

Faculty Senate *minutes*
December 6, 2017
3:15 PM, Cabe Room, Garrison Center

Senators present: David Bateman, Emilie Beltzer, Don Benton, Carolyn Eoff, TaLisha Givan, Paul Glover, Megan Hickerson, Lewis Kanyiba, Catherine Leach, Holly Morado, Dever Norman, Malcolm Rigsby, Ingo Schranz, Natalie Scrimshire, Laura Storm, Suzanne Tartamella, Mike Taylor, Beth Wyatt (for Christine McDowell)

Senators absent: Troy Bray, Tommy Finley, Eric Jett, Lisa Massey, Richard Miller, Rochelle Moss, Janice O'Donnell, Connie Phelps, Kasten Searles, Tammie Townsend, Mike Watters

Guest present: Dr. Steve Adkison, University Provost and VP for Academic Affairs

1. Meeting called to order at 3:19 PM by Dr. Megan Hickerson, Faculty Senate President.
2. The NOVEMBER 2017 Faculty Senate meeting minutes were approved following a wording correction.
3. Dr. Hickerson summarized the key points discussed in her meetings with University President, Glen Jones, University Provost and VP for Academic Affairs, Dr. Steve Adkison, and University VP for Finance and Administration and Interim VP for Student Affairs, Dr. Brett Powell (see **Addendum A**, *Report from the President to the Faculty Senate for December 6, 2017*).
4. Dr. Hickerson presented her summary of the effectiveness of the Faculty Senate for 2017 (see **Addendum B**, *Report from the Faculty Senate President Regarding the Effectiveness of the Henderson State University Faculty Senate, 2017*).
5. Reports of the committees:
 - a. Executive Committee – No report.
 - b. Academics Committee – The committee seeks guidelines as to what constitutes a “Service Intensive (SI)” course. The Senate voted to move this topic to the 2018 Faculty Senate agenda.
 - c. Buildings and Grounds Committee – No report.
 - d. Finance Committee – No report.
 - e. Operations and Handbook Committee – The committee presented suggested changes to the Faculty Handbook (see **Addendum C**). The Senate voted to forward these suggested changes to Dr. Adkison and Elaine Kneebone.
 - f. Procedures Committee – Faculty Senate and Excellence Award committees are complete and the results will be disseminated to those nominated.
6. Unfinished business – no unfinished business to report.

7. New business – no new business to report; new agenda items will be presented to the 2018 Faculty Senate.
8. Meeting adjourned at 4:30 PM.

Submitted,

Emilie Beltzer
Faculty Senate Secretary

Addendum A

Report from the Faculty Senate President Regarding the Effectiveness of the Henderson State University Faculty Senate, 2017

Effectiveness and Accomplishments

The 2017 Faculty Senate has addressed, affected, and produced action on a number of important issues this year.

It began the year by, first, thanking the Faculty President of 2016 for her work and outstanding leadership.

As we began work in February 2017, an issue of significant concern was the state legislation seeking to extend conceal and carry to university campuses. While we knew it would have little impact at the state level, we all thought it important to make a statement regarding the issue, and so we voted on a resolution opposing the legislation, which I then forwarded to a couple of newspapers; it was reported on in the *Democrat Gazette* and on *Arkansas Online*.

I need to acknowledge the effort of Dr. Laura Storm, the senator representing the Music Department, who brought us regular updates and authored the first draft of the document that became the resolution (Minutes, February 2017).

Other accomplishments include

- Proposed a change in zero-tolerance drugs policy as in the Student Conduct Handbook—policy is currently undergoing alteration through Shared Governance.
- Established voting membership of Faculty Senate Representative to the University Academic Council.
- Cooperated in creation operation of the Conversation Café—four were held this year.
- Instigated overhaul of the Faculty Handbook, undertaken by the Operations Committee in cooperation with Dr. Catherine Leach.
- Evaluated and discussed with Provost acceptance of credits from Straighterline.com—which saw subsequent action.
- Began process for proposing development of a student Service Transcript.
- Produced Other Revision and Updates to language in the Handbook
 - Promotion and Tenure process (Minutes, April and May 2017)
 - Ensuring chair’s communication with tenured faculty members on occasions of promotion and /or tenure applications within the department.
 - Revision of language regarding promotion to Distinguished Professor creating consistency with other T&P processes.
 - Faculty Sabbaticals (May 2017): Revision allowing faculty to elect to delay the leave period for up to one year after notification of the award
 - Excellence Awards (May 2017): Revision of the language to more closely align the award divisions with the actual Ellis College departments in each of the three divisions. Social Sciences and Humanities; Science and Mathematics; and Fine Arts
- Advocated for better parking availability (especially handicapped) and enforcement and received assurance regarding parking enforcement and better marking of spaces.

