

Minutes of
THE FACULTY SENATE
OF
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Wednesday, May 2, 2018, at 1:00 p.m. in Rothwell 456.
The following members were present:

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

Dr. Susan Underwood was absent. Dr. Michael Davis, Ms. Brooke Southard, Dr. Christine Austin, Ms. Tammy Weaver, and Mr. Thomas Pennington were visitors.

CALL TO ORDER

President Clements called for a motion in regard to the minutes of April 10, 2018.

APPROVAL OF
MINUTES

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

President Clements called for a motion to amend the order of the agenda. He asked that Item H, Email confirmation of grade submission, be moved to Item B under New Business.

Motion by Dr. Tucci, seconded by Dr. Schwehm, to amend the order of the agenda. Motion carried.

NEW BUSINESS:
FE FOR EXCESSIVE
ABSENCES

President Clements asked Ms. Tammy Weaver, Registrar, for her report. Ms. Weaver stated the Admissions, Academic Standards, and Student Honors Committee had reviewed policies for removing a student from a class for excessive absences at several universities, including Arkansas State University, the University of Central Arkansas, Southern Arkansas University at Magnolia, Henderson State University, and the University of Arkansas at Little Rock. Currently, faculty can drop a student with a grade of FE for excessive absences. This counts as a grade of F for GPA purposes. Based on their review, the committee is recommending a non punitive grade of WN be implemented for students with excessive absences for non participation. The committee has recommended that the WN grade replace the FE grade, although Ms. Weaver noted that both grades could coincide with the appropriate clarification as to when each grade would be appropriate.

Ms. Weaver stated that, since the catalog for 2018-19 has already been set, implementation of a new grade for excessive absences could wait for the next catalog or an appeal for early implementation would need to be made to Academic Affairs. When questioned how the grade would affect financial aid, she reported since an FE counts as an F, it is considered a non completion. The WN would count as a W and would not affect the GPA. The student would still have to complete enough hours in order to make academic progress.

President Clements suggested waiting until the fall for action on this item to give the senators time to review the information provided by Ms. Weaver and the committee.

**EMAIL
CONFIRMATION OF
GRADE
SUBMISSION**

Ms. Weaver reported the Office of Information Systems is currently in the process of moving to Banner 9. Therefore, OIS would like to wait to implement a new process giving faculty email confirmation of grade submissions until the Banner update is complete. She noted that, currently, the Registrar's Office will email the faculty member if they miss entering a grade. Therefore, she asked that faculty continue to enter the grades, submit, log out and then back in to confirm the grades saved. Dr. Stobaugh advised for cross-listed courses grades have to be entered for each course and suggested a fix for this be added to OIS' worklist.

**FACULTY SICK
LEAVE
SUBMISSION**

President Clements introduced Ms. Brooke Southard, Director of Payroll. Ms. Southard reported an electronic method for faculty to report sick leave has been implemented within OneTech and gave a demonstration. She stressed that no change in the faculty sick leave policy has occurred; this is simply a different method for reporting beginning with the fall semester.

**HONOR
CODE/STUDENT
HANDBOOK
UPDATES**

President Clements asked Dr. Rogers to address this item. Dr. Rogers distributed a draft of a proposed academic integrity policy, including a preamble, definitions of violations, a section on classroom behavior, procedures for addressing violations, and penalties. This policy would go into the Student Handbook with a parallel policy to be developed for the Faculty Handbook over the next academic year. This policy would also need to be included in the catalog, with the Admissions, Academic Standards and Student Honors Committee looking specifically at catalog language. Dr. Rogers reported he and Dr. Christine Austin are open to any edits or suggestions with the hope that this could be rolled out the next academic year (i.e., 2019-20). Dr. Rogers stated this is the first step towards an honor code as this piece needed to be in place first.

Dr. Kellner asked if the punitive decision could be taken out of the faculty's hands in order to ensure consistency across campus. He suggested instead a group looking at the violation and determining the student's penalty. Dr. Austin stated the idea is for the faculty member to determine the penalty with a group review if the student appeals. She encouraged faculty to report incidences in order to establish a database; a student with multiple offenses could be then tracked and allow the university to take action. She also stated faculty are not required but are requested to report.

President Clements asked that the policy (Attachment A) be considered more closely in the fall.

**FACULTY
EXCELLENCE
AWARDS**

President Clements reported he has spoken with Dr. Bridgmon, Acting Vice President and Associate Vice President for Academic Affairs, and reported Dr. Bridgmon is open to changing the eligibility requirements for faculty to participate in the excellence awards to include non-tenured, tenure track faculty. He also reported he is open to having both a first place and second place faculty member named for each category. Suggested compensation was overload pay plus \$1,000 for first place; \$1,000 for second place. After discussion on the compensation levels,

Motion by Dr. Rogers, seconded by Dr. Jackson, to approve the overload pay for a three hour course plus \$1,000 for first place and half of the overload pay for a three hour course plus \$500 for second place.

Dr. Patton advocated the inclusion of tenure track faculty in the award process. Dr. Schwehm questioned whether separate awards could be created for tenure track and instructor track faculty. After additional discussion concerning the possibilities for creation of new awards,

Motion to amend by Dr. Rogers, accepted by Dr. Jackson, the previous motion and eliminate the second place prize for each award category. Motion as amended carried.

