

Minutes of
THE FACULTY SENATE
OF
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Tuesday, September 13, 2016, at 3:00 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
Mr. Ken Futterer	Dr. Bruce Tedford
Dr. Debra Hunter	Dr. Jack Tucci
Dr. Sean Huss	Dr. Susan Underwood
Dr. Johnette Moody	Dr. James Walton
Dr. Jason Patton	Dr. Dana Ward
Dr. Michael Rogers	

Dr. Shelia Jackson and Dr. Chris Kellner were absent. Dr. Jeff Aulgur, Dr. Hanna Norton, Dr. Jeff Woods, Mr. Wyatt Watson, Mr. Wesley Duke, Ms. Pat Chronister, and Dr. David Hoelzeman were visitors.

CALL TO ORDER President Huss called the meeting to order, and asked for a motion in regard to the minutes of August 23, 2016.

APPROVAL OF MINUTES Motion by Dr. Moody, seconded by Dr. V. Carole Smith, to approve the minutes as distributed. Motion carried.

VPAA UPDATE President Huss reported Dr. Mohamed Abdelrahman, Vice President for Academic Affairs, would not be able to attend the meeting.

President Huss asked for a motion to amend the agenda to add an update from Mr. Wyatt Watson, Director of Institutional Research, as item F of New Business.

Motion by Mr. Futterer, seconded by Dr. Stobaugh, to amend the agenda as requested. Motion carried.

NEW BUSINESS: CURRICULAR ITEMS President Huss called for a motion in regard to the curricular proposals.

Motion by Dr. Patton, seconded by Dr. Underwood, to consider the curricular proposals as a unit by college. Motion carried.

Motion by Dr. Hunter, seconded by Dr. Schwehm, to accept the curricular proposals from the College of Engineering and Applied Sciences as presented:

College of Engineering and Applied Sciences
Department of Computer and Information Science

1. Add the following courses to the course descriptions:
 - a. CSEC 1113: Introduction to Networking;
 - b. CSEC 1213: Wireless and Cellular Security;
 - c. CSEC 2113: Introduction to Information Systems;
 - d. CSEC 2213: Forensics and Incident Response;
 - e. CSEC 2223: Virtualization;
 - f. CSEC 3113: Assembly Programming;

- g. CSEC 3123: Cyber Defense I;
 - h. CSEC 3223: Programming Embedded Systems;
 - i. CSEC 3233: Cyber Defense II;
 - j. CSEC 3243: Computer Architecture;
 - k. CSEC 4123: Cryptography;
 - l. CSEC 4133: Large Scale Distributed Systems;
 - m. CSEC 4143: Building Secure Software;
 - n. CSEC 4213: Information Systems Risk Management;
 - o. CSEC 4233: Legal Issues in Cybersecurity;
 - p. CSEC 4240: Software Security Analysis and Reverse Engineering Lab;
 - q. CSEC 4243: Software Security Analysis and Reverse Engineering; and
 - r. CSEC 4293: Cybersecurity Capstone Project/Internship; and
2. Add the Associate of Applied Science and Bachelor of Science in Cybersecurity.

Following the motion, Dr. Patton expressed concern with the course descriptions, stating there was a lack of detail in the course content. Dr. Moody responded the committee had determined, after meeting with Dr. Christine Austin, Director of Assessment and Institutional Effectiveness, the course content would be derived from the defined objectives. Dr. Patton stated the course content was traditionally defined by what would be taught in the course, and he was hesitant to set a precedent for future proposals that the course content section could be omitted. He expressed support for the program, but emphasized the need for completed proposals.

Motion by President Huss, seconded by Dr. Walton, to amend the motion to conditionally accept the curricular proposals from the College of Engineering and Applied Sciences, pending the submission of the requested course content details by September 30, 2016.

Motion carried as amended.

President Huss called for a motion in regard to the curricular proposals from the College of eTech.

