

## February 2008 Faculty Senate Minutes

Faculty Senate Minutes 2-6-08

Members Present: Clint Atchley, Lea Ann Alexander, Mitzi Bass, Aaron Calvert, Steven Carter, Martha Dale Cooley, James Duke, Linda English, David Evans, Herman Gibson, Paul Glover, Maralea, Gourley, Marty Halpern, Barbara Landrum, Catherine Leach, Jack Meadows, Patti Miley, Richard Miller, Brett Serviss, Anna Smith, Mike Taylor, Pat Weaver, Patrick Wempe, Hank Wilson, Sandy Denning Staff Senate Representative

Others Present: Interim Vice President of Academic Affairs Dr. Maralyn Sommer

The meeting was called to order at 3:15 pm by President-elect Dr. Clint Atchley.

### **Discussion with Dr. Sommer:**

Dr. Maralyn Sommer was introduced. She then informed the Senate of issues discussed at the February 4<sup>th</sup> Cabinet meeting.

She mentioned the increase in the number of international students, especially the influx of students from Nepal. Sommer stated that Henderson had more than one hundred agents helping international students apply for admission to Henderson. Each agent gets paid a percentage of each international student's tuition at the completion of the student's first semester. The money paid to the agents used to be at the end of an academic year. Sommer stated that many schools pay at the end of the academic semester and Henderson does so now. Sommer then stated that Henderson could change the contract to pay at the end of the academic year. She said Henderson just had to decide which method it wants and write the contracts accordingly. She then posed the question "Do we want the academic year?". She would appreciate the Senate's input. According to Sommer, Dr. Drew Smith has recently reduced the number of agents to twenty-seven. Not all international students have an agent contract. Beginning with the fall 2008 semester, international students will have to take the SAT or ACT before being admitted to Henderson. Currently international students only have to take the TOEFL exam to be admitted and then take the ACT once they arrive on campus. July 31 will be the deadline for fall acceptance of international students. International students will also have to be on campus two days before the rest of the students. They will be instructed in issues such as finances, arriving to class on time, and other expectations. The changes in admission requirements and deadlines will be sent to the agents. If the agents do not agree with these requirements, they will no longer be agents for Henderson. She said Henderson's participation in using agent contracts generates more revenue than it costs. She said because of the increase in income it appears likely that the Department of English, Foreign Language, and Philosophy will be able to fill a new philosophy position. She requested input from the faculty concerning international students.

Sommer also indicated more advisors were needed for international students. Requiring international students to take the ACT exam and be admitted by July 31 will help determine if enough courses will be offered. This semester saw an increase of ninety students from Nepal and of thirty newly declared biology majors who may be here only one semester. Many of the international students say they will transfer to a community college at the end of this semester. Faculty concerns were expressed about devoting Henderson resources to students with no commitment to HSU. Sommer stated that international students have to be admitted to a four-year institution in order to obtain a visa. They may transfer to a two-year school the next semester and still retain the visa. Sommer also mentioned that Ouachita Technical College charges international students three times the cost of in-state tuition. Henderson does not. If an international student at Henderson lives in the dorm and has a meal plan, the student is charged in-state tuition. Otherwise, the student pays out-of-state tuition. International students may not be aware of the tuition costs at some two-year colleges when they arrive at Henderson. Out-of-state students may also pay in-state tuition if they live in the dorm and have a meal plan.

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Sommer told the Senate that spring enrollment was up and that the dorms were full for the first time in years. She also said that only the fall enrollment figures are used in the state funding formula.

Retention rates are not affected by students entering Henderson in the spring and not returning in the fall. She stated that Governor Beebe is looking at the funding formula. Currently the freshmen to sophomore retention rates are used. Beebe is considering including graduation rates as part of the formula. Higher education appears to be third on the governor's funding priority list.

