Minutes of
THE FACULTY SENATE
OF
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Wednesday, May 3, 2017, at 1:00 p.m. in Rothwell 456.
The following members were present:

Dr. Molly Brant	Dr. Michael Rogers
Dr. Jon Clements	Dr. Jeremy Schwehm
Dr. Melissa Darnell	Dr. V. Carole Smith
Dr. Marcel Finan	Dr. Monty Smith
Mr. Ken Futterer	Dr. James Stobaugh
Dr. Debra Hunter	Dr. Bruce Tedford
Dr. Sean Huss	Dr. Jack Tucci
Dr. Shelia Jackson	Dr. Susan Underwood
Dr. Johnette Moody	Dr. James Walton
Dr. Jason Patton	Dr. Dana Ward

Dr. Chris Kellner was absent. Dr. Christine Austin, Dr. Bruce Chehroudi,
Dr. Seung Suk Lee, Dr. Jeff Robertson, Dr. Jeff Woods, Mr. Brent Etzel, and
Mr. Wyatt Watson were visitors.

CALL TO ORDER

President Huss called the meeting to order and asked for a motion in regard to the April minutes.

APPROVAL OF
MINUTES

Motion by Dr. Jackson, seconded by Dr. Hunter, to approve the minutes as distributed. Motion carried.

NEW BUSINESS:
CURRICULUM

President Huss called for a motion in regard to the curriculum proposal (Attachment A).

Motion by Dr. Hunter, seconded by Mr. Futterer to approve the curriculum proposal to delete the Culinary Management program as presented.

Dr. Seung Suk Lee, Associate Professor of Hospitality Administration, reported the Culinary Management program did not attract many students, largely due to the necessity for lecture courses, rather than strictly courses with hands on kitchen experience. She stated this would not disrupt the Williamson lunches.

Motion carried.

CUPA DATA

Mr. Wyatt Watson, Director of Institutional Research, reported the CUPA data distributed to the Senate earlier this semester had a few unanticipated discrepancies from the CUPA data that had been used for ATU faculty equity. He explained CUPA locks the official data after the deadline in order to do national reporting, but, unknown to him, CUPA occasionally accepts corrections from institutions after the deadline and updates the live data, which is what he had distributed to the Senate. Because CUPA made some corrections to the live data, the data distributed did not match the nationally reported, official data that the university used for faculty salary equity analysis.

President Huss asked if the new report would be released to the faculty. Mr. Watson responded he was confident it would be released, and the timing would be decided by Executive Council.

CAMERA, PHISHING, AND GRIEVANCE POLICIES	President Huss reported Mr. Pennington would take the security camera policy to the Staff Senate. He then distributed changes to the Faculty Grievance Committee (Attachment B). Motion by Mr. Futterer, seconded by Dr. Stobaugh, to accept the Faculty Grievance Committee changes as distributed. Motion carried.
ACADEMIC PROGRAM REVIEW	President Huss distributed a process and timeline for the internal program review process (Attachment C) from Dr. Christine Austin, Director of Assessment and Institutional Effectiveness. Dr. Underwood asked if the timeline aligned with the state mandated program review schedule. Dr. Austin responded the internal timeline was a few years ahead of the state schedule, so it would not be an added step, but help departments prepare.
STANDING COMMITTEES - SUPERNUMERARY	President Huss distributed a request from Mr. Brent Etzel, Director of the Library, to add Librarians to the existing supernumerary group (Attachment D). Motion by Mr. Futterer, seconded by Dr. V. Carole Smith, to add the Librarians to the supernumerary group. Motion carried.
ANONYMOUS FEEDBACK TO VPAA AND SENATE	President Huss shared a few comments received from the anonymous feedback channel (Attachment E), and noted the concern from faculty about retaliation from Department Heads. He stated because the comments are anonymous, it is difficult to address, but he would report to Dr. Mohamed Abdelrahman, Vice President for Academic Affairs, and Dr. Jeff Mott, Chief of Staff. Dr. Walton noted the Faculty Grievance Committee is charged with addressing issues affecting overall faculty morale, and suggested adding language to include issues concerning morale, equity, and retaliation, as well as ethical issues. Motion by Dr. Tucci, seconded by Dr. V. Carole Smith, to add the language as suggested. Motion carried. President Huss stated he would draft and distribute the language to be included.
OLD BUSINESS: ETECH ADVISORY	President Huss reported a faculty group met with Dr. Hanna Norton, Dean of the College of eTech, and Dr. Abdelrahman. He stated the discussions moved away from the initial proposal to establish a committee parallel to the Curriculum Committee for online courses only, and instead moved toward modifying and improving the existing process. The vetting would take place at the departmental level, to ensure the university standard is met. Dr. Tucci made a distinction between meeting a standard and standardization, noting this would not be standardizing online course content. President Huss announced the group would continue to work on this over the summer. Dr. Rogers encouraged the senators to inform the departmental Curriculum Committees, as the responsibility would likely fall to those committees.
CULTURAL CLIMATE SURVEY	President Huss noted the report on the cultural climate survey would be deferred until Dr. Kellner was present.
EXTERNAL WORK POLICY	President Huss stated the external work policy was under review with Legal Counsel.
PROMOTION AND TENURE REVIEW PROCESS	President Huss reported the most recent draft of the promotion and tenure revisions had been emailed to the Senate earlier that day. The senators discussed who should make the determination in disputes over the interpretation of the document, and whether the definition of "document" was limited to the promotion and

tenure policy, or encompassed the entire *Faculty Handbook*. President Huss cautioned that the administration may not agree to leaving the interpretation of the *Handbook* to the Faculty Grievance Committee. Mr. Futterer supported leaving the interpretation to the faculty, and suggested moving the section on interpretation to the first section of the *Handbook* and adding it to the Faculty Grievance Committee's description.