President Clements reported the Senate could further investigate next fall the creation of additional awards for faculty excellence.

**PROMOTION AND
TENURE
PROCEDURAL**

President Clements distributed a diagram illustrating how the promotion and tenure process will flow under the new policy to be considered by the Board of Trustees later this month (Attachment B). Dr. Patton suggested enhancing the flowchart by including the makeup of each component and their responsibilities; he stated he and Dr. Sean Huss may work on this during this summer. It was suggested that a rough timeline also be included.

Dr. V. Carole Smith asked if there are individuals who could speak to departments with authority on the new policies. Dr. Jeff Woods, Dean, College of Arts and Humanities, has already given one session on the new policy and could be asked to give others.

**MEAL
REIMBURSEMENT
POLICY**

President Clements distributed the Arkansas Tech University policy for reimbursement of meals and lodging and stated the policy is “directly in line” with the policy of the State of Arkansas (Attachment C).

**TIMELY
FEEDBACK TO
STUDENTS**

President Clements reported the Senate had issued a statement to the faculty last fall concerning providing timely feedback to students. He stated that if specific issues concerning this are identified, those should be handled by the department heads and deans. Dr. Kellner questioned whether the Senate should find out if the Senate’s statement had had any effect and whether a survey of the students would be appropriate. Dr. Tucci stated he believed this was an issue for the deans and department heads to handle.

President Clements reported the senators can review the issue this summer and let Dr. Moody determine how best to handle this fall.

**FACULTY SALARY
AND BENEFITS
COMMITTEE
CHARGE**

President Clements asked the Senate to charge the Faculty Salary and Benefits Committee in conjunction with Institutional Research and Academic Affairs to investigate the current practice on how CUPA data is used and determine how to develop a more competitive compensation package and alleviate salary compression.

Motion by Dr. Eshelman, seconded by Dr. V. Carole Smith, to so move. Motion carried.

Motion by Dr. Moody, seconded by Dr. Stobaugh, to add an additional item for New Business at this time concerning a report by the General Education Committee. Motion carried.

**GENERAL
EDUCATION
COMMITTEE**

President Clements distributed information from Dr. Mohamed Ibrahim, chair of the General Education Committee. The committee has voted to add the director of assessment to the committee as an ex officio member. They have also developed a Course Program General Education (CPGE) Map to use as a guide in the general education assessment process (Attachment D).

**OLD BUSINESS:
EXTERNAL WORK
POLICY**

President Clements recognized Mr. Thomas Pennington, University Counsel. Mr. Pennington distributed the latest version of an external work policy along with an associated MOU (Attachment E). He noted this would replace the Outside Employment Policy currently in the Faculty Handbook once approved by the Senate and Board of Trustees.

Motion by Dr. Moody, seconded by Dr. Brant, to approve the policy as distributed. Motion carried.

**CETL ADVISORY
BOARD STANDING
COMMITTEE**

President Clements reported he had spoken with Dr. Robin Lasey concerning the composition of the proposed CETL Advisory Board standing committee. They had agreed the committee should be composed as follows: chair (Director of CETL) (ex officio), one

tenured elected representative from each college, and two elected at-large positions (one tenured, one untenured).

Motion by Dr. Hunter, seconded by Dr. Eshelman, to approve the CETL Advisory Board standing committee as described. Motion carried.

It was noted Dr. Lasey will need to determine length of service, staggered terms, and function and will bring those items back to the Senate in the fall. Elections for this committee will be held in spring, 2019 along with the regular standing committee elections.

COLLEGE CURRICULUM COMMITTEES

President Clements stated this item needs more work over the summer before bringing back to the Senate in the fall.

BUDGET OFFICE/ SPUI AND GRANT FACILITATION

President Clements stated this item also needed more work over the summer.

AMENDMENT TO FACULTY SENATE CONSTITUTION

President Clements referenced the recent vote by the faculty requiring a two-thirds affirmative vote by the Senators for recommending a change to the Faculty Handbook. Clarification was needed on whether the majority vote is to be calculated on the total membership or those present at a given meeting.

Motion by Dr. Stobaugh, seconded by Dr. Brant, to require a two-thirds majority vote calculated on the total membership. Motion carried.

This requirement will be listed in the Constitution of the Faculty Senate as follows:

Article VI: Amendments to Constitution of the Faculty Senate

Section 2: Faculty Handbook Changes

A. Changes to the Faculty Handbook of a substantive nature shall require approval by two-thirds of the Senate membership.

OPEN FORUM

President Clements asked for any items for Open Forum. Dr. Darnell stated the nursing faculty had asked her to request that the fall break be moved to the beginning of the week of the Thanksgiving break.

Dr. Kellner questioned what had happened with the discussion concerning adjustments to the finals schedule. Dr. Hunter noted changes were investigated with a series of choices presented to the concerned parties with none being acceptable by a majority.

Dr. Brant questioned why BasTech does not have working ovens in the kitchen areas. She was directed to Brian Lasey, Director of Physical Plant, and Chartwells.

Dr. Tedford stated that student evaluations were not open on the last day of classes and wondered if this could be adjusted.

