

Minutes of
THE FACULTY SENATE
OF
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Tuesday, October 10, 2017, at 3:00 p.m. in Rothwell 456.
The following members were present:

Dr. Molly Brant	Dr. Jason Patton
Dr. Jon Clements	Dr. Michael Rogers
Dr. Melissa Darnell	Dr. Jeremy Schwehm
Dr. David Eshelman	Dr. Monty Smith
Dr. Marcel Finan	Dr. V. Carole Smith
Ms. Holly Ruth Gale	Dr. James Stobaugh
Dr. Shelia Jackson	Dr. Bruce Tedford
Dr. Chris Kellner	Dr. Jack Tucci
Dr. Joshua Lockyer	Dr. Susan Underwood
Dr. Johnette Moody	

Dr. Debra Hunter was absent. Dr. Christine Austin, Dr. Jeff Aulgur, Mr. Greg Crouch, Dr. Bruce Chehroudi, Dr. Phillip Bridgmon, Dr. Thomas Nupp, Dr. Sean Huss and Ms. Pat Chronister were visitors.

CALL TO ORDER	President Clements called the meeting to order, and asked for a motion in regard to the minutes of September 12, 2017.
APPROVAL OF MINUTES	Motion by Dr. Stobaugh, seconded by Dr. Jackson, to approve the minutes as distributed. Motion carried.
VPAA UPDATE	President Clements reported Dr. Mohamed Abdelrahman, Vice President for Academic Affairs, was not available to attend the meeting, and introduced Dr. Phillip Bridgmon, Associate Vice President for Academic Affairs. Dr. Bridgmon thanked the Senate, indicating he had been in the position just over one week. He invited the senators to call or visit him.
NEW BUSINESS: CURRICULAR ITEMS	President Clements called for a motion in regard to the curricular items. Motion by Dr. Kellner, seconded by Dr. Jackson, to consider the curricular proposals as a unit by college. Motion carried. Motion by Dr. Kellner, seconded by Dr. Jackson, to approve the curricular proposals from the College of Business as presented: College of Business – Department of Management and Marketing <ol style="list-style-type: none">1. Add the following courses to the course descriptions:<ol style="list-style-type: none">a. MGMT 3173: Advanced Microsoft Techniques;b. MGMT 3323: Employment Law; andc. MGMT 4323: Compensation and Benefits;2. Add the Associate of Science in Business Administration;3. Add the Advanced Certificate in Human Resources; and4. Add the minor in General Business. Motion carried.

Motion by Dr. Kellner, seconded by Dr. Moody, to approve the curricular proposals from the College of eTech as presented:

College of eTech – Department of Professional Studies

1. Modify the Curriculum in Bachelor of Professional Studies Agriculture Business, Child Development, Criminal Justice, Industrial/Organizational Psychology, Interdisciplinary Studies, Workforce Technology specialty/concentrations as follows: add PS 4743: Organizational Change, to the list of electives satisfying the Professional Studies Professional Core;
2. In the Public Relations specialty/concentration, add PS 4743: Organizational Change, to the list of electives satisfying the Professional Studies Professional Core; delete JOUR 4173: Public Relations Project; and add COMM 3073: Group Communications; and
3. In the Applied Leadership specialty/concentration, delete PS 4643 Occupational Globalization and Diversity; add Professional Studies Professional Core4; and Footnote 4 will read: PS 4643: Occupational Globalization and Diversity, or PS 4743: Organizational Change.

Motion carried.

ACADEMIC DISHONESTY / HONOR CODE

President Clements asked Dr. Christine Austin, Director of Assessment and Institutional Effectiveness, to update the Senate on the progress toward an honor code. Dr. Austin reported the honor code effort began a few years ago, but needed support from students, faculty and the administration, which was largely generated by the inclusion of the honor code in the strategic plan. She stated a committee of students, faculty and staff were working toward an honor code and a process for violations of academic integrity, both of which would be put forth campus wide before final approval.

