

Minutes of  
THE FACULTY SENATE  
OF  
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Tuesday, September 12, 2017, at 3:00 p.m. in Rothwell 456.  
The following members were present:

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| Dr. Molly Brant     | Dr. Jason Patton    |
| Dr. Jon Clements    | 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. Joshua Lockyer  | Dr. Susan Underwood |
| Dr. Johnette Moody  |                     |

Dr. Melissa Darnell was absent. Dr. Mohamed Abdelrahman, Ms. Cynthia Jones, Dr. David Ward, Mr. Michael Stoker, Dr. Sean Huss, Dr. Carl Greco, Dr. John Jackson, Dr. Mike Davis, Dr. Jeff Woods, Dr. Jeff Robertson, Mr. Wesley Duke, and Ms. Pat Chronister were visitors.

CALL TO ORDER

President Clements called the meeting to order, and asked for a motion in regard to the minutes of August 22, 2017.

APPROVAL OF  
MINUTES

**Motion by Dr. Jackson, seconded by Dr. Kellner, to approve the minutes as distributed.**

Dr. Tucci asked the minutes be amended to reflect Dr. Hunter's comments regarding the need for a central location to collect instances of academic dishonesty.

**Motion to approve as amended carried.**

President Clements noted this topic would be added to the October agenda.

VPAA UPDATE

President Clements invited Dr. Abdelrahman, Vice President for Academic Affairs, to address the Senate. Dr. Abdelrahman reported the one-year retention rate was currently at 71.3%, which was a 2.7% increase in retention. He thanked the faculty for their efforts, and indicated visits to the Tutoring Center had nearly doubled from last fall. He stated the Office of Information Systems was working on initiatives to make data more useful and actionable, including a visual Sankey diagram tracking student progression.

Dr. Abdelrahman reported enrollment was relatively flat, and Dr. Patton asked if the administration anticipated granting cost of living increases, based on the enrollment. Dr. Abdelrahman responded he would defer to the President for that final decision. He indicated approximately 100 graduate students were enrolled through a federal grant, and the continued enrollment was contingent on retention of the grant.

Dr. Tedford asked Dr. Abdelrahman to address a recent letter from state legislators which appeared in the newspaper. Dr. Abdelrahman stated the Advisory Board for the ATU Department of Agriculture had discussed some issues with legislators which appeared in the letter. He noted, in regard to a lack of laboratory space, his preference would be for all programs to have independent laboratory space, but, with limited resources, programs were accustomed to sharing. He reported the Department of Agriculture had worked with the

College of Natural and Health Sciences to successfully accommodate all agriculture labs, before the letter was published. Dr. Tedford stated his understanding from one Advisory Board member was there had not been discussions between the legislators and members, but Dr. Tedford planned to express his concerns to the legislators.

Dr. Patton asked Dr. Abdelrahman for the current approach to low enrolled courses. Dr. Abdelrahman stated he wanted to establish a set procedure, and wanted such decisions to be made within the departments as much as possible. He reported the Deans were investigating methods for addressing the issue. Dr. Patton asked if Dr. Abdelrahman would be amenable to inviting Faculty Senate representatives to join the Deans, and Dr. Abdelrahman agreed, once the Deans have had a chance to work through some college level issues. Dr. Patton volunteered to serve, and President Clements stated this would be revisited when the Deans are ready.

#### NEW BUSINESS: CURRICULAR ITEMS

President Clements called for a motion in regard to the curricular items.

**Motion by Dr. Stobaugh, seconded by Dr. Jackson, to approve the curriculum for the College of Arts and Humanities as presented:**

#### **College of Arts and Humanities – Department of Behavioral Sciences**

1. Add CJ 4033: Policing and Society, to the course descriptions; and
2. Add the Curriculum in Criminal Justice and Criminology.

**Motion carried.**

**Motion by Dr. Hunter, seconded by Dr. Moody, to approve the curriculum for the College of Engineering and Applied Sciences as presented:**

#### **College of Engineering and Applied Sciences - Department of Electrical Engineering**

1. Reconfigure the existing Bachelor of Science in Electrical Engineering with Computer Engineering Option to the Bachelor of Science in Computer Engineering with the Curriculum in Computer Engineering.