Dr. Tedford reported the Advising Center is placing students in classes where they do not meet minimum requirements as far as math and reading ACT scores. He wondered if the instructor could then remove them from their class. President Clements suggested having the faculty member speak with the Advising Center, but noted this would be an agenda item for next fall.

ANNOUNCEMENTS

No announcements were made.

ADJOURNMENT The meeting adjourned at 2:54 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jon F. Clements".

Jon Clements, D.M., President

A handwritten signature in blue ink, appearing to read "Jack E. Tucci".

Jack Tucci, Ph.D., Secretary

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Attachment A

DRAFT**D. Academic Integrity****1. The Preamble**

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Arkansas Tech University requires the highest standards of academic integrity and conduct from all students. Students at Arkansas Tech University will refrain from committing any of the violations of academic integrity as detailed below. Further, Arkansas Tech University expects that all classes maintain an academic and courteous atmosphere. Both the professor and students are responsible for creating an environment that enables all students to reach their academic potential. The classroom is under the control of the professor who will give students a statement of his or her classroom expectations and policies in a syllabus at the beginning of the semester. The term "classroom" as used in this Academic Integrity Policy includes face-to-face, hybrid and online classes. It is not restricted to classrooms on or off campus but also includes playing fields and laboratories, as well as University computer areas on or off campus as well as field trips associated with class-related matters. Students will conduct themselves in a non-disruptive and civil manner when attending classes and other events associated with Arkansas Tech University.

2. Types of Academic Integrity Violations

A violation of academic integrity refers to various categories of inappropriate academic behavior with respect to a course. Students must refrain from cheating, plagiarism, fabrication, impersonation, forgery, collusion and/or other dishonest practices. Below are common examples of unacceptable academic behavior.

Cheating on an examination, quiz, report, or assignment involves any of several categories of dishonest activity. Examples of cheating *include, but are not limited to*:

- copying from the examination or quiz of another student;
- bringing into the using classroom notes, messages, or crib sheets in any format (paper or electronic) which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class;
- obtaining advance copies of exams or quizzes;
- soliciting of unethical academic services, including purchasing of research papers, essays, or any other scholastic endeavor; and
- using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.

Plagiarism is stealing the ideas, data, tables, graphs or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases that are incorporated in the student's written work without acknowledgment to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact that the sentence or phrase is

Commented [m1]: Policy needs to be updated and mirrored in the:

- 1) Faculty Handbook
- 2) Catalog
- 3) Any other place academic integrity policy shows up...

Training on policy needs to occur:

- 1) In Freshman orientation and Tech 1001
- 2) In faculty orientation and the Center for Excellence in Teaching and Learning

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plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format (MLA, APA, etc.). Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgment of source must be made in this case as well.

Collusion is the act of collaborating with one or more students or others on coursework (i.e., a test, assignments, paper, etc.) when the professor has not expressly approved collaboration or group work on the assignment. Individual coursework is to be entirely the work of the student submitting it for a grade. When work that is produced through collaboration with others without the authorization of the instructor is submitted as your individual student work and performance, this is a violation of academic integrity.

Impersonation, fabrication, and forgery are all violations of academic integrity. Impersonation is assuming a student's identity with the intent to provide an advantage for the student academically. Fabrication and forgery are "to fake; forge (a document signature, etc.)," particularly the faking or forging the information or signature on course assignments. Examples of impersonation *include but are not limited to* hiring a substitute to take an exam, write a paper or complete some other course assignment. Examples of academic fabrication and forgery *include but are not limited to*:

- furnishing false information, data, or research findings on coursework;
- failing to identify yourself honestly in the context of an academic obligation;
- fabricating or altering information or data and presenting it as legitimate;
- providing false or misleading information to an instructor or any other University official;
- forging an instructor's signature on a letter of recommendation or any other document;
- submitting an altered transcript of grades to or from another institution or employer;
- putting your name on another person's exam or assignment; and
- altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process.

3. Classroom Behavior

Each member of the Arkansas Tech University community is obliged to conduct her/himself in a non-disruptive manner in the classroom. If a student is being disruptive, the instructor will address the situation, discussing behavioral expectations moving forward, and emphasize possible consequences for failing to comply. If the disruptive behavior persists, the student may be suspended on an interim basis from the class. Instructors may report excessive and/or repeated disruptive behavior through the Procedures for Addressing Violations of Academic Integrity and Classroom Behavior. This process includes an appeals process students may use to challenge perceived violations or excessive penalties. Students who exhibit disruptive behavior may also be referred to the Department of Student Conduct (see Article III, Section C of the Arkansas Tech University Student Handbook).

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If a classroom incident constitutes an emergency (e.g., any immediate threat to life and/or property) and requires an immediate response from police, fire or emergency medical services, **please call 911.**

E. Procedures for Addressing Violations of Academic Integrity and Classroom Behavior

Since allegations of a violation of academic integrity may have serious consequences, below are the procedures for reporting allegations, the administrative procedure for processing alleged violations, and a statement of institutional penalties that may be applied on top of the instructor's academic penalty in those cases where violations occurred.