Motion by Mr. Futterer, seconded by Dr. Moody, to accept the curricular proposals from the College of eTech as presented:

College of eTech

Department of Professional Studies

1. Add PS 4643: Occupational Globalization and Diversity, to the course descriptions;
2. Modify the Curriculum in Professional Studies with specialty/concentrations in Agriculture Business, Criminal Justice, Industrial/Organizational Psychology, Interdisciplinary Studies, Public Relations, and Workforce Technology, as follows: add PS 4643: Occupational Globalization and Diversity, as an option in the 6 hours of Professional Studies Professional Core Electives;
3. Modify the Curriculum in Professional Studies with specialty/concentration in Applied Leadership, as follows: require PS 4543: Workplace Supervision, and PS 4643: Occupational Globalization and Diversity; and delete the 6 hours Professional Studies Professional Core Electives and footnote 4;
4. Add the specialty/concentration Child Development to the Curriculum in Professional Studies; and
5. Add the Certificate in Professional Leadership.

Motion carried.SENATE
EXECUTIVE
COMMITTEE

President Huss distributed a proposal to establish a Faculty Senate Executive Committee (Attachment A) to consist of the elected Chair, Vice Chair, Secretary, and three additional senators to be elected with consideration for balanced college representation. He indicated this model is used at other institutions and his intention was to distribute the authority of the Senate chair, including committee appointments and setting the agenda. He suggested, if the Senate chose to establish such a committee, doing so on an ad hoc basis for the current academic year before amending the constitution. Dr. Walton recommended electing only two additional senators to the committee to avoid an even number in the event of a vote.

Motion by Mr. Futterer, seconded by Dr. Stobaugh, to create an ad hoc Faculty Senate Executive Committee, following the proposed guidelines with the amendment that only two additional faculty will be elected from colleges not represented by the Chair and Vice Chair. Motion carried.

President Huss asked for nominations or volunteers for the Executive Committee.

Motion by Mr. Futterer, seconded by Dr. Darnell, to elect Dr. Kellner (Natural and Health Sciences) to serve. Motion carried.

Dr. Schwehm (eTech) volunteered to serve as well.

FINAL EXAM AND
GRADE SCHEDULE

Dr. Hunter reported she and Dr. Rogers were investigating methods to allow more time between the end of final exams and the deadline for final grades. Both senators met with Ms. Tammy Weaver, Registrar, to better understand the process for how final grades are processed and the time needed by the Registrar's Office. Dr. Hunter stated the Registrar's Office could not be given less time for processing, and if anything, needed additional time as the staff is required to perform certain functions manually (i.e., repeated courses, etc.), as well as contact faculty for missing grades, which often pushes the processing of final grades after midnight. Dr. Rogers noted he and Dr. Hunter would next meet with Academic Affairs to see where the flexibility in the timeline lies. He proposed surveying the faculty for the minimum amount of time faculty should be given to submit final grades after the last final exam is given.

Dr. Tucci suggested moving from a graduation ceremony to a commencement ceremony in which any eligible student may participate, but only those completing the requirements would receive a diploma. Dr. V. Carole Smith expressed concern that there would be no incentive for a student lacking requirements to return. Dr. Underwood noted Tech had previously allowed eligible students to walk before officially completing all requirements, and suggested asking the President for her stance before pursuing that option further. Dr. Rogers invited the senators to send any concerns about the schedule, and he and Dr. Hunter would continue exploring options.

EVALUATION OF
ADMINISTRATION

President Huss stated he did not have an update at this time, but would meet with Dr. Abdelrahman for discussion.

PROMOTION AND
TENURE

President Huss invited Dr. Jeff Woods, Dean of Arts and Humanities, to report on the promotion and tenure revision process. Dr. Woods reported, in the original timeline for the process, the committee was to present the revised policy draft to the Senate at the September 2016 meeting. He indicated Dr. Abdelrahman had raised a few questions over the summer (Attachment B) and he left it to the Senate to decide how to proceed.

Motion by Mr. Futterer, seconded by Dr. Underwood, to return the revised promotion and tenure policy draft to the committee to address the presented concerns, send the updated draft to the faculty for additional feedback, and then return to the Faculty Senate.

