

## Faculty Senate Minutes

May 4, 2016

Senators Present: Lea Ann Alexander, David Bateman, Emilie Beltzer, Kristen Benjamin, Don Benton (for Pat Weaver), Alan Blaylock, Victor Claar, Debra Coventry, Vincent Dunlap, Greg Gibson, TaLisha Givan, Megan Hickerson, Dana Horn, Franc Hudspeth, Jana Jones, Lisa Massey, Richard Miller, Dever Norman, Ingo Schranz, Kasten Searles, Joyce Shepherd, Laura Storm, Michael Taylor, Maggie Tudor, Charlotte Wright, Meredith Wright,

Senators Absent: Shannon Clardy, Ladda Thiamwong

Guests present: Pam Ligon, Brett Serviss,

1. Call to order by President Lea Ann Alexander at 3:16 p.m.
2. Discussion with Dr. Steve Adkison, Provost/Vice President for Academic Affairs
  - A. SEMWorks Consultant  
Provost Adkison stated that SEMWorks Consultant, Dr. Jim Black, is on campus and will continue to talk with program faculty to generate comments and content for the CRM system to help distinguish what makes our programs unique and compelling.
  - B. Course Approval Process  
Provost Adkison will meet with the department chairs, in addition to Ms. Jennifer Holbrook and Mr. George Finkle, to consider a course of action for instituting a course approval process for the new Blackboard course shells. Additionally, the Provost is working on revamping the Technology Committee which will go through the Shared Governance Committee to make it a more proactive planning and decision making group. The Technology Committee, along with representation from the Faculty Senate, will play a role in the Enterprise Resource Planning System (ERP) decision.
  - C. University Scholarships Structures  
Provost Adkison addressed the scholarship structures articulated. Previously, HSU had 300 Reddie Scholars on a wait list for various levels of scholarships. The decision was made to offer lesser amounts of money for every student on the wait list to encourage them to attend HSU. Those scholarship funds, which are tuition waivers, were not budgeted for the fall, but the Provost along with Mr. Bobby Jones, Ms. Lecia Franklin, and Dr. Jim Black have considered a plan of action for scholarship awards. Currently, HSU is running on an approximate 50% acceptance rate for waitlisted students who were offered lesser amounts. We are about ten days from the final acceptance deadline. Admissions counselors are in the process of contacting those 300 waitlisted students. The waitlisted students would have qualified for the Red and Gray, Academic Scholar, Presidential, and University Centurion Scholarships.
  - D. Course Enrollment Minimum  
Provost Adkison stated that when there are fewer than ten (10) students enrolled in a course, the Deans should consider course offerings history and frequency of course offerings. Some courses will be under-enrolled by definition. Provost Adkison will communicate his clarifications directly with the faculty via email.
  - E. Associate Provost for Enrollment Management and Admissions

Provost Adkison gave an update of the open candidate search. He stated that only one candidate expressed interest in the position and will interview next week. He stated that the complication is that without the CRM and new processes in place by mid-August, HSU will lose ground on fall enrollment.

3. Approval of minutes
  - A. Minutes from the April 5, 2016 meeting were approved
4. President's Report can be found as Addendum I
5. Shared Governance Committee Update
  - A. Dr. Brett Serviss will send a progress report of the Shared Governance.
  - B. Changes of the Shared Governance page on MyHenderson are forthcoming.
  - C. Faculty Senate Response to Guidelines for Committees

#### Electronic Business

Members of committees should make every effort to meet in person or simultaneously via audio- or video-conferencing. Those committees meeting via email should, at a minimum, follow the steps below:

1. The Committee Chair should notify all members of the issue being discussed.
2. In keeping with Henderson practice, "ex officio committee members do not vote".
3. For an e-mail message to be part of a meeting, it must be sent to all committee members via "Reply All." Other messages may be sent for caucusing or other off-line discussion, but these are not officially part of the meeting.
4. If an e-mail vote is to be conducted, a ballot should be sent to the voting memberships.
  - It should state exactly what is to be voted on and contain a clearly designated place for the member to mark a vote.
  - The subject line should contain the term "Ballot".
  - The ballot should provide a reasonable deadline for voting.
5. However, if a committee is voting on a personnel issue, or some other issue for which a secret ballot has been requested, the committee is urged not to vote electronically.
6. Minutes should include actions taken by the committee and should be emailed to the full committee.