- Worked to establish point persons for monitoring/checking on work orders, building to building.
- Provided a strong voice regarding important matters and concerns relevant to faculty (and staff), principally regarding morale, compensation, and benefits.
- Provided a forum for faculty to express concerns by holding a meeting dedicated to discussion with the university president.

Role in Shared Governance Process

- Active representation on Planning and Budget Committee: I feel strongly that our representation both contributed to ensuring inclusion of Compensation Plan step in budget for 2017-18 and affected navigation of recent process to cover budget deficit.
- Created ad-hoc Senate Committee for Shared Governance Review
- Shared Governance (review process): The Faculty Senate considered and made recommendations on a number of Shared Governance proposals, including
 - Salary Savings
 - Strategic Position Review
 - Budget Policy
 - Animals on Campus (General)
 - Assistance Animals on Campus
 - Felony Review Policy
 - Revised Drugs Policy

Moving Forward—a few suggestions.

- Produce a roadmap for academic searches, with direct reference to best timing of searches in annual schedule.
- Find resolution of policies/concerns for proctoring online assessment.
- Monitor and advocate for continuing implementation of Compensation Plan.
- Produce recommendations for increase in Adjunct and Overload Pay
- Work with deans and Provost's Office to produce roadmap for team-teaching opportunities; it's fine to say there are no barriers, but how does team teaching actually fit into teaching loads and rotations?
- Create and foster relationship with incoming Marketing Director; improve communication opportunities with critical offices on campus whose activities directly influence faculty roles and compensation, as well as student success.
- Consider extending representation to graduate faculty, Honors Faculty, Lecturers.
- Actively pursue cooperation with the Staff Senate.
- Continue diligently to participate in Shared Governance processes, always with an eye to the best interests of your constituents.

My special thanks go to the Faculty Senate Executive Committee:

- Malcolm Rigsby, president-elect
- Greg Gibson, secretary; Emilie Beltzer, secretary
- David Bateman, webmaster
- Lewis Kanyiba, webmaster-elect
- Catherine Leach, representative to the Board of Trustees
- TaLisha Givan, Parliamentarian

and Committee Chairs:

- Handbook and Operations: Mike Taylor
- Academics: Holly Morado
- Finance: Don Benton & Emelie Beltzer
- Operations: Dave Bateman
- Buildings and Grounds (and ad hoc Shared Governance Review): Dever Norman

Finally, on a personal note, I have found my year in this leadership position with this senate to be extremely rewarding. At times, in a small campus community, it can be difficult to navigate the intersection between personal, collegial relationships and professional concerns. In my view, this has been effectively and gracefully done by this body, which has shown unity and collegiality, even at points of either difficulty or internal disagreement. I also want to extend my thanks for the personal support I have received, and the forgiveness at times, for distractions in my private life that have affected my work on and attendance to this Senate. In particular, I again want to thank the Executive Committee for pulling more than their expected weight in that regard. So thanks, all of you, for this experience and for what I believe to have been an important, effective year of participation in the shared governance of this university.

[Addendum A (to Addendum A)]

Henderson Experience (working title)

Goals:

- Create intentional connections between curricular and co-curricular development of students and across co-curricular learning opportunities
- Improve student engagement with each other and with their academic work
- Acknowledge and document the leadership and career development of students to bridge the gap between academic excellence and career aspirations

Planned outcomes:

Through Henderson Experience activities, students will develop a deeper understanding of

- Navigating the University
- Academic Tools and Resources
- Engagement and Involvement
- Financial Literacy
- Respect for Others
- Discovering your Purpose
- Communication Skills
- Overcoming Personal Challenges

Each Henderson Freshman will participate in 4 High Impact Learning Opportunities (HILOs)

- Transfer students will participate in 2 High Impact Learning Opportunities

- Students will have opportunities to determine HILOs that they are interested in/would engage in
- Two HILOs happen in the freshman year, one in the sophomore year (or summer following the sophomore year), one in the senior year (or summer prior to senior year)

Each student will create an ePortfolio to document co-curricular career and leadership development

Potential HILOs

- First year seminar
- Learning communities
- Internships/shadowing
- Student/faculty research
- Senior capstone experience
- Study abroad
- Cultural diversity experience
- Thesis or project

