe for posting final exam grades is short. However, these dates are known to faculty and faculty should plan accordingly. This is really not a big deal.
10/20/2016	20368969	[Yes] With the class sizes I'm experiencing lately, it is very difficult to give a "regular" exam on the last exam day and have grades completed by the following day. By regular, I mean a mix of short essays, problems and definitions.
10/20/2016	20368698	[Yes] When there is 24 hours or less between the last final exam period and grades being due it can be very difficult to grade written answers of any form, especially if one of my larger classes (up to 60 people) had it's exam on that last day.
10/20/2016	20367933	[Yes] Have to rely upon scantron-based multiple choice questions only
10/20/2016	20367485	[Yes] I use multiple choice exams during finals instead of essay and short answer exams.
10/20/2016	20367079	[Yes] Essay questions must be limited to shorter responses to allow adequate time for grading
10/20/2016	20366851	[Yes] I prefer to use a series of essay questions or a three to five page application paper for final exams. The current set up does not afford me the amount of time necessary to appropriately grade when teaching 4 - 6 upper division courses with 35 - 40 students per course. Although I have not moved to auto graded exams yet, I am starting to seriously consider it. I do think going to exclusively auto graded finals will be a disservice to the student.
10/19/2016	20364412	[Yes] Insufficient time to grade essays
10/19/2016	20363736	[Yes] I have turned to giving the last test during the last week of class and require a submission of something simple to grade during finals because of the need for the immediate turn around for grades the day after finals.
10/19/2016	20363732	[Yes] I have students turn in large projects earlier and have shorter final exams.
10/19/2016	20363527	[Yes] Last time, many meetings were scheduled in that period. I was two hours late with two sets of grades. A wonderful Japanese student was here with her parents to thank her favorite professor(s), and I was abrupt with her, because of my frantic situation. We have to meet with State Government people, we have to meet with new employers (HP Enterprise) coming to AR and interviewing "all universities within 260 miles" and we impress them.  Very bad for me all around.  I have started choosing class times on the basis of getting early exam schedules. I have been told by friend in another College (10 years ago) that his final exam is scantron. This is

		University Education? No wonder the USA is 27th in literacy, 35th in numeracy and 41st in life expectancy.
10/19/2016	20363315	[Yes] For Fall and Spring, I feel I can only give scantron tests for students who are testing on Tuesday. I also would love to allow online students to work until Tuesday but I have to require students to turn in projects and essay tests earlier so I have adequate time to grade and students have expressed how they would really like more time (which they would probably always say but I understand if they thought they would have until Tuesday in all classes). In the Summer, I really feel burdened if I have a class larger than 20 and am trying to give an valid exam that last day and get it graded.
10/19/2016	20363345	[Yes] May make me inclined to give an all objective (MC & TF) test instead of including any discussions, simulations, or problems.
10/19/2016	20362393	[Yes] I teach primarily low level undergraduate classes with greater than 50 students enrolled. I feel like I can only give multiple choice tests for final exams because my "final exam period" is on the Tuesday before grades are due. Giving essay or short answer questions would actually be better to evaluate understanding the concepts.
10/19/2016	20362387	[Yes] If my exam is the day before final grades are due, I do not give essay questions because there is not sufficient time to grade them.
10/19/2016	20362273	[Yes] I use the exam time for presentations that I can grade on the spot and give actual exams earlier in the month.
10/19/2016	20362103	[Yes] Depending on what day I am scheduled to give an exam, if it is towards the end of testing, I will not even consider an essay question. I already have projects, video teaches, senior portfolios, etc. to grade. If I end up with a Monday or Tuesday test, that leaves no time for essay questions. The question above about the adequate time allowed really depends on which day I am giving the test. Some classes are a yes and some are a no.
10/19/2016	20362102	[Yes] If I'm giving a final the testing day, I won't have essay questions, because I do not have 24 hours to grade, calculate, and submit grades.
10/19/2016	20362098	[Yes] Grading essays if your exam is the last day of finals week requires late night grading sessions.
10/19/2016	20362008	[Yes] The test will be in an easier to grade format.
10/19/2016	20361956	[Yes] Given term papers to grade, final projects, etc., I feel there would be pressure to go with a less grading intensive format.
10/19/2016	20361985	[Yes] I give MC due to time issues.
10/19/2016	20361975	[Yes] more quickly graded materials & less time for student feedback on their grades
10/19/2016	20361960	[Yes] If an exam is scheduled for the last day, it makes it difficult to grade essay exams. There is not enough time to adequately assess each paper.
10/19/2016	20361938	[Yes] shorter tests
10/19/2016	20361868	[Yes] Unable to give essay exams or final papers.
10/19/2016	20361840	[Yes] Do not have time to grade essay exams or papers.
10/19/2016	20361844	[Yes] Shorten the number of learning activities
10/19/2016	20361798	[Yes] It is not just the final exam offered between the grades deadline, but it could possibly be the impact of multiple exams close to the deadline. Summer II is a definite problem when graduate grades have to be submitted 2.5 days prior to the term ending. This effectively makes the term 4 weeks.
10/19/2016	20361813	[Yes] Forced to give multiple choice.
10/19/2016	20361786	[Yes] Too difficult to administer an essay exam and grade it due to how quickly the administration expects us to submit grades.
10/19/2016	20361754	[Yes] My biggest complaint in this area is Summer 2. I can deal with fall and spring, but with Summer 2, we need to have grades for graduates submitted before the term is even over! Instead of a 5-week course, these students really have about 4 weeks.
10/19/2016	20361756	[Yes] Determines the type of test I give when essay or short paper would be a better reflection of what my students have learned.
10/19/2016	20361742	[Yes] There is not enough time to grade discussion questions and extensive tests if you only have one day or so before grades are due.
10/19/2016	20361720	[Yes] In Summer, students graduating have to have their grades in 2-3 days before the last day of class. This prevents having a legitimate exam. In general, an exam given on the last day can't have questions that are difficult to grade due to time restrictions.
10/19/2016	20361664	[Yes] I have been fortunate that my final exams typically fall during the first days of the final exam period. If they fell during the latter part of the final exam period (the last day or two) it would affect my ability to use essay exams and be able to adequately assess them prior to the submission deadline.
10/19/2016	20361652	[Yes] Increasing number of freshmen students in class makes grading open ended questions/problem solving/calculations extremely time consuming, and has resulted in more multiple choice questions being used in order to get grading done for the deadline.
10/19/2016	20361688	[Yes] I am unable to give a final exam that is anything other than multiple choice if on the last day of finals.
10/19/2016	20361650	[Yes] I have had to use the final exam period for group presentations and the last regular class period for the final exam, so I have enough time to grade my essays and short answers on the exam.
10/19/2016	20361622	[Yes] The time pressure makes it difficult to give exams with a substantive writing component.