Dr. Rogers stated Dr. Hunter had previously suggested establishing a repository for reported violations of academic integrity, and if the university did not move forward, some departments may proceed individually. Dr. Austin stated, if the committee chooses to pursue a full honor code, she anticipated a draft by the spring of 2019, but if instead the existing policy were to be modified, a draft should be available by the spring of 2018.

President Clements asked Dr. Austin to update him as the committee progresses, and he would invite her to address the Senate when appropriate.

ATTENDANCE REPORTING

President Clements distributed the current attendance accounting policy (Attachment A), and noted the three measures of attendance included physical attendance, submission of an assignment, or completion of the Blackboard attendance accounting module. Dr. Stobaugh asked if faculty were permitted to disable the Blackboard module. Dr. Rogers responded the module was required for online courses, but did not believe the requirement was for face to face courses using Blackboard. President Clements reported Ms. Tammy Weaver, Registrar, had provided examples of students in face to face classes using the Blackboard module to officially attend when they were not able to physically attend before the attendance date (e.g., students on temporary deployment).

The senators discussed, when a student completes the Blackboard module yet never attends in a face to face class, if this is a concern of the faculty member. The discussion included the financial implications for the student (e.g., aid eligibility, tuition charged) and the potential negative reflection on the efficacy of the faculty member. Dr. Patton asked how the Senate could pursue changing the policy. President Clements stated he would investigate this further with Ms. Weaver, and identify the next steps.

MOTOR POOL CHANGES	<p>President Clements distributed a response from Ms. Jessica Holloway, Director of Procurement, regarding the recent changes to motor pool vehicles (Attachment B). Dr. Kellner and Dr. Patton noted an increase in cost passed on to the academic departments, for both rentals from Enterprise and usage of the remaining ATU vans. Dr. Patton stated a field trip which previously cost the department approximately \$40 from the ATU motor pool was \$150 from Enterprise this year. President Clements stated he would reach out to Ms. Bernadette Hinkle, Vice President for Administration and Finance, for more information.</p>
INFRASTRUCTURE FOR EXTERNAL FUNDING	<p>President Clements reported he and Dr. Abdelrahman had discussed the infrastructure support for external funding, and Dr. Abdelrahman requested for the faculty to send specific information to him when issues arose. President Clements invited Mr. Greg Crouch, Director of Grants and Sponsored Programs, Pre-Award, to address the Senate. Mr. Crouch explained the Office of Sponsored Programs and University Initiatives facilitated the pre-award and submission process for proposals, but once funds were awarded, the Budget Office provided reporting and financial support. He suggested issues after a grant award, such as infrastructure support, may need to be discussed with the appropriate department head, dean or Vice President. Dr. Kellner asked if there were plans to establish a post-award office to support faculty publication and administrative grant oversight, such as submitting timesheets. Mr. Crouch responded he was not aware of such plans, but would pass the suggestion along to Dr. Rick Massengale, Associate Vice President for Sponsored Programs and University Initiatives. Dr. Stobaugh suggested incorporating facilities management into the pre-award process, to ensure the infrastructure could support the proposal.</p>
QUALITY MATTERS	<p>Dr. Moody requested to table the report on Quality Matters until November.</p>
OLD BUSINESS: ETECH ADVISORY COMMITTEE	<p>President Clements invited Dr. Sean Huss, the previous Faculty Senate chair, to address the Senate. Dr. Huss reported there had been ongoing discussions over the vetting process for online courses, and how that process would fit into the existing curriculum process. He stated a draft of the process should come to the Senate in November.</p> <p>President Clements then distributed an email from Dr. Shellie Hanna, Curriculum Committee chair, regarding the establishment of College Curriculum Committees (Attachment C). Dr. Underwood questioned if the college level committees would review only the online courses. Dr. Huss responded the committee would review all curriculum from the college, including online, to avoid creating separate processes. President Clements stated this placed power back in the departments and colleges, and noted the curricular proposals approved by the Senate without concerns earlier in the meeting demonstrated an improved vetting process.</p>
P&T REVIEW	<p>President Clements distributed a document including a preface, effective date and implementation (Attachment D) to the promotion and tenure policy, which addressed visiting and legacy faculty. He asked the Senate to consider moving to approve the document prior to voting on the full promotion and tenure policy, to ensure the preface, effective date and implementation were first established.</p> <p>Motion by Dr. Jackson, seconded by Dr. Schwehm, to approve the distributed preface, effective date and implementation to the promotion and tenure policy. Motion carried.</p> <p>President Clements stated the distributed promotion and tenure policy was the strongest position from academics, but would still undergo review by Legal Counsel, the Vice President for Academic Affairs, and the President.</p> <p>Motion by Dr. Tucci, seconded by Dr. Darnell, to approve the promotion and tenure policy as distributed.</p>

