

Minutes of
THE FACULTY SENATE
OF
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Tuesday, February 10, 2015, at 3:00 p.m. in Rothwell 456.
The following members were present:

Dr. Molly Brant	Dr. Timothy Leggett
Dr. Glen Bishop	Dr. Kevin Mason
Dr. Marcel Finan	Dr. Johnette Moody
Dr. Marc Fusaro	Dr. Jason Patton
Mr. Ken Futterer	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. Carey Bosold and Dr. Deborah Wilson were absent. Dr. AJ Anglin, Mr. Wyatt Watson and Ms. Pat Chronister were visitors.

CALL TO ORDER President Ward called the meeting to order and asked for a motion in regard to the minutes of the December 9, 2014 meeting.

APPROVAL OF MINUTES Motion by Dr. Kellner, seconded by Dr. Kondrick, to approve the minutes as distributed. Motion carried.

NEW BUSINESS: CURRICULAR ITEMS President Ward called for a motion in regard to the curricular proposals from the Department of Nursing and the Department of Management and Marketing.

Motion by Mr. Futterer, seconded by Dr. Huss, to approve the curricular proposals as presented:

Department of Nursing

1. Delete NUR 3302, Health Assessment for Medical Interpreters, from the course descriptions

Department of Management and Marketing

1. Modify/retitle the minor in Business to the minor in Business and Entrepreneurship

Motion carried.

ONLINE COURSE EVALUATIONS President Ward recognized Mr. Wyatt Watson, Director of Institutional Research, and invited him to address the Senate. Mr. Watson reported the pilot for online course evaluations had been extended in the fall 2014 term to all courses selected for evaluation, including face to face courses. He stated the response rate in the fall 2013 term, using both paper and online evaluations, was 64% participation, and the response rate for the fully online evaluations in the fall 2014 pilot was 54% participation. Mr. Watson was pleased with only a 10% decrease in participation, stating there had been little advertisement or promotion of the pilot. Mr. Futterer asked if the rate of comments had increased. Mr. Watson stated he could not perform a true comparison, but the comment response rate was 54% for the fully online evaluations and, based on feedback from faculty, the comments seemed to be more substantive and of higher quality.

Dr. Kondrick asked when online evaluations become available and how long they remain available to students. Mr. Watson responded the evaluation opens at 80% completion of the course and closes at 93% completion which, for a full term 15 week course, is Reading Day. Dr. Kondrick asked if that information could be provided to faculty. President Ward also asked for an average for all questions in the evaluations for all full-time faculty teaching face to face courses. Mr. Watson agreed to supply the requested information.

Dr. Mason asked what the cost saving benefit would be in moving to fully online evaluations. Mr. Watson estimated a savings of approximately \$15,000 each year in direct expenses for paper, equipment and software, but noted the greatest savings would be in the indirect cost associated with the work hours required to print, process, distribute, collect and scan the paper forms in both his office and the academic departments. He also indicated a transition to fully online course evaluations would permit the university to discontinue the use of the costly ClassClimate software, which was selected for the ability to integrate paper and online evaluations. He stated the software available for strictly online evaluations would not only be cheaper, but have the capability for additional features such as customized questions by the college, department, or even a faculty member.

Mr. Watson stated he had presented this information to the Deans' Council and wanted to also give the Senate an opportunity to provide feedback and ask questions. He indicated there would need to be a recommendation to either 1) extend the pilot to continue with online evaluations, 2) reject the pilot and revert to both paper and online evaluations, or 3) adopt a policy for fully online evaluations for the university. Dr. Finan emphasized the entire faculty body should be asked for input, and suggested sending an email poll. President Ward asked Mr. Watson to draft a preamble for the email, including statistics from the pilot and the benefits and disadvantages of transitioning to fully online evaluations.

STANDING COMMITTEE APPOINTMENTS

President Ward stated the changes to the Standing Committee appointments (Attachment A) had been tabled in December to allow the senators ample time for review. Dr. Fusaro raised the question of whether the Senate should consider following suit to eliminate successive appointments made by the Faculty Senate. President Ward indicated the appointments were made annually by a different Senate chair.

Motion by Dr. Kondrick, seconded by Dr. Rogers, to support the proposed changes to the Standing Committee appointments. Motion carried.

ADJUNCT REPRESENTATION ON THE SENATE

President Ward reported a proposal from the Committee on Adjunct Support (Attachment B) regarding representation on the Faculty Senate had been distributed with the agenda, and he asked for any comments or discussion. Mr. Futterer expressed concern with the added statement in Article II, Section 1: "One Senator shall be elected by the Committee on Adjunct Support." He questioned the proposed election by the members of the Committee on Adjunct Support, rather than by the adjunct faculty at large. Mr. Futterer also indicated a possible issue with the addition of Paragraph D to Article II, Section 3, in exempting adjunct faculty from restrictions in rank.