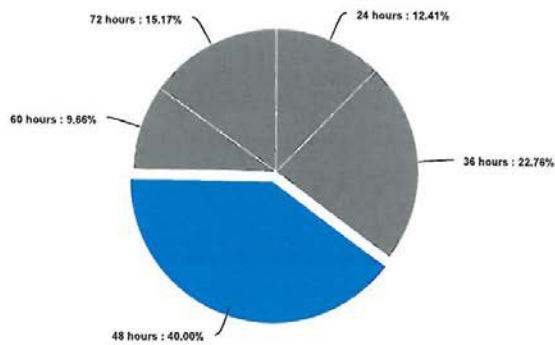
10/19/2016	20361559	[Yes] Half of the committees, working groups, Dept Heads, Deans, etc fool around all semester doing little or nothing and then suddenly want everything due in the last week while I am trying to grade, submit grades, prep for next semester, etc.
10/19/2016	20361571	[Yes] Writing exams that are possible to grade before grades submission deadline. It should not be a factor.
10/19/2016	20361575	[Yes] I cannot grade essay questions on exams before turning in final grades.
10/19/2016	20361561	[Yes] I'm less likely to assign an essay because there is not adequate time to grade the number of essays I would receive in a course.
10/18/2016	20351660	[Yes] I use the final exam period for group presentations and give the last exam during the last day of regularly scheduled classes because I would not have time to grade the short answer and essay portions of my exam otherwise.

Should the Faculty Senate work with the administration to create a university-wide policy establishing a minimum amount of time between the last final offered and the submission of final grades?



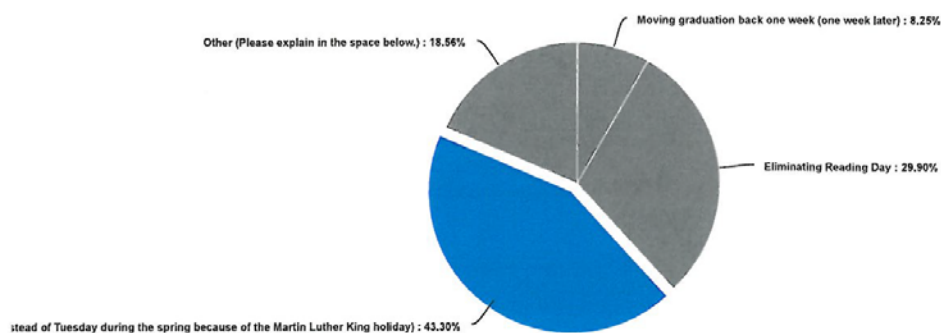
Answer	Count	Percent	
Yes	124	86.71%	<div><div></div></div>
No	19	13.29%	<div><div></div></div>
Total	143	100 %	

In your opinion, how much time should faculty have from the last university scheduled final exam period to turn in final grades?



Answer	Count	Percent	
12 hours	0	0%	<div><div></div></div>
24 hours	18	12.41%	<div><div></div></div>
36 hours	33	22.76%	<div><div></div></div>
48 hours	58	40%	<div><div></div></div>
60 hours	14	9.66%	<div><div></div></div>
72 hours	22	15.17%	<div><div></div></div>
Total	145	100 %	

To extend the time between the last scheduled final exam by ATU and the deadline to submit final grades, which of the following possible solutions would you support (Mark all that apply)?



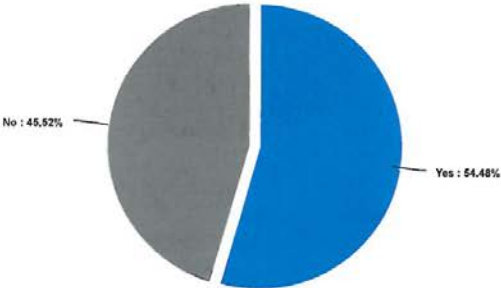
Answer	Count	Percent	20%	40%	60%	80%	100%
Moving graduation back one week (one week later)	16	8.25%					
Eliminating Reading Day	58	29.9%					
Starting each semester a few days earlier (e.g., Monday instead of Wednesday during the fall and Thursday instead of Tuesday during the spring because of the Martin Luther King holiday)	84	43.2%					
Other (Please explain in the space below.)	36	18.56%					
<b>Total</b>	<b>194</b>	<b>100 %</b>					

To extend the time between the last scheduled final exam by ATU and the deadline to submit final grades, which of the following possible solutions would you support (Mark all that apply)? - Text Data for Other (Please explain in the space below.)

