

Minutes of  
THE FACULTY SENATE  
OF  
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Tuesday, December 6, 2011, at 12:30 p.m. in Room 325 of the Ross Pendergraft Library and Technology Center. The following members were present:

Dr. Ernest Enchelmayer	Dr. Cathi McMahan
Dr. Dan Bullock	Dr. V. Carole Smith
Dr. Eric Lovely	Dr. Tom Limperis
Dr. Susan Underwood	Ms. Jamie Earls
Dr. Sean Huss	Dr. Johnette Moody
Dr. Penny Willmering	Dr. Robin Lasey
Dr. David Eshelman	Ms. Annette Stuckey
Dr. Sherman Alexander	

Dr. Alex Mirkovic, Mr. Ken Futterer, Dr. Jennifer Helms, and Dr. James Walton were absent. Dr. Pat Buford, Dr. William Hoefler, Ms. Carrie Harris Phillips, Dr. Jeff Woods, Ms. Jennifer Fleming, Dr. John Krohn, and Dr. Malcolm Rainey 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 November 8, 2011, meeting.

Motion by Dr. Willmering, seconded by Dr. Moody, to approve the minutes as distributed. Motion carried.

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

NEW BUSINESS:  
CURRICULAR  
ITEMS

Motion by Dr. Lasey, seconded by Dr. Huss, to consider all of the curriculum proposals together. Dr. Lovely asked to exclude the proposal from the Department of Accounting and Economics from this motion. Dr. Lasey accepted the amendment to her motion. Motion carried. Motion by Dr. Lasey, seconded by Dr. Willmering, to approve the following proposals:

**Department of Agriculture**

- (a) add AGBU 1001, Agriculture Orientation, to the course descriptions;
- (b) add AGED 3013, Principles of Farm Management, to the course descriptions;
- (c) modify the curriculum in Agriculture Business as follows:
  - (1) delete two hours physical activity;
  - (2) require SPH 2173, Business and Professional Speaking, and delete three hours of social sciences;
  - (3) add AGBU 1001, Agriculture Orientation;
  - (4) delete AGPS 3244, Plant Pathology; and
  - (5) add four hours upper level agriculture electives;
- (d) modify the curriculum in Agriculture Business, Animal Science Option, as follows:
  - (1) delete two hours physical activity;
  - (2) require SPH 2173, Business and Professional Speaking, and delete three hours of social sciences;

- (3) add AGBU 1001, Agriculture Orientation;
- (4) delete AGPS 3244, Plant Pathology; and
- (5) add AGPS 3024, Forage Crop and Pasture Management;
- (e) modify the curriculum in Agriculture Business, Horticulture Option, Pest Management Option, and Pre-Veterinary Option (three proposals) as follows:
  - (1) delete two hours physical activity;
  - (2) require SPH 2173, Business and Professional Speaking, and delete three hours of social sciences; and
  - (3) add AGBU 1001, Agriculture Orientation;
- (f) modify the curriculum in Agriculture Education as follows:
  - (1) delete two hours of physical activity;
  - (2) require SPH 2173, Business and Professional Speaking, and delete three hours of social sciences;
  - (3) add AGBU 1001, Agriculture Orientation;
  - (4) delete BIOL 2124, Principles of Zoology, and add AGPS 3044, Plant Propagation;
  - (5) delete AGBU 4003, Agri-Business Management; and
  - (6) add AGED 3013, Principles of Farm Management; and
- (g) add the curriculum for Agriculture Business, Public Relations Option.

#### **Department of Biological Sciences**

- (a) add the Fisheries and Wildlife (FW) cross listing to GEOG 2833, Introduction to Geographic Information Systems.

#### **Department of Electrical Engineering**

- (a) delete ELEG 3131, Electronics Lab, from the course descriptions;
- (b) add ELEG/MATH 3173, Math Methods for Engineers, to the course descriptions;
- (c) add ELEG 4122, Electrical Systems Lab, to the course descriptions;
- (d) modify ELEG/MCEG 1012, Introduction to Engineering, as follows:
  - (1) change the title to Introduction to Electrical Engineering;
  - (2) modify the course description;
  - (3) delete the MCEG cross-list; and
  - (4) remove the co-requisite MATH 1113, College Algebra, or higher level mathematics course;
- (e) modify the course description for ELEG 3163, Electric Power Systems;
- (f) modify the curriculum in Electrical Engineering as follows:
  - (1) delete the biological science requirement;
  - (2) delete two hours physical activity;
  - (3) replace six hours of social science requirement with six hours of upper level math courses;
  - (4) delete MATH 3153, Applied Statistics I;
  - (5) delete ELEG 3131, Electronics Lab;
  - (6) delete COMS 2803, Programming in C;
  - (7) delete three hours of upper level ELEG electives;
  - (8) add ELEG/MATH 3173, Math Methods for Engineers;
  - (9) add ELEG 4122, Electrical Systems Lab;
  - (10) add COMS 2104, Foundations of Computer Programming I; and
  - (11) add ELEG 3153, Electrical Machines; and