Following the motion, Dr. Stobaugh asked which standards would apply to currently untenured faculty. Dr. Woods stated there was some concern about tracking multiple handbooks and processes in a single promotion and tenure cycle. Dr. Monty Smith suggested implementing a three-year phase out of the current policy. Dr. Walton reminded the Senate that students are able to choose which catalog to use and the university tracks that information. Dr. Woods indicated the committee would find a reasonable solution.

Motion carried.

EVALUATION SOFTWARE

President Huss invited Mr. Watson to address the Senate. Mr. Watson reported the course evaluation software used at Tech had historically been ClassClimate, largely due to the software's functionality for both paper and online evaluations. He stated, with the university's move to fully online evaluations, new software packages had been considered during the spring semester and, with the input of five faculty members, EvaluationKit was selected. Mr. Watson noted EvaluationKit integrates with Blackboard to allow students to complete course evaluations within Blackboard shells. He stated the integration with Blackboard is not built for fall 2016, but should be available for spring 2017. Mr. Watson asked the Senate for input on procedures for evaluating courses, as well as the evaluation questions.

President Huss asked for volunteers to serve on a subcommittee. Dr. Underwood and Dr. Patton volunteered, and Dr. Darnell stated she would ask Ms. Shelly Daily to serve as well. Mr. Futterer volunteered Dr. Kellner to serve, and President Huss indicated he would serve as well and organize the first meeting.

OLD BUSINESS: STUDENT TRAVEL

Dr. Clements reported the procedure for including students in official university travel seemed inefficient and was difficult to navigate. President Huss stated he would reach out to the Travel Office for possibilities to streamline and simplify the process.

SECURITY CAMERAS

Dr. Patton reported Mr. Thomas Pennington, Legal Counsel, had asked the Senate to coordinate with Chief Joshua McMillian, Director of Public Safety, to develop a policy. President Huss asked the subcommittee to reach out to Chief McMillian. Dr. Stobaugh chairs the subcommittee and Dr. Monty Smith volunteered to serve.

LEVELS OF LIFE INSURANCE

President Huss stated he did not have an update at this time, but would meet with Dr. Abdelrahman for discussion.

SHARED GOVERNANCE STATEMENT

President Huss indicated he would return from the AAUP conference on shared governance at the end of September with a report.

PHASED RETIREMENT

President Huss stated he did not have an update at this time, but would meet with Dr. Abdelrahman for discussion.

OPEN FORUM

Mr. Futterer requested the Faculty Grievance Committee be added to the next Faculty Senate agenda as Old Business.

Dr. Tucci expressed surprise that the university did not currently have a post-tenure review and discussed the merits of such a review. Dr. Rogers suggested finalizing the promotion and tenure revision first, then considering post-tenure review. Dr. Tucci stated the adoption of post-tenure review should be driven by the faculty rather than the administration. He asked this be added as an item of Old Business on future agendas as a reminder.

Dr. Rogers recommended the Faculty Senate request a graduate assistant to perform research on the various topics that arise. President Huss reported he would check with Dr. Mary Gunter, Dean of the Graduate College.

Dr. V. Carole Smith requested name cards for each senator for future meetings. She also inquired as to the policy for employee and guest attendance at athletic events. She stated at one time, the family of Tech employees could attend events free of charge, but she understood only one guest was now permitted for each employee. Mr. Duke reported the *Faculty Handbook* allowed free admission for the employee and one guest.

Dr. Hanna Norton, Dean of the College of eTech, provided an update on the process for developing online courses. She stated two committees had been formed, one to evaluate the online course revision and review process, and one to look at mentorships within the colleges for online instruction. She stated the idea of the mentorship is to have a “go to” person in each college for online courses.

Dr. Patton expressed concern with the plan of work that had been requested from the faculty in the College of Natural and Health Sciences, and questioned where the plan would fit with the evaluation criteria and if it should be included in the *Faculty Handbook*. Dr. Tedford explained the plan of work consisted of a list of courses taught, making up 80% of the faculty member’s load, with an emphasis on the remaining 20% and how the faculty member utilized that time. Discussion among senators revealed some were familiar with this request and others were not. President Huss stated he would investigate this further.