Dr. Underwood expressed concern with some language in the proposed policy which was not as strong as the language in the HLC criteria, which gives the faculty oversight of faculty status and curriculum. Dr. Huss suggested on page 2, in the last sentence of the “Shared Governance” section, changing the word “advice” to “oversight,” and Dr. Underwood agreed.

Dr. Underwood also noted on page 13, in the third paragraph, there was reference to faculty who are “eligible and wish” to be considered for annual evaluation. She stated annual evaluation of faculty was legislated by the state, and was not voluntary.

Dr. Tucci agreed to amend the original motion to approve, to include both changes to the policy: changing “advice” to “oversight” on page 2, and omitting “eligible and wish” on page 13.

Motion carried, as amended.

[The draft of the promotion and tenure policy as approved by the Faculty Senate can be viewed in its entirety on the [Faculty Senate webpage](#).]

FACULTY RESOURCES SYLLABUS STATEMENT

President Clements reported Dr. Jason Warnick, Assistant Vice President for Student Success, would provide a draft of a syllabus statement regarding campus resources at the November meeting.

UNIVERSITY PAYING FOR MEMBERSHIPS

President Clements reported he had discussed the university’s ability to pay for individual professional memberships for faculty with Ms. Holloway. Ms. Holloway had indicated to President Clements the university had allowed individual memberships to be purchased in the past, as long as the membership benefitted the university and the faculty member’s department. He stated multi-year memberships were not permitted. President Clements encouraged faculty to work through their departments to pursue this further. Dr. Underwood suggested checking with Academic Affairs as well.

MIDTERM GRADES

President Huss distributed a statement drafted by Dr. Kellner, Dr. Tedford, and Dr. Eshelman regarding timely feedback to students (Attachment E).

Motion by Dr. Underwood, seconded by Dr. Stobaugh, to approve the statement and distribute to the faculty.

Discussion following the motion centered on the concern from some senators with the references to disciplinary action against faculty members. Dr. Kellner indicated the statement demonstrated to the administration that the faculty at large are not in support of those faculty who are not providing timely feedback, and he questioned the ability of the annual evaluation to effectively address the issue with tenured faculty. Dr. Patton suggested removing the specificity in the last sentence, which stated “until the very end of the semester or until the final grade is assigned.”

Dr. Underwood agreed to amend the original motion to approve, to include the following changes to the proposed statement: omit “before disciplinary action is administered”; add “consistently” to the last sentence; omit “until the very end of the semester or until the final grade is assigned”; and replace “subject to disciplinary action” with “addressed by the department head in the annual review.”

Motion carried, as amended.

OPEN FORUM

Dr. Brant stated several faculty had asked for the bookstore to carry ATU apparel appropriate for faculty to wear in the classroom, in a broad range of sizes.

Dr. Jackson reported her department was informed the university was asking all faculty to have completed at least 20% of each course by mid-term, and for the faculty member to be able to provide a current grade to all students at any point in the semester. Dr. Jackson expressed the concern that prescribing this percentage of course completion went beyond timely feedback and into academic freedom. President Clements stated he would investigate the issue further.