11/03/2016	20499117	The option that I chose of those provided is likely best, but there may be better ideas on this.
11/02/2016	20481048	It seems that a full day after the last exam should be sufficient, especially if the computer grade submission was available into the night (i.e. 36 hours after the last exam given; I haven't taught a summer II session in a long time; it is not realistic to expect grades to be submitted before the final is given in summer II.
11/02/2016	20486059	Allow commencement to take place before final grade submission. This is how it used to be.
11/01/2016	20481012	Go back to the way it used to be done. I do not understand why there is such concern if a person walks during graduation who will not be receiving a diploma. Maybe I need more information to explain why this is so important. I do not see that other universities make this a priority.
11/01/2016	20479497	Every other university I have been associated with just lets you walk once for any degree. Walking is not necessarily associated with receiving a diploma.
11/01/2016	20478667	In December, moving graduation another week would put it on top of Christmas.
11/01/2016	20477108	Anything
10/29/2016	20455981	It is ok as is.
10/26/2016	20432677	Why do final grades have to be submitted before graduation. It was understood at other institutions that participation in the graduation ceremony did not imply successful completion of the degree. Awarding of the degree was official once all grades had been submitted and certified.
10/24/2016	20396792	Not sure. Possibly require that graduating student grades be submitted earlier than other grades.
10/21/2016	20380532	Moving graduation back a week later would be fine in the spring. In the fall, graduation is too close to Christmas as it is.
10/20/2016	20371283	I fully support starting school on Monday instead of Wednesday. However, I have never experienced the level of time compression placed on teaching faculty due to required in-services, new faculty training, and student functions. These were incredibly valuable--if they remain mandatory, our contracts should begin a week sooner and our compensation reflect the earlier report date.
10/20/2016	20369065	Schedule Upper Division course final exams early in the Final Exam schedule. This will reduce the burden, but not totally eliminate the issue. The last day of Final Exams may be reserved for freshman level courses only. Typically, graduating seniors would not be in these courses.
10/20/2016	20368969	Simply moving the deadline back from noon on Wednesday before graduation to midnight would help a lot. That still allows two full work days to identify students who did not complete graduation requirements (which is the main driver for the deadline as I understand it).
10/20/2016	20368698	Eliminate the Wednesday schedule on Tuesday, make Tuesday reading day, and then there will be 48 hours between the last final and grades due. Another option, and one that many universities follow, is to base students' eligibility for graduation on their performance up to, but not including finals. There might be some rare cases in which a student fails their final and their eligibility for graduation changes, but those instances could be dealt with on a case by case basis instead of changing the entire schedule for everyone.
10/20/2016	20367465	Allow grades to be turned in after graduation as was done in the past.
10/20/2016	20367079	While it's commendable that Tech awards actual diplomas at graduation rather than mailing them later after graduation requirements have been thoroughly checked, I'm not sure it's worth the extra stress and it may not be sustainable if the institution continues to grow.
10/20/2016	20366851	Why do we hand out diplomas at graduation? Can we make it pageantry only and mail diplomas? This would allow for more time and grading without making changes to the schedule.
10/19/2016	20364412	Simply graduate students with the proviso that if the student has satisfied all degree requirements, then the degree is awarded.
10/19/2016	20364254	There wasn't really a place for general comments. I have to make my senior research papers due a week or so before the end of the semester so I have time to grade them before the deadline. If I made them due during their final exam time, I would not have enough time.
10/19/2016	20363627	First - Start the semester earlier. Having Labor day after only ~2 classes is silly Second choice, but maybe better: Move graduation back a week. Throw a one-week 'party'

		for graduating students. Let them stay in the dorms. Let them discuss Life plans with favorite faculty (and staff). Let their parents stay a couple of days in the mostly empty dorms and see what their kids experienced. This might really build warm feelings (read alumni attachment)
10/19/2016	20363315	I wonder if we could just require grades a little later for classes testing on that Tuesday. We could be required to submit grades for all other classes by Wednesday and the Registrar office could start running data on all students who have all their grades
10/19/2016	20363346	Maybe have finals on Saturday
10/19/2016	20362393	Identify the students for which the rush is most necessary...the graduating seniors to the instructors in advance. Then the instructors can prioritize which papers need to be grade first and get that information reported earlier within 36 hours after the administration of the test. We have a modification of this in second summer session. We have to report a final grade for graduating seniors three days before the last day of class.
10/19/2016	20362246	None of the above
10/19/2016	20362103	I don't really know why we get MLK day off when we don't get other holidays that celebrate important historical figures. Skipping that would help.
10/19/2016	20361798	You can't move the December graduation back any further or we will eventually end up graduation on Christmas Day. Is it still necessary to start the academic year later than most other schools in the state? May Graduation could be moved back a week. We must definitely adjust Summer II. In order to grade certain courses for graduates, we effectively must end the coursework the week before in order to complete the grading by Wednesday of the final week. This is not a good situation.
10/19/2016	20361715	Absolutely NONE of these. Pose the question to the faculty "do you want to work hard to get grades in within 24 hours for one of your classes, or would you like to stay one more week for graduation?" I imagine everyone will fall in line in that case. Ask it!
10/19/2016	20361754	Allow students to wait at graduation like many other institutions do, even if they haven't completed all their courses.
10/19/2016	20361756	Extending time for undergraduates and have graduates grades due earlier.
10/19/2016	20361712	Eliminate "graduation" and have a commencement ceremony instead. It is a ceremony celebrating the completion of the degree, and it should be at the conclusion of the final exam period. However, students should be allowed to participate even if their grades have not been submitted. A diploma is received after grades have been submitted and found to be satisfactory.
10/19/2016	20361664	Keep the deadline the same, but give an extension for the courses giving exams on the last day (since this typically only affects a small portion of the faculty population). This would put increased pressure on the registrars office for confirming final grades, but since it would not be a significant number of courses, then it should not be unreasonable to expect some "give" from both the faculty and the registrar to come to a mutually agreeable decision.
10/19/2016	20361633	For exams given the last 2 days of the exam period, allow final grades to be turned in on Thursday before graduation. Technically, only the senior grades (so they can graduate) are actually time critical.
10/19/2016	20361622	Have grades due within a short period for those who are graduating or for those with a certain number of credits if that would be easier to automate, and give more time for grades for all of those students not graduating. Then, we don't have to push graduation back or change anything about the schedule, but we have more time for grading all of our other final exams.
10/19/2016	20361571	?...