First year seminar (FYS) design

- Goals:
 - o Connect students with the institution
 - o Raise awareness of available resources
 - o Build academic skills
 - o Encourage service-learning attitude
- Cohort based enrollments
 - o Cohorts include first gen, academically underprepared, undecided majors, band, athletes, etc
 - o Housing aligned with cohorts
- Student success focused
- Instructors assisted by student mentors
- Topical to intellectually engage students with risk factors and their environment
 - o Sex behaviors, alcohol/drugs, etc
 - o Free speech, race, etc.
- Special topic chosen by the students
 - o What are you interested in studying?
- Co-curricular activities align with discussion topics
 - o (lectures, performances, activities in Res Life/Rec Sports/etc)

Learning Communities

- Goals:
 - o Student connections with each other

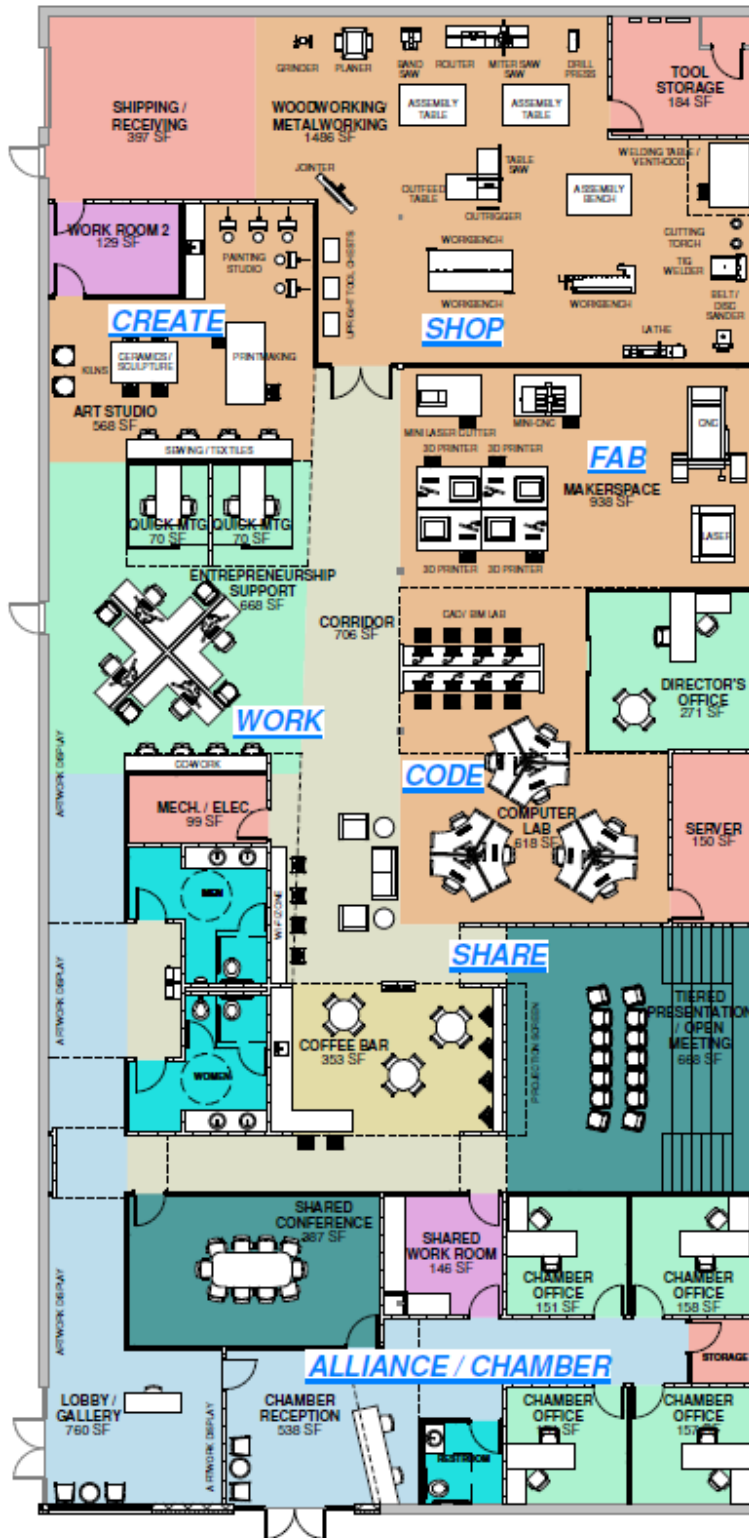
- Meaningful engagement with a topic or problem
- Synthesis/integration of material across courses
- Cohorts follow from FYS
- Linked courses with common themes (e.g. Comp I + Psychology)
 - Common experiences across linked courses (e.g. writing styles learned in Comp I are applied in Psychology the following week)