Dr. Fusaro asked if the proposal was intended to address a specific concern from the adjunct faculty. Mr. Futterer stated he believed the adjunct faculty were primarily seeking opportunities for involvement in governance and more representation. Mr. Harrington responded the chair and/or members of the Committee on Adjunct Support had a standing invitation to attend Faculty Senate meetings, and suggested the invitation alone may resolve the issue of communication and representation. President Ward reminded the senators these proposed changes would require a two-thirds majority vote by the Faculty Senate and approval by the faculty at large before they could go before the Board of Trustees for inclusion in the *Faculty Handbook*. Mr. Futterer volunteered to attend the next meeting of the Committee on Adjunct Support with Dr. Huss to gather additional information on the concerns of the adjunct faculty.

Motion by Mr. Futterer, seconded by Dr. Huss, to table further discussion until after the next meeting of the Committee on Adjunct Support. Motion carried.

OFFICE HOURS REQUIREMENT

President Ward reported it was his understanding the administration may be receptive to a proposal to lower the required number of office hours for full-time faculty, and called for a motion. Dr. Rogers expressed concern that some faculty may not be in favor of reducing office hours, stating availability to students could be a selling point for the university. Dr. Moody indicated many faculty who teach online are available to students well over the required ten hours per week, including nights and weekends. Dr. Tucci stated the general public would not likely have a positive response to a reduction in office hours. President Ward recognized Dr. AJ Anglin, Interim Vice President for Academic Affairs, and invited him to address the Senate. Dr. Anglin reported ten office hours was higher than the average and he and Dr. Bowen would be willing to consider a proposal to reduce that number. He then expressed concern in the number of days a faculty member is available, stating he would not be in favor of holding all office hours for the week over one or two days. He asked the Senate to consider a proposal that would hold the faculty accountable for being reasonably available to students.

Motion by Dr. Kondrick, seconded by Dr. Tucci, to increase the number of weekly office hours to twelve, including virtual hours.

Dr. Kondrick explained increasing office hours with the inclusion of virtual hours would not only be a positively received selling point for the general public, but would give faculty teaching online courses credit for the time spent outside of their office hours responding to students. Mr. Futterer stated the faculty in the Music department often have few or no online classes and this proposal would in effect increase their actual office hours.

The following discussion centered on the definition of virtual office hours and the parameters for departmental oversight. Dr. Anglin suggested the Senate investigate how other institutions are addressing office hours, including virtual hours.

Motion withdrawn by Dr. Kondrick.

President Ward asked for senators willing to serve on a subcommittee to research office hours. Dr. Moody, Dr. Huss and Dr. Patton agreed to serve.

ANNUAL PEER REVIEW FOR TENURED FACULTY

President Ward asked if the teaching evaluation performed by the peer review committee each year could be done less frequently for tenured faculty, such as every three years. Dr. Mason indicated the annual peer review evaluation was mandated by the state and asked Ms. Chronister for confirmation. Ms. Chronister confirmed the state required annual peer review evaluations for full-time faculty (ACA 6-63-104).

ANNUAL EVALUATION FOR TENURED FACULTY

President Ward asked if the annual evaluation of faculty was also mandated by the state. Ms. Chronister confirmed the state required annual evaluations for full-time faculty.

HANDBOOK PROMOTION AND TENURE CONSIDERATIONS

President Ward reported Dr. Bowen has asked Dr. Anglin to review and revise portions of the *Faculty Handbook*, focusing primarily on the Promotion and Tenure section. Dr. Anglin requested the Senate identify a group of faculty to review the existing Promotion and Tenure policy and procedure. He reported the Deans would also be reviewing the policy, and Dr. Anglin would then use the feedback from each group to determine the overlapping areas.

Dr. Rogers suggested using the existing subcommittee which was reviewing the promotion and tenure procedure. The subcommittee consisted of Mr. Futterer (chair), Dr. Rogers, Dr. Huss, and President Ward. Dr. Kellner, Dr. Fusaro and Dr. Bishop also agreed to serve.

President Ward stated this may be the most important task ever posed to the Faculty Senate. Dr. Mason suggested including faculty from each college who have served on the University Promotion and Tenure Committee (UPTC). President Ward noted the administration already has access to the current UPTC members, and stated he would accept nominations by email.