1. Principles

1. Arkansas Tech University promotes a culture of academic integrity and professionalism that enhances the quality of an Arkansas Tech degree.
2. The process for reporting and adjudicating an allegation of academic dishonesty should be fair and just for all involved.
3. Faculty members have sole purview for any academic sanction administered if a violation of the academic integrity policy is found to have occurred.
4. Arkansas Tech supports educational, not solely punitive measures for addressing violations of the academic integrity policy.

2. Reporting Procedure

1. If any instructor, student, or staff member has compelling facts and evidence an individual has violated any category of academic integrity, that instructor, student, or staff member must report the suspected violation(s) to Academic Affairs using the Arkansas Tech University "Academic Integrity Referral" form found at:
[insert web link here]
2. Upon receipt of an allegation, Academic Affairs will either create a file for the student if it is a first time offense or add the report to an existing file for the individual if one already exists.

3. Administrative Procedure

1. Within *three business days* of receiving a reported violation of academic integrity, Academic Affairs will notify:
 - a. The instructor of record for the course, as well as his/her Department Head and Dean will be supplied the report, the evidence and the number of allegations and proven violations of academic integrity or disruptive classroom behavior by the student.
 - b. The student of the alleged violation, the report and evidence.

NOTE: A course withdrawal or drop by the student that occurs after a reported violation of academic integrity or classroom behavioral conduct may not be honored. If a violation is determined to have occurred, the student may be reinstated if the penalty is an "F" in the course.

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2. Upon notification of an alleged violation, the student has *five business days* to schedule a meeting with the instructor to resolve the allegation. If the instructor is unreachable, the student should arrange within this time frame a meeting with the instructor's Department Head or Dean.
 - a. If the student fails to contact the instructor (or Department Head or Dean) within *five business days*, this is taken as tacit acceptance the violation occurred. After five business days, the instructor informs Academic Affairs, his/her Department Head, and Dean the student has failed to request a meeting. The instructor may apply the academic penalty as prescribed in the course syllabus. Academic Affairs may also apply additional institutional penalties based on the number and severity of the violation.
 - b. If the student does request a meeting within five business days, the instructor (or Department Head or Dean, if necessary) and student are to meet (either face-to-face, by conference call or using other electronic means) to attempt to resolve the allegation. This meeting may must result in one of the following:
 1. The student provides explanation and evidence to the satisfaction of the instructor that no violation occurred. The instructor informs Academic Affairs, his/her Department Head, and Dean the allegation against the student has been resolved and no penalties are being assessed.
 2. The instructor educates the student on what qualifies as a violation of the policy and the student accepts he/she violated it. The instructor may apply the academic penalty as prescribed in the course syllabus, which may include a final grade of "F" that would trump the student's course drop or withdrawal if such has occurred. Academic Affairs may also apply additional institutional penalties based on the number and severity of the violation.

NOTE: If the student feels the instructor's academic penalty is excessive or unfair, he/she should refer to Section C, the Student Academic Grievance Procedure, on how to appeal it.
 - c. The student and the instructor are unable to resolve the issue. The student then has *three business days* from the meeting to file an appeal with Academic Affairs. Academic Affairs then forwards the case to the Academic Affairs Appeals Committee Chair for resolution.
 - d. If neither the individual nor the instructor acknowledge the report and/or take action to resolve it within the *five business days*, Academic Affairs follows up with the Department Head and/or Dean to get acknowledgment of the report and resolution of the allegation by the student and/or instructor.
3. For cases where the student appeals the allegation to the Academic Appeals Committee, the Chair of the committee will have *two business weeks* to facilitate determining if a violation occurred. The Chair will form a subcommittee of at least three members (two students and a faculty member) who will be responsible for evaluating the case. The Chair will provide the subcommittee with the original report and evidence provided by the reporting party, any report and evidence supplied by the instructor, as well as the appeal and explanation by the student. The Chair reports their decision to Academic Affairs, which then contacts all parties as follows:

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- a. If the decision is that no violation has occurred, Academic Affairs notifies the individual, as well as the instructor, his/her Department Head and Dean to that effect. No penalties are assessed against the student.
- b. If the decision is that a violation of the policy occurred, Academic Affairs notifies the student, as well as the instructor, his/her Department Head and Dean to that effect. The instructor may apply the academic penalty as prescribed in the course syllabus, which may include a final grade of "F" that would trump the student's course drop or withdrawal if such has occurred. Academic Affairs may also apply additional institutional penalties based on the number and severity of the violation.
4. Academic Affairs updates the file for the individual as appropriate and the issue is resolved.

The procedural process for violations of academic integrity for Graduate Students can be found in the Graduate Catalog in the Academic Information Section located at this website: http://www.atu.edu/academics/catalog-graduate/academic_info.html.