Also, in considering the operation of the Freedom of Information Act vis-à-vis electronic discussion of and voting on personnel issues, the committee should seek guidance from HSU General Counsel. Faculty Senate members are encouraged to continue to provide feedback to the Shared Governance Committee.

Faculty Senate Response to Student Academic Conduct and Academic Integrity Policies and Processes proposal:

1. The policy should define the term *plagiarism* to delineate the difference between intentional plagiarism, poor grammar, and unawareness.
2. Senators were opposed to a permanent notation of plagiarism on transcripts.
3. Plagiarism education “boot camp” should be considered for students. This question has been referred to the Faculty Senate Academics Committee.
4. The term *unauthorized materials* on page three, item two is too broad as written as it could embrace materials a student has legitimately retained from having taken the course previously. It is recommended that this item be deleted.
5. The university should implement a university-wide bank for reporting plagiarism offenses.
6. At the top of page two, the statement “Request that the student discontinue the behavior” should be deleted.
7. On page two, fourteen calendar days is too long for review by the Dean, especially when considering the length of summer classes.
8. The Student Academic Conduct policy should specify “classrooms and labs” and should include a statement regarding student conduct in offices and hallways.
9. President Alexander requests that before the policy is implemented in the fall semester it is again reviewed by the Faculty Senate.

## 6. Reports of committees

- A. Executive Committee – No report
- B. Academics Committee

The Academics Committee discussed the Online Course Instruction policies, rubric, and other various components of online instruction. The committee will also review the plagiarism policy and the textbook rental fee consideration after further review and increased constituency input.

- C. Buildings and Grounds Committee – See Addendum II
- D. Finance Committee – No report
- E. Operations and Handbook Committee

The Operations and Handbook Committee submitted three (3) proposals for consideration. (See Addendum III)

Proposal One: In response to Excellence Awards: Outstanding New Faculty Member Award

A friendly amendment: The addition of the wording “regardless of rank” was moved, seconded, and passed unanimously.

Proposal One, with the friendly amendment, was moved, seconded, and passed unanimously.

Proposal Two: In response to the Distinguished Professor award

Proposal Two was moved, seconded, and passed unanimously.

Proposal Three: In response to resolving an internal conflict in the handbook over the number of years required at Associate Professor

Proposal Three was moved, seconded, and passed unanimously.

#### F. Procedures Committee

The Procedures Committee of Faculty Senate held elections for the Faculty Hearing Committee. As a result of the election, five (5) new members will join the committee for a three (3) year commitment. They are:

Math and Sciences Area – Dr. Bradley Rowland (member); Dr. Duane Jackson (alternate)

Liberal Arts Area – Dr. Emilie Beltzer (member); Mr. Greg Gibson (alternate)

Teachers College Area – Dr. John Thomasson (member); Dr. Judy Jenkins (alternate)

School of Business Area – Ms. Natalie Scrimshire (member); Dr. Eunice Akoto (alternate)

Fine Arts Area – Dr. Darrel Farmer (member); Dr. Laura Storm (alternate)

#### 7. Old Business

#### 8. New Business

A. Minimum Enrollment Policy – See Provost Discussion

B. “W” Drop Policy – After discussion of and support for amending the “W” Drop Policy to allow faculty members to drop a student at any time, President Alexander referred the issue to the Academics Committee.

C. Campus Climate Survey – In response to a question from a constituent, President Alexander asked President Jones about plans for the next Campus Climate Survey. President Jones responded that the survey would be conducted within one to two years.

D. Fall 2016 Fall Break/Academic Calendar – President Alexander informed the Senate that the new schedule for Fall Break (the Monday and Tuesday of Thanksgiving week) was decided upon by the Executive Council and the Deans Council. Dr. Adkison will be taking a proposal to constitute a formal calendar committee to the Shared Governance Committee.