OTHER HANDBOOK CONSIDERATIONS

President Ward reported Dr. Anglin had also invited the faculty to let him know of any other pressing issues within the *Faculty Handbook* that need to be addressed. Dr. Anglin stated the promotion and tenure review would be a substantial undertaking, but welcomed the faculty to submit other areas of concern in the handbook through President Ward.

Dr. Anglin thanked the Senate and excused himself from the meeting.

OLD BUSINESS: REPORT ON CAMPUS RECREATION

President Ward reported Dr. Bowen had been working with Mr. David Moseley, Senior Vice President for Administration and Finance, to identify funding for a student recreation center. President Ward had suggested to Dr. Bowen to consider funding a portion of the center with student fees. He also reminded the senators that Dr. Bowen had mentioned in her open forum meeting in January the progress on connecting the Tech campus with the Bona Dea walking trails.

REPORT ON COLLABORATION WITH ADMINISTRATION

Dr. Huss reported the subcommittee collaborating with the administration had served as a panel during the Vice President for Academic Affairs search process. Dr. Kellner suggested the subcommittee schedule a time to meet with Dr. Bowen.

HONOR CODE

Item tabled for future discussion during strategic planning.

PROMOTION AND TENURE

See Handbook Promotion and Tenure Considerations section.

OPEN FORUM

Dr. Moody reported an issue in the Corley building in which a faculty member brings a large dog into the office regularly, making some faculty uncomfortable. Ms. Chronister offered to pass this along to Dr. Anglin for action.

Dr. Moody stated one row of a parking lot near the Corley building was recently changed to allow yellow hangtag parking. She suggested painting the parking spaces themselves to match the color of the permitted parking hangtags. The following discussion centered on the frequency of changes in parking access and the limited ability of the Senate to have input which would impact those changes.

ANNOUNCEMENTS/ INFORMATION ITEMS

President Ward announced there would be three professional development days for faculty added to the academic calendar. He stated one date would be the Wednesday before the beginning of the fall semester; another would be the Monday or Tuesday before the beginning of the spring semester; and the last date would be the Thursday before graduation in the spring semester. Ms. Chronister specified there is a professional development day scheduled for the current spring semester on Thursday, May 7, 2015.

President Ward reported he was serving on the Budget Advisory Committee. He invited the senators to review the copy of the base budget, which would be available in Tomlinson, Suite 126.

President Ward encouraged the Senate to participate in the fitness challenge from Blue Cross Blue Shield. He stated Blue Cross Blue Shield could potentially reduce premiums if the health care claims from the Tech group were lowered.

President Ward announced Dr. Terrell Strayhorn would be the black history month keynote speaker on February 17 at 7:30 p.m. with an additional professional development session at 3:30 p.m.

Dr. Rogers reported the advisory council for the Center for Excellence in Teaching and Learning was developing a grant application process for faculty seeking funding to attend teaching and learning conferences. He asked the senators to send him information on opportunities for teaching and learning conferences for any and all disciplines.

ADJOURNMENT

The meeting adjourned at 4:55 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.**

Attachment B

In order to better serve the adjunct faculty on campus represented by the Committee on Adjunct Support the committee submits the following proposal for consideration by the Faculty Senate:

1. Faculty Senate Constitution:

ARTICLE II: MEMBERSHIP AND TERMS OF OFFICE

Section 1: *Elective Membership -

One Senator shall be elected by each of the Colleges of the University upon obtaining a minimum of fifteen full-time faculty members. A College shall be eligible for one additional Senator for each twenty full-time faculty members or additional portion thereof. A College entitled to multiple Senators may elect no more than two from any one department. Any College or independent Academic Unit that has less than fifteen full-time faculty members will be combined into a Supernumerary voting block operating under the above delineated rules.

One Senator shall be elected by the Committee on Adjunct Support.

Section 3: Restrictions upon Membership

Paragraph A: No staff member shall be eligible for elective or appointive membership in the Senate who does not hold the faculty rank of Assistant Professor or above.

Paragraph B: No Dean of a College shall be eligible for membership in the Senate.

Paragraph C: In the event that no member of a College is eligible for elective membership to the Senate under the restrictions imposed by Paragraphs A and B, then the College may elect a faculty member with the rank of Instructor to serve an "emergency" term of one year.

Paragraph D: Restriction A does not apply to the Adjunct Faculty member.

Paragraph E: The Adjunct Faculty member shall be eligible for elective or appointive membership in the Senate who has not taught in the classroom on campus for a minimum of 3 consecutive semesters.

2. Elected Standing Committees with Appointments

Suggested Additional Statements

Committee on Adjunct Support

Membership: A term equals two years.