Dr. Patton stated some members of the evening custodial staff are also students and the faculty should be aware of what is visible in their offices (i.e., exams) as the custodial staff have keys to faculty offices. Dr. Tucci mentioned he understood the custodial staff was down by ten employees and had begun splitting assignments for custodians across buildings.

Dr. Patton reported the recently placed faculty advertisements included the sentence “develop a sustainable scholarship program including seeking external funds to support the program”. Dr. Rogers indicated his department had lost a good faculty member due to the new, increased pressure to write grants. President Huss stated he would discuss this with Dr. Abdelrahman.

President Huss shared a concern from some faculty that the process used for their annual evaluation deviated from the process outlined in the *Faculty Handbook*. He stated this would be added to the agenda and he would plan to present additional information and examples at the next meeting.

ANNOUNCEMENTS
AND
INFORMATION
ITEMS

President Huss stated the newly established Executive Committee of the Senate would meet prior to the next meeting.

Dr. Rogers reported September 17 was Constitution Day and requested volunteers for the public reading prior to the football game.

Dr. Stobaugh announced there would be food trucks and live music at the old Taco Villa parking lot before the football game on September 17.

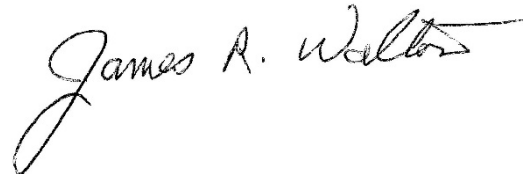
ADJOURNMENT

The meeting adjourned at 4:55 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Huss". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Sean Huss, Ph.D., President

A handwritten signature in black ink, appearing to read "James R. Walton". The signature is cursive and includes a large, stylized initial "J".

James Walton, Ph.D., Secretary

Attachment A

FACULTY SENATE EXECUTIVE COMMITTEE (proposed):**What is this committee?**

This committee is really more of an experiment in shared governance, which would serve more as ad hoc committee for the 2016-2017 Academic Year. The intent of the committee would be to share the power and responsibilities of the Faculty Senate Chair, as well as act in a capacity to advise the Faculty Senate Chair on a variety of issues. In the past, we have relied on a single individual to set agendas, make appointments, and discuss faculty positions with the administration. While this method has worked in the past, a single person still has a great deal of influence over how issues are framed and how business is conducted. By involving others in the decision-making processes and somewhat distributing the powers and responsibilities of the Faculty Senate Chair, we avoid the concerns that may arise regarding bias, fear of reprisal, gatekeeping, or co-optation. In effect, the Faculty Senate Executive Committee will serve to bring our practices in Faculty Senate more in line with the principles of shared governance.

Who will be on the Executive Committee?

That depends on what you, as the Faculty Senate, would like. I have seen a few universities that have Faculty Senate Executive Committees. At larger universities, they have as many as fifteen or more members. We obviously aren't big enough to sustain that many on an executive committee. Based on our membership size, I would recommend the following serve on the committee:

1. Faculty Senate Chair
2. Faculty Senate Vice Chair
3. Secretary
4. Three additional members elected from the Faculty Senate with no more than 1 representative from each college for the elected positions.

That puts us at a total of six individuals on the executive committee. But, I'm open to any and all recommendations. As noted above, this is more of an experiment for the 2016-2017 Academic Year. If we end up liking it, then we can amend the Faculty Senate Constitution to include it. If we don't like it, then we can drop it and never speak of it again.

What would the Executive Committee do?