- (g) modify the curriculum in Electrical Engineering, Computer Engineering Option, as follows:
  - (1) delete the biological science requirement;
  - (2) delete two hours physical activity;
  - (3) replace six hours of social science requirement with six hours of upper level math courses;
  - (4) delete MATH 3153, Applied Statistics I;
  - (5) delete ELEG 3131, Electronics Lab;
  - (6) add ELEG/MATH 3173, Math Methods for Engineers; and
  - (7) add ELEG 4122, Electrical Systems Lab.

#### **Department of English and World Languages**

- (a) modify the curriculum in Foreign Languages with Concentration in Spanish for Teacher Licensure as follows:
  - (1) delete two hours physical activity;
  - (2) require SPH 2003, Public Speaking, and delete three hours of social sciences;
  - (3) add TECH 1001, Orientation to the University;
  - (4) adjust electives from 13 hours to 12-13 hours;
  - (5) require SPAN 3123, Spanish Civilization and Culture, and SPAN 3133, Spanish-American Civilization and Culture; and
  - (6) delete SPAN 3023, Introduction to Linguistics.

#### **Department of History and Political Science**

- (a) change the course number for HIST 4713, Social Studies Methods for Secondary Teachers, to 4714, Social Studies Methods for Secondary Teachers; and
- (b) modify the curriculum in Social Studies Education as follows:
  - (1) delete two hours physical activity;
  - (2) require either SPH 2003, Public Speaking, or SPH 2173, Business and Professional Speaking, and delete three hours of social sciences;
  - (3) add TECH 1001, Orientation to the University;
  - (4) replace HIST 4713, Social Studies Methods for Secondary Teachers, with HIST 4714, Social Studies Methods for Secondary Teachers; and
  - (5) decrease electives from four hours to three hours.

#### **Department of Management and Marketing**

- (a) modify the curriculum in Business Education as follows:
  - (1) delete two hours physical activity;
  - (2) require either SPH 2003, Public Speaking, or SPH 2173, Business and Professional Speaking, and delete three hours of social sciences;
  - (3) change BUAD 1003, Introduction to Business Systems, to BUAD 1001, Introduction to Business;
  - (4) delete MGMT 2013, Management Productivity Tools; and
  - (5) add BDA 2003, Business Problem Solving.

#### **Department of Mathematics**

- (a) add MATH/ELEG 3173, Math Methods for Engineers, to the course descriptions.

**Department of Mechanical Engineering**

- (a) modify the curriculum in Mechanical Engineering as follows:
  - (1) delete the biological science requirement;
  - (2) delete two hours physical activity;
  - (3) replace six hours of social science requirement with six hours of upper level math courses;
  - (4) delete ELEG 2111, Electric Circuits Laboratory;
  - (5) change the elective engineering lab from one to two hours;
  - (6) delete MATH 3153, Applied Statistics I;
  - (7) delete PHYS 2124, General Physics II;
  - (8) add three hours math electives with footnote; and
  - (9) add four hours science electives with footnote; and
- (b) modify the curriculum in Nuclear Technology (A.S.) as follows:
  - (1) delete the biological science requirement;
  - (2) delete two hours physical activity;
  - (3) delete MATH 2934, Calculus III; and
  - (4) add one hour elective.

