

Minutes of  
THE FACULTY SENATE  
OF  
ARKANSAS TECH UNIVERSITY-OZARK CAMPUS

- ATTENDANCE                   The Faculty Senate met in a regular session Monday, November 12, 2018, at 3:00 p.m. in the conference room of the Health Science & Wellness (HSW) building. The following members were present:
- Gwen Faulkenberry, Chair  
Clinton Hall  
Jessica Pipkins  
Marcus Smith
- Adele Berry, Vice-Chair, Bobby Sewell and Dr. Mike Murders were unable to attend.
- CALL TO ORDER               Mrs. Faulkenberry called the meeting to order.
- APPROVAL OF MINUTES       Mr. Smith made a motion to approve the minutes, seconded by Mrs. Pipkins. Minutes were approved.
- NEW BUSINESS:               There was no new businesses discussed.
- OTHER BUSINESS:
- FACULTY HANDBOOK           Mrs. Faulkenberry stated the most up-to-date faculty handbook copies had been obtained by Mr. Sewell and asked if everyone had received a copy. All indicated they had received a copy.
- There was some discussion about how to proceed. Mrs. Faulkenberry and Mr. Hall indicated they had started reviewing the copy and had made notes to discuss at meetings. Mr. Hall asked if there needed to be statements concerning the ATCC faculty as well as Adult Ed faculty in the handbook that they would follow guidelines in their own handbook if it existed. Mrs. Pipkins and Mr. Smith stated that their schedules were different from most of those on the Ozark Campus and would not follow the same guidelines. Mr. Smith and Mrs. Pipkins indicated they would seek information concerning published policy/guideline materials for their programs.
- Mr. Hall suggested to begin with the January meeting to start the process of going through notes on suggested updates and changes to be completed during the March meeting in order to get any suggested updates and changes to Dr. Murders, Chancellor Sikes and Dr. Bowen for review before the May meeting of the Board of Trustees.
- FACULTY ADVISING           After some discussion, Mrs. Faulkenberry suggested the program chairs and faculty from each program should meet to discuss issues concerning student retention/completion. Each program should develop a checklist of pertinent questions for students to assist during advising. These lists should be used by the faculty and the advising center to help overcome some obstacles with student enrollment. Mrs. Pipkins asked if additional training on the Degree Works software for the faculty could be part of the professional development when the semester resumes in January. Mrs. Faulkenberry stated she would discuss this possibility with Dr. Murders.
- FOOD DRIVE                   Mrs. Faulkenberry stated she had talked with Mrs. Berry and she indicated she had several sacks of food from the Allied Health Building. Mr. Hall indicated he had a few bags in the Collegiate Center and Mrs. Faulkenberry stated she had only what she had purchased.

FACULTY  
AWARDS/INCENTIVES

Mrs. Faulkenberry stated she had received approval from Chancellor Sikes to order a portable sign for “Faculty of the Month” or “Faculty Spotlight” recipients. Mrs. Faulkenberry was concerned that this would not involve the ATCC faculty or the Adult Ed faculty. Mrs. Pipkins stated that the faculty in Adult Ed would be happy with Tech t-shirts. Mrs. Faulkenberry said she would speak to the public relations office to find out about promotional items that could be used for awards.

Mr. Hall asked about service recognition certificates. Mrs. Pipkins and Mr. Smith indicated for the first year everyone receive an award for the specific number of years served. The following years certificates would be in increments at five, ten, and fifteen years of service and so on. This would need to be developed in the Office of Academic Affairs. Mr. Hall stated he would get information from Staff Senate about the certificate design and printing.

CALENDAR

The Faculty Senate will meet during the January professional development week. The time and location will be announced at a later date.

ADJOURNMENT

Mrs. Pipkins made a motion to adjourn and was seconded by Mr. Smith.

Respectfully submitted  
Clinton Hall