9. A motion to adjourn was made, seconded, and passed unanimously to adjourn. The meeting adjourned at 5:11 p.m.

Respectfully submitted,

TaLisha Givan  
Faculty Senate Secretary

## **Addendum I: President's Report**

### **Report from the President, May 4, 2016**

#### **Meeting with President Jones**

Had the governor not found a way to continue the private option, our portion of cuts to higher education would have been \$566,000.

The state is revising the funding formula for higher education from an input to an output-based formula. Calls for accountability are getting stronger and the university needs to address this quickly. Our measures will include not only enrollment but also retention and student success.

This year, we began aligning the budget with the strategic plan. This includes considering what we can rethink in the budget to support new priorities and responding to emerging needs.

Excessive expenditures in this fiscal year are due to critical deferred maintenance issues, including mold abatement in Reynolds, Arkansas Hall air conditioning, the library roof, and air handlers in Wells. While the university paid the full amount for mold abatement in Reynolds up front, we are waiting for approval from the Reynolds Foundation for \$300,000 toward the project. There is no deficit at this point. Although the 2015-16 budget did not specifically cover salary increases that arose from application of the compensation plan, retention numbers were better from fall to spring so a decision was made to advance the recommendation of the compensation plan. Currently, we are holding on filling positions which can start on July 1. Administration is working with the Budget Planning Committee to finalize a balanced budget for 2016-17.

Regarding our overall financial health, we must do a better job of retaining students. In an era of declining enrollments, it is crucial that we utilize analytics in our quest to improve retention while also working to add new freshman, transfer, and international students.

Dr. Jones expressed his appreciation for the faculty's outstanding work with students this past academic year as well as for faculty's continued kindness toward and support of students outside the classroom.

#### **Meeting with Dr. Adkison**

Dr. Black has completed the first pass at his analysis of our scholarship structures and has articulated some preliminary recommendations that he will discuss with the President, Provost, and Scholarship Committee on Friday, May 6. Briefly, those recommendations focus on ensuring

that we leverage our scholarships to target the students we need, accounting for both merit and need, while keeping a close watch on net tuition revenue associated with a given scholarship level. With 300 students on the scholarship wait list, we have created Reddie Scholars scholarships to help reduce the wait list. Reaching a 50% yield rate from the waitlist will generate revenue of \$2 million. Admissions is now in the process of calling these students, who would have qualified at the Academic Scholar Presidential or University Centurium levels. They have been ranked by test scores and GPA. At this time, we have approximately a 50% acceptance rate.

## Addendum II: Buildings and Grounds Committee Report

### Follow Up:

- Mold Issues: Faculty in Reynolds have been asked to provide specific information about any leaks that are found in Reynolds. Leaks that have been reported are in the second floor women's restroom, and rain caused leaks in the chemistry labs around the windows in REY 327, 328, 326 and 330.
- Parking Issues: In the Evans Hall parking lot, parking blocks were installed and the word FACULTY was stenciled on them.
- Print Studio: All lights are working, the leak was addressed, and Mculley was contacted to treat for pests. A follow up check will be performed in warm month for odors – none were present currently.
- Ceramic Studio: A work order was created for a GFI around the glaze area sink, the torn insulation was assigned to be fixed, and the A/C filters are on a regular schedule to be changed.
- Sculpture Studio: The garage door is assigned to be greased, toilet seat and floor tiles in the women's restroom were replaced last semester, ceiling tiles were assigned to be fixed, and the sink was checked and is clear.
- We would like to remind all faculty and staff that you are able to submit work orders. Please be as specific as possible in your submission.
  - Employees using a Henderson PC: under the Start button and "All Programs," you will find **Aramark Work Orders:**  
This option will take you to the website to submit a work order task.

### New Business:

Members of the Buildings and Grounds Committee performed a walk-about with Mr. Len Nicosia to look at issue of disability accessibility on our campus. We were joined by Fred Worth and Beverly Quillin. Mr. Nicosia assured us of his commitment to accessibility and stated that some projects can be handled relatively easily; however, other will take an allocation of money to fix them.

