

Minutes of
THE FACULTY SENATE
OF
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Tuesday, December 7, 2010, at 1 p.m. in Room 325 of the Ross Pendergraft Library and Technology Center. The following members were present:

Dr. Jennifer Helms	Mr. Ken Futterer
Dr. Dan Bullock	Dr. V. Carole Smith
Dr. Eric Lovely	Dr. Susan Underwood
Dr. James Walton	Dr. Michael Garner
Dr. Linda Bean	Dr. Penny Willmering
Dr. Cathi McMahan	Dr. Robin Lasey
Dr. David Eshelman	Ms. Annette Stuckey
Mr. David Mudrinich	Dr. Gill Richards
Dr. Tom Limperis	

Dr. Alex Mirkovic was absent. Dr. Carl Brucker, Mr. Ed Leachman, Dr. Jeff Woods, Dr. Hanna Norton, Dr. Malcolm Rainey, Dr. William Hoefler, Dr. Micheal Tarver, Dr. Donald Gooch, Dr. Carey Roberts, Dr. Gary Biller, and Mr. Steve Lawrence were visitors.

CALL TO ORDER
APPROVAL OF
MINUTES

President Bean called the meeting to order and asked for a motion to approve the minutes of the November 8, 2010, meeting. Motion by Dr. Smith, seconded by Ms. Stuckey, to approve the minutes as distributed. Motion carried.

OLD BUSINESS:
PARKING

President Bean asked Dr. Helms to address the issue of parking with both Dr. Biller and Mr. Lawrence available for questions. Dr. Helms noted it was increasingly difficult for faculty to find parking spaces around Dean Hall due to the number of departments now being housed in this building; additionally, she indicated similar difficulties with parking around McEver Hall. She questioned how often Public Safety looks at faculty parking around campus. Dr. Biller expressed his appreciation for being invited to speak with the Senate and indicated that parking needs can be addressed throughout the year; however, a focused study is normally done during the summer. He reminded everyone that the red parking permit allows the faculty member to park anywhere except for fire zones or in visitor and disability allotted spaces. He observed that faculty overall increased in numbers by 13 from 2008 to 2009 and by 12 from 2009 to 2010. Dr. Biller stated he and Mr. Lawrence would be happy to look at the parking situation over the Christmas break to see if any adjustments could be made. He advised that a new residence hall being planned will exacerbate the problem to some extent as the building will be built on top of an existing parking lot; however, he hoped additional parking would be created elsewhere on campus. Dr. Smith asked if additional disability parking spaces could be allocated in the Crabaugh parking lot, and Dr. Biller stated they could look at this area also. Mr. Futterer questioned whether a bus system for the campus had been considered. Dr. Biller responded that this possibility had not been discussed seriously.

Referencing the announcement of an assault on campus, Dr. Walton reported student discussion concerning the lack of lighting on campus, particularly in front of the residence

halls. Dr. Biller advised that Public Safety checks the grounds every two weeks and reports lights that are out to Physical Plant. He reported the SGA and representatives from Student Services also canvass the grounds two or three times a year and any lighting issues are reported to Physical Plant. He advocated that students and faculty report issues with lighting directly to Mr. Moseley and Mr. Brian Lasey. Mr. Futterer asked about establishment of a "blue phone system." Dr. Biller noted this has been discussed but that the widespread usage of cell phones has mostly negated the need for emergency phones.

President Bean questioned the delay in the announcement of the assault which had occurred on a Monday but was not announced until Friday. Dr. Biller advised that the student had not made anyone aware of the assault until late Wednesday with a police report not being filed until Friday. She then questioned whether an emergency text message would have gone out on Monday had the student immediately reported the incident; Dr. Biller indicated this would have been part of the procedure.

Dr. Willmering noted concern with a lack of training on the part of faculty to deal with incidents of violence, particularly in terms of "shooters." Dr. Biller responded that the Emergency Management department has provided emergency procedures to Public Safety which are currently under review. He indicated the possibility of training for faculty once this review is completed.

Dr. Biller expressed his appreciation to the Senate for their invitation to speak; he and Mr. Lawrence then excused themselves from the meeting.