This committee would be tasked with the following:

1. **Assist in identifying issues to be taken up by the Faculty Senate.** Note that this committee would, in no way, replace the existing system in place for any Senator to raise an issue through existing channels. This committee would, instead, act as a group to identify broader faculty issues not being addressed and bring them before the Faculty Senate once identified.
2. **Aid in identifying and appointing faculty members to university level committees, as well as acting as a liaison with those committees.** The Faculty Senate Chair already has this power. By spreading this power to a broader committee, the intent would be to increase diversity and participation of more faculty in shared governance. So, instead of one person selecting specific faculty members, this committee would be empowered to discuss, nominate, and then approve appointments made on behalf of the

Faculty Senate, with the approval of the Faculty Senate. Members of this committee will also maintain contact with all other existing committees and make recommendations on behalf of the Faculty Senate.

3. **Prepare and submit reports on Faculty Senate issues to the general faculty, the university at large, the President, and to the Board of Trustees (if applicable).** The Faculty Senate Chair already does much of this. While this has worked in the past, relying on a single person is not always the best solution. By spreading responsibility to a general committee, all issues are identified and multiple perspectives will be reflected in any position taken on Faculty Senate issues.
4. **Prepare the Faculty Senate agenda for each meeting.** The Faculty Senate Chair already works with Jana Crouch and Pat Chronister to set the agenda. The bulk of this responsibility falls to the Faculty Senate Chair, with input and administrative help from Jana and Pat. With more eyes on the agenda, we may be able to get more done. Likewise, there may be instances in which various items are not ready to bring before the Faculty Senate. In instances such as this, the executive committee can recommend that more information be collected by the individual petitioning and then the item may be resubmitted. In short, this may make meetings shorter and work more efficient.

Note that there may be additional duties and responsibilities for this committee that are not yet identified (thus the experimental nature of this committee). This being the case, we may need to develop and codify some of the responsibilities for this committee in process. Any addition to the scope of duties and responsibilities for the committee will be brought before the Faculty Senate in advance of action on any particular item.

Attachment B

Sean Huss

From: Dr. Mohamed Abdelrahman
Sent: Monday, September 12, 2016 11:45 AM
To: Sean Huss
Cc: Jeffrey Woods; Pat Chronister
Subject: FW: draft of memo to Faculty Senate

Dr. Huss,

After preliminary review of the evaluation, promotion and tenure policy draft, several concerns arose, including the following:

- The policy draft as it is currently written allows for current non-tenured faculty to follow the existing promotion and tenure procedures and is only applicable to incoming new faculty hired after the policy's effective date (presumably August, 2017). To effectively administer two policies and related procedures involving promotion and tenure will be difficult and allows for mistakes to be made. I would propose, instead, that language be included to allow the peer committees to take into account the hire date of the applicant relative to implementation of the new policy/procedures and make adjustments when applying the updated criteria.
- I would like to consider language by which an individual may ask for an extension to their probationary period should they experience extenuating circumstances during the probationary period.
- At most institutions, one cannot apply for tenure without applying for promotion if the individual is at the assistant professor rank. I would propose that the revised policy emphasize such linkage.
- The policy allows for all faculty, whether tenured, tenure-track or non-tenure track, to be 80 percent teaching (12 credit hours per fall and spring semester) and 20 percent scholarship/service. This precludes a department from utilizing their non-tenure track faculty 100 percent for teaching (15 credit hours per fall and spring). There are circumstances that warrant such assignment in some departments and we should allow departments and faculty such flexibility.
- To distinguish faculty hired into non-tenure track positions from those hired on one-year appointments, I would suggest a different "rank" designation which would better describe the appointment. The title of "Visiting" could, for instance, be used only for individuals on one-year appointments. The title of "Professional" could then be used for those on continuing, non-tenure track appointments. For example, Visiting Instructors could be hired as one-year emergency hires and Professional Instructors on continuing appointments.

The draft policy has been available for review by the faculty since late spring. For a thorough review of these concerns and others that may have arisen from the faculty, I would suggest that the Faculty Senate send the draft back to the ad hoc committee responsible for the draft and ask that these and any other concerns be addressed this fall by that committee with re-submission to the Faculty Senate either late this fall or early in the spring.

As always, please note that I am available at any point during review of the policy for discussion and consultation. As one of the more important policies relating to faculty, we must work diligently to make sure the result is one we can be confident in and which has the support of the faculty.

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