

Minutes of  
THE FACULTY SENATE  
OF  
ARKANSAS TECH UNIVERSITY

The November meeting of the Faculty Senate was held at 3:00 p.m. on Tuesday, November 13, 2018 in 456 Rothwell. The following members were present:

Dr. Glen Bishop	Dr. Johnette Moody
Dr. Carey Ellis	Dr. V. Carole Smith
Dr. Jon Clements	Dr. Monty Smith
Dr. Michael Davis	Dr. Sarah Stein
Dr. David Eshelman	Dr. Bruce Tedford
Ms. Holly Ruth Gale	Dr. Brendan Toner
Dr. Shellie Hanna	Dr. Jack Tucci
Dr. Newt Hilliard	Dr. Susan Underwood
Dr. Joshua Lockyer	

Dr. Pam Carr, Dr. Scott Jordan, and Dr. Jeremy Schwehm were absent. Dr. Christine Austin, Ms. Sara Bailey, Dr. Phillip Bridgmon, Mr. Greg Crouch, Dr. Rick Massengale, Ms. Jennifer McNeely, Dr. David Middleton, Mr. Thomas Pennington, Dr. Mike Rogers, and Ms. Tammy Weaver were visitors.

CALL TO ORDER      Dr. Moody, President, called the meeting to order at 3:00 pm.

APPROVAL OF MINUTES      Dr. Susan Underwood moved to approve the minutes from the October 9, 2018, meeting. Ms. Holly Ruth Gale seconded. Minutes were approved.

REPORT BY VICE PRESIDENT      Dr. Phillip Bridgmon, VPAA, reported that candidates for the position of Graduate Dean had been on campus last week and that an offer would be made Friday. The recruitment for the position of Vice President for Academic Affairs has begun. The cutoff for candidates to submit applications for preferred consideration is January 11, 2019.

The visit from the team from the Higher Learning Commission of the North Central Association of Colleges and Universities (HLC) is set. The reaffirmation process will occur during the 2020-2021 academic year.

There is a continued focus on student success which is the first goal of the university strategic plan and is emphasized in the university mission statement.

NEW BUSINESS

a. Online student drop form      Ms. Tammy Weaver spoke about the online student drop form. While initially intended for use by off campus students, it is also being used by on campus students. While some faculty are concerned about not seeing students who are considering dropping a course in person, the online form has resulted in the reduction of thousands of emails being handled by the Office of the Registrar. The online form also provides for checking with financial aid and tracking of reasons for dropping courses. Popups remind students to communicate with appropriate offices. The online drop system provides better advice in many cases than a human adviser. Less than 1% of course drops use the electronic online form. The online

form was established for the convenience of students and advisors for online, working students. The Office of the Registrar cannot drop students without input from an advisor.

- b. Ethics Policy Mr. Thomas Pennington reported that HLC Core Criterion 2H requires established policies for ethical behavior. A committee is being established to do this work. Work needs to be completed at least one month prior to the HLC visit. Dr. David Eshelman, Dr. Brendan Toner, Dr. Bruce Tedford, and Dr. Jon Clements volunteered to serve on the committee. Approval of policies for ethical behavior will be needed from the Faculty Senate as well as the Staff Senate.
- c. HLC Update Dr. Susan Underwood reported that the argument for reaffirmation of accreditation will need to be completed six weeks before the HLC visit. This leaves approximately 1.5 years in which to complete work. Five committees are developing evidence for 5 standards: Mission, Integrity, Teaching, Evaluation of Teaching, and Finance. Where evidence is weak that standards are met ATU will have additional HLC monitoring. The current effort is to discover gaps in the evidence and strengthen those areas. Policy on Ethical Behavior mentioned earlier is one of those areas that needs to be strengthened. An additional area of concern is documentation of evaluation of teaching and learning that occurs across campuses and in all modes of instruction. A recommendation from the Faculty Senate is needed by April. A system for documentation of evaluation of teaching and learning must be in place and in use by the time of the HLC visit. A committee needs to be established with representation beyond the Faculty Senate. Volunteers are needed for this committee. Quality of instruction is currently evaluated through peer review and evaluation by department heads in face to face classes. Quality of online classes is demonstrated through the E-Tech vetting process which is totally different. Not all online classes are vetted by E-Tech. Many are evaluated using the same process as face-to-face classes. Concurrent courses use still a different process. The university needs a process that provides consistency in evaluating the quality of courses across campuses and in all modes of instruction. The committee needs a chair to drive the committee and a cross section of people to complete the task. Ms. Jennifer McNeely volunteered and suggested Ms. Katie Dodd and Desiree Swain from the Ozark Campus as possible members. Lisa Harles was recommended by Dr. Carey Ellis as a possible committee member. The work of the committee would be to develop a recommendation for the Faculty Senate. Make additional committee member suggestions within two weeks.
- d. Procurement Policy Postponed until next month.
- e. VPAA Search (Faculty Senate statement) Send comments to Dr. Jon Clements. Dr. Clements will draft a Faculty Senate statement on qualifications.
- f. Landscape Plan Postponed until next month.
- g. Timing of Deans/Dept. Heads/Faculty evaluations Postponed until next month.
- h. Faculty Excellence Awards Dr. Joshua Lockyer stated that additional faculty awards should be established by next semester. There will be multiple categories for faculty excellence awards. Awards will have separate committees. A meeting with the VPAA will be held on November 28<sup>th</sup>.

