Faculty Senate Minutes
April 6, 2005

Members Present: Aneeq Ahmad, Lea Ann Alexander, Angela Boswell, Betsy Fulmer, Catherine Leach, Charles Leming, Mike Matthews, Steve Carter, Henry Perez, Bruce Smith, Carol Underwood, Richard Miller, Randy Duncan, Linda English, Jamie Engman, Patti Miley, Marielle MCFarland, Jules Mollere, Brett Serviss, Darlene Wills, Mitzi Bass, Woody Jolley, Alan Wright

Members Absent: Linda English, Laura Storm, Marty Campbell, Betsy Fulmer, George Ann Stallings, Celya Taylor

Others Present: Dr. Robert Houston, Vice President for Academic Affairs

Call to Order: The April meeting of the Faculty Senate was called to order at 3:02 p.m. by President Mike Matthews. The minutes from the March meeting were approved.

Discussion between Dr. Robert Houston and Faculty Senate:
- Committee assignments – Chairs will monitor the even distribution of committee assignments among their faculty. Chairs will also make sure meetings are held and attended. All faculty are expected to participate.
- There are six committees that don’t function and may not be necessary. Dr. Houston and Mr. Choate will meet again to discuss their probable reconfiguration.
- Responses to the HERI Faculty Survey from UCLA are still not adequate for them to provide us with feedback. We must have the feedback for our assessment which is scheduled for February, 2007.
- Fall Break – Fall, 2006 will be the earliest possible time we can have it. Feelings are mixed. Some faculty don’t want to have it because they don’t want to begin the Fall Semester early (don’t see the point in reconfiguring schedule).
- Dr. Houston is looking at possibility of funding more travel by consolidating existing travel budget in Deans’ offices. Faculty will apply for approval of travel through their Department Chair. Development and Research monies are not included in this consideration. Ellis College already handles travel this way. Teachers College does not support this idea but does want travel funds distributed more equitably.
- The feasibility of creating a position in the Registrar’s Office to handle computerized degree audits and transfer students is still under consideration. The Budget Committee would like to receive feedback from faculty as to whether they feel this position or an assistant for Kris Duncan to help with Web CT training is preferable (if a choice must be made). Some faculty feels it is preferable to fill (in some cases long-) empty teaching faculty positions.
- Dr. and Mrs. Houston would like to have a reception in their home for the Faculty Senate this semester. Thursday or Friday afternoons look like the best choice for a time. Dr. Mike Matthews will discuss specific dates with Dr. Houston and get back to the Senate.
- Making the undergraduate catalog less confusing will be investigated.
- No consensus was reached in the Faculty Senate for endorsement of the new Mission Statement. Suggested changes/issues include:
  - Deleting “in Arts & Sciences, Business Administration, and Education” from the first sentence.
  - Make the second sentence the first sentence.
  - Not stressing undergraduate education in the first sentence of the second paragraph (first paragraph after the bulleted list).
Some faculty feel the new Mission Statement is not an improvement because we still don’t know/agree about who we are. Feedback received by The Telling Our Story Committee falls into three distinct schools of thought about who we are.

- Some faculty feel the new Mission Statement should be reconsidered altogether until there is more agreement about who we are.

- **Loss of students** may be occurring in some departments, such as nursing, may be due to malfunctioning technology, very intermittent Internet access and lack of sufficient support for Web CT. HSU needs to be more forward-thinking when it comes to the use of technology such as online courses, using Web CT, etc.

- It is very difficult and complicated to give **course reductions** to all deserving faculty for graduate teaching and independent studies. Largely this is due to there not being enough faculty to keep all of the bases covered and courses taught.

### PRESIDENT’S REPORT

**Discussion with Vice-President Houston** – see Appendix I

**Discussion with President Dunn** – see Appendix II

### Committee Reports:

**Academics Committee:** No Report.

**Finance Committee:**
The budget committee met Thursday, March 31. Mr. Jones hopes to have a budget prepared for the April 29 Board meeting, but this is dependent upon the legislature. The state still maintains that the legislature will adjourn on April 15. Mr. Jones said that the Faculty Senate salary proposal of a 4% across the board salary increase for faculty is reasonable, although whether or not there is money to fund all of it depends upon the legislature and other university needs. He reasserted that the highest budget priority is funding faculty salaries, including cost-of-living adjustments, base adjustments, promotions, and recommendations of the salary study committee.

**Procedures Committee:**
Faculty Hearing Committee elections are currently taking place. The Procedures Committee will meet on Monday, April 11, 2005, to count the ballots. Election results will be announced next week. Thank you for your participation.

**Operations Committee:**
The resolution proposed by the Operations Committee (see Appendix III) was approved unanimously. No nominations were made, so Dr. Alan Wright volunteered to serve as the first Faculty Senate Webmaster.

**Buildings and Grounds Committee:**
The Committee is still looking into and resolving issues raised at March, 2005, Faculty Senate meeting (see Appendix VI of the minutes from that meeting). Lights outside of buildings need to be turned on where it is possible. (Faculty: If you know where the light switches are, please turn the lights on outside your buildings.)

