

Minutes of
THE FACULTY SENATE
OF
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Tuesday, December 9, 2014, at 1:00 p.m. in Rothwell 456.
The following members were present:

Dr. Molly Brant	Dr. Timothy Leggett
Dr. Glen Bishop	Dr. Kevin Mason
Dr. Carey Bosold	Dr. Johnette Moody
Dr. Marcel Finan	Dr. Jason Patton
Dr. Marc Fusaro	Dr. Michael Rogers
Mr. Neal Harrington	Dr. Rebecca Shopfner
Dr. Annette Holeyfield	Dr. Jack Tucci
Dr. Sean Huss	Dr. Dana Ward
Dr. Chris Kellner	Dr. David Ward
Dr. Linda Kondrick	Dr. Deborah Wilson

Mr. Futterer was absent. Dr. John Watson, Mr. Brent Etzel, Dr. Genet Duke, Ms. Cynthia Callahan and Ms. Pat Chronister were visitors.

CALL TO ORDER

President Ward recognized Mr. Brent Etzel, Director of the Library. He noted the librarians have faculty status and he had invited Mr. Etzel to attend.

President Ward called the meeting to order and asked for a motion in regard to the minutes of the November 11, 2014 meeting.

APPROVAL OF
MINUTES

Motion by Dr. Bishop, seconded by Dr. Brant, to approve the minutes as distributed.
Motion carried.

OLD BUSINESS:
REPORT ON
CAMPUS
RECREATION

Dr. Holeyfield reported the subcommittee had met the previous week, and had asked President Ward to follow up with Dr. Bowen on the Hull Building renovation. President Ward confirmed he would meet with Dr. Bowen in January and discuss the renovation, among other topics.

REPORT ON
COLLABORATION
WITH
ADMINISTRATION

President Ward stated the letter drafted by Dr. Kellner had not yet gone forward to Dr. Bowen. Dr. Huss reported, regarding Dr. Bowen's request for a group of senators to facilitate the open forum with the Interim Vice President for Academic Affairs candidates, a list of questions had been drafted, but not finalized. Dr. Rogers explained the questions generally fall under faculty benefits, promotion and tenure, administrative style, and broad questions such as why each candidate has interest in the position.

HONOR CODE

Dr. Rogers did not have new business to report on moving to an Honor Code University, but stated the topic would remain on the Senate's agenda for future action.

PROMOTION AND
TENURE

Dr. Rogers reminded the Senate that the updates to the promotion and tenure policy had been drafted over two years ago, and noted the changes would need to be revisited before moving forward. Dr. John Watson, Vice President for Academic Affairs, encouraged the Senate, rather than revise the policy, to rewrite it entirely. Dr. Kellner mentioned, in recent conversation with Dr. Bowen, she was open to a rewrite of the policy and even the entire *Faculty Handbook*. President Ward suggested the formation of a collaborative committee with members appointed by the Faculty Senate and members appointed by the President.

OPEN FORUM

Dr. Brant reported she had received questions from faculty regarding the requirement to attend graduation each term, and asked if a rotation for faculty attendance could be considered. Dr. Mason invited Dr. Watson to address the topic. Dr. Watson stated there are three commencement ceremonies each fall and spring term, of which faculty are required to attend one ceremony. He explained faculty can be excused from attending graduation with any reasonable excuse, but reminded the senators that, in his opinion, the ceremonies are for the graduates and their families, and poor faculty attendance could send the wrong message. Dr. Moody stated she viewed attendance at graduation as part of being a faculty member.

Dr. Watson distributed a list of standing committees which include appointments and the proposed changes to the membership of those committees (Attachment A). He stated the proposed changes were an effort to better rotate committee memberships, especially to allow newer faculty more opportunities to serve. He specified the statement “administratively appointed members should not serve successive terms” did not apply to the committee appointments made by the Faculty Senate.