F. Penalties for Violations of Academic Integrity and Classroom Behavior

1. Arkansas Tech University respects the right of the instructor of record for the course to determine and apply all academic sanctions for violations of academic integrity. The classroom is under the control of the instructor, who will give students a statement of his/her classroom expectations and policies in a syllabus at the beginning of the semester. Typical penalties *can include, but are not limited to* giving an 'F' on a particular quiz or exam, giving an 'F' on a term paper or other written work, or giving the student an 'F' or 'W' for the course. Instructors may also have different penalties depending on the number and severity of violations.
2. As an institution, Arkansas Tech University may deem it necessary to apply additional violations beyond the academic penalties imposed through the course. Examples of the types of penalties Arkansas Tech may choose to apply *include but are not limited to* required completion of academic integrity training, as well as disciplinary probation, suspension or expulsion from the university. Any institutional penalties that may be applied will vary based on the number and severity of violations. Below is the general rubric Academic Affairs will follow when applying an institutional penalty.
 - a. First Offense: If an institutional penalty is applied, generally this will involve required training on academic integrity and acceptable academic practices and behaviors. However, the severity of the violation may justify probation or even suspension from the university.
 - i. Note: The academic integrity course or training is two to be completed within *two business weeks* of notification by Academic Affairs that it is required. Failure to complete the course in this timely fashion may result in a hold being placed on the individual's account by the Registrars. It will not be removed until the training is completed. Also, any costs for the course or training must be paid by the student.
 - b. Second Offense: For a second offense, additional training on acceptable academic practices and behaviors may be required, as well as disciplinary probation. However, the severity of the violation may entail suspension or even expulsion from the university.
 - c. Third Offense: For a third offense the individual has already had two courses on

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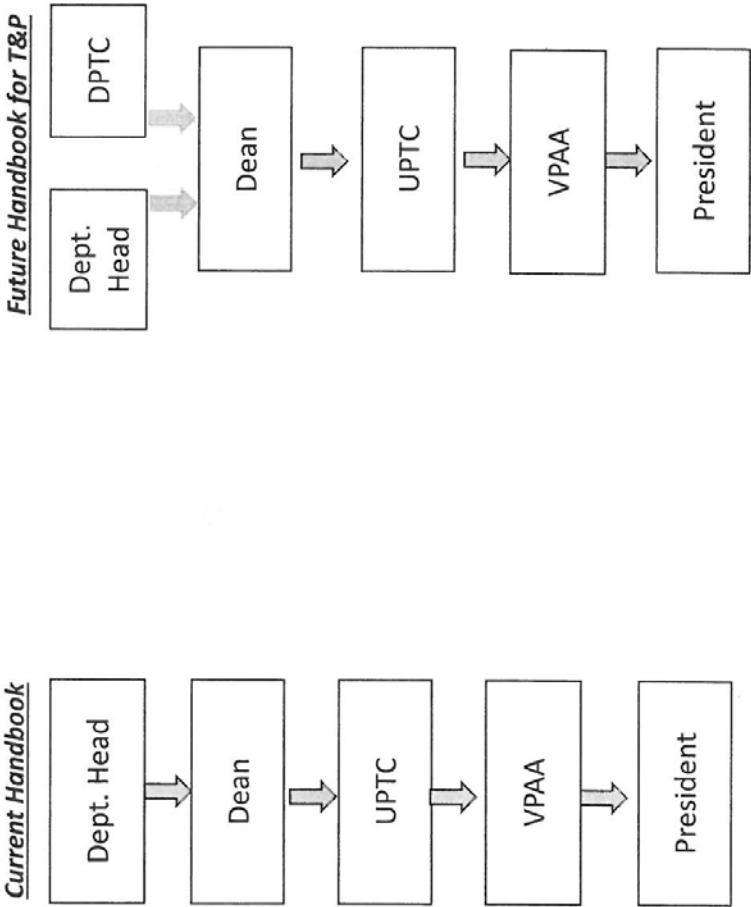
academic training and incurred disciplinary probation. The minimum penalty is now suspension. However, the severity of the violation along with the multiple infractions may result in expulsion from the university.

- d. Fourth Offense: For a fourth offense, the individual will be expelled from the university.

Working Group Members

Mike Rogers (Chair), Chris Austin, Patricia Buford, Deborah Barber, Tracy Cole, Michael Stoker, Amy Pennington, Will Cooper, Sabrina Billey, Kyle Roughan, Robin Lasey, Scott Tomlin, William Titsworth, Ty Reasnor, Jordan Denton

Attachment B



Attachment C

Arkansas Tech University
Conversion to GSA Meal and Lodging Guidelines Effective July 1, 2015

Effective July 1, 2015, Arkansas Tech University will cover meal and lodging reimbursement to conform to the GSA Federal Travel Guidelines for meal and lodging reimbursement. There are some significant changes that are listed below.

MEALS

The federal meal reimbursement rate is based on several tiers of expense depending upon where the traveler incurred the meal expenses by city, county, and state. There are incidental expenses built into the meal allowance. An example of the most common tier is:

Breakfast	Lunch	Dinner	Incidental Expense	Total
\$7	\$11	\$23	\$5	\$46

Meal allowances may be found at <http://www.gsa.gov/portal/content/104877>. The Arkansas State Travel Regulations state that reimbursement for meals on the first and last day of travel is limited to 75% of the meal allowance that the traveler is eligible for while in travel status:

(Rule 2) The traveler is only eligible for 75% of the daily allowance for meals on the first and last day of travel. If travel covers a two day period, then meal reimbursement is up to 75% of the daily allowance for each day. For partial days, meals charged must be in proportion to the time in travel status and may not exceed the maximum for applicable meal(s) stated in the Federal Travel Directory for the destination location(s). Although receipts for meals are not required by this rule, the administrative heads of agencies, departments and institutions may require them.