**Department of Parks, Recreation, and Hospitality Administration**

- (a) add RP 4473, Issues and Trends in Therapeutic Recreation, to the course descriptions;
- (b) modify the curriculum in Culinary Management (A.A.S.) as follows:
  - (1) delete PSY 2003, General Psychology;
  - (2) require SPH 2173, Business and Professional Speaking, to satisfy the social sciences requirement; and
  - (3) delete three hours of electives;
- (c) modify the curriculum in Recreation and Park Administration, Interpretation Emphasis and Natural Resources Emphasis (two proposals) as follows:
  - (1) delete two hours physical activity;
  - (2) require SPH 2003, Public Speaking, to satisfy a social sciences requirement;
  - (3) add TECH 1001, Orientation to the University;
  - (4) add RP 3403, Financing Recreation and Parks; and
  - (5) delete ECON 2003, Principles of Economics;
- (d) modify the curriculum in Recreation and Park Administration, Recreation Administration Emphasis, as follows:
  - (1) delete two hours physical activity;
  - (2) require SPH 2003, Public Speaking, to satisfy a social sciences requirement;
  - (3) add TECH 1001, Orientation to the University;
  - (4) add RP 3403, Financing Recreation and Parks;
  - (5) delete ACCT 2003, Accounting Principles I; and
  - (6) delete ECON 2003, Principles of Economics I;
- (e) modify the curriculum in Recreation and Park Administration, Therapeutic Recreation Emphasis, as follows:
  - (1) delete two hours physical activity;
  - (2) require SPH 2003, Public Speaking, to satisfy a social sciences requirement;
  - (3) add TECH 1001, Orientation to the University;
  - (4) add RP 3403, Financing Recreation and Parks;
  - (5) delete ECON 2003, Principles of Economics I;
  - (6) delete PSY 3063, Developmental Psychology I;
  - (7) delete PSY 3163, Developmental Psychology II;
  - (8) add PSY 3813, Lifespan Development; and
  - (9) add RP 4473, Issues and Trends in Therapeutic Recreation; and

- (f) modify the curriculum in Recreation and Park Administration, Turf Management Emphasis, as follows:
  - (1) delete two hours physical activity;
  - (2) delete AGPS 1024, Principles of Horticulture;
  - (3) add RP 3403, Financing Recreation and Parks;
  - (4) add TECH 1001, Orientation to the University;
  - (5) delete two hours of electives;
  - (6) delete ECON 2003, Principles of Economics I; and
  - (7) add SPH 2003, Public Speaking, to satisfy a social sciences requirement.

#### **Department of Speech, Theatre & Journalism**

- (a) modify the curriculum in Speech Education as follows:
  - (1) delete three hours physical activity;
  - (2) require SPH 2003, Public Speaking, and delete three hours of social sciences;
  - (3) add TECH 1001, Orientation to the University;
  - (4) delete SPH 2111, Debate Practicum, and SPH 2121, Debate Practicum;
  - (5) delete one hour of required speech or theatre elective;
  - (6) delete HLED 1513, Personal Health and Wellness;
  - (7) require TH 4263, Theatre History I: Antiquity to 1564, and TH 4273, Theatre History II: 1564 to 1900; and
  - (8) add SPH 3003, Interpersonal Communication.

**Motion carried.**

**Motion by Dr. Willmering, seconded by Dr. Lasey, to approve the following proposal:**

#### **Department of Accounting and Economics**

- (a) add ECON 2013, Principles of Economics II, to the listing of courses satisfying the social sciences general education requirement.

Dr. Lovely questioned the rationale of adding this course to satisfy the general education requirement for social sciences simply because some of the other universities do so and questioned whether the General Education Committee had reviewed the course in terms of meeting the general education goals. Dr. Moody, a member of the General Education Committee, stated that the committee had considered the proposal carefully and believed it met certain general education goals.

**Motion carried.**

The order of the agenda was resumed.

#### **OLD BUSINESS: SOCIAL MEDIA GUIDELINES**

President Smith welcomed Ms. Phillips to the meeting and asked for comments concerning the policy on social media guidelines. Ms. Phillips distributed the guidelines (located at <http://www.atu.edu/urelations/socialmedia.shtml>) and noted they were initially approved by the Executive Council last year. The guidelines focus on official University sites using Facebook, Twitter, YouTube, and Flickr and do not apply to individual personal web pages. The guidelines include naming conventions, logo and color references, and best practices for development of these official sites. Ms. Phillips stated she has met with several departments, working with them on their university social media sites and will continue training into next year. Guidelines will be regularly updated as social media is constantly evolving and changing.

Dr. Bullock noted he had set up student groups for some of his classes for class interaction and questioned whether the guidelines applied in this type of instance. Ms. Phillips noted that these groups are considered internal and the guidelines apply for sites developed for external communications. Dr. Eshelman questioned a clause within the guidelines stating that employees should not use social media during working hours except for university business. He noted that personal and professional communications may “blend” and more specific guidelines may need to be included in the next update. Ms. Phillips stated she would consider this and suggested that issues specifically relating to faculty web and social media sites be directed to Mr. Thomas Pennington, legal counsel. Dr. Huss questioned what disciplinary action could be taken against an employee if it was determined that they were inappropriately using social media during working hours. Ms. Phillips responded that this was outside her purview and again suggested speaking with Mr. Pennington on these specific issues. President Smith stated she would ask Mr. Pennington to speak with the Senate at a future meeting or lunch. She thanked Ms. Phillips for attending.