Motion by Dr. Rogers, seconded by Dr. Huss, to table further discussion to the January* meeting to allow the senators time to review the changes. Motion carried.

**Note: Please see the Announcements and Information Items section of the minutes for discussion on the date of the initial spring Faculty Senate meeting.*

Ms. Cynthia Callahan introduced herself as an adjunct instructor in Physical Sciences and the chair of the Adjunct Support Committee. She requested clarification regarding the discussion earlier in the semester of adjunct representation on the Faculty Senate. President Ward reported the adjunct faculty have an open invitation to attend the meetings as non-voting participants. Ms. Callahan expressed appreciation for the opportunity to become more involved and informed. President Ward stated if the adjunct faculty sought more formal representation on the Senate, such as a voting member, it would require a change to the *Faculty Handbook*. Dr. Rogers encouraged Ms. Callahan to gauge the preference of the Adjunct Support Committee and return to the Senate with a ranking of options for adjunct participation on the Faculty Senate. President Ward asked Dr. Rogers and Dr. Huss to meet with the Adjunct Support Committee for further discussion and to answer any questions they may have.

ANNOUNCEMENTS/
INFORMATION
ITEMS

Ms. Chronister clarified the Faculty Senate does not typically hold a January meeting, but has the first meeting of the spring semester scheduled for February.

Motion by Dr. Fusaro, seconded by Dr. Bishop, to hold the first spring meeting of the Faculty Senate in February as scheduled. Motion carried.

ADJOURNMENT

The meeting adjourned at 1:50 p.m.

Respectfully submitted,



David W. Ward, Ph.D., President



Johnette Moody, DBA, Secretary

Attachment A

ELECTED STANDING COMMITTEES WITH APPOINTMENTS
(SUGGESTED ADDITIONAL STATEMENTS IN RED)

In the event that sufficient tenured *or* regular faculty are not available to fill positions on committees as defined below, the appropriate Dean will proceed with elections to fill those committee vacancies with available faculty.

Faculty Senate (Committee on Committees)

Membership: Membership of the Faculty Senate will be established according to Article II, Section I of the Constitution of the Faculty Senate of Arkansas Tech University. That membership will be augmented by two additional Senators, one appointed by the President of the University and one by the Vice President for Academic Affairs. **Appointed members should not serve successive terms. A term equals three years.**

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

Athletics Committee

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

Function: Promote and foster the athletics interests of Arkansas Tech University in a manner that is consistent with the educational standards of the institution, help provide additional oversight of the institution's intercollegiate athletics program, and serve as an advisory body for the faculty on matters concerning the intercollegiate athletics program.

General Education Committee

Membership: One faculty member elected from each college including the supernumerary voting block, one from the Ozark Campus, one faculty member appointed by the Vice President for Academic Affairs, one faculty member appointed by the Chair of the Faculty Senate, one faculty member appointed by the Chair of the Assessment Committee, and one ex officio student member selected by the Student Government Association. Faculty membership restricted to regular faculty. **Administratively appointed members should not serve successive terms. A term equals three years.**

Function: Exercise oversight of general education: regularly assess the degree to which the University is meeting the stated general education goals, review general education goals and requirements, evaluate proposals that affect general education, and clearly and publicly articulate the purposes, content, and intended learning outcomes of general education.

APPOINTED STANDING COMMITTEES

Academic Appeals Committee

Membership: Eighteen members – Six faculty members, one appointed by the respective dean(s) from each college including the supernumerary voting block, six faculty members appointed by the Faculty Senate representing each college including the supernumerary voting block, and six students appoint by the Student Government Association. The faculty on the committee will elect a chair. **Administratively appointed members should not serve more than three successive terms. A term equals one year.**