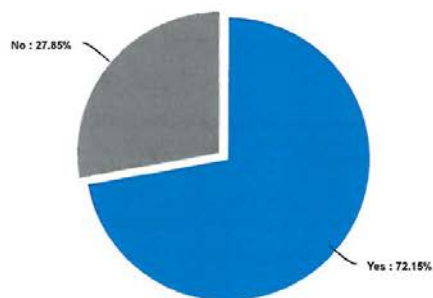
Have you taught the second summer session (July session)?



Answer	Count	Percent	
Yes	79	54.48%	<div></div>
No	66	45.52%	<div></div>
Total	145	100 %	

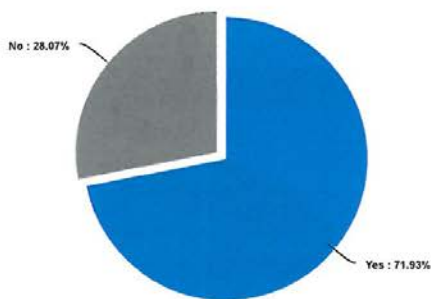
Since you have taught the second summer session, please answer the following question. Did you have any seniors in any second summer session classes you have taught?





Answer	Count	Percent	20%	40%	60%	80%	100%
Yes	57	72.15%	<div></div>				
No	22	27.85%	<div></div>				
Total	79	100 %					

As you have taught the second summer session and had at least one senior in the second summer session, please answer the following question. For second summer sessions, has the policy of submitting senior grades early (the Wednesday before the course ends) been problematic for you as you run the class?



Answer	Count	Percent	20%	40%	60%	80%	100%
Yes	41	71.93%	<div></div>				
No	16	28.07%	<div></div>				
Total	57	100 %					



If you answered yes to question 9, please explain what problems this has raised for you in running your second summer session course:

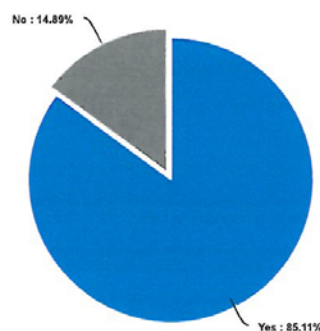
If you answered yes to question 9, please explain what problems this has raised for you in running your second summer session course:

