

**Faculty Senate Minutes**  
**February 1, 2006**  
**3:15 p.m.**

**Senators attending:** Brett Serviss, Randy Duncan, Linda English, Jim Shuff (alternate for George Ann Stallings), Patti Miley, Larry Thye, Linda Wen, Alan Wright, Shanta Sharma, James Engman, Kenneth Taylor, Celya Taylor, Beverly Buya, Maralea Gourley, Bruce Smith (alternate for Georgine Steinmiller), Kevin Durand, Laura Storm, Carol Underwood, Rafael Bejarano, Martin Halpern, Fred Worth, Paula Leming, Don Wells, and Brian English.

**Senators absent:** Duane Jackson, Jules Mollere, Troy Hogue, and Rick McDaniel.

**Guests in attendance:** Vice President Robert Houston

President Jamie Engman announced the quorum and called the meeting to order.

The Minutes of the January meeting were approved as distributed.

Vice President Houston met with the Senate for discussion. (Details of this discussion follow this set of Minutes.)

The President's Report (attached below the minutes) was discussed. There is concern from some Senators over the Strategic Planning Report's wording of travel money and supply funds allocated through the Deans and the Vice President.

**Committee Reports:**

- **Building and Grounds:** Report is attached below the minutes.
- **Academic:** No report.
- **Procedures:** No report.
- **Operations:** will have their first meeting February 2 to discuss the handbook issue forwarded during the January meeting and to elect a new chair.

**Old Business:** no old business.

**New Business:**

The issue of checking prerequisites for remediation requirements during registration raised during Vice President Houston's discussion will be sent to the Academics Committee.

Question was raised about the composition of the new Faculty Excellence Award Committee. The Committee is the previous Senate Executive Committee plus one member from any area that is not already represented.

Question was raised regarding the current situation of the Writing Intensive Courses initiative. Students that entered this semester are required to have two of these classes, and final plans and requirements are still not in place. President Engman will check with Dr. Houston to see if the Senate needs to proceed further with this issue.

Having no further business, the meeting was adjourned at approximately 4:15 p.m.

Respectfully submitted,

Brian English  
Faculty Senate Secretary

## **Vice President Houston's Discussion**

Former students have raised \$50,000 for a television campaign in the next six weeks. We have seen a significant increase in applications, which might be tied to the TV campaign from fall 2005. The focus of this campaign will be ads on Cable TV due to the lower pricing of ads. The ads shown will be the same ones as shown during the fall campaign.

Attention for Consideration:

- There is an increasing number of students who are registering with incomplete remediation. We need to pay close attention to this, especially for College Algebra.
- There is an increasing number of requests for backdated withdrawals. Some students have been withdrawn backdated over a year. This cuts directly into our revenue.
- Students who are not meeting prerequisites prior to entering upper-division courses create problems in the long-run for the registrar's office.

There is a concern of privacy issues regarding faculty access to transcripts as per the current proposal. Some faculty have expressed a need to access transcripts of students who are enrolled in their courses during registration periods for verification of remediation and prerequisites. Currently, only department chairs have this access, which puts a large workload on our chairs during registration.

It was brought to Vice President Houston's attention that Junior College transfers are having problems finding open classes. Transfers still have to take the core courses we require if they have not taken equivalent courses yet, and these are usually all closed by the time that they get to register. Vice President Houston will look into being able to add additional sections.

## **Faculty Senate President's Report For February 1st, 2006 Faculty Senate Meeting**

On January 24<sup>th</sup>, I met separately with President Dunn and Vice-President Houston. At that time, the Senate had not indicated any specific items for me to bring to their attention, so our discussions were somewhat general, and included relaying news on recent developments, and consideration of some items that may need attention from the Senate in the near future. Both Dr. Dunn and Dr. Houston discussed their willingness to work with the Senate.

### **MEETING WITH PRESIDENT DUNN**

**Strategic Plan.** In my meeting with Dr. Dunn, the conversation dealt mainly with the implementation of the strategic planning recommendations. He reported that during the semester break, the Vice-Presidents, Deans and he held a retreat to consider the process of implementation. Each of the 180 specific recommendations from the strategic plan reports was considered individually, with attention to the relative immediacy of need for action, and with whom the responsibility for implementation action rests. Dr. Dunn has provided a summary of the results of that retreat, and welcomes faculty senate input on the plan. (I have emailed that report to all faculty, with the suggestion that they forward comments to their Senate representatives.) He hopes to provide a basic set of near-term goals to the Board of Trustees in February, including some specific steps to be taken. He did offer that he is willing to consider an extension of that schedule if it seems warranted. He stressed, however, that if progress is to be made in implementing some aspects of the strategic plan, it will be important to have those items at a stage where they can be included in the upcoming budget meetings.

As an example of progress toward some of the goals set forth in the strategic plan, he discussed movement toward developing more opportunities for HSU students to study abroad. Achieving this goal was incorporated into the selection process for the new Director of the International Student Program. He mentioned a number of possible opportunities that may be developed, including study abroad programs in France and China.