**Motion carried.**

#### MARCOMM

President Clements invited Mr. Michael Stoker, Senior Web Developer, to address the Senate. Mr. Stoker reported workshops on web development would be held every Friday at 10:00am. in the Ross Pendergraft Library, Room 332, as well as every third Thursday at 3:00pm. He stated he would be working on the format of the standard faculty webpages. He announced MARCOMM had been divided into web, communication, and creative units, and all advertising was now being done in-house. He invited anyone to attend the MARCOMM department meetings every Monday at 9:00am.

Dr. Hunter asked Dr. Abdelrahman how many students were affected by the recent hurricanes in Texas and Florida. Dr. Abdelrahman reported at least four ATU students were deployed that he was aware of, with over 200 deployed from the region. He asked the faculty to work with any students who were deployed.

#### DECEMBER 2017 MEETING

President Clements asked for a motion to officially reschedule the December Faculty Senate meeting from Wednesday, December 6 to Wednesday, December 13.

**Motion by Dr. Stobaugh, seconded by Dr. Eshelman, to reschedule the December Faculty Senate meeting to Wednesday, December 13. Motion carried.**

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| MEMBERSHIPS IN PROFESSIONAL SOCIETIES | Dr. Kellner reported an instance in which a faculty member was charged more for conference registration, because the individual was not a member of the professional society, than the cost of both the membership and registration would have been. He stated many faculty pay for their own memberships, but the university does not provide individual memberships. Dr. Rogers suggested providing memberships to faculty as a reward for tenure or promotion, and Dr. Tedford noted it may be more beneficial to faculty working toward tenure. Senators expressed concern about who would pay the memberships, and to what end. Dr. Abdelrahman indicated there would be tax implications for the university to provide a faculty member with an individual membership which personally benefits them. Ms. Chronister encouraged the senators to check with Procurement on regulations. President Clements stated he would check with Procurement and report back in October.                                      |
| INSURANCE PAY TIERS                   | Dr. Patton reported any recommendations from the insurance committee on changing the current tiers or otherwise would be for the 2018-19 fiscal year. He stated the insurance rate increase would be 7.9%, with a recommendation that the university absorb half of the increase with employees paying the remaining half. Dr. John Jackson, Head of Biological Sciences, recommended establishing a tier system based on percentages so future increases would resolve themselves. President Clements reported it was his understanding from the committee that would be a logistical challenge. He stated the dental and vision rates would remain the same this year.  |
| FACULTY TRAINING                      | President Clements stated there are many tools and resources available to students they may not be aware of. He reported he was working with Dr. Jason Warnick, Assistant Vice President for Student Success, on a syllabus statement to be reviewed by the Senate, addressing resources such as counseling, the food pantry, and tutoring.   |
| SENATE EXECUTIVE COMMITTEE ELECTIONS  | <p>President Clements invited two volunteers to serve on the Faculty Senate Executive Committee, to provide input on the agenda. He stated the Committee would also include the Chair, Vice Chair and Secretary.</p> <p>Dr. Kellner stated he would be willing to serve again, if there were no other volunteers. Dr. Schwehm also volunteered to serve again.</p> <p><b>Motion by Dr. Jackson, seconded by Dr. Brant, to appoint Dr. Kellner and Dr. Schwehm to the Executive Committee by acclamation. Motion carried.</b></p>  |
| MIDTERM GRADES                        | <p>President Clements stated, at the last meeting, the senators had been asked to visit with their constituents regarding the requirements of mid-term grades for all students. Dr. Kellner reported the faculty he spoke with did not believe this would solve the issue of untimely feedback, and had a negative view of any faculty member not providing timely feedback. Dr. Tucci noted some courses have more content after mid-term, making it difficult to assess progress at mid-term. Dr. Stobaugh stated it would be easier to submit mid-term grades for all students than identifying freshman and sophomores. Dr. Underwood reported, in CSP 1013 and TECH 1001, students frequently complain, particularly for general education courses, that they are not receiving feedback.</p> <p>Hearing no consensus, President Clements asked Dr. Kellner to draft a statement addressing the importance of timely feedback from faculty. Dr. Tedford and Dr. Eshelman volunteered to work with Dr. Kellner.</p> |
| OLD BUSINESS: SECURITY CAMERAS        | <p>President Clements asked for a motion in regard to the security camera policy (Attachment A), with edits from Mr. Josh McMillian, Chief of Public Safety. President Clements explained this item came up in open forum last year, with a concern about the placement and use of security cameras, particularly in classrooms and labs.</p> <p><b>Motion by Dr. Jackson, seconded by Dr. Underwood, to approve the policy as presented.</b></p>   |