The Arkansas Travel Regulations permit the incidental expense to be reimbursed as a part of the actual meal cost maximum that is allowed and it will be pro-rated by meal for any partial day meal reimbursement. The total meal allowance may not be exceeded regardless of the actual meal expense, taxes, and 15% gratuity. Please remember that, although many individuals refer to the GSA guidelines as a "per diem", Arkansas State Travel Regulations do not allow a "per diem" rate to be reimbursed. Meals are reimbursed if you are in travel status for the claimed meals and are subject to the meal allowance. For the first and last day of travel, reimbursement will be made for 75% for the meals the traveler is eligible to receive.

(Rule 2) Limits for Meals and Lodging

*Please note that travel reimbursement is **NOT** a per diem, and is to be claimed for **ACTUAL EXPENSES FOR MEALS AND LODGING NOT TO EXCEED THE MAXIMUM ALLOWABLE RATES AS LISTED IN THE FEDERAL TRAVEL DIRECTORY PLUS APPLICABLE SALES TAX**. The sales tax rate must be stated on Travel Reimbursement (TR-1) forms or equivalent for lodging. The maximum allowance for meals **INCLUDES** taxes and up to 15% tip reimbursement as provided in ACA 19-4-925(b). Lodging rates per the Federal Travel Directory **EXCLUDE** room tax and should be exceeded only by the room tax amount...*

LODGING

The daily maximum for a hotel room is limited by the GSA Federal Travel Guidelines lodging rate and is based on the location for in-state, out-of-state, and foreign travel. Lodging costs that exceed the rates listed in the GSA Federal Travel Guidelines by more than room tax may not be paid without an Actual Expense

Registrations may still be done using the Travel Office credit card or with a requisition and check request. To determine which payment scenario best suits a particular situation, please contact the Travel Office.

Example TR-1 Reimbursement Calculation for Meals

NAME OF PAYEE								
PLACE OF RESIDENCE AND ADDRESS								
DETAILED EXPENDITURES OTHER THAN MILEAGE								
DATE	NAME OF TOWN VISITED	COMMON CARRIER	HOTEL ROOM	MEALS	PER DIEM	TAXI	INCIDENTALS	TOTAL PER DAY
07/01/15	Denver, CO	275.43	355.08	26.75		60.00		717.26
Example Calculation of Meals Meal allowance for Denver, CO for a full day is \$66. B-\$11, L-\$16, D-\$34; IE (Incidental Expense)-\$5 Dinner calculation $\$34 + IE \$1.67 = 35.67 \times 75\% = 26.75$								
07/02/15	Denver, CO		355.08	66.00				421.08
Three meals were allowable for this day.								
07/03/15	Denver, CO		355.08	48.34				403.42
Lunch was provided at the conference; B-\$11 + IE-\$1.67 + D-\$34 + IE-\$1.67 = 48.34								
07/04/15	Denver, CO			9.50		60.00		69.50
Breakfast in Denver, CO on the last day can be allowed at 75% of the meal allowance B-\$11 + IE-\$1.67 = \$12.67 x 75% = \$9.50								
07/04/15	Dallas, TX			14.75				14.75
Meal allowance for Dallas, TX for a full day is B-\$12, L-\$18, D-\$36; IE \$5=\$71								
Lunch can be claimed on the way home at the Dallas airport: $\$18 + IE \$1.67 = \$19.67 \times 75\% = \14.75								
Dinner may not be claimed because the traveler was in the Russellville area by that time.								
For the first and last day of travel, only 75% of the meal allowance can be claimed.								
An Actual Expense reimbursement form is required because the GSA allows \$163/night exclusive of taxes in Denver								
SUB-TOTALS		275.43	1,065.24	165.34		120.00		1,526.01
INCIDENTALS		(1) Postage (2) Parking Fee (3) Registration Fee (4) Emergency Car Repairs (5) Guide Service for the Blind (6) Minor Purchases (7) Meals for State Guests and Wards of the State (8) Other (Explain)						
Approved		Travel Supervisor						

If there are any questions, please call the Travel Office 356-2034.

Arkansas Dept. of Finance and Administration
[www.dfa.arkansas.gov/accounting-office/financial-management-guide/
 subchapter-9-travel-regulations](http://www.dfa.arkansas.gov/accounting-office/financial-management-guide/subchapter-9-travel-regulations)

Meals

Reimbursement for meals is allowed only in connection with overnight travel whether in-state or out-of-state unless "special authorization," under ACA 19-4-903, is given in writing by the agency head. Out of state travel in and of itself should never be the sole reason for "special authorization" under this section, rather as provided in ACA 19-4-903, requests should be limited to those "rare occasions" where, for example, an employee is asked to perform unanticipated duties outside of his/her normal work schedule that are official in nature, such as attending special board meetings.

The maximum full day meal allowance (including tax and up to 15% tip) can not exceed the federal per diem rate depending on the destination location. For partial days, meals charged must be in proportion to the time in travel status and may not exceed the maximum for applicable meal(s) stated in the Federal Travel Directory for the location(s). Although receipts for meals are not required by this rule, the administrative heads of agencies, departments and institutions may require them. See the federal per diem rates at: <http://www.gsa.gov/portal/category/100000>.