Mr. Futterer thanked President Huss and the members of the committee for their work on the policy and the incorporation of shared governance into the process. President Huss also thanked the committee, and stated, if revisions are finalized over the summer, the draft may be made available to faculty for feedback through the first Faculty Senate meeting in August.

SHARED
GOVERNANCE

Mr. Futterer distributed a proposed University Governance Committee description (Attachment F). He stated recent conversations in the Senate, such as Interstate Passport and online course standards, had revealed a need for a university-wide committee, to facilitate shared governance among all stakeholders, and ensure institutional memory is shared and preserved. The senators discussed the committee membership and potential challenges. Mr. Futterer stated he would visit with Dr. Abdelrahman and pare down the committee, and would bring it back to the Senate for further discussion in the fall.

OPEN FORUM

Dr. Tucci reported a faculty member was still having issues with students completing course evaluations after dropping the course. President Huss suggested investigating the issue the specific faculty member was having, and take it to Mr. Watson.

Dr. Tucci stated, in the College of Business, finance faculty are grouped with economics faculty for salary equity purposes, but the disciplines and salaries were very different. President Huss stated he would investigate this further.

Dr. Darnell asked if the tuition discount benefit for dependents, specifically the age limit, could also be investigated further.

President Huss stated the Human Resources office was looking at, when employees move into a new salary tier, what date the new health benefit premiums should go into effect and be charged to the employee. He reported he had referred Human Resources to the Faculty Salary and Benefits Committee, noting if the university was looking at policies effecting benefits tiers, the Faculty Senate should also be involved.

ANNOUNCEMENTS

President Huss reported the standing committee elections had concluded, and thanked Dr. Moody for her efforts.

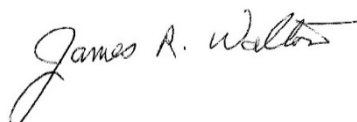President Huss announced the upcoming Professional Development days on May 10-11.

ADJOURNMENT

The meeting adjourned at 2:35pm.

Respectfully submitted,

Sean Huss, Ph.D., President

James Walton, Ph.D., Secretary

Attachment A

LETTER OF NOTIFICATION

DELETION
(Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit)

1. Institution submitting request: Arkansas Tech University

2. Contact person/title: Dr. Cathi McMahan

3. Phone number/e-mail address: (479) 968-0385 cmcmahan@atu.edu

4. Proposed effective date: Fall 2017

5. Title of certificate, degree program, option/emphasis/concentration, or organizational unit:

    Associate of Applied Science Culinary Management

6. CIP Code: 12.0504

7. Degree Code: 3120

8. Reason for deletion: Program not viable

9. Number of students still enrolled in program: Nine

10. Expected graduation date of last student: Dec 2018

11. Name of courses that will be deleted as a result of this action:

     CUL 1011: Sanitation Safety
     CUL 2923: Introduction to Food and Beverage Management
     CUL 2003: Cost Controls
     CUL 2023: Hospitality Leadership and Ethics
     CUL 2053: Work Experience
     CUL 2063: Guest Service Management
     CUL 2813: Basic Human Nutrition in Hospitality Management
     CUL 2903: Introduction to Garde Manger
     CUL 2914: Principles of Food Preparation
     CUL 2923: Stock, Sauces, and Soups
     CUL 2933: Advanced Food Preparations
     CUL 2943: Introduction to Baking & Pastry
     CUL 2996: Externship

12. How will students in the deleted program be accommodated?

     A number of the culinary courses are cross-listed hospitality courses and remaining courses are
     well suited to be offered in an independent study/special topics format.

13. Provide documentation of written notification to students currently enrolled in program.

Proposed email once package approved.

Culinary Students

I regret to inform you that due to lack of enrollment in the Associate of Applied Science (AAS) in Culinary Management program, Arkansas Tech University can no longer support the program. The Department of Parks Recreation and Hospitality Administration will however, insure each of you enrolled has the opportunity to complete your degree as long as you successfully complete the required courses within a reasonable time. Current plans are to terminate Culinary Management course offerings by Dec 2018. Many Culinary courses are cross-listed as Hospitality courses and will continue to be offered.

Please see your Culinary Management Advisor as soon as possible to insure your schedule provides you the best opportunity to finish your AAS in Culinary Management requirements. I welcome the opportunity to discuss the situation and your future endeavors with you. If you have concerns or would like to discuss further, please contact Ms. Karen Hall (968-0385) for an appointment.

Thank you for your understanding.

Dr. Cathi McMahan
Dept Head

14. Indicate the amount of program funds available for reallocation: None. Lab fees covered expendables. Adjunct pay returns to VPAA budget (~$6300/year)

15. Provide additional program information if requested by ADHE staff. N/A

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

Memo for Record   **March 14, 2017**

To: ATU Curriculum Committee
                 ATU Faculty Senate

From: Dr. Cathi McMahan

CC: Tammy Weaver

Re: Deletion of Associate of Applied Science in Culinary Management

Purpose

Delete non-viable Associate of Applied Science in Culinary Management

Background

The Associate of Applied Science (AAS) in Culinary Management within the College of Engineering & Applied Sciences offers an abbreviated curriculum specifically focused on food preparation/service and business management. All students take part in an externship of applied classroom training within a food and beverage setting.