Sommer discussed the transitional student program. There were seventy-one students admitted in the fall 2007 semester. The number of transitional students admitted in the fall 2008 semester will be capped at sixty. The students will attend remedial classes as cohorts. There will be three sections of Academic Reading, four sections of Basic English, and three sections of mathematics for the cohorts. It was determined that these students need more structure and discipline and they did not perform well in classes with non-transitional students last semester. Sixty-one percent of the transitional students passed the fall 2007 semester. However, we do not know the number of NC (No Credit) grades given and how this affected the passing percentage, nor do we know at this time how many transitional students returned for the spring 2008 semester. The transitional student program will be tried one more year, 2008-09, and the retention rate will be compared with that of students who were admitted unconditionally. Sommer told the Senate that some of the transitional students had higher ACT scores than some of the students who were in the top half of their graduating classes and admitted unconditionally. According to Sommer some universities in Arkansas do not admit students with low ACT scores as degree-seeking students the first semester of enrollment. Therefore, the students are not reported as part of the enrollment data.

Sommer asked the Senate to discuss the NC grade issue and decide whether or not NCs should be awarded in the remedial courses. This should be decided before the beginning of the fall 2008 semester. She mentioned that the NC did not affect a student's gpa which could allow a student to transfer to a community college. If a grade of D or F is awarded, it could hinder a student's admittance to a community college. Sommer added that the audit proposal passed by the UAC deletes the NC option in the catalog. To receive the NC grade previously available, a student had to request the NC during the first two weeks of the semester. To be considered for an NC grade last semester in remedial courses a student had to sign a contract that he/she would continue to do the work assigned in the course. The instructor did not have to assign an NC if the student did not complete the course according to the contract. That was not so for the previous NC grade in the catalog. Sommer said she was aware of the faculty concerns about the NC in remedial courses, but wanted the Senate to decide whether or not the NC option would continue.

She commended the Summer School Committee for the great job they did to better guarantee courses for students and faculty. Sommer said that the first three class time periods will be as stated in the committee's proposal, 8, 10:30, and 1:30, for undergraduate classes. The fourth class time could be 4:30 as given in the proposal, but Sommer said it was all right with her for the class to begin at 3:30, 5, or even 6 if students enrolled in the course. Departments will be asked to make sure enough courses will be offered in the first three time periods so that students can take two courses if they want.

Sommer said there should be broad offerings in those three time slots. Courses listed in the printed schedule will not be cancelled and faculty will be paid 100% of their salaries. One possible exception would be if a course only has one student enrolled and if that student could take another course for his/her degree completion. The schedule will be checked before it goes to print to make sure there is enough money in the budget to cover the courses offered. The budget for Summer 2008 courses will be based on what it would have cost if all courses printed in the Summer 2007 schedule had made and all faculty been paid at 100%. Course offerings for the last three years will be used to determine the budget for Summer 2009.

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The twelve check option will be optional, even for new faculty. There will not be a twelve check mandate. If a faculty member wants to change to twelve checks, it must be done at the beginning of a budget cycle. A faculty member may change back to 10 checks, but the change may be made only at the beginning of a budget cycle.

Before Dr. Sommer left the meeting she encouraged faculty to attend the meetings with the presidential candidates and to fill out an evaluation form. She reminded the faculty that the results of the evaluations will be given to the Board of Trustees and that it is important for the faculty to give their input.

### **Approval of minutes:**

A motion was made and seconded to approve the December 2007 and the January 2008 Senate minutes as distributed. Motion passed.

### **President's Report:**

Dr. Boswell emailed her report to the Senate prior to the meeting. A copy is attached at the end of the minutes. Dr. Atchley encouraged the Senate to email Dr. Boswell if they had any questions concerning the report.

### **Committee Reports:**

#### **Academics Committee:**

Dr. Patrick Wempe, chair of the committee, reported that the Academics Committee is examining the current plagiarism policy. One issue is to determine if the policy is being implemented consistently campus wide. The committee is also discussing the grade of NC in remedial courses.

#### **Buildings and Grounds Committee:**

A copy of the report is attached at the end of the minutes.