11/03/2016	20501300	You are basically running a 4-week course for those students.
11/03/2016	20496777	I had to alter the schedule some to accommodate university requests for grades.
11/03/2016	20497329	The course was not completed, but still required to turn in a grade for the student.
11/01/2016	20479167	The culminating experience may be a group project, it is not fair for one participant to finish before the others. Or the culminating project may be a field experience, I means the senior has less time to get their final evals from field supervisors. This may be difficult in a five-week period.
11/01/2016	20478102	In summer II graduating senior grades have to be reported on Wednesday. In my class, that student's grade would not include the last unit test (usually given on Wednesday or Thursday and worth 10% of the grade), the final exam (given on Friday and counting 20% of the overall grade), and a lab project (worth about 5% of the overall grade). The grade I report does not include over 30% of the possible points for the rest of the class. And technically, the student would not be obligated to complete the remaining portion of the class.
11/01/2016	20477168	Each day of a summer course is equivalent to a week of the normal semester. So two days is two weeks. THAT is the problem, missing two weeks worth of instruction.
11/01/2016	20476869	In some occasions I had to submit the grade before all the tests were given.
10/31/2016	20465337	I had to require them to turn in assignments early.
10/28/2016	20453205	Essentially graduating students get to skip some of the material of the course, or you have to require it and grade it early, which is unfair to them
10/26/2016	20426519	Students who are graduating only get 80% of the course materials.
10/25/2016	20410754	Difficult to have assignments/exams graded in time.
10/24/2016	20396973	It is unethical to submit grades before the course is over, and if we are to complete the course grading before it is over, what is the point to the extra week?
10/22/2016	20382512	It is sometimes necessary in a summer session course to have assignments due on the last day of classes. But if grades for graduating seniors are due prior to the last day of classes, then it is harder for graduating seniors to complete those assignments.
10/21/2016	20380532	Students had to take the course before all of the material had been covered. Therefore, I had to create a separate test eliminating questions from that material. Therefore, the student was not tested over the full material for the course. It not appropriate or ethical to test some students over less material.
10/20/2016	20371283	The senior had no way to complete the same requirements as the other participants—it was an internship course requiring a minimum number of contact hours.
10/20/2016	20368969	It causes me to make special arrangements for any graduating seniors such as taking the last exam early or basing their grade on all work except the last exam.
10/20/2016	20366851	The major issue is you are now taking a five-week course and cutting off an additional week for seniors. It is next to impossible for a student to complete content for a three credit hour course in four weeks. There are also issues on the instructor side, but I think those are all secondary to a student completing a course in four weeks.
10/16/2016	20363736	First you have to find out who is planning on graduating in August, then create special deadlines just for those students. It seems unfair to the students & is difficult for the instructor.
10/19/2016	20363732	I had students who had to turn in work almost a week before others finished the class. This resulted in rushed work and I felt I had to be lenient on their grade because of this. I do not like the idea of treating students differently and I have always felt this policy creates a situation where this likely occurs widely across campus.
10/19/2016	20363315	I had a Senior who barely had a C and hadn't taken the last test (or even had the Review day for the last test which is on that Thursday) and I had to decide what he knew without using the tool I had created to reliably determine his overall course learning.
10/19/2016	20363250	Seniors had to take time away from other class activities to complete the exam, and then I had to grade the exam for earlier, which means a little more work and a disruption in the class. While this is an inconvenience, I can live with it. There are other problems with teaching the second summer session that are more discouraging, or at least they were last time I had a class then.
10/19/2016	20362393	I have to make clear to the student that I have to report a grade for them early but if they do not complete the course requirements (final exam, turn in projects) that I can and will submit a "change of grade" form reflecting their actual grade. I have no idea if that could or would make any difference in the decision to let them participate in graduation, but I have the idea that a student have the idea that they do not have to complete the course like the rest of the class.
10/19/2016	20362273	I didn't know about this issue until the session had already started - had to adjust final due dates for seniors.
10/19/2016	20362103	you would have to give the final early. It has been a long time since I have taught during that time, and it was not a normal class that had test grades (worked with interns), so I wasn't affected, but if I were teaching currently, it would definitely make a difference if they had to take the final 2 days early. They would miss information we learn during the last week of classes.
10/19/2016	20362090	It's absurd to calculate final grades for a student before the semester actually ends.
10/19/2016	20362000	
10/19/2016	20361866	Having to give them early assignments
10/19/2016	20361844	Final grading for seniors
10/19/2016	20361839	I had to request seniors early assignment submission for the final grade submission.
10/19/2016	20361798	As mentioned earlier, graduate requirements I Summer II force classes into a four-week session instead of five. We usually have two sections of our Capstone course during Summer II each academic year.
10/19/2016	20361813	Because I had to submit grades early, the seniors we given a test over less material than the rest of the course.
10/19/2016	20361715	I was not aware of the Senior deadline - nor was the student - at the beginning of the class. The student barely turned the final in on time.
10/19/2016	20361754	For these students, it becomes a 4 week course and I must rearrange final assignments for them.
10/19/2016	20361712	Graduating seniors have to have grades submitted prior to the end of the course, which is beyond ridiculous! Each day of class is nearly identical to a week of a regular semester, so how do you evaluate student performance for the entire course without having all the course material taught? This is the most egregious example of how the grading policy is broken.
10/19/2016	20361664	I teach an introductory course. So seniors that take my course are usually using it as an elective. It is unfair to either give them a "by" on the last assignment or have to allow them to complete it early (which for discussion boards eliminates the discussion) so that I can submit grades on time.
10/19/2016	20361644	It has required that I condense the course even more than it already is and almost end earlier depending on how many graduating students are in the course.
10/19/2016	20361650	It was an online course and I had a hard time contacting the seniors and making them aware they had to complete the already condensed course a half week earlier than everyone



		else.
10/19/2016	20351600	The student was required to complete a final website project (quite large) and time is short for the summer terms. Being required to complete the project by early Wednesday and then my having to grade it was problematic at best. The student also had weekly assignments for Week 5 that included hands-on assignments, a quiz, and a large chapter test.
10/19/2016	20361561	There are assignments where students must submit portfolios or journals that are requirements to graduate for our program. A student did not submit the proper assignment and because there was no time to resubmit a corrected assignment in time, the student was not able to graduate and it became a semi-hostile situation.
10/19/2016	20381567	early exam
10/19/2016	20356145	
10/19/2016	20357980	Was an online course and was hard to track down the senior and ensure he got the work done ahead of time.

Whether or not you have had to deal with the second summer session senior grade submission policy (which requires submitting grades for graduating seniors enrolled in this session before the session's course end date), please answer the following. Question: To avoid the need to submit graduating seniors' grades before the end date for any course or courses they are taking second summer session, would you support starting the first summer session three days earlier so the last day of class for the second summer session would be on the Tuesday (not Friday) before summer graduation?



Answer	Count	Percent	
Yes	120	85.11%	<div style="width: 85.11%;"></div>
No	21	14.89%	<div style="width: 14.89%;"></div>
Total	141	100 %	

If you answered "No," to question 11, do you have a suggestions for how to avoid having graduating seniors' grades due midweek before the second summer session courses they are enrolled in ends?

If you answered "No," to question 11, do you have a suggestions for how to avoid having graduating seniors' grades due midweek before the second summer session courses they are enrolled in ends?