The AAS in Culinary Management began in the fall of 2009 with an initial enrollment of 2 students. The Hospitality Management faculty of the Parks, Recreation and Hospitality Administration absorbed the teaching load of the program producing overloads in the department. The Department never employed a faculty member with chef credentials.

When presented with data and discussed at the Hospitality Administration Advisory Board Meeting, all but one board member agreed the program was problematic and supported deleting Culinary Management.

Discussion

The enrollments in the AAS Culinary Management increased from their initial 2 students to a peak of 17 for both 2011 and 2012. The program remained relatively stable until 2015 when a sharp decline occurred.

The Competition:
In 2015 the top two culinary programs located in North Little Rock and Bentonville (http://brightwater.org/about) each received a large influx of funding and support. While the facilities and faculty are excellent, these programs also benefit from their proximity to high-quality restaurants.

Figure 1 – #1 Rated Pulaski Technical College, Culinary Arts and Hospitality Management (North Little Rock)
http://www.pulaskitech.edu/culinary/

Figure 2 - #2 Rated Brightwater (Bentonville) A Center for the Study of Food funded by the Walton Family Foundation. Facility highlights include: Demonstration Kitchen, Culinary Kitchen, Pastry Kitchen, 5 Kitchen Laboratories, 6 Classrooms, Seasonal Kitchen, Production Kitchen, Commons, Beverage Classroom, Library/Information Commons, 2500 Square Foot Greenhouse and an Outdoor Garden (http://brightwater.org/about#facility)

The remaining top five rated programs (http://www.bestchoiceschools.com/rankings/culinary-schools-arkansas/) are the following:
#3. Ozarka College-Melbourne, Arkansas
Culinary Program: Associate of Applied Science in Culinary Arts
#4. Arkansas Tech University-Ozark Campus-Ozark, Arkansas
Culinary Program: Culinary Arts Certificate (Program located at ATU Career Center)
#5. Arkansas Tech University-Russellville, Arkansas
Culinary Program: Culinary Management Associates Degree

Supporting Data:

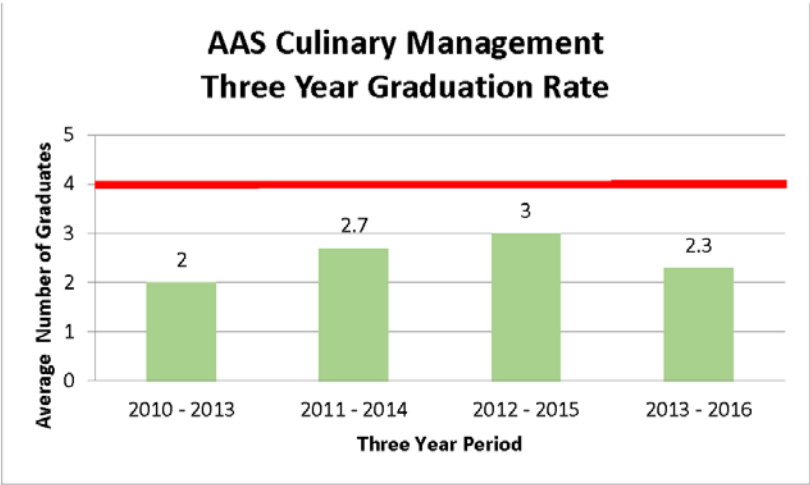The AAS Culinary Management Program history indicates non-viability.

Figure 3 – Three year average of Graduates in AAS in Culinary Management. Red line indicates ADHE viability threshold.

AAS Culinary Management Graduates by Academic Year						
Year	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Graduates	0	2	4	2	3	2
3 -year Average of Graduates		2				
			2.7			
				3		
					2.3	

Table 1 – Culinary Management Graduates by Year

Enrollments increased, leveled and then fell sharply, 2009 - 2016.

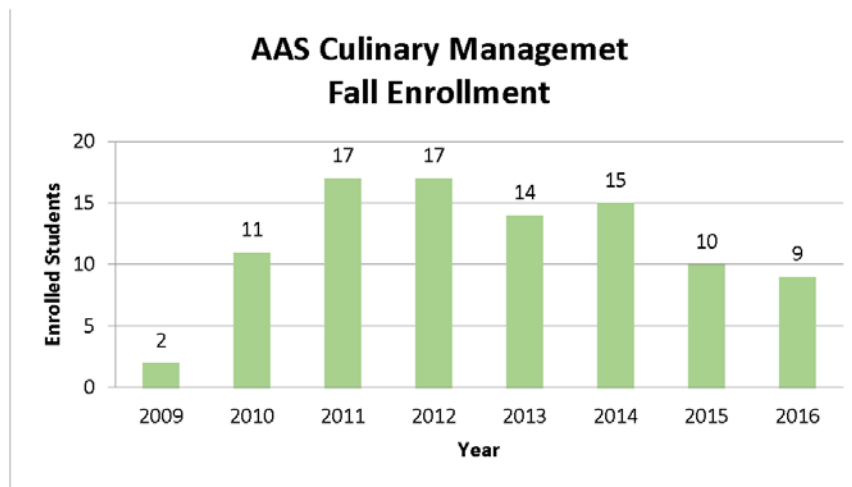**AAS Culinary Managemet Fall Enrollment**

Figure 4 – Fall Student Headcounts in AAS Culinary Management

- One student just started and is a non-traditional student working full time and is having a difficult time fitting classes into her work schedule. She will be worked individually.
- Two are extremely poor students and are repeating CUL courses failed in the fall 2016 and are not expected to continue in the program. If they do, we will work with them individually to finish requirements.
- One is working on CUL and HA degree simultaneously. She will be asked to finish culinary first or not at all. In either case she will continue with the HA degree.