Dr. Serviss asked faculty to contact him or any other member of the committee with buildings and grounds issues, especially security issues. He requested the faculty also contact him if they have any suggestions for solving campus security issues.

#### **Finance Committee:**

The Finance Committee reported that they met and elected Dr. David Evans as chair and Mr. James Duke as chair-elect. The committee discussed the budget process. Faculty are encouraged to send budget issues to any member of the Finance Committee.

#### **Operations Committee:**

Committee chair Ms. Catherine Leach reported that the committee is studying post-tenure review. Committee members are researching post-tenure review policies of other institutions in Arkansas, COPLAC schools, and regional institutions approximately the size of Henderson. The committee is also discussing the addition of an internal university review committee for research involving animal and/or human subjects.

In addition, the Operations Committee presented a resolution to change the Faculty Excellence Awards section of the *Faculty Handbook*. The resolution incorporated two changes to the Faculty Excellence Awards that were passed by the Board of Trustees last year into a resolution passed by the Senate in December 2006. The committee asked the Senate to approve the resolution. The resolution passed. A copy of the resolution is attached at the end of the minutes.

#### **Procedures Committee:**

A copy of the Procedures Committee report is attached at the end of the minutes.

#### **Old Business:**

In regards to the Summer School proposal, several issues were addressed. Senators were glad that the twelve check option will indeed be just an option. However, there was still some concern that the option may eventually become mandatory. Also, a question was raised about who will advise new faculty of the advantages and disadvantages of both the ten-check and the twelve-check options. One senator mentioned this would create three options: ten checks, twelve checks, or a credit union

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account. Concern was expressed that the twelve check option was not part of the committee's original proposal but was presented by the administration after the committee quit meeting. One faculty member wanted the Senate to pass a resolution against the twelve check option. Two senators agreed to draft a resolution to be presented at the March Senate meeting.

One faculty member expressed the opinion that once a committee makes a proposal, it should not be altered by the administration. Another senator stated that not all departments were represented on the Summer School Committee. It was said that at least one department requested a member on the committee, but the request was denied. This senator thought the proposal should have had input from the entire faculty.

### **New Business:**

A motion was made, seconded, and passed that the Faculty Senate nominate a Henderson faculty member for Arkansas Professor of the Year. The nominee will be chosen each year from the most recent group of faculty awarded the Faculty Excellence Award in Teaching. The nomination fee will be paid with funds from the Faculty Senate account.

There was discussion about "missing" grades at the end of the fall 2008 semester. Some faculty said they could not submit grades due to technical difficulties. Faculty with Macintosh computers had to print the grades and turn them in on paper. Some faculty said they could print the roster but not enter the grades. Others submitted grades, but when they checked the system later the grades were not there. Still others said they entered the grades, printed them, and then later the grades were not in the system. Some faculty stated they had similar problems entering office hours. The Senate decided to invite Mr. David Epperhart to the March Senate meeting.

The Buildings and Grounds Committee is looking at the possibility of a faculty lounge being created on campus. A senator asked that the committee check if a room would be available in the Garrison Center. Discussion turned to student evaluations of faculty. A faculty member expressed concern that only 40% of his student evaluations had been returned to him. The majority of the senators present had not received any evaluations by the time of the meeting. Discussion included such topics as

- the relevancy of certain questions Is the text appropriate? Was the material covered at the right pace? etc.
- Faculty used to get the results first.
- Would the faculty see the results sooner if the evaluations were done online?
- How are the current evaluations being used?
- How are evaluations currently being handled?
- What is the purpose of student evaluations?
- What does the University expect to accomplish with the evaluations?

A related discussion began on the need for a peer review. It was decided that the issue of faculty evaluations was related to post-tenure review and the Operations Committee was asked to examine the issue.

Since Dr. Sommer asked the Senate to consider the use of NC grades in remedial courses, the issue was sent to the Academics Committee.

The meeting adjourned at 4:35 pm.

### **President's Report**

I had enjoyable and productive meetings with President Charles Dunn and Vice President Maralyn Sommer last week.