11/03/2016	20499117	
11/02/2016	20491145	
11/01/2016	20478667	Seniors can have an earlier due date for their final work. They could be exempt from final if grade is A or B. Can have an alternate form of final early.
11/01/2016	20476985	
11/01/2016	20476957	
11/01/2016	20476866	Faculty should at least be able to determine whether the senior has passed the course by this deadline even if the final grade is not yet determined. Why not just ask that? Has the sen or passed the course?
11/01/2016	20476863	
10/29/2016	20455931	If it has only been a problem for a few, why change it. I've not heard any one complain except at faculty senate.
10/28/2016	20453205	One day during the summer semester would be enough to get the grading done. There are so few summer graduates and even fewer who take a summer 2 course, that I believe the registrar's office could clear them. Perhaps a better alternative would be to have a "no lower than this" grade submitted. By that time of the semester you can tell if a student is going to pass. The only question would be the students who are borderline.
10/26/2016	20432677	Refer to my previous response.
10/25/2016	20410463	
10/24/2016	20399873	I would prefer having the second session begin sooner and overlap with the first session for one week. Moving up Summer I would be very overwhelming to FT faculty.
10/23/2016	20387526	there are so few seniors in a class that it is not too much of a hassle to submit the grades.
10/20/2016	20368969	I support this idea, but would like to see it modified to starting TWO days earlier so that Wednesday is the last class day. With the smaller number of August graduates/students, the grades deadline could then be noon on Thursday which should still give enough time to certify graduates.
10/19/2016	20364412	Simply graduate students with the proviso that if the student has satisfied all degree requirements, then the degree is awarded.
10/19/2016	20384254	

10/19/2016	20362246	No
10/19/2016	20362018	
10/19/2016	20361958	
10/19/2016	20361798	Move graduation back a week in Summer II. We seem to base, whether accurate or not, Summer I and Summer II around the 4th of July holiday. In recent years, we lost note only the last three days of Summer II but also the first day of Summer II.
10/19/2016	20361712	There is no need to have grades submitted prior to walking in a ceremony. If they fail to pass the class, they don't get their diploma until they finish it, which means they retake the class in the fall.
10/19/2016	20361681	I think the policy of having all students having completed all coursework (official grades) before they can participate in graduation is what has contributed to all of this. Perhaps there could be some way to identify high risk students, at risks of failing or not completing the graduation requirements as opposed to having grades turned in for EVERY student.
10/19/2016	20361633	Start semester 1 day early and end on Thursday.

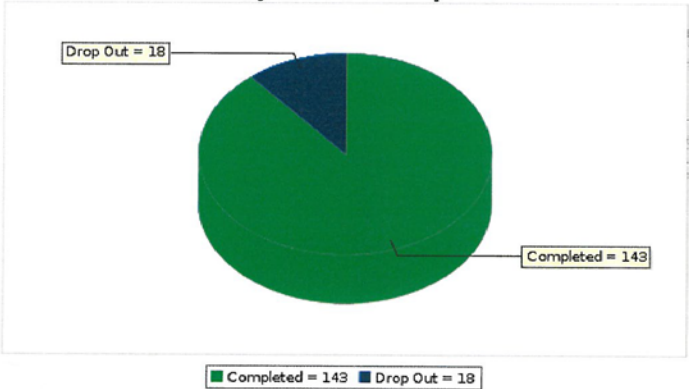


End of the Semester Final Grading Period Survey

Faculty Senate Subcommittee  
Dr. Michael Rogers  
Dr. Debra Hunt  
Dr. Molly Brant

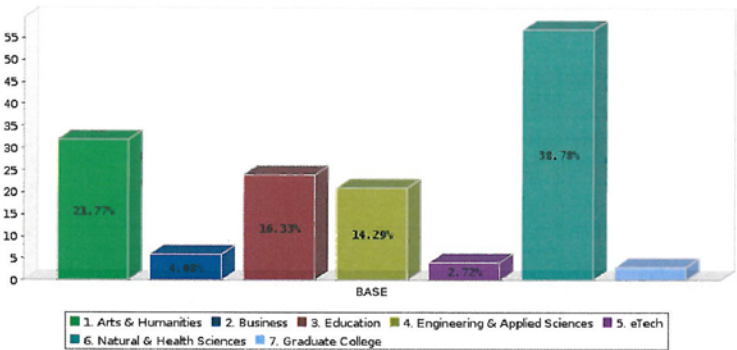
Survey Overview

Completion / Dropout



Viewed	Started	Completed	Completion Rate	Drop Outs (After Starting)	Average Time to Complete Survey
248	161	143	88.82%	18	4 minutes

Q1. Please mark the ATU College or Colleges with which you are affiliated:.



Answer	Count	Percent
1. Arts & Humanities	32	21.77%
2. Business	6	4.08%
3. Education	24	16.33%
4. Engineering & Applied Sciences	21	14.29%
5. eTech	4	2.72%
6. Natural & Health Sciences	57	38.78%
7. Graduate College	3	2.04%
Total	147	100%

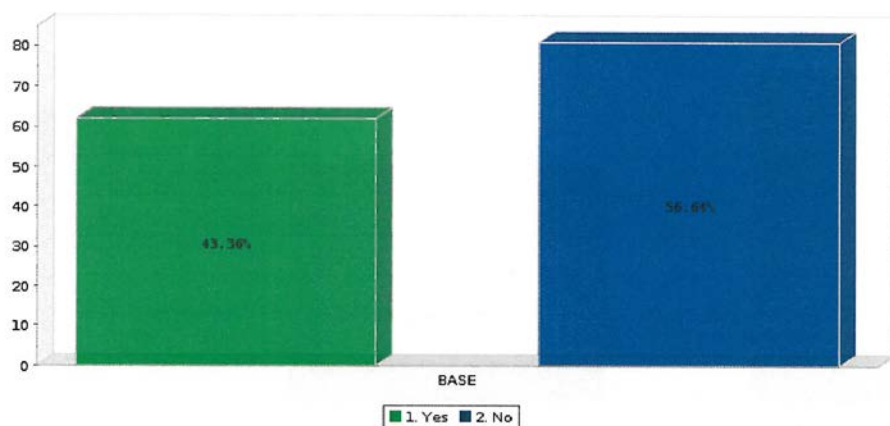
Mean : 3.966

Confidence Interval @ 95% : [3.640 - 4.292]