Other HILOs


- Built into degree plans, vary by program
 - Internships will be appropriate to some, capstone to others
- Students choose 3rd opportunity at beginning of sophomore year
 - Study abroad, cultural diversity experience, shadowing, student/faculty research, other
- Students choose 4th opportunity at end of junior year
 - Internship, capstone, thesis, other
- Goals:
 - Integrate learning
 - Application

Assessment of Henderson Experience

- How engaged are students?
- What are students learning?
- How engaged are instructors?
- Is pedagogy impactful?
- How is persistence impacted?
- How are career and leadership development impacted?



- ### SPACE FUNCTIONS
- FAB**
- ALL-AGES "MAKERSPACE" + ROBOTICS
 - 3D PRINTING
 - MICRO-MANUFACTURING
 - PROTOTYPING
- SHOP**
- WOODWORKING / METAL WORKING
 - POWER TOOLS
 - HAND TOOLS
 - WELDING
- WORK**
- ENTREPRENEUR CENTER
 - CO-WORKING SPACE
 - QUICK MEETINGS
 - CONSULTATION SERVICES
- CODE**
- CODING / COMPUTER LAB
 - INDIVIDUAL WORKSTATIONS
 - GROUP INSTRUCTION
- SHARE**
- COMMUNITY INSTRUCTION / PRESENTATION
 - DEMONSTRATION AREA
 - COFFEE BAR
 - FOOD PREP
 - PROJECTION / PRESENTATION TECHNOLOGY
- CREATE**
- ART STUDIO
 - VISUAL ARTS
 - 3D ARTS
 - TEXTILES / SEWING

FLOOR PLAN 
 3/32" = 1'-0"
 NORTH

Addendum B

President's Report to the Faculty Senate, December 6, 2017

Meeting with Dr. Glen Jones, University President, December 5, 2017

Dr. Jones and I spoke at length about the potential for the university to continue developing programs and approaches that operate to bridge the Liberal Arts with other areas of study, including technology.

As requested during the last meeting of the Faculty Senate, I asked Dr. Jones about the lack of space on campus for student signage; he told me that he wishes to see the introduction of an app for student campus communication. I also asked Dr. Jones whether we would be moving forward in developing concurrent enrollment partnerships, which I advocate. He stated that he felt many faculty were ambivalent about developing such partnerships, which had been an issue in previous years, but that he believed this was an area on which we could now move.

Finally, I thanked Dr. Jones for his kindness to me over the last year.

Meeting with Dr. Steve Adkison, Provost and Vice President for Academic Affairs, November 30, 2017

First, Dr. Adkison wishes to remind faculty, following a request to him by the SGA, to observe the restricted days policy.

Dr. Adkison reported that only three members of faculty had submitted applications for sabbatical, 2018-19; the committee will solicit a second round of applications in the spring (2018).

As news, Dr. Adkison reported the creation of a new doctorate in Educational Leadership, which will be approved by the Board of Trustees at a meeting between commencement ceremonies, December 15th.

He also communicated plans to begin the Instructional Prioritization Process in the early spring.

I reported to Dr. Adkison my concern over the formal response of the UAC to the Faculty Senate proposal regarding course repetition. Following the May 2017 meeting of the Faculty Senate, the senate had forwarded a proposal out of the Academics Committee, as follows:

A student who has enrolled in a course may be allowed to repeat the course up to three times. If, after the third attempt, a student wishes to retake a course, the student must submit an appeal before an organized committee at the college of their major, including the College Dean and Department Chair, unless a program has a specified policy in place. Undecided majors will appeal to an organized committee within the Advising Center.

In October 2017, the Chair of the Senate Academics Committee received the following feedback from UAC:

The committee proposes delaying implementation of a policy change until student information systems have successfully transitioned to Jenzabar EX, at which time any department wishing to limit the number of course repeats may submit a U.A.C. proposal. Jenzabar EX will provide academic departments flexibility in the application of course repeat limitations. Departments will have the option to determining the appropriate number of repeats for each individual course.