Dr. Darnell reported some faculty were concerned with the new add/drop form, which now included reasons for dropping a class or withdrawing. She stated the Registrar's Office had indicated that section of the form was optional, but the form itself did not state it was optional. She expressed concern with options such as "quality of instruction did not meet expectations." Ms. Chronister reported a committee had developed this over the summer as part of a student success and retention initiative. She suggested asking Dr. Warnick for more information.

Dr. Kellner reported faculty could no longer waive indirect costs for external funding proposals. He stated ATU had negotiated a rate with the federal government, but the rate did not have to apply to state and private grants. He noted this practice puts ATU proposals at a competitive disadvantage to institutions who waive the indirect costs. Dr. Kellner suggested ATU reconsider this policy regarding indirect costs, and volunteered to draft a statement from the Faculty Senate. Dr. Monty Smith agreed to help.

Dr. Patton asked for the status of the external work policy. Dr. Huss stated it was with Legal Counsel. Dr. Patton volunteered to reach out to Legal Counsel for an update, and President Clements stated he would put this item on the agenda for November.

ANNOUNCEMENTS

Dr. Stobaugh stated the Green and Gold Cupboard was accepting donations and monetary gifts could be made through the ATU Foundation.

Dr. Kellner reported the AAUP would be hosting a mixer at Lake Point on October 27.

ADJOURNMENT

The meeting adjourned at 4:58pm.

Respectfully submitted,



Jon Clements, D.M., President



Jack Tucci, Ph.D., Secretary

Attachment A

Attendance Accounting

Students must attend the course before its unique attendance date (not due date)—there are no exceptions; attendance is measured as follows:

- Physical attendance in a course,
- Submission of an assignment, OR
- Completion of the Blackboard Attendance Accounting Module

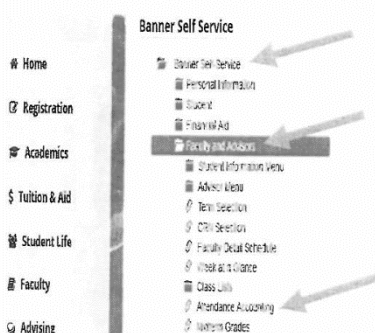
You must report attendance for all students on the attendance roster—students who have already dropped the course will be listed; the reporting of their attendance is also required—you must report whether or not they attended before they dropped.

If a student is attending your class but does not appear on the class list, you must immediately notify (968-0272, registrar@atu.edu), and send the student to, the Registrar's Office.

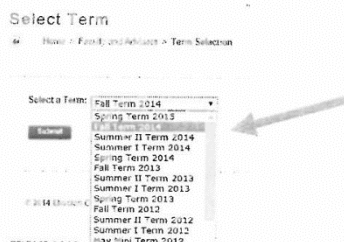
NOTE: Because of changes in Federal Financial Aid regulations, reporting a student as Did Not Attend **DOES** result in the student being administratively dropped from the course by the Registrar's Office; there is no reinstatement for non-attend drops.

Submitting Attendance

1. Log in to OneTech.atu.edu. In the box titled "Banner Self-Service", open the Faculty and Advisors folder, then click Attendance Accounting.



2. Select the current term from the drop-down menu, then click Submit. Note: Any time you can click the Faculty Services tab to return to the main faculty menu.



3. Select the course from the drop-down menu, then click Submit.

Select a CRN

Home > Faculty and Advisors > CRN Selection



4. If all students have attended at least once, and you are reporting all as attended, enter your initials and click submit.

Attachment B

Dr. Clements,

Sorry for my delay. I have asked for Brian Lasey, Facilities Director, to help in the following response:

The short answer is the vans we disposed of were no longer safe to operate and their total replacement cost was \$94,000 dollars plus tax, registration etc. The decision to move more rentals to Enterprise was as much a safety decision than a cost based decision. The Enterprise vans are never more than three years old and the rental includes road side assistance. We still have three vans for short trips within a distance such that we can provide support if needed.