Following the motion, Dr. Kellner indicated concern with the provision allowing cameras in faculty lounges, if requested by the Dean or Vice President. He also had a concern with the removal of the provision requiring a faculty member be given notice and invited if footage including that faculty member were to be viewed.

Chief McMillian stated he was strongly in favor of establishing a policy for security cameras, noting there are approximately 700 cameras currently on campus. He stated there were two faculty lounge areas with security cameras installed prior to his hire, but no additional cameras had been installed in such areas since he has been employed. Chief McMillian emphasized his primary concern is theft and crime prevention. He stated the verbiage for allowing a faculty member to participate in reviewing footage had been altered to align with legal restrictions, citing instances of investigations.

Dr. Hunter questioned why the provision for signage was removed. Chief McMillian stated it would be a significant investment, and could provide a false sense of security.

Dr. Lockyer asked if security footage would be subject to the Freedom of Information Act (FOIA). Chief McMillian responded, if the footage was not also protected by FERPA or HIPPA, it could be subject to FOIA with redactions.

Dr. Patton proposed the motion be amended, to include an edit to the policy, under placement of cameras, that faculty lounges be included without the added verbiage. Dr. Jackson agreed to modified the original motion to include the proposed edit.

**Motion carried, as amended.**

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| EXTERNAL WORK<br>POLICY                       | President Clements reported the external work policy was with Legal Counsel, and he would remove it from the agenda until he had an update.  |
| ETECH ADVISORY<br>COMMITTEE                   | Dr. Sean Huss, Professor of Sociology, reported the eTech Advisory Committee would be drafting a new curriculum review process for online classes, and he hoped to bring the draft to the October meeting for feedback.  |
| CULTURAL<br>CLIMATE                           | Dr. Kellner reported he would work on the cultural climate survey this year, and bring back to the Senate when it was ready.   |
| P&T REVIEW                                    | Dr. Huss reported, since the Senate subcommittee had completed revisions in April 2017, Dr. Abdelrahman had reviewed and asked Dr. Woods and Dr. Robertson to work with the subcommittee on compromises. President Clements stated he would send the draft to the senators. Dr. Jeff Woods, Dean of Arts and Humanities, indicated changes to the policy were very complex and interconnected, and encouraged the senators to review as a new document, without referencing the previous policy. |
| SHARED<br>GOVERNANCE<br>STEERING<br>COMMITTEE | President Clements reported he would be drafting a steering committee structure for shared governance to bring to the Senate.  |
| OPEN FORUM                                    | Dr. Brant asked if faculty could get a confirmation email on not only final grades, but also mid-term grades and attendance accounting. Academic Affairs agreed to check with the Registrar's Office on progress toward that functionality.  |

Dr. Rogers reported a student who had never attended his face to face class, and who had been reported as never attending, was reinstated after being dropped for non-attendance, because the student had completed the federal attendance module in Blackboard. He noted his understanding was the module was required for online classes, but not for face to face

classes, but it is being automatically populated in all Blackboard shells. He was concerned, if the policy had changed, it had not been communicated. Dr. Schwehm noted, even with online classes, students may complete the attendance module, but never log in again, and faculty should be able to drop those students for non-attendance. Dr. Hunter also voiced a concern with faculty being required to give a student notice before dropping with an “F” for excessive absences. President Clements stated he would confirm what the policy was and bring back for October.