### Old Business

1. **Fall Break** – Dr. Houston needs to know if this idea is supported by faculty. Senators will poll their colleagues about it. Some departments are strongly and unanimously
against having Fall Break because it will knock students off-track shortly after they get into the swing of the semester. Some feel it does not support the feeling of campus community that we are trying to develop because students will likely be out of town during the break. Other faculty feel we should take all of Thanksgiving week off if we are going to have a Fall Break. Please let your Senate representative or Dr. Houston know how you feel about this. The issue was tabled because it can not occur until 2006 anyway.

2. Faculty Web Pages – Senate President read an email from Mr. Epperhart that stated: “There is no plan to delete pages but there is concern with the server that is managing those pages. The server is old and we are seeing signs of failure so there is a time concern. Beginning of the fall semester would be a good goal for moving faculty web pages.” Discussion followed as to what now needed to be done to move a faculty web page. There was considerable confusion among the faculty about needing to know Ektron and the use of front page to do this.

New business
1. We really appreciate Dr. and Mrs. Houston’s offer to have a reception at their house for Faculty Senate this semester. We narrowed down that it should be held after classes on a Thursday or Friday afternoon/evening. Dr. Mike Matthews will talk to Dr. Houston about specific dates. Thank you Dr. and Mrs. Houston.
2. Faculty Senate unanimously approved an addition to the Faculty Handbook regarding Excellence Awards (see Appendix IV).
3. Faculty Senate came to no consensus about the Mission Statement other than that it needs improvement and cannot be endorsed in its new form.
4. Faculty Senate wants Travel Funds handled by the Schools.
5. Faculty Luncheon ticket will increase by $1.00 (will be a total of $3 in fall, 2006). That’s okay with Faculty Senate. Aramark states that they need to have a better idea of how many attendees there will be three days before the luncheons (numbers of faculty members attending range from 42 to 81). One suggestion has been that faculty purchase their ticket from Karen Spradlin in the President’s Office at least three days before the luncheon, or that departmental secretaries make these purchases for departments. Instead of advance ticket purchases, an RSVP system was proposed to be put in place. Faculty Senate does not agree with either of these ideas because many times faculty doesn’t know if their schedule will allow their attendance until the day/time of the luncheon. Some members of Faculty Senate would rather just go through the regular line at the Caddo than use either of the solutions. A Senator suggested that faculty members buy a meal ticket for the number of luncheons they believe they will attend at the beginning of the semester/year. Another Senator suggested that we build community among faculty by meeting at the Reddie café or Sun Room for coffees once or twice a week in the afternoon (instead of having Faculty Luncheons). Senate President will continue to work with the President’s Office on this matter.
6. Please send all ideas and proposals about how to spend the proceeds from the sale of Magnolia Manor to Marielle McFarland, Faculty Senate Secretary, at mcfarlm@hsu.edu. A list will be compiled and disseminated.

The meeting adjourned at 4:47 p.m.

Respectfully submitted by Marielle McFarland, Secretary, Faculty Senate 2005
Discussion with Vice-President Houston

1. Status of Fall Break for fall, 2006 – Scheduling considerations are still being investigated, especially with regard to the OBU schedule and athletic schedules.

2. Can modifications to the Mission Statement still be made? Minor ones are appropriate but this issue needs to come to a conclusion.

3. A faculty member raised the question about Teacher’s College second summer schedule being in conflict with the remainder of course offerings by the University. This specifically involved a “one hour and 15 minute overlap of classes”. Dr. Houston said this problem had been taken care of and that there would not be overlap of undergraduate classes.

4. An inquiry from Student Support Services raised the issue of lack of services available for non-traditional students that comprise ~25% of our student population. Dr. Houston said he would be happy to meet with appropriate personnel to discuss academic matters that might affect these students.

5. Another faculty concern was raised in relation to the lack of support for training and use of Web CT. I had previously talked to Jennifer Holbrook and Doris Wright about this issue. Both indicated that a request has been submitted to the Budget Committee for an additional person to assist Kris Duncan who simply has more to do than one person can handle. Dr. Houston was aware of the need for this position, and indicated that it would be part of the consideration at budget meetings (note that the Faculty Senate has four representatives at those meetings) along with all other needs for money.

6. A request from a faculty member that a tab for advisees be added to the instructor’s page in Reddie Connect was discussed. This tab would allow an advisor to call up a list of his/her advisees for mass mailings in the same manner that you can do this for your classes. Dr. Houston is to check on this.

7. I inquired about the use of “one-time” money from the sale of Magnolia Manor possibly being used for an academic purpose. Dr. Houston pointed out the various proposals that have previously been discussed in various university documents, and said nothing had yet been decided.

8. We discussed some of the problems that have occurred this year with regard to the Faculty Excellence Awards. A change in the Faculty Handbook that was passed by the Senate in October 2004 should correct many of these problems. One problem that still exists is that there is no clear responsibility as to who should be monitoring the activity of the various committees to make sure that those committees are actually functioning. I proposed, and Dr. Houston agreed, that the Office of Academic Affairs should take on this role since that is where the committees send the names of nominees. This will depend on approval of the Senate.