For those that like numbers:

Vans 44 and 46 were two of our oldest vans. People frequently asked not to be assigned 44 and 46 because they were so old, consequently their mileage the previous year was relatively low.

Van 44; 2008 Chevy; mileage at removal 160,822; fleet cost per mile for the last year of ownership \$1.33; cost if rented from Enterprise \$1.28/mile.

Van 46; 2008 Chevy; 167,244 miles; fleet cost for last year \$1.32/mile; cost if rented from Enterprise \$1.27/mile.

Vans 17 and 42 were the "newer" vans we kept. People requested them because they are the newest vans in the fleet. We typically scheduled them for long trips because they were the least likely to break down when out of state. Consequently they were driven into the ground the year before we made the switch. Now they're used for "local" trips only.

Van 17; 2013 Chevy; 100,855 miles; fleet cost per mile \$1.09/mile; cost if rented from Enterprise \$0.85/mile.

Van 42; 2013 Chevy; 103,760 miles; fleet cost per mile \$1.06/mile; cost if rented from Enterprise \$0.73/mile.

I hope this helps. If you or the committee have further questions, please let me know.

Thanks,
Jessica

Jessica Holloway, APO, Director
Procurement and Travel Services
Risk Management
479-968-0269 | www.atu.edu/purchasing



ARKANSAS TECH
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Attachment C

Jon Clements

From: Shellie Hanna
Sent: Wednesday, October 04, 2017 11:53 AM
To: Jon Clements
Subject: Letter to the Faculty Senate from the Curriculum Committee

Dear Dr. Clements and the Faculty Senate,

The curriculum committee has passed a couple of items in our last meeting that we would like to share with you and request that you discuss as they affect how committees work and how the faculty work together at the university. These items were brought up to help departments and faculty who write curriculum be more successful and accurate in their submissions to our committee. Thus, we are trying to eliminate some of the many returns we have made to departments as of late.

The University Curriculum Committee respectfully requests that Faculty Senate add the requirement of a College Curriculum Committee to the organizational structure of each college. (Business & Education already have committees in place that meet to give feedback and assist in the curriculum development process - for example). This would ensure college level consensus and approval of programs and courses prior to consideration by the University Curriculum Committee.

We have also added an ex officio member to our committee we would like members of your committee to know about. Christine Austin, Director of Assessment and Institutional Effectiveness will now serve on the committee in an official capacity. We now have a requirement that prior to coming to our committee, those writing curriculum will have to have items approved by her. There were several issues that brought about this change. Feel free to contact one of the committee members, Tammy Weaver, or myself if anyone has a question about this need.

Further, we are in the process and almost finished with a step by step process written out and place on our Curriculum Committee website to assist faculty members through the writing process.

Again, feel free to ask questions of your college representatives, Tammy Weaver, or myself.

Thank you for your consideration of our request concerning the college and department level curriculum committees.

Dr. Shellie Hanna
Curriculum Committee Chair
Associate Professor of Curriculum and Instruction
Arkansas Tech University

Attachment D

Preface

(This preface is not to be included in the handbook but serve as context for the changes recommended to the 2017-18 faculty, administration, and board of trustees.)

Under the encouragement of then Vice President for Academic Affairs, A.J. Anglin, the Faculty Senate and Dean's Council agreed to review the tenure and promotion procedures in the ATU faculty handbook. A committee of faculty members, faculty senators, deans, and department heads surveyed the faculty and established four broad goals: 1. increase the role of department and discipline level peer faculty in the tenure, promotion, mid-term review, and annual evaluation; 2. develop a system whereby long-term non-tenure track faculty can earn promotion; 3. clarify policies and procedures in tenure, promotion, mid-term review, and annual evaluation; 4. eliminate inconsistencies, contradictions, and inefficiencies in tenure, promotion, mid-term review, and annual evaluation policies and procedures. The committee drafted initial revisions during the 2015-16 school year and submitted them to the Faculty Senate. In 2016-17 the Faculty Senate deliberated and formed a committee to make additional revisions in consultation with Academic Affairs. This draft is submitted for a full vote of the Faculty Senate. The draft approved by the Faculty Senate will be submitted to the president for approval and then the Board of Trustees.