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

Assessment Committee

Membership: The Director of Assessment and Institutional Effectiveness who will serve as chairperson, one faculty member from each college appointed by the college dean, the graduate college dean, one undergraduate dean appointed by the Vice President for Academic Affairs, the Vice President for Student Services or his/her designated representative, the Vice President for Administration and Finance or his/her designated representative, the Assistant Vice President for Academic Affairs or his/her designated representative for e-Tech, the Assistant Vice President of Enrollment Management or his/her designated representative, the Director of Institutional Research or his/her designated representative, the Director of Information Systems or his/her designated representative, the Chancellor of Arkansas Tech University-Ozark or his/her designated representative, one member appointed by the Faculty Senate, and one student member appointed by the Vice President for Student Services. Other members may be added by the Director of Assessment and Institutional Effectiveness as their expertise and/or assistance is needed to meet the charge of the committee, subject to the approval of the Vice President for Academic Affairs. **Administratively appointed members can serve up to two successive terms. A term equals three years.**

Function: To develop, implement, oversee, and maintain assessment procedures in line with criteria set forth by the state, The Higher Learning Commission, and various specialized accrediting agencies.

Commencement Committee

Membership: Representative of Student Services, registrar, head of music department, plant maintenance superintendent, two faculty members appointed by the President (one of whom serves as marshal of the University), president of the senior class or senior class senator, and manager of the coliseum. **Appointed faculty members should not serve more than three successive terms. A term equals one year.**

Function: Plan and coordinate commencement activities.

Committee on Adjunct Support

Membership: Four full-time faculty members appointed by the Faculty Senate and four adjunct instructors elected by the adjunct faculty (visiting lecturers). **A term equals one year.**

Function: To provide support to adjunct faculty and to enhance the standing of such on faculty on campus. Recommendations will be presented to the Faculty Senate.

Equity and Diversity Committee

Membership: Coordinator for Affirmative Action and Title IX (Chair), Deputy Title IX Coordinator (also serving athletics), Associate Dean For Student Wellness (or designee), Director of Health Services, Chief of Public Safety, Dean of Students (or designee), three students appointed by the Student Government Association, three faculty members appointed by the Vice President for Academic Affairs, and a Human Resources Representative. **Appointed faculty members should not serve more than three successive terms. A term equals one year.**

Function: Monitor and maintain compliance with all applicable federal and state laws that will foster Arkansas Tech University's commitment to building and sustaining an all-inclusive campus community. The committee will serve the campus by leading efforts to create an environment that respects, celebrates, and cultivates diversity and inclusion. This will be accomplished by formulating recommendations, reviewing policy, and identifying steps to implement recommendations.

Guidance and Counseling Committee

Membership: Five faculty members and two staff counselors appointed by the Vice President for Student Services; three students appointed by the Student Government Association. **Appointed members should not serve more than three successive terms. A term equals one year.**

Function: Study and make recommendations concerning the total counseling program of the University.

Honors Council

Membership: A director appointed by the Vice President for Academic Affairs, the Associate Vice President for Academic Affairs, the Assistant Vice President for Enrollment Management, the Director of Recruitment, one faculty member representing each of the colleges, including the supernumerary voting block, **appointed by the Vice President for Academic Affairs**, and two student representatives who are elected by the students in the University Honors program. **Appointed members should not serve successive terms. A term equals three years.**

Function: Responsible for development and revision of procedures and policies pertaining to the Honors Program.

Institutional Review Board (IRB)

Membership: Seven members serving three year terms on a rotating basis. One member appointed from the following colleges appointed by the Dean: Arts and Humanities, Business, Education, Engineering and Applied Sciences, and Natural and Health Sciences; one member from the supernumerary group appointed by the Dean of the Graduate College and the Dean of the College of Professional Studies and Community Outreach; and one member appointed by the Vice President for Academic Affairs. The chair will be elected annually by the committee. **Appointed members should not serve more than two successive terms. A term equals three years.**

Function: Review requests on research involving human or animal subjects. Conduct periodic reviews of human or animal subject policy and procedures.