President Bean asked for a motion to amend the order of the agenda to allow Item III. A., Curricular Items, to be discussed at this time. Motion to amend the order of the agenda by Dr. Eshelman, seconded by Dr. Willmering. Motion carried.

**NEW BUSINESS:
CURRICULAR
ITEMS**

Motion by Dr. Lovely, seconded by Mr. Futterer, to postpone action on the following proposal due to the lack of a syllabus:

Department of Agriculture

(a) cross-list AGPM 3104, Introduction to Entomology, with BIOL 3094, Entomology.

Motion carried.

Motion by Dr. Lovely, seconded by Dr. Smith, to approve the following proposal:

(b) modify the Curriculum in Agriculture Business with Pre-Veterinary Option as follows: delete AGEG 3413, Agriculture Waste Management; AGPS 3244, Plant Pathology; and BIOL 1014, Introduction to Biological Science; and add AGAS 3004, Reproduction in Farm Animals; BIOL 1114, Principles of Biology; and CHEM 3264, Mechanistic Organic Chemistry.

Motion carried.

Motion by Dr. Lasey, seconded by Dr. Lovely, to combine proposals (c) and (d) from the Department of Agriculture for consideration. Motion carried. Motion by Mr. Futterer, seconded by Ms. Stuckey, to approve the following proposals:

(c) add the following courses to the course descriptions:

1. AGED 1001, Introduction to Agriculture Education;
2. AGED 1012, Agricultural Youth Organizations;

3. AGED 3003, Methods of Agriculture Education;
4. AGED 4003, Issues in Agriculture;
5. AGED 4013, Methods in Agriculture Laboratories;
6. AGME 1003, Basic Agriculture Mechanization;
7. AGME 3003, Metals and Welding;
8. AGME 3013, Agriculture Structural Systems; and
9. AGME 3023, Agricultural Power; and

(d) add the Curriculum in Agriculture Education.

Motion carried.

Motion by Dr. Helms, seconded by Ms. Stuckey, to approve the following proposal:

Department of Emergency Management

(a) modify the Curriculum in Emergency Management as follows: require ENGL 2053, Technical Writing, in the 15 hour block of Administrative Core courses.

Motion carried.

Motion by Dr. Walton, seconded by Dr. Willmering, to approve the following proposals:

Departments of Foreign Languages and International Studies and English

(a) delete the fee for SPAN 4384, Medical Interpretation Theory, and change the prerequisite from Prerequisite: Must be taken in the senior year prior to SPAN 4809, Practicum II; to Prerequisite: SPAN 3013, Conversation and Composition II, or equivalent;

(b) in the Curriculum in International Studies, delete the current concentrations and add Political Affairs concentration and Cultural Affairs concentration;

(c) suspend the Curriculum in Foreign Language with Concentration in French for Teacher Licensure; Curriculum in Foreign Language with Concentration in German for Teacher Licensure; Curriculum in Foreign Language with Concentration in French; and Curriculum in Foreign Language with Concentration in German;

(d) add the minor in Spanish Medical Interpretation; and

(e) add the minor in Film Studies.

Motion carried.

Motion by Dr. Lasey, seconded by Dr. Underwood, to approve the following proposals:

Department of History and Political Science

(a) add HIST 2003, United States History I, and HIST 2013, United States History II, to the General Education Requirements in the section titled “Social Sciences – 12 hours” and in the list of courses titled “Three hours from one of the following” (the courses will remain in the list of courses titled “Nine additional hours from the following”); and

(b) add a minor in Pre-Law.

Motion carried.