#### UNIVERSITY POLICY ON RETIREMENT FUNDS

President Smith reported she and Dr. Bullock had met with Mr. Moseley concerning the University’s retirement policy and lack of accessibility to funds before retirement. She reported that the retirement plan is updated periodically, and that if the Senate wished to suggest modifications to the plan concerning accessibility of funds, he would take those under advisement. The policy is currently considered to be a “retirement plan” and if it is changed, certain legal fees may be incurred.

President Smith noted that the University’s current plan also does not include a grace period for allowing transfer of funds from a different retirement plan to one the University supports, something she stated other universities do. Dr. Bullock volunteered to draft a document listing specific concerns/suggestions for revision of the retirement plan before the next meeting. Dr. Lasey suggested charging the Faculty Salary, Benefits, and Awards Committee with this task and report back to the Senate in the spring. President Smith asked Dr. Bullock to meet with the committee, explain the issues, and charge them with working on this issue.

#### ATTENDANCE ACCOUNTING

President Smith noted receipt of notes made by the recording secretary, Ms. Chronister, at a recent Deans Council meeting concerning issues related to attendance accounting. Ms. Chronister noted the deans had asked Ms. Goines from Financial Aid to speak with them on this topic. In summary, initial attendance accounting is performed at the beginning of each term to protect the university from disbursing federal financial aid funds to a student who never attends any classes and to assist with the calculation of the return of funds for a student who properly withdraws during the first few weeks of classes. Faculty are encouraged to continue taking roll throughout the semester, however, so that the last date of attendance can be documented for a student who stops coming to class in the middle of the semester and is either assigned an FE by the instructor at that time or an F at the end of the term. The last date of attendance helps the Financial Aid Office more accurately calculate whether any funds will have to be returned. The student is then liable for those funds, but the rate of collection on these accounts is very low. Hence, the University is out the majority of the funds.

As a result of the Deans Council meeting, Ms. Chronister reported that Dr. Watson has asked that the last date of attendance be reported either at the time of assignment of the FE or the F. Additionally, faculty are encouraged to maintain gradebooks for at least five years in the event of an academic review by the U. S. Department of Education.

REPORT BY  
SUBCOMMITTEE  
REVIEWING  
COMMON  
TEXTBOOK POLICY

President Smith referenced the proposed policy statement with revisions (see attached) included in the agenda packet and asked Dr. Eshelman for comments.

Motion by Dr. Eshelman as follows: Seeing that Arkansas Tech now has a campus-wide policy on textbook selection for multi-section courses, the Faculty Senate chooses to endorse the following revisions to the existing policy: 1. the use of more invitational language when it comes to policy exceptions (including examples of potential exceptions); 2. a clearly laid-out description of how such exceptions are to be requested/approved; and 3. more information about how the policy applies to non-traditional programs (such as concurrent courses). Seconded by Dr. Willmering. Motion carried.

Motion by Dr. Eshelman, seconded by Dr. Underwood, to disband this subcommittee. Motion carried.

REPORT BY  
SUBCOMMITTEE  
ON FACULTY  
HIRING PRACTICES  
AND THE  
FACULTY'S ROLE

President Smith asked for a report. Ms. Earls distributed a list of 50 potential statements to be included on a faculty survey. Dr. Huss stated the test statements will need to be narrowed down to a list of 20 to 25 and noted the survey items will need to be sent through the Human Subjects Committee (i.e., Institutional Review Board) before being sent to faculty. Dr. Huss asked the Senators to review the list and email him with statements to delete and any recommendations for statements not included. The survey will be set up as “strongly agree to strongly disagree” and will be online. Dr. Underwood questioned how the data received will be used. Ms. Earls stated the goal is to determine if there are serious issues concerning hiring practices across campus and whether specific guidelines on the role of the faculty within the hiring process should be developed. Dr. Huss noted the survey is an “exploratory tool.” Dr. Huss stated he would revise the statements based on feedback received from the Senators and bring the document to the next meeting for final approval.

COMMUNICATION  
WITH THE BOARD  
OF TRUSTEES

President Smith projected an electronic draft of a letter to be sent to the Board of Trustees which encouraged communication and invited any of the members to attend any Senate meeting. Some suggestions on revising wording were given, and President Smith noted she would send the letter as revised to the Board members.