- i. Sponsored Programs and University Initiatives (SPUI) Dr. Rick Massengale, Associate Vice President of Sponsored Programs and University Initiatives, talked about programs, resources, and services available through SPUI. Focuses are economic development, business development, and entrepreneurial incubation. Greg Crouch discussed grant application assistance. Ms. Sara Bailey provided a handout listing SPUI services to many of the faculty in attendance and talked about collaboration. Workshops are offered as well as online grant courses on BlackBoard.

#### OLD BUSINESS

- a. Faculty sick leave submission Postponed until next meeting.
- b. Faculty Salary and Benefits Committee Dr. David Eshelman reported that members of the committee are in the process of composing a report on salary compression.
- c. Adjunct Support Ms. Jennifer McNeely reported that a survey of adjunct instructors has been completed. The survey indicates that top concerns among adjunct professors are pay, job security, and tuition discount for the adjuncts themselves. A report documenting the results of the survey should be available next month. Dr. Eshelman moved and Shellie Hanna seconded the motion that adjunct faculty be included in General Education, Library and Materials, and Student Affairs committees as well as sexual assault advocacy training. Motion passed.
- d. Dog Policy After a short discussion, the Faculty Senate voted to drop the university pet policy from further discussion.
- e. Honor Code Dr. Mike Rodgers reported that the committee has developed an academic integrity policy. The Faculty Senate is to review the policy. The goal is to provide consistency in taking action at the university level in cases of academic dishonesty. Dr. Jon Clements moved and Dr. Shellie Hanna seconded the motion for the Faculty Senate to vote on the Code of Academic Integrity next month. The Code will be distributed to faculty by email.
- f. Security Camera Policy An extensive policy is available on the Office of Information Systems web site. Dr. Jack Tucci moved and Dr. David Eshelman seconded a motion to remove this item from old business, but keep the policy.

#### OPEN FORUM

Dr. Jon Clements described a situation where a student twisted a knee but could not be seen by the campus health center for several days and then had to have an appointment. Dr. Clements suggested that the university should have the capacity to provide urgent care. Currently students in need of urgent care go to a commercial urgent care provider on Main Street or the hospital emergency room, often at considerable expense to themselves. Dr. Carey Ellis agreed that students are not being well served and care access needs improvement on campus. Dr. Sarah Stein reported that if faculty call the health center they can sometimes get a student in that would otherwise be turned away. Senators suggested a speaker be invited next month to address this issue.

#### ANNOUNCEMENTS AND INFORMATION ITEMS

#### ADJOURNMENT

Meeting adjourned at 4:31.

Respectfully submitted,

A handwritten signature in cursive script that reads "Johnette Moody".

Johnette Moody, D.B.A., President

A handwritten signature in cursive script that reads "Glen R. Bishop".

Glen R. Bishop, Ph.D., Secretary