Motion by Mr. Futterer, seconded by Dr. McMahan, to approve the following proposals:

Department of Speech, Theatre, and Journalism

(a) add the following courses to the course descriptions:

1. JOUR 2163, Introduction to Multimedia;
2. JOUR 4023/5023, Social Media;
3. JOUR 4043/5043, Journalism Ethics;
4. SPH 2023, Communication Research/Writing;

(b) add the prerequisite SPH 2023, Communication Research/Writing, to the following courses:

1. SPH 3003, Interpersonal Communication;
2. SPH 3073, Group Communication;
3. SPH 3223, Nonverbal Communication;
4. SPH 4003, Human Communication Theory;
5. SPH 4063, Organizational Communication; and
6. SPH 4123, Rhetorical Criticism;

(c) add the prerequisite: consent of instructor, to the course description for SPH 4153, Persuasive Theory and Audience Analysis;

(d) modify the Curriculum in Journalism Broadcast Option as follows:

1. add JOUR 2163, Introduction to Multimedia;
2. delete 3 hours of upper division JOUR elective;
3. replace JOUR 4143, Advanced Reporting, and 4163, Advanced Photograph and Video, with JOUR 4133, Television Program Production; and
4. change footnote number 3 from ³Broadcast option courses include JOUR 2153, Introduction to Telecommunication; JOUR 3193, Television News Production; JOUR 4143, Advanced Reporting; or JOUR 4163, Advanced Photography and Video; to ³Broadcast option courses include JOUR 2153, Introduction to Telecommunication; JOUR 3183, Broadcast News Writing; JOUR 3193, Television News Production; and JOUR 4133, Television Program Production;

(e) modify the Curriculum in Journalism Print Option and Public Relations Option as follows:

1. add JOUR 2163, Introduction to Multimedia; and
2. delete three hours of JOUR elective;

(f) modify the Curriculum in Speech Communication Option as follows:

1. add SPH 2023, Communication Research/Writing; and
2. delete three hours of 1000-2000 level SPH elective; and

(g) modify the Curriculum in Speech for Teacher Licensure as follows:

1. add SPH 2023, Communication Research/Writing;
2. delete three hours general elective;
3. delete the prescribed general education requirements and allow any general education selection.

Motion carried.

Motion by Dr. Lasey, seconded by Dr. Underwood, to approve the following proposals:

Department of Mathematics

(a) add MATH 4971, Mathematics Senior Seminar, to the course descriptions; and

(b) modify the Curriculum in Mathematics and Curriculum in Mathematics for Teacher Licensure as follows:

1. require MATH 4971, Mathematics Senior Seminar; and
2. remove the option to take COMS 2104, Foundations of Computer Programming I, and reduce electives by one hour.

Motion carried.

Motion by Dr. Lasey, seconded by Dr. Walton, to approve the list of courses not offered within the last three years to be deleted from the course inventory and appropriate catalogs. Motion to table to the February meeting by Mr. Futterer, seconded by Dr. Lovely, to allow for additional discussion within the affected departments. Motion carried.

THE HIGHER
LEARNING
COMMISSION VISIT

President Bean asked Dr. Tarver to address the Senate concerning the upcoming HLC visit. Dr. Tarver reported the visit will be held March 14 to 16, 2011. The self study report is almost complete and a link will be provided for faculty to review the final version. He stated that a hard copy of the self study will be mailed to HLC on January 14, 2011, so he can still make revisions up to that date if faculty see corrections to be made. The self study is currently about 300 pages in length and will be sent to the HLC in PDF format. Dr. Tarver reported that HLC has a procedure for soliciting third party comments for institutions undergoing review. This process will be announced in the local newspapers and the public will be given a website for making any comments relating to the university. These comments go directly to the HLC. He stated this is an opportunity for faculty and staff as individuals to participate in the review process.

Dr. Tarver reported that the HLC evaluators will want to meet with the Faculty Senate during their visit and the members will be advised once this is scheduled. At this time, Dr. Tarver thanked the Senate for their time and excused himself from the meeting.

The order of the agenda was resumed.

OLD BUSINESS:
SUBCOMMITTEE
REPORT ON
REVISION OF
PROMOTION AND
TENURE POLICY

President Bean reported that Dr. Bishop had emailed her a file with the changes to the evaluation, promotion, and tenure policy but she had not had a chance to review the file. She stated she would review the file before the next meeting and make sure the senators were emailed the file prior to the meeting.

