

Minutes of
THE FACULTY SENATE
OF
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Tuesday, March 8, 2011, at 3 p.m. in Room 325 of the Ross Pendergraft Library and Technology Center. The following members were present:

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

Dr. Gill Richards was absent.

Visitors present were Ms. Tammy Rhodes (Registrar), Ms. Shauna Donnell (Admissions), and Ms. Shirley Goines (Financial Aid).

CALL TO ORDER
APPROVAL OF
MINUTES

President Bean called the meeting to order and asked for a motion to approve the minutes of the February 8, 2011, meeting.

Motion by Dr. Smith, seconded by Dr. Walton, to approve the minutes as distributed.
Motion carried.

Motion by Dr. Lovely, seconded by Dr. Eshelman, to amend the order of the agenda and allow discussion of Item C under New Business at this time. Motion carried.

Motion by Dr. Lovely, seconded by Mr. Futterer, to add Item E under New Business: Discussion of Articles II and IV of the Faculty Senate Bylaws. Motion carried.

NEW BUSINESS:
INTRO/ORIENTA-
TION COURSE
MULTIPLE
ENROLLMENTS

President Bean acknowledged the three visitors present to answer questions relating to this topic and asked Dr. Lasey for comments. Dr. Lasey noted her concern that students are allowed to take both PHSC 1001 and TECH 1001 concurrently, advising that these two courses are essentially the same course. Dr. Underwood reported that students have taken CSP 1013 more than once even though they did well the first time, and indicated this might be because of scholarship and athletic eligibility issues. Dr. Underwood also reported that, when the policy concerning requirement of orientation courses was implemented in fall of 2008, students were told they could choose discipline-specific orientation courses, TECH 1001, or CSP 1013 in order to fulfill the requirement. The departments with discipline-specific orientation courses were asked to include the material contained in TECH 1001, most of which did. If the discipline-specific orientation course did not include the TECH 1001 material, then the student is required to take either TECH 1001 or CSP 1013 and the discipline-specific course. Ms. Rhodes advised that, when TECH 1001 and CSP 1013 were approved, there was nothing in either proposal stating students could not repeat the courses or enroll in them concurrently. Dr. Lasey stated her main objection is students taking two classes in the same semester that are essentially the same course.

Ms. Rhodes noted the need for courses at mid-term to assist students with scholarship issues and reported that many students enroll in CSP 1013 at mid-term, even though they may have already had this course or TECH 1001, due to a lack of other choices. Mr. Futterer advocated having courses available at mid-term to give students options, but stated it appeared a “loophole” exists that students are taking advantage of. Ms. Donnell reported she will be proposing to the Admissions, Academic Standards, and Student Honors Committee a policy which will prohibit any student from retaking any course in which they have already earned an A.

Dr. Lasey asked if students could be allowed to take summer courses to make up hours for scholarships and financial aid. Ms. Goines noted certain state regulations relating to students with Challenge (lottery) scholarships with different regulations concerning students on federal financial aid. Ms. Donnell reported that Act 323 of 2009 requires each institution of higher education to bring scholarship spending down to no more than 20 percent of the educational and general budget by 2013. Allowing students to take summer classes in order to keep scholarships will make it more difficult for the university to comply with the Act.

Dr. Lasey questioned whether cross-listing PHSC 1001 and TECH 1001 might solve the issue. Ms. Rhodes responded that this is a possibility if the department wants to submit a curriculum proposal.

When questioned about how many students take more than one orientation course in a given semester, Ms. Rhodes advocated that the number would be very small. Ms. Donnell asked that a policy or rule not be created to take care of only a few students. As there were no more questions, Ms. Rhodes, Ms. Donnell, and Ms. Goines excused themselves from the meeting.

Motion by Dr. Mirkovic, seconded by Dr. Lasey, that no student be allowed to take more than one TECH 1001 approved class in a term.

Dr. Walton noted his reluctance to vote for a policy when he was just advised against doing so. Dr. Lasey observed it would be advantageous to have a “computerized way” to deal with this issue.

Motion failed.

At this time, Dr. Robert Brown, President, and Dr. John Watson, Vice President for Academic Affairs, entered the meeting. Dr. Brown asked for a moment to thank everyone for their good work in preparing for the upcoming HLC visit. He then excused himself from the meeting.