Attachment B

I. *Faculty Handbook*, Chapter III, Section: Standing Committees:

Faculty Grievance ~~Welfare~~ Committee

Membership: One tenured faculty member elected from each college including the supernumerary voting block to serve two-year terms followed by a one-year term as an alternate. One tenured and two untenured faculty members elected at large to serve a one-year term. Alternates serve in case adjudication proceedings involve a conflict of interest or a challenge to a regular committee member. Only faculty members teaching at least six hours and are regular faculty are eligible. In the event that all members of the Faculty Grievance ~~Welfare~~ Committee from a given college are excluded from consideration of an issue, the chairperson of the Faculty Grievance ~~Welfare~~ Committee shall notify the Faculty Senate. Upon this notice, the Faculty Senate will supervise the election of an ad hoc member from that College in an election conducted by that College. This person will represent the College for only the specific issue.

Function: Provide a forum in which matters involving all concerns of faculty members can be considered. Primary function is to maintain and foster a high level of faculty morale by providing an agency for receipt and evaluation of suggestions and for recommendation of implementation of those deemed meritorious. In cases involving disagreements and considerations set forth above, including dismissal, this committee will appoint from its body an ad hoc grievance sub-committee of at least three members to attempt informal reconciliation of differences and to report its conclusions and recommendations to the Faculty Grievance ~~Welfare~~ Committee. No member of the ad hoc grievance sub-committee can sit in adjudication proceedings involving matters in which the grievance group has initial interest. The Faculty Grievance ~~Welfare~~ Committee will serve as an adjudication body in cases involving academic controversy, including, but not limited to, such matters as salary, rehiring, promotion, tenure, teaching assignments, professional ethics, performance, and alleged violations of academic freedom. Committee will urge resolution of differences between contending parties prior to implementation of grievance procedure; committee action can be requested by faculty or administration. Faculty Grievance ~~Welfare~~ Committee functions as an appellate agency under the relevant provisions of Arkansas Tech University's "Regulations on Academic Freedom and Tenure." Its conclusions and recommendations will be forwarded in writing to the President of Arkansas Tech University. ~~following procedures described in the "Regulations on Academic Freedom and Tenure."~~

II. *Faculty Handbook*
   Change all references from Faculty Welfare Committee to Faculty Grievance Committee

III. *Faculty Handbook*, Chapter II, Section B.6. and Section M:

> **Commented [SH1]:** Note that this is a section of the P&T changes currently under revision. This section, once approved, will be cut and pasted into the P&T revisions in the appropriate section.

B. Initial Appointments and Tenure

6. Insofar as the faculty member alleges that the decision against renewal was based on inadequate consideration, the Faculty ~~Welfare~~ Grievance Committee, which reviews such faculty allegation, will determine whether the decision was the result of adequate consideration in terms of the relevant standards of the institution. The Faculty Grievance Committee will not substitute its judgment on the merits for that of the recommending or deciding authority. ~~The Faculty Welfare Committee will not substitute its judgment on the merits for that of the recommending or deciding authority.~~

> **Commented [SH2]:** Dr. Abdelrahman recommended that this sentence stay in the document

If the Faculty ~~Welfare~~ Grievance Committee believes that proper procedures with the guidelines of the Faculty Handbook were not followed for the faculty member~~'s qualifications,~~

> **Commented [SH3]:** Change from "adequate consideration" to "proper procedures" and then drop "qualifications." This is about procedure not the faculty member's qualifications.

it will request reconsideration by the recommending or deciding authority, indicating the respects in which it believes the consideration may have been inadequate. The Faculty Grievance Committee It will provide copies of its findings to the faculty member, the recommending or deciding authority, and the President or other appropriate administrative officer. The Faculty ~~Welfare~~ Grievance Committee is a duly elected standing committee whose membership is determined by the faculty (Chapter III).

M. Grievance Procedures

The Faculty Grievance Committee provides a forum to which faculty may submit grievances or appeals on a variety of matters adversely affecting faculty morale. Any faculty member who feels that there is cause for grievances in any matter not covered by the procedures described in this document may petition the elected Faculty ~~Welfare~~ Grievance Committee for a hearing. The Faculty Grievance Committee will determine whether or not a hearing is appropriate.

> **Commented [SH4]:** Added for clarification based on discussion with Dr. Abdelrahman.