SUBCOMMITTEE
REPORT ON HIRING
PROCESS AND
FACULTY'S ROLE

President Bean asked Dr. Lovely for a report. Dr. Lovely reported that the survey concerning hiring of faculty and the involvement of the search committee in the process had been distributed to the full-time faculty (254 emailed) and approximately 105 responses were received. Due to the limitations of the software used for the survey, only the first 100 responses were used in calculating the response counts and percentages (survey results attached). He noted his concern that the responses indicate faculty are perhaps not as involved in the search process as they should be. The survey did not ask the faculty to identify which department or college they are in. Mr. Futterer noted the response rate was actually good; Dr. Lovely reported the majority responded within the first 48 hours.

Dr. Walton commented he saw no reason why the search committee should not be involved in preparation of the vacancy advertisement. Dr. Lovely noted this particular issue is what brought the topic to the Senate's attention this past spring. Dr. Richards reminded the Senate that a resolution concerning this issue had been passed by the Senate in the spring and commented that resolutions should be posted separately on the Senate's webpage for easy review by faculty.

Motion by Dr. Richards, seconded by Mr. Futterer, to establish a place on the website for posting of Senate resolutions. After discussion, motion by Mr. Futterer to amend and ask a subcommittee to study the issue further. Motion to amend seconded by Dr. Lasey. Motion on amendment carried. Motion as amended carried. Subcommittee members are Dr. Eshelman, Mr. Futterer, Dr. Richards, and Dr. Lovely.

REVIEW OF STANDING COMMITTEE MEMBERSHIPS

President Bean asked Mr. Futterer for comments. Mr. Futterer referenced the handout distributed at the previous meeting and noted most of the revisions to the standing committee memberships were made in order to include the supernumerary group established this past spring. Other revisions include moving the Graduate Council from the appointed standing committee listing to the elected standing committee listing in the *Faculty Handbook*, deletion of the Convocations and Programs Committee which has been inactive for several years, and changing the student memberships on the General Education Committee and the Curriculum Committee to ex officio rather than voting members. Motion by Mr. Futterer, seconded by Dr. Lasey, to change the student members on the two noted committees to ex officio (non-voting). Motion carried. Motion by Dr. Lasey, seconded by Dr. Willmering, to delete the Convocations and Programs Committee. Motion carried.

Mr. Futterer noted that the title of the Faculty Salary, Benefits, and Awards Committee may need changing as this committee does not deal with salary issues and stated this is another recommendation within the handout. After discussion, motion by Dr. Eshelman, seconded by Dr. Smith, to leave the title of this committee as is for the foreseeable future. Motion carried. Additional discussion concerned the function of the Faculty Salary, Benefits, and Awards Committee. Motion by Mr. Futterer, seconded by Dr. Lovely, to approve the recommendations, as a whole, made in the handout with the exceptions of changing the title of the Faculty Salary, Benefits, and Awards Committee and approving the continuing function of the Faculty Salary, Benefits and Awards Committee. Motion carried. The current subcommittee will review the function of this committee and make a report to the Senate in the spring.

Per a request from Dr. Eshelman and by consent, the order of the agenda was amended to allow discussion of Item III. D., Recommendations from the ad hoc Committee on Adjunct Support, at this time.

NEW BUSINESS: RECOMMENDATIONS FROM AD HOC COMMITTEE ON ADJUNCT SUPPORT

President Bean asked Dr. Eshelman for a report. He reported that the meetings of the ad hoc committee and the process were productive. The committee had operated under the premise of "floating ideas" for consideration by the Senate, including consideration for cost-of-living increases, issuance of photo IDs, admission to TechFit, the ability to take/audit classes free, consideration of assisting adjunct faculty with health insurance, the institution of teaching awards for adjunct instructors, and the formation of the ad hoc committee as a standing committee. Dr. Smith noted several issues relating to the admission to TechFit, primarily due to space issues as TechFit is a working classroom and not a true fitness center. Motion by Dr. Walton, seconded by Mr. Futterer, to recommend all of the ideas submitted by the committee with the exception of the admission to TechFit. Motion carried. (Note: final version attached)

The order of the agenda was resumed.