9. I told Dr. Houston that concerns about the lack of a uniform policy on course reduction for graduate teaching would possibly be the subject of questions for him at the next meeting.
10. Dr. Houston stressed to me that his meeting with the Senate each month is for him to be available to respond to concerns and questions that the faculty might have. He does not want these meetings to be viewed as a forum for him to present an agenda of his to the faculty.

   I would add that Dr. Houston is attending these meetings as a result of an invitation by the Senate. This is an excellent opportunity for us to interact with the primary academic officer at this university!

 Appendix II

**Discussion with President Dunn**

1. I mentioned the discussion I had with Dr. Houston about the schedule conflict created by Teacher’s College.

2. Dr. Dunn was also open to suggestions as to how services for non-traditional students might be improved.

3. He was also aware of the requests for an additional person to assist with WebCT, noting that it would depend on funding levels and priorities established by the Budget Committee.

4. I discussed with him the request for an advisee tab and he thought it reasonable.

5. When asked about the Senate’s request that the Director of Computer and Communication Services be evaluated, he stated that he thought the University Technology Committee was supposed to be developing an evaluation instrument for this. (Don Wells, chair of the Technology Committee, was contacted before the Senate meeting and he had no knowledge of this.)

6. Regarding faculty salaries, I pointed out that the Senate has requested a salary COLA increase of at least 4.0%. We discussed the amount of money that would be necessary for this increase in addition to base salary adjustments and adjustments being formulated by the Salary Study Committee to bring the university up in rank of comparable schools. I pointed out that we are on a “slippery slope” of falling back in salary rank even as we get salary adjustments if we fail to keep up with inflation by getting COLAs equivalent to or better than comparable schools.

7. We covered the same general topics for use of the Magnolia Manor money that Dr. Houston and I talked about.

8. We discussed changes that needed to be made in the Faculty Handbook with regard to Faculty Excellence awards – these changes have been made but are not on the web site yet.

9. I asked him if he planned to have other meetings with the faculty, and he said that he did, probably before the next Board meeting on April 29.

Submitted by Michael Matthews
Faculty Senate President 2005
April 5, 2005
Appendix III

April 6, 2005
Faculty Senate Operations Committee proposes the following resolution:

The Faculty Senate create the elected offices of Webmaster & Webmaster-elect to coordinate and manage the Faculty Senate Website.
- The Webmaster shall serve a one (1) year term during the second (2nd) year of their term of Faculty Senate service.
- The Webmaster shall be assigned no other Faculty Senate Committee Assignments.
- The Webmaster-elect shall serve during the first (1st) year of their Faculty Senate service & shall serve as Webmaster during the second (2nd) year of Faculty Senate service.
- Both the Webmaster and Webmaster-elect shall be nominated & elected by vote of the Faculty Senate.
- Duties of the Webmaster shall include (but not limited to):
  - Maintenance of the Faculty Senate Webpage
  - Posting approved Faculty Senate minutes to the Webpage
  - Up-dating the Faculty Senate Constitution on the Webpage
  - Up-dating the Faculty Handbook on the Webpage

Appendix IV

Excerpt from Faculty Handbook, pgs 22-23, see approved addition below:

N. Excellence Awards

In recognition of outstanding performance by Henderson State University faculty who have served the university community above and beyond the call of duty, there shall be fifteen Excellence Awards as follows:
The three divisions of the Ellis College of Arts and Sciences (Liberal Arts, Fine Arts, and Science and Math), The School of Business, and Teachers College Henderson will each make three annual cash awards in these amounts:
Excellence in Teaching - $1,000
Excellence in Scholarly or Creative Activity - $1,000
Excellence in Service - $500

Only one award will be given in each of the 15 categories.
These awards shall be made within each college (or division) by an awards committee composed of faculty below the level of chair from that college (or division). The term of appointment to each awards committee shall be limited to one year, and shall be made by faculty vote. The election shall be conducted by the Faculty Senate Procedures Committee. Each of the five awards committees shall be composed of five members, with no more than one member from any single department or discipline. For the purposes of excellence awards, faculty serving in the library or student services shall be considered with the School of Business.

Proposed Addition Approved by Faculty Senate: Names of committee members and chair-elects (persons that receive the most votes) will be forwarded to the Office of Academic Affairs upon conclusion of committee elections. The Office of Academic Affairs will be responsible for monitoring the activity of the committees to ensure faculty have been properly notified of the award nominating process by committee chairs. Committees shall report names of award recipients to the Office of Academic Affairs.
Recipients may be nominated by chairs and or colleagues; no nominated recipient may serve on an awards committee during the semester of nomination. Only full-time faculty (as opposed to adjunct or part-time faculty) are eligible for awards, and no one faculty member may receive more than a single award in one year. The awards shall be presented in lump sum at an annual ceremony, and shall NOT be considered part of a recipient's base pay for the computation of raises, benefits, etc., nor shall they be directly tied to the annual faculty review process....