

Minutes of
THE FACULTY SENATE
OF
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Tuesday, September 13, 2011, at 3 p.m. in Room 325 of the Ross Pendergraft Library and Technology Center. The following members were present:

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| Dr. Jennifer Helms | Mr. Ken Futterer |
| Dr. Dan Bullock | Dr. V. Carole Smith |
| Dr. Eric Lovely | Dr. Susan Underwood |
| Dr. Ernest Enchelmayer | Ms. Jamie Earls |
| Dr. Sean Huss | Dr. Penny Willmering |
| Dr. Alex Mirkovic | Dr. Robin Lasey |
| Dr. David Eshelman | Ms. Annette Stuckey |
| Dr. Sherman Alexander | Dr. Cathi McMahan |
| Dr. Tom Limperis | |

Dr. James Walton and Dr. Johnette Moody were absent. Dr. John Watson, Dr. Micheal Tarver, Dr. James Archibald, Mr. Wyatt Watson, Mr. Jeff Hudnall, and Ms. Jennifer Fleming were visitors.

CALL TO ORDER
APPROVAL OF
MINUTES

President Smith called the meeting to order and asked for a motion to approve the minutes of the August 22, 2011, meeting.

Motion by Dr. Eshelman, seconded by Ms. Earls, to approve the minutes as distributed. Motion carried.

Motion by Dr. Lovely, seconded by Dr. Enchelmayer, to amend the order of the agenda and allow discussion of New Business: Items A, B, and C at this time. Motion carried.

NEW BUSINESS:
CAREER SERVICES

President Smith asked Mr. Jeff Hudnall, Interim Director of Career Services, for comments. Mr. Hudnall distributed a flyer titled "Don't Cancel Class" and stated he would be available to speak with students during class times which might normally be cancelled due to the instructor's absence. Topics could include developing resumes or cover letters for job applications, job searching techniques, career choices, or any related topic an instructor might wish discussed. He noted he could tailor a presentation to "whatever the instructor has in mind." Ms. Stuckey questioned whether he would be willing to prepare videos of his presentations for use with online courses. Mr. Hudnall expressed his appreciation for the suggestion and stated he would pursue this idea. President Smith thanked Mr. Hudnall for his time, and he excused himself from the meeting.

REPORT ON HLC
VISIT

President Smith expressed appreciation to Dr. Tarver for his efforts relating to preparation of the institution's self-study and the success of the recent Higher Learning Commission visit. Dr. Tarver noted the efforts of many individuals in this process. He reported that the institution's Statement of Affiliation Status has now been updated, indicating the next comprehensive review will take place in 2020-21. No follow up reports or scheduled visits will be required unless the institution makes a change necessitating a report or visit.

Dr. Tarver described the process utilized by the visiting team and stated the institution's reaccreditation status was considered official and final on September 6. He noted a link to the HLC site on the institution's homepage.

Mr. Futterer questioned whether the recent adoption of the state minimum core for general education could trigger a visit. Dr. Tarver replied that it would not.

President Smith again expressed appreciation to Dr. Tarver for his efforts.

CLASSCLIMATE
AND ONLINE
COURSE
EVALUATIONS

President Smith asked Mr. Wyatt Watson to address any concerns relating to this issue. Mr. Watson first indicated the Deans Council had changed part of the procedures relating to course evaluations at a meeting yesterday. He stated that if an online course is to be evaluated, the evaluation survey will be made available by email to the students when the course is 80 percent complete and the survey will now close when the course is 95 percent complete. The procedure is outlined on the last page of the ClassClimate Help Manual on OneTech. Dr. Underwood questioned how the instructor can know when the 80 percent date is reached. Mr. Watson noted the addition of date fields to the Course Information by Department report in ARGOS.

When asked how the student is notified the survey is available, he reported that students are sent an email with the sender of the email identified as classclimate@atu.edu. The subject line will also include the words “ClassClimate.”

Mr. Watson advised that dissemination of information from the course evaluations is through the dean’s office and reminded the Senators that all information is now disseminated electronically. He stated that the paper evaluation forms are scanned and then recycled. ClassClimate was first used in fall, 2010, and will be the repository for all future course evaluations. He observed that scanning of the forms is fast, and his office has been able to have the evaluation results available before graduation each fall and spring term.

Mr. Futterer indicated his belief that the *Faculty Handbook* states the evaluations are to become the property of the faculty. Dr. Tarver noted he thought the *Handbook* also states that the faculty are not supposed to be able to see student comments until after grades are posted. Mr. Watson stated he would review the procedures.

The order of the agenda was resumed, and Dr. Watson, Mr. Watson, Dr. Archibald, and Dr. Tarver excused themselves from the meeting.

OLD BUSINESS:
RECOMMENDA-
TION FROM
GENERAL
EDUCATION/
CURRICULUM
COMMITTEE

President Smith reminded the Senators of the previous week’s vote in favor of adoption of the state minimum core curriculum for general education and asked for action relating to the proposed catalog copy.