- OLD BUSINESS:** President Bean asked Dr. Lovely for comments. Dr. Lovely distributed a draft memo from the Faculty Senate to Dr. Watson with the subject line of “Concept of continuous improvement as applied to salary equity.” He noted that several disciplines, including fisheries/wildlife and health information management, were represented within the salary study with small sample sizes, and the memo suggests strategies for dealing with this issue. Dr. Walton advocated making the administration aware of the statistical problem but felt that Senate resolutions should be focused on all faculty and not just one or two disciplines. Dr. Lovely responded that the issue is not confined to individual faculty but relates to replacing faculty when they leave. Motion by Dr. Lovely, seconded by Mr. Futterer, to accept the memo and submit to Dr. Watson. Mr. Futterer noted that the following sentence within the memo personifies the purpose of the memo: “In support of innovative disciplines like Fisheries and Wildlife, we respectfully ask you to consider the points below as rationale for a possible adjustment of the equity formula under certain well defined conditions.” Discussion centered on the fact that there are other disciplines besides fisheries/wildlife affected by small sample sizes. Motion to amend by Mr. Futterer, seconded by Dr. Helms, to remove reference to fisheries/wildlife from the above sentence. Motion on amendment carried. Motion as amended carried.
- MOTION OF SUPPORT FOR FISHERIES/WILDLIFE FACULTY**
- NEW BUSINESS:** President Bean asked Dr. Bullock for a report. Dr. Bullock noted he had spoken with Mr. Wyatt Watson and Dr. David Underwood concerning having FERPA release information available to faculty on OneTech as part of advising. He reported that they needed action by the Senate “to get the ball rolling.” Motion by Mr. Futterer, seconded by Dr. Walton, to ask Mr. Watson and Dr. Underwood to investigate the possibility of placing FERPA information on OneTech. Motion carried.
- FERPA FORM ON ONETECH**
- OPEN FORUM** President Bean asked for items for discussion at this time. No items were presented.
- ANNOUNCEMENTS/ INFORMATION ITEMS** President Bean stated that the next meeting of the Faculty Senate would be on the second Tuesday of February, 2011, at 3 p.m.
- ADJOURNMENT** The meeting adjourned at 3:20 p.m.

Respectfully submitted,



Linda C. Bean, Ed.D., President

Survey of faculty opinions on hiring and faculty search committee involvement

1. In your opinion, how important is it that the faculty search committee provides input on determining the academic specialty of a new colleague

	Response Percent	Response Count
Very important	74.0%	74
Somewhat important	23.0%	23
Not very important	3.0%	3
Not at all important	0.0%	0

Very involved	46.7%	43
Somewhat involved	38.0%	35
Not very involved	14.1%	13
Not at all involved	1.1%	1

2. In your opinion, how important is it that the faculty search committee provides input in the writing the job advertisement

Very important	62.0%	62
Somewhat important	28.0%	28
Not very important	8.0%	8
Not at all important	2.0%	2

Very involved	27.2%	25
Somewhat involved	37.0%	34
Not very involved	22.8%	21
not at all involved	13.0%	12

3. In your opinion, how important is it that the faculty search committee provides input on determining which candidates are invited for interviews

Very important	90.0%	90
Somewhat important	10.0%	10
Not very important	0.0%	0
Not at all important	0.0%	0

Very involved	63.0%	58
Somewhat involved	30.4%	28
Not very involved	3.3%	3
Not at all involved	3.3%	3

4. In your opinion, how important is it that the faculty search committee provides input on ranking candidates

Very important	84.0%	84
Somewhat important	12.0%	12
Not very important	2.0%	2
Not at all important	2.0%	2

Very involved	58.7%	54
Somewhat involved	31.5%	29
Not very involved	5.4%	5
Not at all involved	4.3%	4

5. In your opinion, how important is it that the faculty search committee provides input on which applicant will be offered a position

Very important	81.0%	81
Somewhat important	14.0%	14
Not very important	3.0%	3
Not at all important	2.0%	2

Very involved	40.2%	37
Somewhat involved	41.3%	38
Not very involved	14.1%	13
Not at all involved	4.3%	4

RECOMMENDATIONS OF THE FACULTY SENATE

AD HOC ADJUNCT SUPPORT COMMITTEE

2010-2011

The members of the Faculty Senate at Arkansas Tech University express sincere gratitude for those adjunct instructors who willingly fill a need in our teaching staff and upon whom the success of the university depends. As a group, these individuals work tirelessly to teach Tech students.