- The group noted many slick spots in pavements, in particular on the end of the Amy Jean Green Bridge.
- Disabled parking spaces are not all properly marked, do not have adequate space, and do not all have proper access to ramps.
- Access ramps –
  - (a) Most egregious is in front of West Hall. Our recommendation is to remove the sidewalk portion from road to entrance, and slope the perpendicular sidewalk downward to meet (this will match the curvature of the ground anyway).
  - (b) Garrison back parking lot has ramp which is realistically eclipsed by a too small parking space, and also has a concrete lip at the top which prevents rolling forward.
  - (c) No disabled access to the front of Womack, and difficult hill access in the back
  - (d) Access difficulty at the "Reddies" face of Garrison (on the east side of entrance)
  - (e) Two doors to Mooney on east side, one has a slatted grate which can catch wheels, and the other has a slatted grate in front of the wheelchair access button (which is quite out of the

- way anyway) – Update: Mr. Nicosia is investigating replacement grates that are more conducive to wheels and canes.
- (f) Mail and Bookstore from back of Garrison center (the only ramp is somewhat steep)
  - (g) Sidewalk ramp behind West Hall somewhat obstructed by speed bump
- Sidewalks with drop-off edges are dangerous –
    - (a) Most egregious is also in front of West Hall. Parking spaces slope toward a ledge that can be particularly dangerous for wheelchairs.
    - (b) At the end of the Amy Jean Green bridge next to Foster, the width changes, causing a drastic drop on the edges.
    - (c) Along the main courtyard in front of Garrison and McBrien, the sidewalks drop off at the edges due to erosion.
  - Steps outside McBrien on the Reynolds side need railing to guide visually impaired to stairs – currently there is a shear drop
  - The sidewalk in front of Womack (on the bookstore side) has several issues:
    - (a) Obstruction by steam tunnel
    - (b) Pipe protruding from the ground
    - (c) Iron Plate by bridge surrounded by several mismatched elevations
    - (d) Probably unnecessary curb by iron plate.
    - (e) Metal conduit carrying data cable by bridge (temporary?)
  - Unused parking lot behind Foster Hall has low contrast curb edge. This creates a danger for the visually impaired. (The question also arose as to why this parking lot is still gated off and unused.)

## Addendum III: Operations and Handbook Committee Report

### Operations Committee Results – May 2016

The following changes to the Handbook were passed as amended below. Changes highlighted in yellow:

1)

#### N. Excellence Awards

##### 3. Outstanding New Faculty Member Award

In recognition of outstanding performance by a new Henderson State University faculty member, a \$2,500.00 award will be given annually to the outstanding new faculty member. In order to be eligible for nomination, the faculty member, regardless of rank, must have less than five full years of full-time college/university teaching and for those with teaching experience below the collegiate level, less than eight years of full-time teaching. Those who begin their fourth or fifth year of full-time collegiate teaching at Henderson shall have three years of eligibility for this award from the date of their initial appointment in lieu of the above limitations.

2)

#### III.L.6. Process for Awarding the Title of Distinguished Professor

Nomination for the title of Distinguished Professor will normally be initiated at the department level by an individual or group in the appropriate discipline or by an interdisciplinary group. Self-nominations will not be considered. If the individual does not hold an appointment in a particular department, nomination may be made by an individual or group in the same or a related discipline. Letters of support, whether written individually or as a group, shall be invited from all faculty in the nominee's department, or, in the case of an individual who does not hold an appointment in a particular department, from all faculty in the nominating department or discipline.

3) Delete the highlighted sentence from the 2013 amendment to the handbook:

III.K.2.c.(3),(4),(5),(6) Revised requirement for promotion from year five to year six so that one applies for both promotion to associate and for tenure at the same time. As a result, the promotion from associate to full professor requires six years' experience at the associate level. Added statement in (4) that the change shall be effective for all tenure-track faculty who begin their employment on July 1, 2013 or thereafter.