STUDENT  
EVALUATIONS  
PROCEDURE AND  
FACULTY  
HANDBOOK  
CONFLICT

As Mr. Futterer was unable to attend today's meeting, President Smith indicated this item would be tabled until the next meeting.

FACULTY  
HANDBOOK  
REVISION:  
ELECTED  
STANDING  
COMMITTEES

President Smith referenced a suggested statement from Academic Affairs for inclusion in the *Faculty Handbook*. It was noted that the recent standing committee changes recommended by the Senate would not allow non-regular faculty to sit on many of the committees. As the supernumerary group currently only has one tenured faculty member and several non-regular faculty, the wording was suggested to alleviate this problem. The wording would be inserted in the *Handbook* (page 63) immediately before the Faculty Senate entry:

*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. In such instances, the faculty elected are subject to the approval of the Vice President for Academic Affairs and the Chair of the Faculty Senate.*

After discussion, the Senators recommended removing the last sentence of the statement.

Motion by Dr. Huss, seconded by Dr. Bullock, to approve the statement as amended. Motion carried.

COLLEGIALITY  
AND  
ADMINISTRATORS

President Smith stated this item will be tabled until February due to Mr. Futterer’s absence.

OPEN FORUM

President Smith asked for any additional discussion items. None were presented.

ANNOUNCEMENTS/  
INFORMATION  
ITEMS

President Smith announced that the next meeting of the Senate would be in February and reported that the dates of the spring meetings had been sent to the Senators by email. She also reminded everyone to take the graduation lineup “seriously” and encourage all faculty to stand in line in their appropriate places.

ADJOURNMENT

The meeting adjourned at 1:45 p.m.

Respectfully submitted,



V. Carole Smith, Ph.D., President



Daniel W. Bullock, Ph.D., Secretary

Attachments:

Current policy statement for texts for 2011-12

This applies to materials for which students would pay. Faculty, department heads, and deans should review the faculty handbook concerning selection of texts.

1. Required textbooks for all sections of an undergraduate course will be the same.
2. Online sections (TC1) may require a different text, but required texts for all online sections should be the same.
3. Faculty may require supplementary materials.
  - a. Supplementary materials must have a clear educational benefit.
  - b. Care should be taken to keep costs of supplementary materials to a minimum.
  - c. Examples of supplementary materials include, but are not limited to: clickers, study guide, lab manual, scholarly article, work, or paper, and online homework.
4. Faculty may choose not to require the common text in their section.
  - a. Faculty not requiring the common text may require supplementary material if the total cost of the supplementary material is no greater than the cost of the common text.
  - b. Such supplementary material may not be what would be considered an alternative textbook.
5. When there are instances where one or more faculty members choose not to use the common text, or when there are online courses using a different common text, the department must be able to demonstrate that the learning objectives for the course are being met in all sections.
6. Textbooks or supplementary material listed as “optional” must be truly optional with no pressure on the student to purchase.

Proposed policy statement for texts for 2011-12 (draft for revision of original statement)

This applies to materials for which students would pay. Faculty, department heads, and deans should review the faculty handbook concerning selection of texts.

1. Common texts in multi-section courses:
  - a. Required textbooks for all sections of an undergraduate course will be the same unless granted an exemption under item c. below.
  - b. Online sections (TC1) may require a different text, but required texts for all online sections will be the same, unless granted an exemption under item c. below.
  - c. Faculty may petition their department head and dean for an exemption in special circumstances. For example, a faculty member may desire to use a different text on a trial basis for one or more semesters for potential later use by the whole department.
  - d. Textbooks for concurrent credit courses must be approved by the department head and may be different than texts required for on-campus or online sections.
2. Faculty may require supplementary materials.
  - a. Supplementary materials must have a clear educational benefit.
  - b. Care should be taken to keep costs of supplementary materials to a minimum.
  - c. Examples of supplementary materials include, but are not limited to: clickers, study guide, lab manual, scholarly article, work, or paper, and online homework.

3. Faculty may choose not to require the common text in their section.
  - a. Faculty not requiring the common text may require supplementary material if the total cost of the supplementary material is no greater than the cost of the common text.
  - b. Such supplementary material may not be what would be considered an alternative textbook.
4. When there are instances where one or more faculty members choose not to use the common text, or when there are online courses using a different common text, or in the case of concurrent credit courses, the department must be able to demonstrate that the learning objectives for the course are being met in all sections.
5. Textbooks or supplementary material listed as “optional” must be truly optional with no pressure on the student to purchase.