~~The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any factual or other data which the petitioner deems pertinent to the case. The committee will have the right to decide whether or not the facts merit a detailed investigation. If it is deemed appropriate, the Faculty Welfare Committee will appoint from its body an ad hoc grievance committee to investigate and recommend. Submission of a petition will not automatically end in investigation or detailed consideration thereof. The committee may seek to bring about a settlement of the issue satisfactory to the parties. If in the opinion of the Faculty Welfare Committee such a settlement is not possible or is not appropriate, the committee will report its findings and recommendations to the petitioner and to the appropriate administrative officer or officers and appropriate faculty, and the petitioner will, upon request, be provided an opportunity to present the case to them.~~

The procedures set forth shall govern all types of faculty grievances or appeals. unless in direct contradiction to specific procedural requirements for a) non-renewal of a probationary appointment; b) termination of appointment by the Institution; c) appeals against promotion and tenure decisions; d) discrimination based on a protected category; and e) sexual harassment/misconduct. In the latter two cases (i.e., discrimination based on protected class or sexual harassment/misconduct), faculty should refer to specific procedures and deadlines in the appropriate sections of the *Faculty Handbook*.

> **Commented [SH5]:** Edited to better reflect that instances of discrimination of protected class and sexual harassment/misconduct are handled by additional, specific procedures.

The general procedures and timelines for faculty grievance and appeals (hereinafter termed "complaint") by the Faculty Grievance Committee (hereinafter termed "FGC") are outlined below. It should be noted that for the purposes of the workings of the FGC, "working days" will mean days during Fall and Spring semesters in which the university is open for instruction. The FGC will make every effort to complete its work during the academic year. Where this is not possible, or complaints are received outside the contracted academic year. a proposed timeline shall be agreed by parties involved and forwarded to the president for approval. A list of members of the FGC that may be available for consultation outside normal contract times may be requested by the Chair of the FGC prior to the Spring graduation ceremony.

> **Commented [SH6]:** Clarified from original phrasing

1. Where possible the faculty member (grievant) should first pursue their dispute through their immediate supervisor as soon as possible after which the alleged violation or grievance occurred. If unresolved, the grievant should file with the Chair of the FGC a complaint, written or email, under this section no later than thirty days after a) the alleged violation/grievance

occurred, b) the matter was discovered by the grievant, or c) after failure to resolve the matter through the appropriate administrative process.

Commented [SH7]: To resolve issue of possibility that complaint is against immediate supervisor. Changed to "appropriate administrative process."

The grievant should preserve a documented timeline of events and any pertinent communications relating to the matter for submission to the FGC.

Failure to file a complaint in a timely manner shall result in the dismissal of the complaint, and the grievant informed by the Chair of the FGC of the dismissal.

2. The grievant will submit to the Chair of the FGC a written statement that shall include the factual basis for the complaint, the individual(s) against whom the complaint is filed, where appropriate reference to the provision of the *Faculty Handbook*, University policies or Faculty Committee function that indicates ability of the FGC to act, and any evidence that the grievant views pertinent to their complaint. The grievant and the FGC Chair may discuss the appropriateness of the complaint and the provision upon which it is based, and the next steps required for processing of the complaint.

3. Within five working days of receipt of the complaint, the FGC Chair shall present the petition to the FGC by email or in person through calling a face-face meeting. The FGC will have the right to decide whether or not the facts as presented in the original petition merit detailed investigation. Submission of a petition will not automatically end in investigation or detailed consideration thereof. If appropriate, the FGC, or Chair will appoint an ad hoc grievance subcommittee of no less than three members to consider the grievance. No member of the subcommittee may investigate proceedings involving matters in which they may have an initial direct or indirect involvement. Persons selected to serve on the committee who deem themselves disqualified for bias or interest may request recusal from the matter.

Commented [SH8]: Changed to "consider" from "investigate since the ad hoc group would not investigate

The subcommittee will conduct such preliminary investigations as it deems necessary to hold hearings in an orderly and fair manner. The subcommittee may seek further information from and interviews with the grievant and other individuals as deemed necessary to expedite the resolution of the complaint. The subcommittee shall accept documentation from the grievant and person(s) alleged to infringe the rights of the grievant, if offered. All responsibility for questioning witnesses, securing evidence and determining the order of proof will be vested in the subcommittee.

Commented [SH9]: The issue of storage of materials arose, but this leaves storage up to the subcommittee. Ideally, the subcommittee will create a secure drive space and scan all documents for storage on that secure drive.

4. The subcommittee shall present their accumulated evidence and recommendations to the full FGC, or a quorum thereof within 60 days from the initial filing of the complaint with the Chair of the FGC, unless a longer period of time is needed due to unforeseen circumstances, or a need to gather more evidence, and approved by the FGC. Constitution of a quorum of the FGC shall be viewed as no less than a majority of the members of the committee. Strict judicial rules of evidence shall not apply, and adjudication be made by the majority of the present members of the committee when there is a quorum present. The number (only) of yes, no and abstention votes will be recorded in the minutes of the meeting.

Commented [SH10]: This is changed to a total of 60 days instead of 60 working days. That was too long, as Thomas noted—Thomas's comments removed from this version to avoid confusion.

5. The committee may seek to bring about a settlement of the issue satisfactory to the parties. If in the opinion of the FGC such a settlement is not possible or is not appropriate, the committee will report its findings and recommendations to the grievant and to the appropriate administrative officer, or officers and appropriate faculty, and the grievant will, upon request of the grievant, be provided an opportunity to present the case to them.

All email, written and oral communiqués and the deliberations of the subcommittee and subsequently the FGC will be kept confidential within the confines of the committees as necessary to conduct the matters under consideration.