As a way to express its full appreciation, the Senate urges that the university administration consider the following measures to recognize the contributions of and to enhance the experience for adjunct instructors.

1. The Senate urges the administration to look for a way to increase pay for adjunct faculty. Such a move would ensure that Arkansas Tech retains a competitive edge when seeking to hire instructors. While there is no denying that institutions like Tech face difficult economic times, the Senate requests that administrators keep adjunct faculty ever in mind for the future---not only for general pay increases but also for cost-of-living considerations. We respectfully submit that length of time served or amount of teaching done by adjunct instructors be taken into consideration.
2. The Senate requests that further benefits be granted, many of which could, for little cost, enhance adjunct experience on campus and, in some cases, enhance adjunct teaching. At present, adjuncts receive a number of much appreciated benefits---including use of the Tech pool, attendance at sporting events, yellow hangtags, and library privileges which are nearly identical to full-time faculty. (We applaud the Tech library for recently agreeing to extend the borrowing period for adjunct faculty from four weeks to a full semester.) In addition to these, the Faculty Senate suggests that the following be added:

- a. A return to the issuance of real photo IDs to adjunct faculty. Such IDs would make it easier for adjunct instructors to make use of the campus---using the library, attending sporting events, etc.
 - b. The ability to take/audit classes on campus, free of charge. Since adjunct faculty are exempt from the research requirements of regular faculty members, the ability to take classes would allow instructors to keep up-to-date in their fields, thereby improving teaching. Such a benefit, if added, could be tied to years served and/or hours currently taught.
 - c. Support for adjunct faculty seeking health insurance. There are several possible ways to help adjunct faculty with health benefits: 1. Non-regular faculty could be permitted to purchase student insurance; 2. They could be allowed to buy into the Tech employee insurance program; or 3. Administration could facilitate the formation of an adjunct employee insurance “pool.” The Senate urges administration to evaluate these and other options in order to help non-regular faculty provide for their futures.
3. Again, the Faculty Senate applauds adjunct faculty for their teaching. In order to recognize exemplary teachers, the Senate advocates the institution of teaching awards directed at adjunct instructors. These awards could be given at the department or college level.
 4. Adjunct instructors appreciate the learning environment at Tech and would like the opportunity to contribute more.
 - a. As one long-time instructor puts it: “Working all these years as an adjunct for ATU has not only given me the chance to work with many wonderful students, but also with many great teachers. Tech students have within their ranks those who can rival students at any other institution. The faculty on campus are also varied, interesting, and highly competitive with staff members of other universities. My department head has always been very good with scheduling and works hard to meet everyone’s needs and to

be supportive. I am very appreciative for having had the chance to stay with Tech all these years and to take part in this type of learning atmosphere.”

- b. As can be seen, many adjunct instructors are highly committed to the university. The work of adjunct members of the Faculty Senate Ad Hoc Adjunct Support committee is a testament to this commitment.
- c. In order to include more adjunct voices within university decision-making structures, the Senate asks that the following Ad Hoc Adjunct Support committee become a standing committee with the following description:

COMMITTEE ON ADJUNCT SUPPORT

Membership: 4 full-time faculty members, appointed by the Faculty Senate, and 4 adjunct instructors elected by the adjunct faculty (Visiting Lecturers).

Function: To provide support to adjunct faculty and to enhance the standing of such faculty on campus. To that end, members will meet twice each fall semester---first, to gather information about concerns shared among adjuncts; and, second, to draw up formal recommendations about appropriate ways to address these concerns. The recommendations will then be presented in the spring to the Faculty Senate.

The work of the adjunct faculty at Arkansas Tech is vital and does not go unnoticed. These individuals make significant contributions to the lives of Tech students. The university honors and supports *all* its faculty---regular and non-regular---and renews especially its commitment to those who serve as adjuncts.

- Approved by the ad hoc committee on Adjunct Support, 12 November 2010

- Approved by the Faculty Senate, 7 December 2010