PLEASE NOTE: The "IE" allowances as stated in the Federal Travel Directory are for incidentals. Incidentals are specifically defined and provided for and must be listed separately and explained on the Travel Reimbursement Request Form (TR-1). It is no longer necessary to subtract the incidental rate from the maximum meal allowance due to the law change that provides for tip reimbursement of up to 15% of the meal amount expended. The traveler is now eligible for actual expenses for meals up to the maximum meal allowance per the Federal Travel Directory.

Partial days' meal allowances

The traveler is only eligible for 75% of the daily allowance for meals on the first and last day of travel. The daily travel allowance at the destination location shall be used in the calculation of the limit for partial days. In accordance with the State travel regulations, actual expenses only are allowed, and the charges must be in proportion to the time in travel status not to exceed that allowed by the Federal Travel Regulations.

Meals Included in Conference Registration

Meal reimbursement requests must be reduced for meals provided as part of the conference registration by deducting the appropriate amount as shown under the Meals and Incidental Expenses (M&IE) breakdown at <http://www.gsa.gov/portal/content/104877>.

Allowances may be made in writing to allow the traveler to claim meal reimbursement if any of the conditions below are met:

1. The traveler is unable to consume the meal provided because of medical requirements or religious beliefs;

2. The traveler purchased substitute meal(s) in order to satisfy their medical requirements or religious beliefs;
3. The traveler was unable to take part in the provided meal due to the conflict of official business.

Complementary Meals

Meals provided by a common carrier or a complementary meal provided by a hotel/motel does not affect the maximum meal allowance per the Federal Travel Directory.

Attachment D

From: General Education Committee
Sent: Friday, April 27, 2011
To: Jon Clements
Subject: Letter to the Faculty Senate from the General Education Committee

Dear Dr. Clements and the Faculty Senate,

The General Education Committee has passed two measures over the 2017-2018 academic year that we wanted to share with Faculty Senate. These items will assist the General Education Committee in meeting our four objectives: a) general education assessment, b) review of general education goals, c) general education proposal evaluation, and d) articulation of general education goals.

We have added an ex officio, non-voting member to our committee. The Director of Assessment and Institutional Effectiveness, currently Dr. Christine Austin, will now serve on the General Education Committee in an official capacity. General education oversight is the primary objective of our committee. In order for the committee to make informed decisions and recommendations on general education courses, general education outcomes, and general education policy, the committee must be directly involved in assessing general education outcomes. The Director of Assessment and Institutional Effectiveness will work closely with the committee to determine the types of information and procedures needed to effectively carry out our oversight role.

The General Education Committee developed and voted in the attached Course Program General Education (CPGE) Map to guide the general education assessment process. The CPGE Map is the product of a 2016-2017 faculty senate resolution empowering the General Education Committee to develop an internal general education assessment tool. The committee will use the CPGE Map to guide the general education assessment process. In any given academic year, assessment data, including artifacts, of all courses within a general education goal will be reviewed by our committee to ensure the successful attainment of general education outcomes.

Please feel free to ask questions of your college representatives, Dr. Austin, or the chair of the General Education Committee.

Dr. Mohamed Ibrahim
General Education Committee Chair
Associate Professor of Curriculum and Instruction
Arkansas Tech University

Course Program General Education (CPGE) Block

Communicate Effectively	Oral	Written	Quantitative Reasoning	Scientific Reasoning	Arts & Humanities			Ethical Perspectives	Critical Thinking	Critical Thinking cont..	Wellness Concepts
					Human Culture	Human Society	Creative Expression				
COMM 2003	ENGL 1013		MATH 1003	BIOL 1004	AMST 2003	AGBU 2063	ART 2123	AGBU 2063	AGBU 2063	HIST 2043	WS 1002
COMM 2173	ENGL 1023		MATH 1113	BIOL 1014	ANTH 1213	AGBU 2073	COMM 2003	AGBU 2073	AGBU 2073	JOUR 2173	
			^ MATH	BIOL 1114	ANTH 2003	ANTH 1213	ENGL 2003	AMST 2003	AMST 2003	PHIL 2003	
				CHEM 1113	GEOG 2013	ANTH 2003	ENGL 2013	ENGL 1043	ART 2123	PHIL 2043	
				CHEM 2124	HIST 1503	COMM 1003	ENGL 2023	ENGL 1053	BIOL 1004	PHSC 1004	
				GEOL 1004	HIST 1513	ECON 2003	ENGL 2173	ENGL 2013	BIOL 1014	PHSC 1013	
				GEOL 1014	HIST 1543	ECON 2013	ENGL 2183	HIST 2003	BIOL 1114	POLS 2003	
				PHSC 1004	HIST 1903	ECON 2103	MUS 2003	HIST 2013	CHEM 1113	PSY 2003	
				PHSC 1013/1	HIST 2003	GEOG 2013	TH 2273	HIST 2043	CHEM 2124	SPH 1003	
				PHSC 1053	HIST 2013	HIST 1503		JOUR 2173	COMM 1003	SOC 1003	
				PHSC 1074	PHIL 2003	HIST 1513		PHIL 2003	COMS 1403		
				PHYS 1114	PHIL 2013	HIST 1543		PHIL 2013	COMS 1411		
				PHYS 2014	POLS 2003	PSY 2003		POLS 2003	COMS 2003		
				PHYS 2114	TH 2273	SOC 1003		SOC 1003	COMS 2104		
								COMM 2173			
								ECON 2003			
								ECON 2013			
								ECON 2103			
								ENGL 1013			
								ENGL 1023			
								ENGL 1043			
								ENGL 1053			
								ENGL 2003			
								ENGL 2013			
								ENGL 2023			
								ENGL 2173			
								ENGL 2183			
								GEOG 2013			
								GEOL 1004			
								HIST 1503			
								HIST 1513			
								HIST 1543			
								HIST 1903			
								HIST 2003			
								HIST 2013			