6. Where appropriate, within five working days of the decisions by the FGC, the Chair will forward in writing a copy of the conclusions and recommendation of the FGC to the President of Arkansas Tech University, following procedures described in the "Regulations on Academic Freedom and Tenure."

We also asked Thomas to review the following section of the Handbook which immediately follows section M, as altered above. His suggestion is noted in yellow.

N. Interpretation

The Faculty Grievance Committee shall decide any controversies arising from disputed interpretation of the Termination of Faculty Appointments, Annual Evaluation, Promotion, and Tenure sections of the Faculty Handbook.

Commented [SH11]: This is the new version from the P&T changes.

The Faculty ~~Welfare~~ Grievance Committee ~~shall decide~~ may make recommendations regarding any controversies arising from disputed interpretation of this document.

*Commented [SH12]: This is the old statement that has changed in the P&T revision.*

This entire document will be cut and pasted into that section, once approved.

Attachment C

PROGRAM REVIEW PROCESS
for Non-Accredited Programs

In order to provide evidence of program level student learning, assure academic program quality, and provide evidence of planning, curriculum alignment, and program improvement to meet institutional accreditation needs, the following process will guide programs/departments in the annual collection of data and the periodic full review of their academic programs.

Step One - Determine Program Level Learning Outcomes
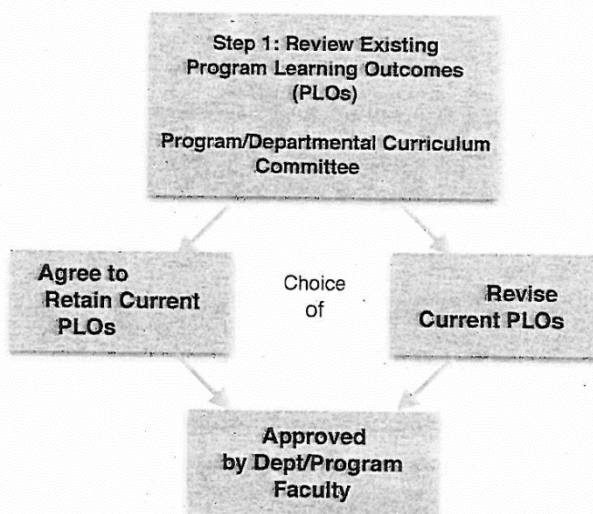
Program curriculum development is a joint effort by all faculty members. Each program has a set of Program Learning Outcomes (PLOs) that students graduating with a degree from the program are expected to attain. These PLOs need to be agreed upon by the entire faculty. If not undergoing a full revision, the current PLOs should be reviewed for relevance and not simply re-approved. In many instances, some revision is needed to remain current in the discipline. The following should be taken into consideration when adopting/reviewing PLOs.

```
        Step 1: Review Existing
        Program Learning Outcomes
                 (PLOs)

      Program/Departmental Curriculum
                Committee


  Agree to                              Revise
 Retain Current    Choice of         Current PLOs
    PLOs


             Approved
          by Dept/Program
              Faculty
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Considerations:
- Student needs/feedback/evaluations
- Current assessment of student learning
- Alumni feedback
- External constituent needs (employers, local community, state needs, etc.)

Steps Two - Align Program Curriculum to PLOs

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       Step 2: Align Required
      Program Courses to PLOs

  Each faculty member teaching a required course will
  identify which PLOs are addressed in courses they
   typically teach (recommend no more than 1 per
  course) and identify how they are measured in each
                    course
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       Create a Curriculum Map
           (example below)
  As a faculty, map required curriculum, noting
  where each PLO concept is first Introduced,
    Reinforced (at least twice), and finally
        assessed for Mastery
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The Curriculum Map identifies the course where each PLO is taught at either an introductory level, as a reinforcement to previous learning, or as an expectation of a mastery level of the outcome. Courses can address multiple PLOs. Creating this map will allow faculty to negotiate with each other how students are expected to be able to perform as they move through the curriculum, and to provide the groundwork for upper division coursework.

PROGRAM REVIEW PROCESS
for Non-Accredited Programs

Program Curriculum Map

	PLO #1	PLO #2	PLO #3	PLO #4	PLO #5
Req'd Course	I		I	I	
Req'd Course		I	R		I
Req'd Course	R	R		R	
Req'd Course			R	R	R
Req'd Course	R	R	R		
Req'd Course	M		M		R
Req'd Course		M		M	M

Step Three - Determine Measures for Capturing Data on PLOs

Measures should be embedded in course assignments if at all possible as either a distinct assignment addressing the PLO or a formative assessment for the course. Try not to tie PLOs to final assessments for course. The data is harder to separate from the Course Learning Outcomes. This step also needs to be finalized and agreed upon by the joint program/ department faculty.

Step 3: Identify PLO Assessments (Embedded or Distinct)

Each faculty member will identify the measures that will be used to collect data in the required courses they teach on student performance of PLOs.

The above three steps are repeated on a **5-7 year cycle**, more often if substantive changes are made to the curriculum. The Office of Assessment & Institutional Effectiveness will assist programs through the development of an internal review schedule.

PROGRAM REVIEW PROCESS
for Non-Accredited Programs

Steps Four and Five Repeat Yearly

Step Four: Collect and Analyze data on identified PLOs <u>each Semester</u>
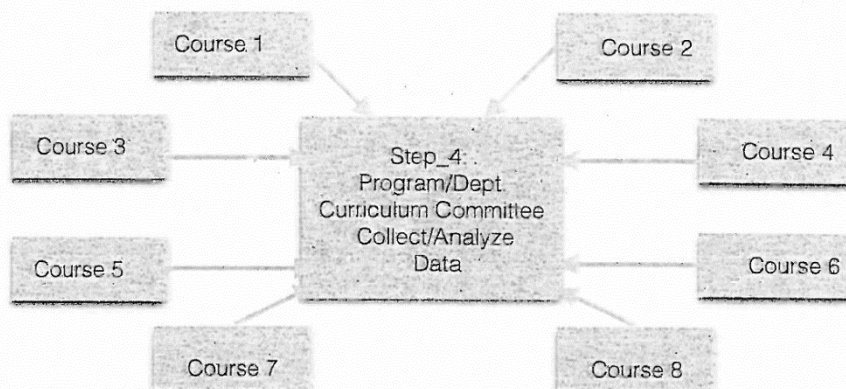
