

April 4, 2012 Faculty Senate Minutes

Present: Brett Serviss, Catherine Leach, David Evans, Kathie Buckman, Marck Beggs, Tommy Finley, Beverly Buys, Teresa Holsclaw, Allison Vetter, Pedro Lopes, Shannon Clardy, John Long, Megan Hickerson, Nathan Campbell, Steven Carter, Patricia Loy, Jana Jones, Connie Phelps

Absent: Frank Smith, Richard Schmid, Julia Correia, Tim Baghurst, Beth Maxfield, Wray Jones, Allison Harris, Paul Williamson, Richard Miller, Bernie Hellums

Others present: Vernon Miles, David Epperhart, Dan Mabery

1. Call to Order – President Brett Serviss 3:15

2. Discussion with Provost/VPAA, Dr. Vernon Miles

- a. Dr. Miles recently returned from an HLC meeting in Chicago. Some changes were discussed.
 1. Instead of approving courses one at a time for online offering, in the future these will be approved in blocks (e.g., in brackets of 5%, 20%, 100%).
 2. A campus branch was defined as having its own administrative structure, budget, and faculty (e.g., UA-Fort Smith). Otherwise, it is considered an additional location. This is an important distinction for funding decisions.
- b. A response to the final report was sent to the HLC.
- c. Letters of notification for ACT 747 of 2011 were brought to the Board. These will be sent to Little Rock before the deadline on June 1st.
- d. The Board of Trustees meeting was very good in which a series of budget needs were discussed. More discussion is anticipated in the future. The Board also discussed the Faculty Senate Resolution pertaining to faculty salaries.
- e. Three questions were fielded (and the answers are provided below):
 1. The number of students needed for summer school classes to make will remain the same as last year, for now. In the future, this will be considered on a case-by-case basis. Each class will not be looked at on the basis of whether it is making money or not. An equitable formula needs to be established.
 2. The same salary formula for summer pay used last year will be used this summer. Sometimes salaries are prorated based on the number of students.
 3. The faculty salary issue needs to be corrected before the summer school enrollment minimum issue can be resolved. Dr. Miles stated that it goes back to base salaries, which are too low, and a solution must be made to this problem. The administration is much closer to addressing the salary issue.

3. Discussion with Mr. David Epperhart, Director of Computer Services

- a. Administration evaluations are anonymous.
 1. Similar to course evaluations.
 2. Administrators do not know who has or has not done evaluations.
 3. Nothing is stored with the information.
 4. Most cabinet positions had 100 or more responses.
- b. Student evaluations were discussed.
 1. Information sent to faculty regarding who has not evaluated was sent by him. In the future, this will be done by request only. He did not send those for administration evaluations.
 2. Incentives (e.g., giving bonuses) are a good way to increase participation.

3. Withholding grades will not be used as an incentive this year.
 4. He will be sending out notices stating number of students participated for each course.
 5. Electronic evaluations will put courses in random order for student evaluation.
 6. Dropped students will not be on the list.
 7. Software will ignore exceptions to medium (i.e., all strongly disagree or strongly agree).
 8. Students who stop attending class, but have not dropped (or been dropped by the instructor) can still evaluate the course via the electronic evaluation process; currently, there is no solution for this problem.
- c. Email storage was discussed.
1. Email attachments have a 30 MB limit. This limit is not arbitrary; it is based on risks associated with size. This can be increased by individual request.
 2. Storage on personal folders has no limit.
 3. Several alternative suggestions were given for storage of files and making large-size attachments available for viewing (e.g., zipped files, Microsoft SkyDrive, and DropBox).
 4. Recipient number in mailing list is currently limited to 50. Also not arbitrary; SPAM usually not a problem if the number is kept under 50. This can be increased if needed. In response to discussion, Mr. Epperhart agreed to increase to 60 upon request.

4. **Approval of March 7, 2012 Minutes**

A motion was put forth to amend the March minutes in order to correct a typographical error. The motion passed and the amended March minutes were approved.

5. **President's Report**

President's Report

Mr. Bobby Jones stated that the university is still investigating the possibility of a 1.5% COLA or 3% bonus for faculty to be implemented by June 2012, but no decision has been made as of yet. The COLA or bonus (if awarded) will be independent of the proposed 3% salary increase for August 2012. Mr. Jones also mentioned that the poorly marked parking spaces on 11th Street will be repainted in the near future.

Meeting with the Vice President for Finance

Ms. Lecia Franklin stated that several renovation/repair projects are being (or will be in the near future) conducted on the roofs of several campus buildings. The Garrison Center roof is being completely redone and the job is currently halfway completed, and the roofs of the Wells Center, Library, Teachers College, and one building at the airport are all scheduled for repair work. Ms. Franklin also mentioned that the university is working on the financing for a contract with the energy savings company, Schneider Electric, in order to conduct a series of green projects for campus-wide (utility) energy savings. The cost of these projects will be covered by the utility savings incurred through their implementation (through the use of qualified energy conservation bonds), or Schneider Electric will refund the difference to the university.

6. **Reports of Committees**

- a. Executive Committee-No report.
- b. Academics Committee-No report.

- c. Buildings and Grounds Committee-Chair talked to Chief of University Police, Mr. Johnny Campbell about blue lights with phones and the need for additional lights to be installed on campus.
- d. Finance Committee-No report.
- e. Operations Committee-No report.
- f. Procedures Committee-Ballots for Hearing Committee elections were collected.

7. **Old Business**

The six minor changes to the Faculty Handbook were made as reported by the Operations Committee at the March meeting.

8. **New Business**

- a. Academic Forgiveness, regarding students repeating courses, was discussed. Currently, a student can retake a course an unlimited number of times. Recommendations for changes were discussed with no resolution. President Serviss assigned the Academics Committee the task of drafting a statement based on faculty comments.
- b. The creation of Senate By-Laws was discussed. President Serviss will appoint an Ad-Hoc Committee to construct a set of Senate By-Laws.
- c. Concerns regarding a potential violation of academic freedom were discussed. President Serviss assigned the Academics Committee the task of looking at the current parameters pertaining to academic freedom outlined in the Faculty Handbook and potentially drafting an alternative statement incorporating any changes and/or revisions necessary in order to more clearly and precisely define academic freedom.
- d. Announcement that guidelines for the nomination for Staff Member Employee of the Year will be sent out. Input from faculty is encouraged.

9. **Adjourn-President Brett Serviss 5:00**