Pre-Medical Committee

Membership: Six faculty members selected from biological and physical sciences.

Function: Assist students who wish to enter health science professional colleges.

Professional Development Committee

Membership: Six faculty members, three appointed by the Vice President for Academic Affairs and three appointed by the Chair of the Faculty Senate, for three-year terms. **Administratively appointed members should not serve successive terms. A term equals three years.**

Function: To review and recommend Professional Development Grants for funding.

Student Aid Committee

Membership: Director of Student Financial Aid and six faculty or staff representatives ~~selected~~ **appointed** by the Vice President for Student Services, who also serves as an ex officio member. **Appointed members should not serve more than three successive terms. A term equals one year.**

Function: Select scholarship recipients according to established criteria and recommend student aid policy and procedures.

Student Personnel Committee

Membership: Five faculty ~~selected~~ **appointed** by the Vice President for Student Services and four students selected by the Student Government Association. **Appointed members should not serve more than three successive terms. A term equals one year.**

Function: Serve as the appellate body for student grievances and discipline.

Teacher Education Council

Membership: Seventeen (17) members - Thirteen (13) appointed annually by the Vice President for Academic Affairs in consultation with the Dean of Education, who serves as chairperson, the head of the Department of Curriculum and Instruction, who serves as vice chairperson; and the Director of Teacher Education Student Services who serves as secretary. The thirteen (13) members appointed annually shall be comprised of seven (7) faculty representatives [three (3) from the College of Education and one (1) from each of the Colleges of Engineering and Applied Sciences, Natural and Health Sciences, Business, and Arts and Humanities]; a public school administrator; three (3) K-12 teachers; one (1) undergraduate student; and one (1) graduate student. The Dean of Graduate College serves as an ex-officio member.

Function: Serve as an advisory body to the Dean of Education; review and recommend changes in the teacher education programs; approve course additions and deletions; study and recommend changes related to policies and admission standards.

Ad Hoc Technology Committee

Membership: The Associate Vice President for Academic Affairs, who serves as chair, the Dean of Graduate College, the Director of Information Services, the Assistant Director of Information Services for Networked Systems, the Director of the Technology Center, the Director of the Library, five faculty members appointed by the Vice President for Academic Affairs and submitted to the faculty senate for approval, and one faculty member from the Ozark campus appointed by the Chancellor.

Function: (1) To advise the Associate Vice President for Academic Affairs by recommending enhancements to the technology infrastructure for the improvement of teaching and learning, by reviewing proposed enhancements to the technology infrastructure for their impact on teaching and learning, and by assisting in the development and maintenance of a technology plan for the university that will provide continuing support for the teaching and learning mission. (2) To assist the Associate Vice President for Academic Affairs in proactively communicating the rationale for technological enhancements with the university community.

University Promotion and Tenure Committee

- A. The University Promotion and Tenure Committee (UPTC) shall consist of six members. At least one member of the UPTC must come from each of five colleges (i.e., Arts and Humanities, Business, Education, Engineering and Applied Sciences, and Natural and Health Sciences). The sixth member will be selected on an at-large basis from the eligible faculty from the five colleges and the library.
- B. Members of the UPTC must be tenured full-time faculty that hold the rank of Associate Professor or Professor. Members will be serving on departmental peer review committees at the time of their appointment, but other qualified faculty may be appointed, with the approval of the President. Faculty serving as Department Heads or Deans are not eligible for appointment. Persons applying for promotion may not serve on the UPTC.
- C. Three members of the UPTC shall be appointed by the chair of the Faculty Senate with its advice and consent, and three members shall be appointed by the Vice President for Academic Affairs. Appointments shall be for three years. On initial appointment, the term of each member shall be designated as one, two, or three years. The Chair of the Faculty Senate and the Vice President shall each appoint one new member each year thereafter for a three year term. The Faculty Senate Chair shall have first choice in the appointment process. **Administratively appointed members should not serve successive terms.**