Faculty teaching required courses contribute data from identified measures within courses via **Banner CPGE system** or other system of data collection. Each program can define their own schedule for sections responsible for supplying data each semester. PLO collection can be set up within the Banner system through consultation with the Office of Institutional Research and Office of Assessment & Institutional Effectiveness. It is recommended that data collection be completed each semester to maintain a current view of student achievement, rather than all at the end of the academic year.

Step Five: Use program data to make decisions and take action on curriculum focusing on problematic or scheduled PLO review.

Steps Four and Five repeat on a yearly basis. While every course should continue to collect data each semester that it is offered, not every PLO needs to be reviewed fully each year (although data is collected each semester). For instance, after an initial review of PLO data, it might be determined that three out of five PLOs are operating at a satisfactory level but that two have some sort of problem to be addressed and amended during an academic year. More detailed analysis and review of the data for those two PLOs would be the focus that year rather than a review of all data for all, including satisfactorily performing PLOs. A schedule for reviewing PLOs is recommended.

Contact the Office of Assessment & Institutional Effectiveness,
Dr. Christine Austin, **caustin@atu.edu**, 880.4282 for more information or training.

TENTATIVE SCHEDULE FOR NON-ACCREDITED ACADEMIC PROGRAM REVIEW (2017 - 2021)

2017 - 2018
ATU Internal Review - Fall 2017
English (BA & MA)
TESoL (MA)
History (BA)
Creative Writing (BA)
Biology (BS)
Mathematics (BS)
Physical Science (BS)
Geology (BS)
Chemistry (BS)

ATU Internal Review - Spring 2018
General Studies (AA)
Criminal Justice (AS)
Ozark and Ouachita Studies (AS)
Journalism (BA)
Graphic Design (BA)
Art (BA)
Information Technology (BS)
Physics (BS)
Medical Technology (BS)

2018 - 2019
ATU Internal Review - Fall 2018
Information Technology (AAS)
Foreign Language (BA)
International Studies (BA)
Psychology (BA)
Sociology (BA)
Multi-media Journalism (MA)
Spanish (MA)
Master of Engineering(ME)
Health Informatics (MS)
Psychology (MS)
Applied Sociology (MS)

ATU Internal Review - Spring 2019
Nuclear Technology (ASNT)
Communication (BA)
Agriculture Business (BS)
Fisheries & Wildlife Biology (BS)
Information Technology (MS)
Strength & Conditioning Studies
School Leadership (EdD)
Engineering Physics (BS)
Nuclear Physics (BS)

2019 - 2020
ATU Internal Review - Fall 2019
College Student Personnel (MS)
History (MA)
Professional Studies (BPS)
Political Science (BA)
Public History (BA)

ATU Internal Review - Fall 2020
Any remaining interested
            or unreviewed programs
HLC Preparation

2020 - 2021
ATU Internal Review - Spring 2020
Any remaining interested
            or unreviewed programs
HLC Preparation

Spring 2021
ATU Reaccreditation Visit

# programs reviewed per sem prior to HLC	
Fall 2017	10
Spring 2018	9
Fall 2018	11
Spring 2019	9
Fall 2019	5
Spring 2020	open
Fall 2020	HLC Final Prep
Spring 2021	HLC Team Visit

91 programs
47 have external accrediting body
44 require ADHE review

Total % Review Progress
22% completed by Fall 2017
41% complete by Spring 2018
65% complete by Fall 2018
85 % complete by Spring 2019
100% complete by Fall 2019

Attachment D

Sean Huss

From:	Brent Etzel
Sent:	Monday, April 17, 2017 9:26 AM
To:	Sean Huss
Subject:	FW: Proposed amendments to the Standing Committees draft

Hello Dr. Huss,

Thank you for speaking with me and Angela Black at the Leadership Tech luncheon last week. Per our conversation, I wish to propose the following amendment that would clarify the definition of librarian in regards to university governance. My proposed change is listed below in red & underlined, along with a rationale. I appreciate your consideration of the proposal:

Standing Committees (page 103)

The supernumerary voting block includes librarians and any academic unit with less than fifteen full-time faculty.

> **Rationale:** Librarians are already regarded as faculty in that they receive faculty contracts, receive faculty benefits, are issued faculty ID cards, and because their qualifications and procedures for promotion are defined exclusively in the ATU Faculty Handbook.
>
> Although the existing language in the Faculty Handbook does not specifically *exclude* the six members of the library faculty from the supernumerary, they have not been included in voting in the recent past, and have not been permitted to seek election to standing committees. At present, these individuals (A. Black; F. Hager; C. Hanan; Dr. L. Lybarger; S. Tinerella; P. Van Houtte) are the only employees of Arkansas Tech who are disenfranchised from both faculty and staff governance (they are excluded from participating in staff governance since they are regarded as faculty.) As members of Academic Affairs and as department liaisons responsible for selecting research resources, they are a part of the academic community of the university. At present, three of them (Lybarger [music], Tinerella [education] & Van Houtte [French]) have regular undergraduate teaching assignments. A fourth librarian, Frances Hager, has taught in the College of Education and holds the rank of Instructor of Secondary Education, but has not been included in faculty governance.

Again, thank you for your consideration of this matter.

Brent Etzel

ARKANSAS TECH UNIVERSITY

Brent Etzel
Director of the Library
Ross Pendergraft Library & Technology Center
Arkansas Tech University
Russellville, AR 72801
(479) 968-0417

STANDING COMMITTEES