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 such as, but not necessarily limited to, consulting, advising, workshops, seminars, conferences, or similar work performed in addition to the official responsibilities of a full-time employee.

Arkansas Tech University employees are expected to fulfill their duties and responsibilities assigned to their particular position or job. External employment should not interfere with university employment. External employment must not create or result in a conflict of interest.

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. For employees who accrue annual leave, annual leave must be taken if the external employment would overlap with regularly scheduled work hours of the employee;
3. ~~Usage of university facilities or resources is prohibited;~~ As a general rule, university resources (including facilities, supplies, and equipment) shall not be used for personal gain. However, in certain projects which accrue to the mutual benefit of the university and the individual faculty member, a contract Memorandum of Understanding¹ for reimbursement to the university may be entered into in order to provide access to university resources.
4. Employees performing external employment are solely responsible for work performed in the course of external employment, and the university is not responsible for such work;
5. All external work is performed in the employee's individual capacity;
6. Employees engaged in external employment do not officially represent the university, will not receive legal representation from the university, and are not an agent of the university when acting in that capacity; and
7. The views, thoughts, and expressions of the employee during the external employment do not represent the views or position of the university.

¹ Memorandum of Understanding approved by Faculty Senate on May 2, 2018 shall be available in the office of Academic Affairs.

February 13, 2018 Draft
May 2, 2018 Draft

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into this ____ day of _____, 2018, by and between Arkansas Tech University (hereinafter “University”) and Arkansas Tech University faculty member _____.

The purpose of this MOU is to set forth the rights and obligations of each of the parties with regard to external employment of the faculty member and use of Arkansas Tech University resources, pursuant to the following terms and conditions:

1. **CONSIDERATION.** Consideration for this Agreement shall consist of the observation of the mutual promises contained herein.

2. **TERM AND TERMINATION.**

- A. This MOU becomes effective on the date which both the University and the faculty member have signed it, and shall terminate on June 30, 2018. The MOU may be renewed on an annual basis thereafter upon mutual agreement of the parties. In the event the MOU is not renewed on an annual basis, it will run month-to-month until renewed or terminated.
- B. Notwithstanding any other terms or conditions hereunder, this MOU may be terminated without cause by either party by providing 30 days written notification to the other party.

3. **GENERAL TERMS AND CONDITIONS**

- A. A description of the external employment and the University assets to be utilized are as follows:

- B. The parties specifically agree that the faculty members use of Arkansas Tech University accrues to the mutual benefit of the University and the faculty member.
- C. Reimbursement to the University for use of its resources shall be as follows:

4. **RESPONSIBILITIES OF THE PARTIES**

- A. To follow all existing and future policies, procedures and rules established by Arkansas Tech University for employees and/or students;

Approved by Faculty Senate: May 2, 2018
Amended:

February 13, 2018 Draft

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- B. To comply at all times with all rules and laws established by the State of Arkansas governing the use of State owned property;
- C. To comply at all times with all federal, state and local laws, regulations, or ordinances that are applicable.
- D. Faculty member agrees to be solely responsible for obtaining all required permission, licenses, or other authority for all items, services, goods, products, equipment, performances or activities that it performs or provides through the outside employment. Further, faculty member states that he or she has or will obtain all required and necessary rights, licenses, and authority for all items, services, goods, products, equipment, or activities performed or provided. Faculty member further agrees to fully indemnify and hold harmless the University from any and all claims, liabilities or judgments that arise or are made as a result of the faculty members outside employment.
- E. Faculty member agrees that he or she will be solely responsible for any harm, damage or injury that is caused to any person by the external employment.
- F. Faculty member agrees that he or she will be solely responsible for any damage beyond normal wear and tear that the external employment causes or permit to occur to the real or personal property of the University and that it will fully reimburse University for any repair or replacement costs incurred as a result of said damage(s).

5. SIGNATURES. In witness thereof, the parties to this Agreement, through their duly authorized representatives, have executed this Agreement on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

Arkansas Tech University

Vice President of Academic Affairs
Arkansas Tech University

Date

Faculty Member

Signature

Date

Approved by Faculty Senate: May 2, 2018

Amended:

~~February 13, 2018 Draft~~
May 2, 2018 Draft

Printed Name

Approved by Faculty Senate: May 2, 2018
Amended: