Minutes of
THE FACULTY SENATE
OF
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Wednesday, December 7, 2016, at 1:00 p.m. in Rothwell 456.
The following members were present:

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

Dr. Michael Rogers and Mr. Ken Futterer were absent. Dr. Mohamed Abdelrahman,
Dr. Neal Barlow, Dr. Pat Buford, and Mr. Wesley Duke were visitors.

CALL TO ORDER

President Huss called the meeting to order, and asked for a motion in regard to the minutes of November 8, 2016.

APPROVAL OF
MINUTES

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

Dr. Kellner mentioned a comment made by Ms. Brooke Southard during her presentation in November on the health insurance changes and the suggested tier structure. He stated she had mentioned the committee reviewing the changes had not wanted the higher paid employees to subsidize the insurance amount paid by the lower paid employees. He stated this is an important comment and should be included in the minutes. Consensus was to approve the minutes as amended.

Motion carried.

VPAA UPDATE

President Huss invited Dr. Mohamed Abdelrahman, Vice President for Academic Affairs, to address the Senate. Dr. Abdelrahman reported on a pilot initiative allowing freshman students to retain their scholarships for the spring semester if they earn at least a 2.0 GPA with 12 hours for the fall. The student will need to earn a cumulative GPA of 3.0 by the end of the spring semester in order to retain the scholarship for the next academic year. He stated he would report on the impact of this initiative at a later date. Dr. Kellner questioned whether the students will have any other additional requirement, and Dr. Abdelrahman responded that these students will be strongly encouraged to avail themselves of services offered by the tutoring center.

Dr. Abdelrahman stated he and his staff had met with representatives of the Senate concerning the final exam schedules and noted the validity of the concerns of the Senate. For fall and spring end of term, he stated more meetings would need to be held and other options considered. For summer, however, he asked that the Senate consider carefully in their later discussion of this agenda item the option of adding five minutes to the face to face class periods, allowing summer session II to end on Wednesday.

Dr. Abdelrahman reported the *Faculty Handbook* "still needs a lot of work" and emphasized the need for language that is "clean and has no holes." As part of the current draft, President Huss noted increased participation by the faculty in the evaluation and promotion and tenure processes; Dr. Abdelrahman stated parts of the draft appear "murky" and needed work.

Dr. Abdelrahman asked the Senate to consider forming a committee to work with the administration on ideas for student success. He advocated close faculty involvement in any student success initiatives and reminded the Senators that revenue growth in the future may well depend on successful retention efforts.

NEW BUSINESS: LAPTOPS IN ENGINEERING	President Huss invited Dr. Neal Barlow, Dean, College of Engineering and Applied Sciences, to speak. Dr. Barlow reported that Tech's engineering programs are re-accredited by ABET every six years and that he himself is an ABET commissioner. During the last accreditation visit, the mechanical engineering program was found to be deficient in several of the criteria areas for re-accreditation. One area concerned students having the necessary computers to run the programs and software needed for success in the program. Dr. Barlow noted many universities across the country now require students entering the engineering program to buy a laptop built to certain specifications relating to processor, speed, RAM, etc. Laptops with these specifications will cost from approximately $800 up to $2,500. If the engineering program requires the laptop, then federal financial aid will cover the cost up to $1,500. He stated he is asking the Senate to support the addition of this program requirement.

When asked if a student can use a Mac, Dr. Barlow responded that most of the software is written for PCs. When a concern was expressed as to when the student buys the software, Dr. Barlow noted the suite of software programs is not purchased until the sophomore year; the freshman student must only purchase one software package. He stated the Office of Information Systems had assured him that the laptops would be able to last for four years, and he stated they would not require students to purchase software updates after their initial package purchases. Dr. Barlow noted a few laptops would be available for checkout.

Motion by Dr. Tucci, seconded by Dr. Kellner, to support the recommendation that the catalog be changed to include a computer requirement for engineering students. Motion carried.

It was noted the catalog will only include the requirement and refer the student to the engineering website for machine specifications.

PHISHING/FRAUD POLICY	President Huss stated the policy draft on phishing and fraud (Attachment A) had been edited, striking the language concerning any disciplinary action. Another version of the policy will be ready by February's meeting, if needed. No other edits were suggested.
EXTERNAL WORK POLICY	Dr. Patton reported a productive meeting with Mr. Thomas Pennington and stated Mr. Pennington was very willing to make changes and incorporate suggestions to the external work policy draft. Dr. Patton stated it would most likely be early next semester before Mr. Pennington brings a revised draft for consideration.
FACULTY EXCELLENCE AWARD POLICY	President Huss stated that Academic Affairs had asked the Senate to consider whether a change in eligibility for the faculty excellence awards should be considered. Currently, only tenured, senior faculty are eligible for nomination for the awards, which carry a $2,000 stipend. Discussion centered on the awards serving as recognition for faculty who have made an investment to the university, as a means to keep tenured faculty engaged, and as a recognition of "our best." Consensus was to make no changes to the eligibility requirements.

FACULTY LINE UP AT GRADUATION	President Huss asked Ms. Chronister to address the issue of the line up of faculty for graduation (Attachment B). She reported that students will be allowed for the first time at the December commencement ceremonies to line up with their peers in their academic departments. She stated Academic Affairs wanted to give the faculty the opportunity to also change their line up if desired, although a change would not take place until the May ceremonies. Discussion centered on other line up alternatives and the longstanding traditional line up of the university based on rank and years of service in rank.

Motion by Dr. Walton, seconded by Dr. Tedford, to make no changes to the faculty line up at graduation at this time. Motion carried. |
| CURRICULUM PROCESS | President Huss referred to an email concerning the curriculum process sent by Ms. Tammy Weaver, Registrar, (Attachment C) and noted that the Curriculum Committee is seen as "not having a real active service." He also noted a dependency upon the Registrar to vet the proposals. Several Senators who had also served on the Curriculum Committee reported a lack of contextual knowledge needed to assess each proposal and stated time was also an issue when dealing with several hundred pages of proposals. Concern was also expressed as to whether the Director of Assessment was able to review proposals before they started through the curriculum process.

Discussion then centered on whether this committee's structure should be reconsidered, with suggestions of subdividing the committee to make review more manageable and having departmental committees review proposals first. President Huss noted Ms. Weaver had recommended training and workshops for committee members. He asked that the members contemplate this issue. |
| CHANGING STUDENT EVALUATION OF FACULTY QUESTIONS | President Huss stated the issue of changing questions on the student evaluation brings up the need to establish steering committees to work on issues like this. These ad hoc committees could have both Senate representatives but also members from the general faculty who have expertise or interests in certain areas. Adjunct faculty and staff could also become involved when appropriate. Members could be asked to participate or could be recruited, depending on the particular issue. Recommendations would then be made back to the Senate for consideration. The members of the Senate indicated an interest in this general idea.

Specifically for this change to evaluation questions (Attachment D), President Huss stated the steering committee could consist of faculty who have designed surveys and others with an interest in this process. He reported that if changes to the student evaluation questions could be determined by March 31, 2017, then they could be incorporated in the spring student evaluation cycle. The new evaluation software also allows for questions specified by departments and colleges. He will also request the steering committee to investigate what questions other universities in the State ask. |
| OLD BUSINESS: FACULTY WELFARE COMMITTEE (referred to as Faculty Grievance Committee) | Dr. Walton reported the document distributed (Attachment E) represents final edits for the Faculty Grievance Committee and includes those suggested by Ms. Jennifer Fleming, Affirmative Action Officer. The document is in response to the administration wanting timelines for grievances established and included in the *Faculty Handbook*. For instance, once a complaint is received by the committee, the committee has five days to determine whether to consider the complaint or not. If a complaint is considered, a decision must be made within 60 days.

Dr. Kellner advocated the committee's recommendation accompanying that of the university President to the Board of Trustees. Concern was expressed as to whether that change would be acceptable to the administration. Dr. Walton, who is serving as the current chair of the Faculty Grievance Committee, noted the committee's function is to ensure that established procedures are followed and they are being applied consistently for each faculty member. |

==Motion by Dr. Kellner, seconded by Dr. Tedford, to amend Item B of Attachment E to include a provision that a recommendation of the Faculty Grievance Committee accompany the President's recommendation to the Board of Trustees.==

Dr. Tucci stated this recommendation does not allow the President a chance to change his/her recommendation prior to the committee's recommendation going to the Board. Dr. Hunter agreed and stated this is an operational responsibility of the President. After further discussion, Dr. Kellner agreed to table his motion.

==Motion by Dr. Kellner, seconded by Dr. Walton, to table the motion to amend Item B. Motion carried.==

President Huss stated he would speak with the President and Vice President for Academic Affairs concerning this issue.

REPORT ON PROMOTION AND TENURE REVIEW PROCESS	President Huss stated the Senate's sub-committee reviewing the promotion and tenure draft had met with Dr. Jeff Woods. He and Dr. Woods met with Dr. Abdelrahman yesterday and noted two or three major issues with the draft language. One concerns moving from the old criteria to the new criteria and leaving certain faculty in a "void," particularly those classified as visiting. He also reported the new guidelines require a faculty member on tenure track to be ABD or have a terminal degree. This would also leave some current tenured faculty unable to apply for promotion under the new guidelines. The sub-committee will be working on the language over the next few months.
EVALUATION OF ADMINISTRATORS	President Huss stated an evaluation of Dr. Abdelrahman and Dr. Bowen will occur but he is not yet sure what the evaluation will entail. He noted the President's concern that individuals participating in the evaluations may not actually have contact with her or the Vice President on a regular basis. President Huss stated he would continue to work on this issue.
FINAL EXAM AND GRADE SCHEDULE	Dr. Hunter reported she, Dr. Rogers, and Dr. Brant had met with Academic Affairs concerning the final exam and grade schedule (Attachment F). First, she advocated supporting the idea of adding five minutes to the summer class periods in order to end summer session II on the Wednesday before graduation. Senior grades would still be due by midnight that night; other grades by Friday at 5 p.m. This change could be implemented for summer, 2017, as a pilot.

==Motion by Dr. Tucci, seconded by Dr. Stobaugh, to add five minutes to the summer session face to face classes. Motion carried.==

Dr. Hunter stated discussions were also held concerning the end of term schedule for the fall and spring semesters and the need for additional grading time after finals are complete. She and Dr. Rogers had attended an SGA meeting, and the students were adamant about keeping Reading Day. She said the SGA would like to have finals on Monday through Friday, with finals on Monday and Tuesday, Reading Day on Wednesday, and then finals on Thursday and Friday. She noted issues with starting earlier in the fall semester, particularly relating to Student Services' functions. One idea is to add five minutes to the three-hour lecture sections on MWF (leave Tuesday/Thursday classes as are). Many of the Senators were not in favor of this solution. Other ideas discussed included Saturday finals, expanding each day of final exams to include more exams, taking away Reading Day, eliminating the fall break or one day of the fall beak, and taking away the Wednesday before Thanksgiving. Dr. Hunter stated any changes for the fall and spring semesters would not take place until the 2018-19 academic year; she asked those with ideas to email her.

SECURITY CAMERAS	Dr. Kellner referenced the distributed policy on security cameras (Attachment G) and asked each Senator to review and send him any comments. If the policy is adopted, any cameras in locations no longer allowed would have to come down. President Huss stated the policy

would be considered for action at the February meeting.

SHARED
GOVERNANCE
President Huss reported all faculty should have received an email about the upcoming professional development day (i.e., January 11, 2017). This meeting will focus on shared governance with a speaker and a series of workshops. An announcement with more specific information will go out later this week or next week and he encouraged participation.

OPEN FORUM
President Huss asked Ms. Chronister to report on the eportfolio effort. She stated the ad hoc committee had reviewed one software package and would possibly review one or two more. Ms. Chronister also noted another possibility of utilizing Blackboard for this purpose since the University already owned the product.

Referencing the changes to standing committees made this past spring and the inclusion of term limits for some of them, Ms. Chronister asked the Senate to define when a term limit should be imposed. It was determined that, since the changes were not effective until the 2016-17 *Faculty Handbook*, the current term or any fraction thereof counts as the first term of the individual when term limits are being reviewed.

ANNOUNCEMENTS
Dr. Darnell reported that Public Safety is conducting a Toys for Tots drive. President Huss reported other toy drives are on-going and a food for kids drive is also underway. He reported that food recovery for the calendar year totaled 19,220.5 pounds. Dr. V. Carole Smith reported socks, mittens, scarves, etc., were being collected in Crabaugh for children ages 0 to 10.

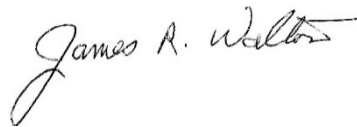President Huss referenced the schedule of Faculty Senate meetings for spring included on the agenda.

ADJOURNMENT
The meeting adjourned at 3:45 p.m.

Respectfully submitted,

Sean Huss, Ph.D., President

James Walton, Ph.D., Secretary

Attachment A

Phishing and Fraud Data Security Policy

Definitions

"**Confidential Information**" as used in this policy includes confidential employee and student information, information concerning Arkansas Tech University research programs, proprietary information of Arkansas Tech University, and sign-on and password codes for access to Arkansas Tech University computer systems. Confidential Information shall include education records protected by the Family Educational Rights and Privacy Act (FERPA). Confidential Information includes information maintained or transmitted in any form, including verbally, in writing, or in any electronic form.

"**Phishing**" as used in this policy is the attempt by criminals to acquire sensitive information (such as usernames, and passwords or credit card, social security or bank account numbers) from Internet users by pretending to be a trusted entity or business (such as an Arkansas Tech University department), and then use the information to steal business or personal income or data, access financial accounts, or infect computers with viruses or malware.

Policy

Arkansas Tech University is not responsible for employees or students who release their confidential information in response to a phishing scheme delivered through the Arkansas Tech University e-mail system, smart phone text messages, phone calls, or any other technology or from face-to-face scam artists. Each individual is responsible for any personal financial loss incurred (including lost wages or salaries earned at Arkansas Tech University) as a result of the individual providing confidential information in response to a phishing scheme. ~~If an employee's response to a phishing scheme results in a breach of FERPA, HIPPA, or a disruption of Arkansas Tech University computer services, disciplinary action may be taken by the~~ university.

Optional training will be provided by the Arkansas Tech University Office of Information Services to members of the campus community on an annual basis.

Attachment B

Sean Huss
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From:	Pat Chronister
Sent:	Wednesday, November 09, 2016 9:59 AM
To:	Sean Huss
Cc:	Jana Crouch
Subject:	FW: October Drafted Agenda

Another item from a September email that we would like for the Senate to discuss at some point.

Pat

From: Pat Chronister
Sent: September 19, 2016 8:30 AM
To: Jana Crouch; Sean Huss
Subject: RE: October Drafted Agenda

Dr. Huss,

Something else I thought of this weekend that you may or may not want to bring up and it could wait until November. In May we are looking at organizing the students for graduation line-up by department so that students within the same major could sit together. They would not be lined up alphabetically, but again, could sit where they wanted to as long as they are within the department where their major resides. (Someday we may get to the major level, but right now just by department.)

So, we are wondering if the faculty would like to consider alternative line-ups. Examples:

1. Keep the line-up as it is (by rank and years of service in rank)
2. Line up by department like the students:
   A. Line up by department and stand by whomever they choose
   B. Line up by department by rank and years of service in rank or just by rank
3. Line up by college:
   A. Line up by college and stand by whomever they choose
   B. Line up by college by rank and years of service in rank or just by rank
4. Line up and stand by whomever they choose (there would be some logistics here in that we would have to count how many were in each line and move folks around right before marching in so that the seating would work; we would have to think about how best to do this one)

Obviously, there could be other variations of this. Someone may have a great idea that they saw at another university. My understanding is Dr. Bowen wants graduation to become more focused on the student and less on formality. She wants Tech to come up with its own ceremony that is unique to Tech. That is why we had the faculty walk onto the Coliseum floor first for the August graduation and make a "tunnel" for the students to walk between so that the faculty could clap and acknowledge the student graduates. I believe she really liked that and we are going to continue that for December.

Please think about when you might want to bring this up. If the Senate wants to pursue a change, it may be that a survey posing different scenarios could be sent to the faculty this fall and a recommendation made by end of fall or sometime during the spring. We would just need to know by mid spring (say March) at the latest so that we could plan accordingly.

Thanks,
Pat

From: Jana Crouch
Sent: September 14, 2016 4:09 PM
To: Sean Huss
Cc: Pat Chronister
Subject: October Drafted Agenda

Dr. Huss,

I will be out of the office the rest of this week for Leadership Tech, then out again on Monday with a doctor's appointment, so I wanted to get this draft agenda to you to allow plenty of time for you to meet with your Executive Committee. The agenda would ideally go out by Wednesday, September 28th.

This is a heavy agenda. I've put my notes/questions in red. Pat suggested (and I agree) it might be helpful for the discussion on the Faculty Excellence Awards eligibility to include the section from the Handbook:

FACULTY RECOGNITION
Faculty Excellence Awards
The Faculty Excellence Awards were established in spring, 1996, by the Arkansas Tech University Board of Trustees as part of an effort to continually promote and recognize distinguished service. Full-time faculty, who are tenured and hold the rank of either associate professor or professor, are nominated by their peers for awards in the areas of teaching, scholarly activity, and service. The nominees are given the opportunity to submit portfolios for review by an Excellence Award Committee; after evaluation of the portfolios submitted, the committee selects a faculty member to be recognized for each category. The recipients are awarded a stipend of $2,000 and a plaque in recognition of their accomplishments during the spring commencement ceremonies. The Excellence Award Committee is composed of seven faculty members: three faculty selected by the Vice President for Academic Affairs who traditionally selects the previous year's three recipients of the excellence awards (the recipient of the teaching award serves as chair); three faculty selected by the Faculty Senate chair; and the Chair of the Faculty Senate.

If you'd like, I can distribute that with your final agenda.

Please let me know what changes, additions, etc., you would like!

Jana Crouch
Director of Academic Services
Academic Affairs
Administration 200
479-964-0583 ext. 4351
jcrouch4@atu.edu

ARKANSAS TECH
UNIVERSITY

Attachment C

Sean Huss

From:	Tammy Weaver
Sent:	Friday, October 28, 2016 9:03 AM
To:	Sean Huss
Subject:	Curriculum Committee

Dr. Huss:

As we discussed, I believe the curriculum process needs to be reviewed. I feel the department heads, deans, and Curriculum Committee members have become very dependent on Pat Chronister and me in regards to reviewing the proposals. Many of the proposals are put together too quickly with little regard to quality. In fact, a department head commented to me that "Pat and I would find any problems". I feel what is not understood by all involved in the process is that Pat and I are generally only reviewing the mechanics of the proposals.

In regards to Curriculum Committee participation in the process, I feel we have members who thoroughly review the proposals and ask me several questions prior to the meetings. When I receive those calls, I address the concerns with the department submitting the proposal. To be honest, not many questions if any are asked during the meeting. On a positive note, the representatives of the proposals seem to do an excellent job of summarizing the request.

To improve the curriculum process, I would like to recommend we offer a curriculum proposal workshop several times a year to faculty and department heads. I would like to see the Curriculum Committee members actively involved in conducting the workshops. In addition, I would like to see a checklist created to assist faculty and department heads with curriculum development.

In an effort for the Curriculum Committee members to become more involved in the process, I would like to recommend members become involved in the development process of the proposals with the departments and assist with presentation of the proposal to the committee. We will need to ensure each Curriculum Committee member is thoroughly trained in curriculum development.

Unfortunately, deadlines are a necessary evil in this process if we want the proposals to appear in the next catalog on March 15. Careful planning is essential to the curriculum development timeline for new programs to gain full approval through Tech's governance and ADHE approval. I would like to recommend better explanation of these deadlines. I firmly believe producing a better quality program is more important than rushing to get it in a catalog.

I would recommend Dr. Abdelrahman and members of the Faculty Senate meet with the following members of the Curriculum Committee who have one more year remaining in their term of service. Members who will start their 2nd term next fall are:

Holly Ruth Gale (AH 2 year term)
Dr. Debra Hunter (BA 2 year term)
Dr. Shellie Hanna (ED 2 year term) CHAIR ELECT
Dr. Cathi McMahan (EAS 2 year term)
Dr. Tennille Lasker-Scott (PS 2 year term)
Dr. Tom Limperis (NH 2 year term)

Thanks so much for your visit this week. I feel as an institution we all should strive for excellence in all we do.

Tammy

Attachment D

Sean Huss

From:	John Wyatt Watson
Sent:	Friday, November 04, 2016 4:03 PM
To:	Sean Huss
Subject:	RE: Quick Questions

Dr. Huss,

1. According to my memory (subject to be incorrect) I think that the Deans council in concert with the Faculty Senate created the current version of questions.
2. You are correct, the English question is the only mandated question. We have as much leeway as we want really, the State only mandates that we 'include an assessment of the fluency in English of the faculty member'. I understand that to mean that we have total control of the phrasing of the question just as long as ask about fluency in English in some form.
3. We would need the new questions by March 31st in order to use them for Spring 2017.

Thanks,
Wyatt

John "Wyatt" Watson
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From: Sean Huss
Sent: Tuesday, November 01, 2016 1:29 PM
To: John Wyatt Watson <wwatson@atu.edu>
Subject: Quick Questions

Hey Wyatt,

In my role as Faculty Senate Chair, I now have to pester you for some information. As you are aware, we discussed possibly changing the student evaluation questions in our September meeting. I am going to start working on that issue in the next week or so. I was reviewing all of the questions we have in place now, and I thought I'd ask a few quick questions so I can get some history and context for the existing student evaluation questions. Here they come:

1. How were the questions that we now use selected? Was this done by your office, the administration, a committee out of the Faculty Senate, or some other method?

2. My understanding is that the only question mandated by the State of Arkansas is: "The instructor is fluent in English." Is this correct? Where did this version of the question come from? Is this how the state requires it to be phrased? How much latitude do we have in changing this question?

3. When would we need to have revised questions to you, so that we may use them for Spring 2017? In essence, what would the clock look like if we wanted to change these and implement them in the next term? Do we have to go through any special approvals with the state?

Okay, so they aren't really quick questions, but they help us start the ball rolling. Once I get your answers, I'm going to call the committee together and start the conversation on changing these questions.

Thanks for taking the time to answer...

Sean

Sean Huss, Ph.D.
Associate Professor of Sociology
Chair, Faculty Senate 2016-2017
Graduate Program Director, Psychology and Sociology
Faculty Co-Advisor, Because We Can
Faculty Co-Advisor, Campus Kitchen at Arkansas Tech University

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2010 Arkansas Code
Title 6 - Education
Subtitle 5 - Postsecondary And Higher Education Generally
Chapter 63 - Employees of State Institutions
Subchapter 1 - General Provisions
§ 6-63-104 - Faculty performance review.

6-63-104. Faculty performance review.

(a) The president and chancellor of each state-supported institution of higher education in Arkansas shall work with the campus faculties to develop a framework to review faculty performance, including post-tenure review. The framework should be used to develop processes and procedures at each institution to ensure a consistently high level of performance of the faculty at Arkansas' publicly supported institutions of higher education. The effects of the review process of faculty performance should include rewarding productive faculty, redirecting faculty efforts to improve or to increase productivity, and correcting instances of substandard performance. The framework developed by each institution shall be reported to the House Interim Committee on Education and the Senate Interim Committee on Education, the Joint Interim Oversight Committee on Education Reform, and the Department of Higher Education no later than December 1, 1998, and shall be implemented on the respective campuses no later than January 1, 2001.

(b) Pursuant to subsection (a) of this section, each state-supported institution of higher education in Arkansas shall conduct a rigorous, consistently applied, annual review of the performance of all full-time faculty members. This review shall include assessments by peers, students, and administrators and shall be utilized to ensure a consistently high level of performance and serve in conjunction with other appropriate information as a basis for decisions on promotion, salary increases, and job tenure. The evaluation by students and administrative staff, shall be applicable to all teaching faculty, full-time, part-time, and graduate teaching assistants and shall include an assessment of the fluency in English of the faculty member or graduate teaching assistant. This review shall not be used to demote a tenured faculty member to a nontenured status.

(c) (1) Each college and university shall continually make efforts to identify any English fluency deficiencies of the teaching faculty and shall take reasonable measures to assist deficient faculty members in becoming proficient in English; however, the responsibility of acquiring the level of English proficiency required for the faculty member's teaching, research, or service assignments rests with the faculty member.

(2) Each college and university shall have a process for addressing concerns raised by students concerning language proficiency problems of faculty members.

(d) The department shall be responsible for monitoring the evaluation process and shall report its findings to the Arkansas Higher Education Coordinating Board and to the Legislative Council by August I of each year.

(e) Each state-supported institution of higher education shall require full-time faculty members of the college of education and related disciplines to work collaboratively with the accredited public schools in this state, and such faculty involvement shall be included as part of the annual review of the faculty as required by subsection (b) of this section.

Attachment E

The following addition/alterations to the handbook are aimed to set forth procedures, timelines and reduction of time conflicts for meetings that will expedite the Faculty Grievance process, as requested by Faculty Senate and the President.

A) Request: a set time be put aside for University-wide Committee meetings.

This should be a set hour Monday, Wednesday AND Friday, e.g. 4 p.m., such that each of the committees be able to meet without conflict with teaching, departmental, or other committee work. This would need to be communicated to the Deans and Department heads, and flexibility given in teaching schedules such that faculty on these committees be able to attend, or faculty realize that they cannot be elected to a specific committee because they are unable to commit to that time. This may also limit the number/identity of committees to which a faculty member be elected. 4 p.m. is a time at which fewer classes/labs are scheduled (certainly based on Finals week) and once set, departments would be able to plan schedules in future semesters.

B) Replacement/Amendment to "Chapter II, B. Initial Appointments and Tenure," item #6 (page 13)

Insofar as the faculty member alleges that the decision against renewal was based on inadequate consideration, the Faculty 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.

If the Faculty Grievance Committee believes that adequate consideration was not given to the faculty member, 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 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 Grievance Committee is a duly elected standing committee whose membership is determined by the faculty (Chapter III).

C) Establishment of Procedures and Timelines for Faculty Grievances and Appeals (for insertion into the Faculty handbook, replacement (amendment) of Chapter II, Section M. Page 19)

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 Grievance Committee for a hearing.

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) sexual harassment/misconduct; d) discrimination based on a protected category; and e) appeals against promotion and tenure decisions. In the latter

cases, faculty should refer to specific procedures and deadlines in the appropriate sections of the Handbook.

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 recommendations 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.

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 administrative process through their immediate supervisor.

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 investigate 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.

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.

4. The subcommittee shall present their accumulated evidence and recommendations to the full FGC, or a quorum thereof within 60 working 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. The number (only) of yes, no and abstention votes will be recorded in the minutes of the meeting.

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, 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 procedure

Attachment F

Pat Chronister

From:	Faculty Senate
Sent:	December 01, 2016 1:25 PM
To:	Molly Brant; Dana Ward; Darnell, Melissa; Debra Hunter; Marcel Finan; Jack Tucci; Jim Walton; Jason Patton (Faculty); Jon Clements; Chris Kellner; Monty Smith; Johnette Moody; mrogers6; Jeremy Schwehm; Sean Huss; Shelia Jackson; James Stobaugh; Susan Underwood; Bruce Tedford; V. Carole Smith; Faculty Senate; Brent Etzel; Ken Futterer; Wesley Duke; Pat Chronister
Subject:	FW: Meeting on Final Exam Period
Attachments:	Proposed Summer Schedule Change (Faculty Senate).docx; Proposed Fall and Spring Schedule Change (Faculty Senate).docx

Senators,

Please see the email below regarding the final grade submission timeline.

Thanks,
Sean Huss

From: mrogers6
Sent: Friday, November 18, 2016 1:55 PM
To: Sean Huss; Jana Crouch
Cc: Debra Hunter; Molly Brant
Subject: Meeting on Final Exam Period

Sean,

Debra, Molly and I met with Dr. Abdelrahman, Pat Chronister and Jana Crouch Thursday to discuss the final grade submission timeline. It was a very productive meeting that raised some new possibilities that need to be discussed at the December Faculty Senate meeting. However, to do this we needed to circulate some information with the Faculty Senate BEFORE the meeting.

1) **SUMMER (AS EARLY AS SUMMER 2018):** The cleanest solution (a change Academic Affairs can make without affecting other institutions, e.g., student services, physical plant, etc., to the problem of submitting Senior grades early is to increase the length of summer classes by 5 minutes. See the attached Proposed Summer Schedule Change for details. **Dr. Abdelrahman has asked that Faculty Senate discuss this solution in our December meeting. IF the Faculty Senate likes this option and is willing to vote to support it in the December meeting, Academic Affairs believes this change could be introduced for the Summer 2017.**

2) **FALL AND SPRING (NOT UNTIL FALL 2018-SPRING 2019 earliest):** As for the Fall and Spring options, there are two options (see a and b below) that Academic Affairs can make Academic Affairs can make without affecting other institutions, e.g., student services, physical plant, etc. **Academic Affairs has asked that the Faculty Senate provide feedback on which option it prefers, if either.** It will also be getting student feedback on the options. The earliest any change to Fall and Spring calendars and schedules could occur is the 2018-209 Academic Calendar.

   a. Eliminate Reading Day which would allow final exams to end on Monday and give about 36 hours after the last finals for submission of grades.

   b. The adoption of a 55 minute MWF class schedule (see attached Proposed Fall and Spring Schedule Change) that would allow the elimination of the last two meetings of MWF classes at the end of each semester. Classes would end on Friday and exams could be done in one week leaving faculty the entire weekend, Monday, Tuesday and until noon Wednesday to calculate grades. The options here are numerous:

      i. Monday is reading day and final exams Tuesday through Friday

     ii. Monday and Tuesday are final exam days, Wednesday is a reading day, and Thursday and Friday conclude final exam days.

     iii. Eliminate reading day and

   1. Have final exams Monday through Thursday

   2. Go to a 5 day final exam schedule and have exams Monday Through Friday.

If you are agreeable, we ask that you circulate this information and attachments with the Faculty Senate ASAP. If you have any questions or concerns, let me know.