Effective Date and Implementation

(These recommendations on effective date and implementation are not to be included in the handbook but serve as Faculty Senate recommended guidelines for implementation the handbook changes. They should be submitted separately for a full vote of the Faculty Senate)

The ATU Faculty Handbook is a living document. Amendments and revisions to the Faculty Handbook were adopted on November 30, 1995, June 20, 1996, June 18, 1998, June 17, 1999, March 14, 2003, May 21, 2009, August 20, 2015, and <insert current document adoption date>. Officials evaluating faculty for tenure, promotion, and annual evaluation will take into account policy, procedure, and standard changes that have occurred over time. Tenure, promotion, and annual evaluation procedures should be reviewed regularly (every 5-7 years) to insure consistency, efficiency and fairness over time.

Changes in tenure, promotion, and annual evaluation procedures approved in order by the Faculty Senate, the President, and the Board of Trustees will begin immediately upon Board of Trustees approval.

The <insert current document adoption date> changes require the re-designation of rank for several non-tenure track faculty. Where appropriate, long term, non-tenure track academic appointments (eg. long term faculty with renew able contracts currently labeled "visiting" but not classified as "emergency hire" or contracted to terminal appointments) will be reevaluated for classification under approved handbook changes. Department Heads, Deans, and the Vice President for Academic Affairs will identify and negotiate appropriate transitions to instructor-track or other appointments using the following guidelines:

Instructor – Non-tenure track faculty in long-term renewable positions who have served at ATU for under 6 years will be eligible for employment at the rank of instructor. Instructor pay will be set at 90% of CUPA for an instructor in the discipline or the instructor's current salary, whichever is higher.

Senior Instructor – Non-tenure track faculty in long-term renewable positions who have served at ATU for 6-11 years will be eligible for employment at the rank of senior instructor. Instructor pay will be set at 100% of CUPA for an instructor in the discipline or the instructor's current salary, whichever is higher.

University Instructor – Non-tenure track faculty in long-term renewable positions who have served at ATU over 12 years will be eligible for employment at the rank of university instructor. Instructor pay will be set at 110% of CUPA for an instructor in the discipline or the instructor's current salary, whichever is higher.

Faculty members hired into tenure-track positions prior to <insert current document adoption date> who do not have terminal degrees will remain in those positions as tenured or tenure-track faculty and continue to be granted all rights and privileges, including tenure and promotion, as specified in this Faculty Handbook. In all other cases this policy shall supersede any existing policies that may be in conflict with its provisions.

Attachment E

October 10, 2017

Arkansas Tech University Faculty Senate

Statement on appropriate feedback to students:

Because providing feedback on student assignments, quizzes and examinations is essential to student progress toward achieving competence in all scholastic areas, faculty members should keep students apprised of their performance in a timely manner. Providing adequate and timely feedback guides students toward improvement, and allows them to implement better practices. Consequently, a fundamental part of our job as faculty is to give students appropriate feedback within each semester. We, the Faculty Senate, encourage those faculty members who do not provide timely feedback to consult their colleagues for ideas on how to disseminate grades in a regular manner. Faculty members who fail to do so should be identified and given an opportunity to improve their performance ~~before disciplinary action is administered~~. We contend that any faculty member who ~~consistently~~ withholds feedback ~~until the very end of the semester or until the final grade is assigned~~, is failing to do their job and should be ~~subject to disciplinary actions~~ addressed by the department head in the annual review.