**In the event that sufficient tenured *or* regular faculty are not available to fill positions on committees as defined below, the appropriate Dean will proceed with elections to fill those committee vacancies with available faculty. The supernumerary voting block includes any academic unit with less than fifteen full-time faculty.

Faculty Senate (Committee on Committees)

**Membership:* Membership of the Faculty Senate will be established according to Article II, Section I of the Constitution of the Faculty Senate of Arkansas Tech University. For elected members, a term equals three years, and no senator may serve more than two consecutive terms.

**Function:* Serve as a committee on committees that include elected faculty members and shall act for the faculty in all curricular matters other than those involving changes in general academic policies, and for the faculty or the administration on matters referred to it for action; serve as an advisory body to the faculty on matters involving academic policies and to the administration or the faculty, as appropriate, on any other matter of general concern to the University.

Academic Appeals Committee

* *Membership:* Two elected faculty members from each college including the supernumerary voting block, and six students appointed by the Student Government Association. The faculty on the committee will elect a chair.

Function: Formed each year as a pool of qualified faculty and students to hear student academic honesty and misconduct appeals.

Admissions, Academic Standards, and Student Honors Committee

Membership: One faculty member elected from each college including the supernumerary voting block, to serve staggered, two-year terms. Additional members are the Registrar, Director of Admissions, and two students selected by the Student Government Association.

Function: Recommend policy concerning the admission and retention of students, including standards for probation, suspension, and re-admission of students whose academic performance falls below the required level; recommend policy concerning advanced placement and award of academic honors; study and propose methods for improvement of instruction.

Athletics Committee

Membership: Three faculty members elected at large, two faculty members and the Great American Conference representative appointed by the President, one student selected from the Student-Athlete Advisory Committee, and one students selected by the Student Government Association. The two appointed faculty members should serve no more than three successive terms as at large members. The Great American Conference representative may serve up to six consecutive terms. A term equals one year.

*Revised Board of Trustees 3/17/16
**Revised Board of Trustees 5/19/16

Attachment E

Sean Huss

From:	forms@atu.edu
Sent:	Monday, April 17, 2017 7:51 AM
To:	Sean Huss
Subject:	Faculty Senate - Feedback

I am: ['ATU Faculty']

Email:

Comments: Faculty annual evaluations, and 'scoring' thereof, are based on which courses are assigned. There is a tremendous disparity in load/effort between faculty who only teach lower level courses and have teaching assistants to prep/grade/etc vs those faculty who teach upper division/majors only courses and do not have prep/grading/etc assistance. How are these workload disparities fairly reflected in annual evaluations? They most assuredly are NOT addressed by the Dept Heads.

I am: ['ATU Faculty']

Email:

Comments: I recently listened to a non-tenured faculty member say that they preferred to NOT send or receive emails because they did not want to 'leave a footprint' that could be traced back to them. When asked to explain, they expressed 'fear of retaliation' from the lower end of the chain of command. Considering the examples that I have experienced in my own Dept., and the upper chain of command's continued refusal to address this behavior, I would have to say that this is a legitimate concern.

I am: ['ATU Faculty']

Email:

Comments: It appears that comments made on this site AND the now defunct VPAA site have made their way back to the respective Departments. It also appears that those same comments are influencing faculty annual performance evaluations. These are being interpreted as acts of retaliation by low level administration. If this is true, this is a very, very serious matter.

Attachment F

University Governance Committee

Membership: The University Governance Committee (UGC) shall consist of 14 members, to include the VPAA, VPSS, one representative from the Deans Council, the Chair and three most recent past Chairs of the Staff Senate, the Chair and three most recent past Chairs of the Faculty Senate, the Adjunct Faculty Committee Chair, the Head Librarian, and the President of the SGA. The UGC shall annually elect a member to serve as Chair.

Function: The function of the University Governance Committee (UGC) is to promulgate and harmonize shared governance policy between all ATU stakeholder communities.

Rational: In keeping with the stated function of the UGC and the basic tenants of shared governance, amongst other duties, the UGC is charged with making recommendations on the selection, role, and level of participation of each stakeholder group in shared decision-making tasks for major university issues, including reviewing and recommending all changes to the structure and content of University Handbooks that affect Faculty, Student and Staff relationships and responsibilities within the University. All such recommendations will be forwarded to the President of the University for appropriate action.