Motion by Mr. Futterer, seconded by Dr. Willmering, to approve the proposed copy for the 2012-13 undergraduate catalog. Motion carried.

REPORT BY
SUBCOMMITTEE
REVIEWING
COMMON
TEXTBOOK POLICY

President Smith asked for a report from Dr. Eshelman. Dr. Eshelman stated the subcommittee had met and is working on a recommendation relating to the common textbook policy.

REPORT/ACTION
BY
SUBCOMMITTEE
REVIEWING
FUNCTION OF

President Smith asked for a report. Mr. Futterer reported that the subcommittee met and then distributed a document outlining a new title, membership, and function for this standing committee. The committee would be retitled as the Faculty Salary and Benefits Committee, and the membership would now include a member of the supernumerary voting block. The function was reworded to include activities currently being addressed by this committee.

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| <p>FACULTY SALARY, BENEFITS, AND AWARDS COMMITTEE</p> | <p>Motion by Dr. Lovely, seconded by Dr. Willmering, to approve the committee as addressed. Motion carried.</p> <p>Mr. Futterer noted that this completes the service of this subcommittee.</p> |
| <p>REPORT BY SUBCOMMITTEE ON FACULTY HIRING PRACTICES AND THE FACULTY'S ROLE</p> | <p>President Smith asked for a report. Ms. Earls stated that the subcommittee had met and is continuing work on this issue.</p> |
| <p>REPORT ON FISHERIES AND WILDLIFE PROGRAM</p> | <p>President Smith asked Dr. Lovely if he had any comments on this issue. Dr. Lovely stated he had no new information at this time. President Smith stated she would invite Dr. Charles Gagen, Head, Department of Biological Sciences, to next month's meeting to address this topic.</p> |
| <p>NEW BUSINESS: FACULTY LINE-UP AT COMMENCEMENT</p> | <p>President Smith reported she had spoken with faculty in her college concerning this issue, and many of the senior faculty did want to maintain the current practice of lining up faculty for commencement based on rank and seniority within rank. Dr. Eshelman reported his colleagues were also hesitant to change the method of line-up. Noting that Academic Affairs routinely sends out emails relating to commencement to the faculty, the Senate encouraged stronger language within the emails encouraging faculty to correctly line up to insure seating on the Coliseum floor.</p> |
| <p>FREE SPEECH AREA</p> | <p>President Smith read a press release stating that a third free speech area had been added, the area around the Hindsman Tower.</p> |
| <p>ATTENDANCE ACCOUNTING</p> | <p>President Smith noted that Ms. Tammy Rhodes, Registrar, was very busy at this time (i.e., beginning of fall semester), and she had not yet invited her to speak on this issue. Dr. Lovely reported faculty are confused on how the institution is losing money each year when they are following attendance guidelines. Dr. Underwood observed that this issue is one involving financial aid and suggested Ms. Shirley Goines be invited instead. President Smith reported she will invite Ms. Goines to the next meeting.</p> |
| <p>SENATE CHAIR AND BOARD OF TRUSTEE MEETINGS</p> | <p>President Smith reported that everyone has a legal right to attend the Board of Trustees' meetings but no one has a legal right to participate on the agenda, other than the Board members themselves. She noted that the agenda is set by the Board with the assistance of the administration.</p> <p>Dr. Lovely advocated it would be advantageous if the Senate chair could address the Board of Trustees on behalf of the faculty at the meetings. President Smith reiterated that these are the Board of Trustees' meetings with the agenda set by the Board.</p> |
| <p>FUTURE AGENDA ITEMS</p> | <p>President Smith noted several items for discussion at future meetings if desired by the Senators. Mr. Futterer asked that further discussion of the course evaluation system be placed on the agenda. Dr. Mirkovic stated he felt there was no interest in pursuing the idea of establishing a fund to support foreign travel with the SGA at this time and was willing to drop this topic. President Smith stated she could invite Mr. Moseley to the October meeting to discuss the University's policy on retirement funds. It was decided to postpone discussion with Dr. Watson on the issue of years of credit for tenure and promotion until the reformat of the evaluation, promotion and tenure policy was acted upon. President Smith stated she would invite Ms. Susie Nicholson, Vice President for Student Services and University</p> |

Relations, to the October meeting to discuss the new security measures on campus. Dr. Eshelman reported he had spoken with Mr. Mudrinich about the faculty loads in Art and stated they were not interested in pursuing this topic at this time.

OPEN FORUM President Smith asked for any additional discussion items. Dr. Lovely reported a request by Dr. Scott Kirkconnell to address the Senate on the issue of physical activity classes. President Smith stated this would be placed on the agenda for October.

**ANNOUNCEMENTS/
INFORMATION
ITEMS** President Smith reported that a new web content management system will be implemented within the next few weeks. She stated Michael Stoker is the contact for this. When questioned about training, President Smith stated she would speak with Mr. Stoker to gather additional information.

ADJOURNMENT The meeting adjourned at 4:15 p.m.

Respectfully submitted,



V. Carole Smith, Ph.D., President



Daniel W. Bullock, Ph.D., Secretary