**NEW BUSINESS:
COMMON
TEXTBOOKS FOR
MULTIPLE
SECTIONS OF THE
SAME COURSE**

President Bean asked for a motion to amend the order of the agenda to allow discussion of Items A and B under New Business at this time.

**Motion by Dr. Walton, seconded by Dr. Willmering, to amend the order of the agenda.
Motion carried.**

Dr. Watson distributed information relating to textbook adoptions. First, he reported that there were approximately 150 (total) late textbook adoptions for fall 2010 and spring 2011. As Academic Affairs did not have a good way to track late textbook adoptions, he developed a form that must now be attached to any textbook adoption form being submitted after the legislated deadlines: April 1 in the spring and November 1 in the fall. This form will indicate the reason why the textbook is being adopted late, with some late adoptions being

both reasonable and acceptable. This way Academic Affairs will have a record of all late textbook adoptions and will be able to accurately report to ADHE.

Dr. Watson then reported that the question of common texts being used in multiple sections had also arisen. He referenced the handout listing a wide range of textbook costs for multiple sections of World Civilization I and for College Algebra for spring 2011. Dr. Watson indicated the Executive Council then requested implementation of a policy requiring common textbooks for multiple sections. This policy is addressed in the third handout, and Dr. Watson advised that the deans, with input from department heads, had worked on the policy with him. Dr. Watson also acknowledged valuable input from Dr. James Moses in History on the issue. The policy statement is now in effect.

Dr. Smith noted that some texts may be used through a series of courses covering more than one semester, and offered this as a positive example of the use of textbooks and minimizing costs for students.

Dr. Watson emphasized that exceptions to the policy must include justifications that a state legislator, a parent, and a student would understand. He reported that one such exception with appropriate justification has already been approved as AMST 2003, American Studies, schedules multiple sections, all with different content.

Dr. Lovely questioned whether a policy limiting the cost of textbooks would not be easier. Dr. Watson responded that the *Faculty Handbook* already includes language relating to cost, but that language has not prevented unreasonable differences in costs between sections.

Dr. Lovely then questioned how a department can demonstrate that learning objectives are being met for all sections of a course if some of the sections use a common text and some do not use a text. Dr. Watson noted that a department's assessment data should be able to demonstrate this when needed for accrediting bodies or program review.

Dr. Lovely asked how to request an exception to the policy. Dr. Watson advised that the deans and department heads have been tasked with following the policy and any requests for exception would need to ultimately be reviewed by Academic Affairs.

Dr. Eshelman questioned when to apply for an exception and how long would an exception last. Dr. Watson responded that the exception would have to be approved each time the course was taught. Deadlines would center around the Bookstore's deadlines of October 1 in the fall and March 1 in the spring (in order to meet the legislated deadlines of November 1 and April 1 for all textbooks to be available on the University's website).

Dr. Mirkovic questioned whether the Bookstore can provide a report each semester on costs of textbooks. Dr. Watson stated he did not know if the Bookstore had the staff to be able to track this efficiently.

There being no further questions on this topic, Dr. Watson reported he had taken the Senate's recommendations on adjunct benefits to the deans council for review. He has asked for the top one or two priorities from the deans and asked if the ad hoc committee could also provide a list of its top two priorities. He stated he would be glad for any input from the senators also. Dr. Watson noted that increasing adjunct pay is always a priority.

ETECH COURSES
AND
PREREQUISITES

Dr. Watson reported that the eTech courses being developed would have the same prerequisites as other online or face-to-face courses. The eTech initiative is an effort to attract a certain population of individuals in Arkansas who have some hours towards a baccalaureate degree but did not finish. These courses will be controlled by the departments, same as all other courses. If a student has not had the prerequisite needed for taking the eTech course, then they will have to enroll it in first or take a different course.

There being no further questions, Dr. Watson excused himself from the meeting.

The order of the agenda was resumed.

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

President Bean reported that the Senators had been sent the current and revised copy of the Evaluation, Promotion and Tenure Policy several weeks back and asked for discussion.

Motion by Dr. Smith, seconded by Dr. Underwood, to approve the revised document.
Motion carried.