I asked Dr. Adkison to clarify this response, as the senate clearly wished to see implementation of a university-wide policy on course repetition. His clarification is as follows:

Meeting with Dr. Brett Powell, Vice President for Finance and Administration; Vice President for Student Affairs, November 30, 2017

Dr. Powell began by telling me about his desire to improve the “Henderson experience” through articulation of a four-year plan (Addendum A). One step in this direction is HSU’s adoption of “portfolium”: an online portfolio development service, which students can work on throughout their time at HSU and then take with them when they leave. Among other things students can list service activities on portfolium, which the Senate should consider when discussing the creation of a Service Transcript.

I asked Dr. Powell whether the Jenzabar system enabling students to bring their financial processes for 2018-19 is open and underway; he reported that it is. In addition, he reported that the ERP system upgrade will begin in February 2018 and be completed in July 2019.

Dr. Powell shared with me a plan for the planned Henderson State University Community Innovation Center, which he hopes to secure a grant to develop over the next year in downtown Arkadelphia (Addendum B).

On the Budget and Planning Committee Shared Governance process: I asked Dr. Powell why the Planning and Budget committee had not met prior to finalization of the plans for meeting the budget deficit; he told me that he felt discussion had been exhausted, a conclusion reached based on the following:

- At the last Planning and Budget Committee meeting, no new ideas for closing the budget gap were offered
- In a November 16 email to the committee, which described the final version of the planned budget reductions, he asked whether there was a need for an additional meeting to clarify. He received no responses to that email.

I told him that some senators were interested in knowing whether he had pushed for more contributions from certain divisions of the university; he stated that he had himself adjusted some areas under this authority. In addition, several programs submitted additional reductions, which were included in the documents distributed to the committee and to all faculty and staff.

Finally (my email), I asked Dr. Powell why, in his last email to the members of the Planning and Budget committee, he specified that the committee would next meet after completion of the Instructional Prioritization process. I expressed concern that this might mean a delay long

enough to prevent full consultation in the budgeting process. He stated that the budget process for 18-19 cannot be completed without the prioritization results. Instructional Prioritization and Non-Instructional Prioritization are two of the three key inputs into the process (Addendum C). Resource allocation decisions cannot be made without these inputs.

[Addendum A to Addendum B]

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Addendum C

Summary of Faculty Handbook updates approved by senate on Dec. 6, 2017:

A) Approved by Faculty Senate and the Board of Trustees, but never placed in the handbook:

- 1) Passed March 2014, three items: Eliminate phrase “student teachers” in service definition; simplify definition of Faculty Senate; recognize handbook changes are needed to update Workman’s Comp info listed. [Addendum 1]
- 2) Passed April 2014, eliminating phrase “teach academic courses full time”. [Addendum 2]
- 3) Passed April 2016, corrected discrepancy in promotion for instructors. [Addendum 3]
- 4) Passed May 2016, three items: New Faculty Award, Distinguished Professor requirements, years for promotion to Associate Professor. [Addendum 4]

B) Approved by Faculty Senate but never considered by the Board of Trustees:

- 5) Passed Oct. 2015, changes to guidelines for Faculty Excellence Awards. [Addendum 5]
- 6) Passed Dec. 2015, change to rules for Faculty Hearing Committee. [Addendum 6]
- 7) Passed April 2017: Procedures for tenure and promotion. [Addendum 7]
- 8) Passed May 2017: Changes to Sabbatical Leave award language and Distinguished Professor requirements. [Addendum 8]

C) Policies adopted by the Board of Trustees that affect faculty and replace existing handbook language (9-10) or are not referenced in current handbook. (11-15)

- 9) Tobacco use [IV. F. 13] Replace existing language.
- 10) Early Retirement [V. B. 6.] Replace existing language.
- 11) Policy Prohibiting Sex- and Gender-based Discrimination, Harassment, Misconduct and Retaliation [IV. A.] Replace existing language.
- 12) Social Media Policy [IV. F. 29] New paragraph.
- 13) Media Relations Policy [IV. F. 30] New paragraph.
- 14) Academic Integrity and Conduct [IV. F. 31] New paragraph.
- 15) Firearms and Weapons [IV. F. 32] New paragraph.

For each of the above policies, the Handbook should add the following line at the indicated point, and the full policy should be added as a new handbook appendix:

The policy as approved by the Henderson Board of Trustees on [PROVIDE DATE] shall be considered governing for faculty unless later amendments are reflected in this Handbook. See Appendix [##] or <http://hsu.today/policies/> for complete language.