Mike

Dr. Michael T. Rogers
Associate Professor of Political Science
History & Political Science Department
College of Arts & Humanities
Arkansas Tech University
(479)968-0447
Mrogers6@atu.edu

Summer scenario

Current: Classes end on Friday; grades for seniors were due on Wednesday

1 hour and 35 minutes classes			
7:30 a.m. - 9:05 a.m.	X	95	minutes per class
9:15 a.m. - 10:50 a.m.		24	days per summer session
11:00 a.m. - 12:35 p.m.		2280	minutes per class
1:00 p.m. - 2:35 p.m.			(which is 30 more than needed of 2250)

reset

Proposed: Classes end on Wednesday; grades for seniors still due Wednesday by midnight; others due by 5 p.m. Friday

1 hour and 40 minutes classes			
7:30 a.m. - 9:10 a.m.	X	100	minutes per class
9:20 a.m. - 11:00 a.m.		23	days per summer sessions
11:10 a.m. - 12:50 p.m.		2300	minutes per class
1:00 p.m. - 2:40 p.m.			(which is 50 more than needed of 2250)

Fall and Spring scenario

Current:

MWF - 50 minute classes		50	minutes per class
8:00 a.m. - 8:50 a.m.	x	42	days per fall or spring term
9:00 a.m. - 9:50 a.m.		2100	minutes per class
10:00 a.m. - 10:50 a.m.	+	120	final exam minutes
11:00 a.m. - 11.50 a.m.		2220	minutes per class
12:00 p.m. - 12:50 p.m.			(which is 30 minutes less than
1:00 p.m. - 1:50 p.m.			needed of 2250)
2:00 p.m. - 2:50 p.m.			
3:00 p.m. - 3:50 p.m.		14	Mondays
4:00 p.m. - 4:50 p.m.		15	Wednesdays
9 time periods		13	Fridays
		42	

Current:
TTh - 80 minute classes

		80	minutes per class
	x	27	days per fall or spring term
		2160	minutes per class
	+	120	final exam minutes
		2280	minutes per class
			(which is 30 minutes more than
			needed of 2250)
		14	Tuesdays
		13	Thursdays
		27	

Proposed:

MWF - 55 minute classes		55	minutes per class
8:00 a.m. - 8:55 a.m.	x	42	days per fall or spring term
9:05 a.m. - 10:00 a.m.		2310	minutes per class
10:10 a.m. - 11:05 a.m.	+	120	final exam minutes
11:15 a.m. - 12:10 p.m.		2430	minutes per class
12:20 p.m. - 1:15 p.m.			(which is 180 minutes more than
reset 1:00 p.m. - 1:55 p.m.			needed of 2250)
2:05 p.m. - 3:00 p.m.			
3:10 p.m. - 4:05 p.m.			
4:15 p.m. - 5:10 p.m.			

Proposed:
TTh - 80 minute classes
Leave the same

9 time periods

With 180 minutes extra we could end classes on the Friday before and we would have 1 less Monday and 1 less Wednesday class. Reading Day could be Monday with finals starting on Tuesday and running through either Friday (4 days)
or the next Monday (5 days). Grades could still be due at noon on Wednesday.

13 Mondays		55	minutes per class
14 Tuesdays	x	40	days per fall or spring term
14 Wednesdays		2200	minutes per class
13 Thursdays	+	120	final exam minutes
13 Fridays		2320	minutes per class
67 class days instead of 69			(which is 70 minutes more than
4 or 5 exam days instead of 3			needed of 2250) Gives us a cushion

Must have a minimum of 12 MTWR in order to have 2250 class minutes (12 X 180 minutes each = 2160 + 120 = 2280 {30 minutes extra}) for the night sections.

Note: The only difference for spring is we currently have two more class days (71 instead of 69 - an extra Thursday and Friday). The two extra days could be seen as unofficial "snow days."

Attachment G

Security Camera
Acceptable Use Policy
PRELIMINARY DRAFT – FOR DISCUSSION PURPOSES ONLY

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 existing camera locations and incidents will be conducted by the Department of Public Safety. The Department of Public Safety will publish this evaluation to a public domain available to all interested parties.

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
- Facilities Management member
- 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 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 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, 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

No audio shall be recorded.

Placement of security cameras in the following locations is prohibited:

- Student dormitory rooms in the residence halls
- Counseling Services
- Health Services
- Bathrooms
- Locker rooms
- Offices
- Classrooms not used as a lab
- Faculty Lounges

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. 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 or video recordings 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. Public Safety "pull stations" are also exempt from this policy.

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 an opportunity to comment to the Campus Security Committee on the proposed camera system before said proposal is adopted.

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 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.

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 28 days and 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.