Dr. Lovely noted several issues with wording, and Mr. Futterer reported “typos and things left out” along with “brand new material” that would be considered prescriptive. He asked that the Senate consider having a separate meeting simply to discuss the document or refer the document back to the subcommittee.

Motion by Mr. Futterer, seconded by Dr. Eshelman, to refer the document back to the remaining subcommittee members (Dr. Bean and Dr. Helms) along with additional volunteers for further revision. Motion carried.

Mr. Futterer, Dr. Lasey, Dr. Lovely, and Dr. Willmering volunteered to serve on this subcommittee.

SUBCOMMITTEE
REPORT ON
REVIEW OF
FUNCTION OF
FACULTY SALARY,
BENEFITS, AND
AWARDS
COMMITTEE

President Bean asked for a report. Mr. Futterer distributed draft wording for a revised function for the Faculty Salary, Benefits, and Awards Committee. However, he noted that he had not yet had a chance to go over the proposed function with Dr. Watson and will do so before the next meeting, at which time he will bring a motion.

NEW BUSINESS:
STANDING
COMMITTEE
ELECTIONS

President Bean reported that Dr. Jeff Robertson had conducted the online standing committee elections for the past several years and asked if someone on the Senate would like to do this instead. Dr. Underwood volunteered. After discussion, it was decided that the elections will be held the first week of April and will run for a week with a reminder sent mid-week. Dr. Smith will assist Dr. Underwood in computing and verifying results. Paper copies of the ballot will be available in Academic Affairs.

DISCUSSION OF
ARTICLES II AND
IV OF THE
FACULTY SENATE
BYLAWS

President Bean asked Dr. Lovely for comments. Dr. Lovely distributed copies of the Bylaws of the Faculty Senate. He stated his purpose in reviewing this information was simply to remind the Senators of some of the rules of the Senate. He noted that Article II references production and distribution of the agenda ten working days prior to each scheduled meeting. He emphasized, however, that even if an agenda item does not get on the distributed agenda, it can be added by majority vote just as he added this item to today’s agenda. Dr. Lovely commented that some issues might be of such importance that they should not wait until the next meeting for discussion.

In demonstration of this article, Motion by Dr. Mirkovic, seconded by Mr. Futterer, to prohibit used textbook salesmen on campus.

Mr. Futterer commented that the Faculty Senate has traditionally followed *Roberts' Rules of Order*, its own bylaws, and certain "traditions of the group." He noted that Article II very clearly says that if something needs to be brought up and discussed, it can be. A tradition of the Senate for several years is that items not considered urgent are brought up in Open Forum and then brought forward to the next month's agenda for action if desired by the senator. He stated he sees this as functional and not contradictory to the intent of Article II.

On Article IV, Dr. Lovely reported this article deals with production of the minutes and states that the Secretary of the Senate shall keep accurate minutes. Dr. Lovely noted that the recording secretary, Ms. Chronister, actually takes notes and produces a draft copy of the minutes for each meeting and stated he did not propose any change to that process. After discussion, no changes to the present process for production of the minutes were proposed.

Motion by Dr. Eshelman, seconded by Mr. Futterer, to table discussion of the motion relating to used textbook salesmen until the next meeting. Motion carried.

OPEN FORUM

President Bean asked for any items for discussion. Ms. Stuckey inquired as to what type of questions the Faculty Senate might be asked by the HLC consultants during their meeting next week. President Bean responded that questions will have to do with faculty governance issues; she also reported that Dr. Watson had called her and asked her to encourage faculty to attend the open faculty meeting with the HLC consultants next week.

ANNOUNCEMENTS/
INFORMATION
ITEMS

President Bean announced that the next meeting would be on April 12, 2011, at 3 p.m.

Dr. Bullock announced that the Registrar's Office will house the FERPA form discussed at a previous meeting. Once cross training occurs between the Registrar's Office, Financial Aid, and Student Accounts, the form will then be put online. Information concerning the FERPA form will be provided during advising sessions this summer in the Advising Center and during freshmen orientation sessions.

ADJOURNMENT

The meeting adjourned at 4:55 p.m.

Respectfully submitted,



Linda C. Bean, Ed.D., President



Alexander Mirkovic, Ph.D., Secretary