Dr. Hunter stated a student in her college had failed a course three consecutive times for plagiarism. She noted there was no central reporting location for repeat offenders. President Clements stated this would be added to New Business for October. Dr. Rogers encouraged President Clements to invite Dr. Christine Austin, Director of Assessment and Institutional Effectiveness, to the meeting to address the efforts toward the honor code and ensure efforts were not duplicated.

Dr. Kellner indicated the university’s policy for using motor pool vans for field trips, etc., had significantly changed, adversely affecting some academic programs. He indicated the changes had been made without input from the affected programs.

Dr. Tedford reported some faculty had concerns, with the increased emphasis on seeking and obtaining external funding, that we had sufficient infrastructure to support it. President Clements stated he would discuss this further with Dr. Abdelrahman.

Dr. Tedford questioned if the policy providing health insurance benefits after retirement had changed. Ms. Chronister responded a faculty member would be able to maintain the insurance policy in place at the time of retirement, at the same contribution rate.

**ANNOUNCEMENTS** Dr. Stobaugh announced the Food Pantry would open on September 29, but had already served four students. He reported, over the summer, 1.25 tons of food were collected as well as over \$1,000 in donations.

President Clements stated he has a student who is a potential bone marrow donor match through the Be the Match initiative.

**ADJOURNMENT** The meeting adjourned at 4:57pm.

Respectfully submitted,



Jon Clements, D.M., President



Jack Tucci, Ph.D., Secretary

## **Security Camera Acceptable Use Policy**

### **1. Purpose of this policy**

To protect individual privacy rights in accordance with state and federal laws, this policy is adopted to formalize procedures for the installation of security cameras on campus and the handling, viewing, retention, dissemination, and destruction of recordings. The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security. The existence of this policy does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week.

### **2. Policy**

All existing security camera systems on campus will be required to comply with the policy. Nonconforming camera systems will be removed if they don't meet compliance 6 months after this policy is adopted.

#### **2.1 Responsibilities**

The Department of Public Safety (DPS), in conjunction with the Office of Information Systems (OIS), is responsible for implementation of this policy. Additionally, OIS and the DPS are responsible for advising departments on appropriate applications of surveillance technologies and for providing technical assistance to departments preparing proposals for the purchase and installation of security cameras.

DPS and OIS will review proposals and recommendations for camera installations and review existing camera locations to determine that the perimeter of view of fixed location cameras conforms to this policy. Proposals for the installation of cameras shall be reviewed by the Chief of Police or designee. Recommendations shall be forwarded to the Campus Security Committee.

An annual evaluation of the existing camera locations will be done by the Department of Public Safety at the request of the CSC.

##### **2.1.1 Responsibilities of the Campus Security Committee (CSC)**

The CSC will be responsible for reviewing and approving or denying all proposals for security camera equipment recommended by the Chief of Police and the Director of OIS or designee. The CSC shall be responsible for the review and approval of any requested exceptions to this policy.

The CSC shall be comprised of seven members;

- The Chief of Police ~~(non-voting)~~
- Director of Information Services ~~(non-voting)~~
- Vice President for Student Affairs or designee
- Staff Senate member
- Faculty Senate member
- **Director or Assistant Director of FAMA**
- Student Government member

#### **2.2 Scope**

This policy applies to all personnel, departments, and colleges of Arkansas Tech in the use of security cameras and



their video monitoring and recording systems. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law including entrances to the counseling center and health center. In no instance will cameras be used under this policy to evaluate faculty in the course of their normal duties. Where appropriate, the cameras may be placed campus-wide, inside and outside buildings. Although the physical cameras may be identical, the functions of these cameras fall into ~~three~~ **four** main categories:

- A. **Property Protection:** Where the main intent is to capture video and store it on a remote device so that if property is reported stolen or damaged, the video may show the perpetrator. Examples: an unstaffed computer lab, an unstaffed science lab, or a parking lot.
- B. **Personal Safety:** Where the main intent is to capture video and store it on a remote device so that if a person is harmed, the video may show the perpetrator. Examples: building entrances, entrance to campus on a public roadway, a public walkway, or a parking lot.
- C. **Extended Responsibility:** Where the main intent is to have the live video stream in one area monitored by a staff member in close proximity. In this case video may or may not be recorded. Example: a computer lab with multiple rooms and only one staff.
- D. **Student Misconduct:** cameras may be used to evaluate misconduct such as cheating on exams, vandalism, making false calls at security phones etc...