Standard Deviation : 2.018

Standard Error : 0.166

**Q2. Do you believe there is adequate time allotted between the last final exam each semester and when final grades are due?**



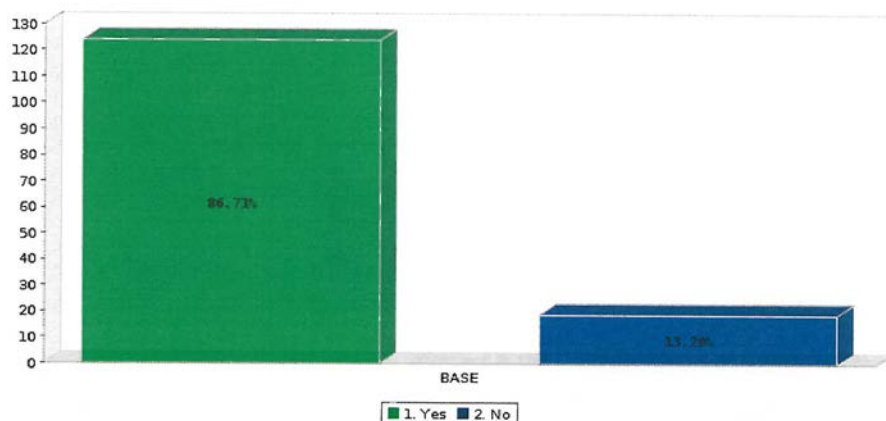
Answer	Count	Percent		
1. Yes	62	43.36%		
2. No	81	56.64%		
Total	143	100%		
Mean :	Confidence Interval @ 95% : [1.485 - 1.648]		Standard Deviation : 0.497	Standard Error : 0.042
1.566				

**Q3. Does the turnaround time for submission of final grades after final exams affect what you are able to do in your final exam periods (e.g., multiple choice exam instead of essay, etc.)?**



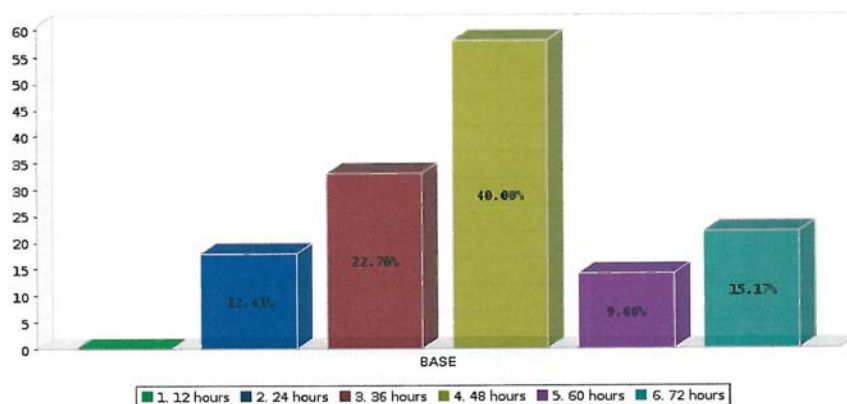
Answer	Count	Percent		
1. Yes	85	58.62%		
2. No	60	41.38%		
Total	145	100%		
Mean :	Confidence Interval @ 95% : [1.333 - 1.494]		Standard Deviation : 0.494	Standard Error : 0.041
1.414				

**Q4. Should the Faculty Senate work with the administration to create a university-wide policy establishing a minimum amount of time between the last final offered and the submission of final grades?**



Answer	Count	Percent	
1. Yes	124	86.71%	
2. No	19	13.29%	
Total	143	100%	
Mean : 1.133	Confidence Interval @ 95% : [1.077 - 1.189]		Standard Deviation : 0.341
			Standard Error : 0.028

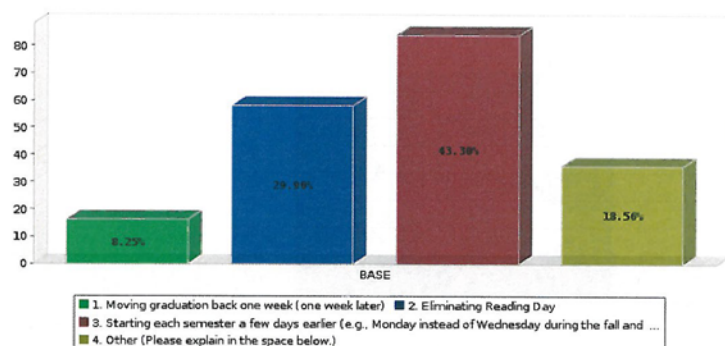
**Q5. In your opinion, how much time should faculty have from the last university scheduled final exam period to turn in final grades?**



Answer	Count	Percent	
1. 12 hours	0	0.00%	
2. 24 hours	18	12.41%	
3. 36 hours	33	22.76%	
4. 48 hours	58	40.00%	
5. 60 hours	14	9.66%	
6. 72 hours	22	15.17%	
Total	145	100%	
Mean : 3.924	Confidence Interval @ 95% : [3.729 - 4.119]		Standard Deviation : 1.197
			Standard Error : 0.099



**Q6. To extend the time between the last scheduled final exam by ATU and the deadline to submit final grades, which of the following possible solutions would you support (Mark all that apply)?**