Dr. Dunn also discussed some issues related to travel budgets. The strategic plan recommended increasing funding for travel, a goal that he supports. The plans also suggested that this increase be accomplished without using current funds, but he is uncertain how that could be accomplished. He suggests that any increases in travel funds might best be put under the control of the Deans, who could better determine priorities, rather than giving all faculty members an automatic and equal share of travel funds.

**Support of Technology.** Dr. Dunn mentioned that Mr. Jack May will be retiring in June, and that there is a plan to shift some responsibilities and funds in hiring his replacement. Some funds that are made available in that shift are planned for hiring additional personnel in support of computer technology on campus.

## **MEETING WITH VICE-PRESIDENT HOUSTON**

We discussed the nature of interaction between the administration and the senate, and both agreed that his regularly-scheduled discussions with the Senate seem to have been helpful in establishing and maintaining good lines of communication. Those visits are planned to continue.

**Support of Computer Technology.** Dr. Houston discussed a planned increase in support for the use of the Tegrity system on campus. New software will allow for more user-friendly capture of lecture material in classrooms using Tegrity, and allow for easier student access to that material, including delivery through “podcast.” A new digital pen system will be available to students for a cost of approximately \$100, and will allow notes that they take in class to be synchronized with the digital version of the lecture material. There is a planned increase of ~\$3 in the technology fee to support this expansion of the Tegrity system. This new technology is expected to become available on July 1<sup>st</sup>, with approximately 12-15 faculty members initially trained in its use. There is also a plan to increase the level of support and training for faculty using computer-based instructional technology.

**Budget Process.** Dr. Houston mentioned that Mr. Bobby Jones is developing a new approach to the budget process, designed to help coordinate planning with funding. In the past, there has been a significant amount of time wasted in some cases by putting effort into planning when funds were not available to support the planned actions. The new approach is intended to make the process more efficient.

**International Experiences for HSU Students.** Dr. Houston described initial plans to develop more international study experiences for Henderson students. There is a desire to increase the diversity of such experiences that are available, at a cost that may be low enough (\$2000-\$2500) to be feasible for a reasonable number of students. COPLAC has a French language immersion program (Arneau, France) that we have been invited to participate in. There is also a potential developing for study in China. The European study program developed by Dr. David Thomson, Dr. Julia Hall and Dr. John Hall will continue, with Dr. Jay DeVille taking over some responsibilities.

**Assessment.** Our progress in developing institutional assessment is scheduled for external review in February of 2007. We discussed the types of progress that have been made, and what sorts of progress seem to be most needed at this time. He believes that the TrackDat software has been helpful in monitoring the progress we have made, and in assisting with determining areas that still need work. He stressed that he does not feel that we need to have accomplished all assessment goals at the time of the focus visit, but that it will be important to demonstrate that we have made significant progress and that we have a plan to continue. He emphasized that faculty support and participation are vital if this is to succeed. (I have discussed the status of the assessment plan with the Director of Assessment, Ms. Tedder, and she is preparing a report for the Senate that I will distribute once I receive it. She offered her willingness to speak to the Senate on the

topic of assessment and our progress in meeting the expectations of the accreditation team.)

Respectfully submitted,

J. Engman

## **Buildings and Grounds Committee Report to the Faculty Senate for February 1, 2006.**

The following items were discussed during the last Buildings and Grounds Committee meeting:

1. mud covered sidewalks adjacent to the drill field;
2. broken spotlight on centurion south of McBrien Hall;
3. nonfunctioning lights along the sidewalk that is adjacent to pedestrian entrance to campus off of Henderson Street;
4. locked exterior door on the south side of Reynolds (door adjacent to Arkansas Hall);
5. lighting problems by Foster Hall and adjacent parking lot;
6. collapsing drains on the south lawn area south of the Reynolds Science Building and McBrien Hall; and
7. wet sidewalks and other pedestrian areas because of irrigation that occurs during school hours (8:00a.m.–5:00p.m.).

Item one has not been corrected as of today. I have talked with Tammi Wardlaw at Physical Plant and she has informed me that the sidewalks have been cleared before, but each time it rains more soil is washed on top of the sidewalks. Scott Serwacki is in the process of devising a solution to the problem.

Items two and three have been repaired and the lights now function (I have personally investigated the spotlight at the centurion, but have not actually observed it during darkness. It was damaged, but has been repaired).

Item four has not been corrected as of today.

Item five (lighting needs near Foster Hall): I have discussed this with Bobby Jones over several occasions and he has most recently informed me that lighting has been placed in the parking lot off of Huddleston Street across from the new dorms. Additionally, upon completion of the new dorms, any problems with lighting behind Foster will then be addressed.

Item six (collapsing drains): these as of today have not been repaired. However, the metal which is required for proper repair of the drains has been on order and has just come in to the Physical Plant. The drains will be repaired in the very near future.

Item seven (wet pedestrian areas): I have discussed this with Scott Serwacki and he has informed me that the grounds crew is working on a watering schedule that will eliminate this problem.

Respectfully submitted on behalf of the Buildings and Grounds Committee,

Brett Serviss