## 2.3 General Principles

Information obtained from the cameras shall be used for safety and security purposes and for law and policy enforcement, including, where appropriate, student discipline or other misconduct matters.

Departments requesting security cameras will be required to follow the procedures outlined in this policy.

### 2.3.1 Placement of Cameras

The use of audio will be decided on a case by case basis as determined by the CSC

Placement of security cameras in the following locations is prohibited:

- Student dormitory rooms in the residence halls
- Counseling Services
- Health Services
- Bathrooms
- Locker rooms
- Private faculty and staff offices, unless requested by the occupant(s) of the office
- Classrooms not used as a lab
- Faculty Lounges, **Unless requested by Dean or Vice President of respected area and/or a security need has been identified**

~~Signs should be placed in buildings in which cameras are installed. Further,~~ Video camera installations should be visible. The installation of “dummy” cameras that do not operate on a regular basis is prohibited.

### 2.3.2 Appropriate Use and Confidentiality

Personnel are prohibited from using or disseminating information acquired from university security cameras, except for official security purposes, as permitted by this policy, or as otherwise required by law. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official university and law enforcement purposes. In no case will camera systems covered by or video recordings

created in accord with this policy be used to evaluate faculty performance.

### 2.3.3 Exceptions

This policy does not apply to:

1. Cameras used for academic purposes;
2. The use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes. Examples of such excluded activities would include videotaping of athletic events for broadcast or post-game review, videotaping of concerts, plays, and lectures, or videotaped interviews of persons;
3. Automated teller machines (ATMs), which utilize cameras;
4. **University Emergency Call Stations** are also exempt from this policy.
5. The University Testing Center/Testing Services **and proctoring locations.**

## 3. Procedures

Departments requesting security cameras will be required to follow the procedures outlined in this policy. Departments requesting security cameras will also be required to give all faculty and staff members in the department at least 30 days to comment to the Campus Security Committee on the proposed camera system before said proposal is adopted. **If there is an identified security risk to the safety and health of the University, placement of camera will not need prior approval by the CSC. The CSC will be notified at next meeting of the placement, and will then review the placement of the camera.**

### 3.1 Installation

Individual colleges, departments, programs, or campus organizations installing video surveillance equipment shall submit a written request to their appropriate dean or vice president describing the proposed location of surveillance devices, justifying the proposed installation, and identifying the funding source or sources for purchase and ongoing maintenance.

- The vice president, dean or designee will review the request and, if appropriate, recommend it to the Chief of Police and the Director of Information Services.
- The Chief of Police or designee and the Director of Information Services **or designee** will review all proposals from deans and vice presidents. Upon completion of review of the project, the Chief of Police and Director of Information Services will forward the proposal to the CSC with a recommendation.
- The CSC will be responsible for reviewing and approving or denying all proposals for security camera equipment recommended by the Chief of Police and the Director of Information Services.

### 3.2 Storage and Retention of Recordings

No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information. **All violations of this section will be enforced by the appropriate campus office following state law and/or University policy and procedure.**

Surveillance records shall not be stored by individual departments. All surveillance records shall be stored in a secure university centralized location for a period of **time determined by current retention policies based on local, state, and federal laws.** ~~of 28 days and~~ **It** will then promptly be erased or written over, unless retained as part of a criminal investigation, employee grievance, student discipline proceedings, Affirmative Action investigations, pending or anticipated court proceedings (criminal or civil), or other bona fide use as approved by the



Chief of Police or designee.

A log shall be maintained of all instances of access to or use of surveillance records. The log shall include the date and identification of the person or persons to whom access was granted. ~~For cases in which an instructor's presentation is to be viewed, that instructor will be notified that the tape is scheduled for viewing and will be allowed to participate in the viewing.~~ University employees will be notified of video requests in conjunction with local, state, and federal laws and/or University policy.