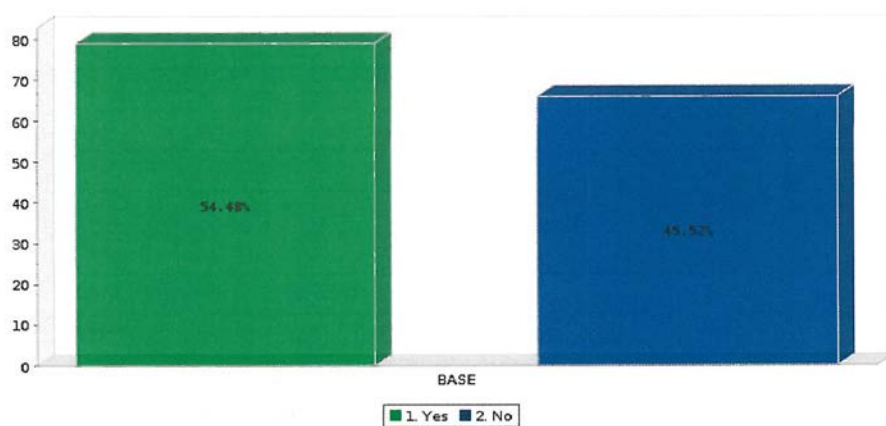


Answer	Count	Percent
1. Moving graduation back one week (one week later)	16	8.25%
2. Eliminating Reading Day	58	29.90%
3. Starting each semester a few days earlier (e.g., Monday instead of Wednesday during the fall and Thursday instead of Tuesday during the spring because of the Martin Luther King holiday)	84	43.30%
4. Other (Please explain in the space below.)	36	18.56%
Total	194	100%

Mean : 2.722	Confidence Interval @ 95% : [2.601 - 2.843]	Standard Deviation : 0.861	Standard Error : 0.062
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**Q7. Have you taught the second summer session (July session)?**



Answer	Count	Percent
1. Yes	79	54.48%
2. No	66	45.52%
Total	145	100%

Mean : 1.455	Confidence Interval @ 95% : [1.374 - 1.537]	Standard Deviation : 0.500	Standard Error : 0.041
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**Q8. Since you have taught the second summer session, please answer the following question.**

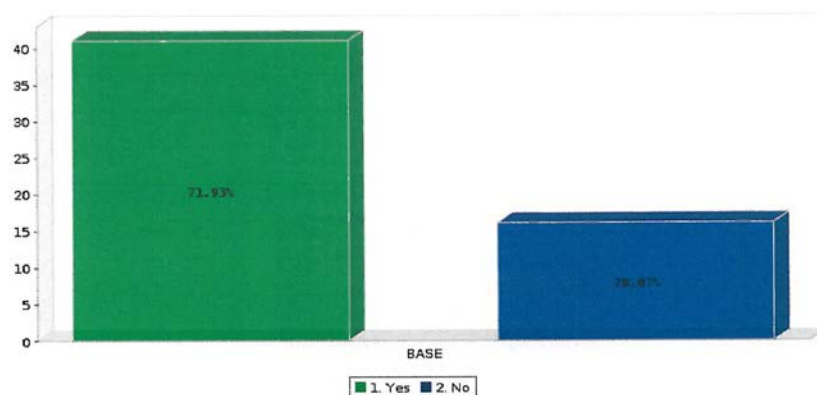
**Did you have any seniors in any second summer session classes you have taught?**



Answer	Count	Percent		
1. Yes	57	72.15%		
2. No	22	27.85%		
Total	79	100%		
Mean :	Confidence Interval @ 95% : [1.179 - 1.378]		Standard Deviation : 0.451	Standard Error : 0.051
1.278				

**Q9. As you have taught the second summer session and had at least one senior in the second summer session, please answer the following question.**

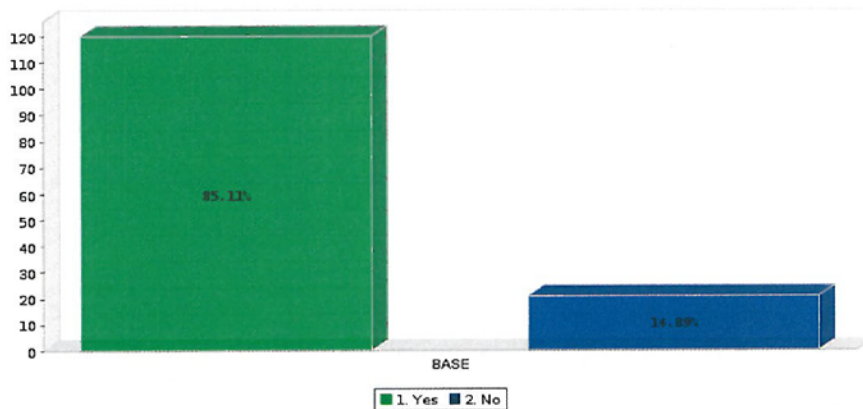
**For second summer sessions, has the policy of submitting senior grades early (the Wednesday before the course ends) been problematic for you as you run the class?**



Answer	Count	Percent		
1. Yes	41	71.93%		
2. No	16	28.07%		
Total	57	100%		
Mean :	Confidence Interval @ 95% : [1.163 - 1.398]		Standard Deviation : 0.453	Standard Error : 0.060
1.281				

**Q11. Whether or not you have had to deal with the second summer session senior grade submission policy (which requires submitting grades for graduating seniors enrolled in this session before the session's course end date), please answer the following.**

**Question: To avoid the need to submit graduating seniors' grades before the end date for any course or courses they are taking second summer session, would you support starting the first summer session three days earlier so the last day of class for the second summer session would be on the Tuesday (not Friday) before summer graduation?**



Answer	Count	Percent		
1. Yes	120	85.11%		
2. No	21	14.89%		
Total	141	100%		
Mean : 1.149	Confidence Interval @ 95% : [1.090 - 1.208]		Standard Deviation : 0.357	Standard Error : 0.030