### **Meeting with President Dunn:**

The main topic of conversation was the new summer school proposal. I informed Dr. Dunn that the Faculty Senate and many, many faculty members who emailed me were adamantly against payment of faculty salaries over 12 months being mandatory for current or new faculty members. He responded

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that he would support a 12-check option for all employees, making it mandatory for none. His response to other summer school issues:

-The 2007 initial course offerings as a base was meant to set the budget for 2008 and not to lock in specific courses.

-The reason for not implementing many of the budget issues this summer was due to the fact that the budget for June was already set. However, July term can be accommodated in this year's budget meetings. Therefore, it is the intent to have no enrollment minimums this summer so that students and faculty can depend upon the offerings although there may be some "slippage" especially in June term. (This slippage was further explained in the meeting with Dr. Sommer reported below.)

-As for the desire to more heavily promote summer school, he was in agreement in principal although he believes that inserts into local papers are enormously expensive and would generate little results. There are some other ideas about how to promote summer school better, and he said he would speak to Penny Murphy to see what could be done.

On other topics, Dr. Dunn is glad to see the Senate discuss post-tenure review. The Tegrity announcement that Henderson is dedicated to incorporating technology into 90 percent of our core courses was a fabrication by Tegrity. Henderson is committed to assisting faculty who wish to incorporate technology into their classrooms but not requiring it. Enrollment for the Spring is up, and applications for admission are also up.

### **Meeting with Vice President of Academic Affairs Sommer:**

In regards to summer school, Dr. Sommer echoed Dr. Dunn's desire to implement the entire proposal, including the elimination of minimum enrollments. The strong desire is to make it so that students can count on the courses listed in the summer school schedule being offered. She believes that this can be implemented in June as well as July despite the budget constraints. She gave an example of how there may be some "slippage" in that plan: for instance, a course that only has one student enrolled where that student could take another course for his/her degree completion would probably be cancelled. This summer, the meeting times for classes will be as proposed by the summer school committee. The last class that meets at 4:30 pm could be changed to a later start time at the request of the instructor.

Dr. Sommer also mentioned that faculty need to look at two issues that came up last semester. First, whether or not there should be an option to take a "no credit" in remedial courses, and if so, it needs to be proposed and put into the catalog as soon as possible. The second issue that faculty should consider is the transitional program, its future, and its operation. Of 71 transitional students, 61% of those were retained this semester but it is unclear how many of them made it only because of the NC option. Dr. Sommer suggested that if the transitional program is continued, the students be admitted as non-degree-seeking and that the number of students in the program should be limited.

### **Buildings and Grounds Committee report for the February 6<sup>th</sup>, 2008 Faculty Senate meeting.**

The Buildings and Grounds Committee met on February 4<sup>th</sup>, 2008 at 3:30 pm in Reynolds room 102. All members were present with the exception of Hank Wilson who had to miss because circumstances beyond his control.

The committee nominated and elected Brett Serviss as chair.

Subsequently, the following items were discussed at length by the committee:

1. proper placement of paper advertisements on campus, and arrangement and composition of benches and kiosks along the mall walkway;
2. creation of a university designated faculty lounge;
3. maintenance improvement and security concerns at the airfield and Flight Training Center;
4. parking issues and signage in the parking lot at Foster Hall;
5. inaccessibility of the exterior doors to Foster Hall for handicapped personnel;

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6. acquisition and placement of campus directories;
7. need for additional bicycle racks on campus; and
8. campus-wide security concerns.

Discussion ensued over the above listed items, and a consensus was reached on an avenue of resolution for all of them with the exception of number eight. The committee unanimously agreed to reconvene within approximate one week to further discuss the numerous security concerns/issues present on the campus, and formulate a direction for resolution/correction of the issues.

Respectfully submitted,

Brett Serviss

Buildings and Grounds Committee Chair

### **Proposed Revision to the Faculty Handbook passed by the Faculty Senate date to be inserted.**

The proposed changes are in bold. Underlined changes were already passed by the Board of Trustees and are incorporated into this section of the handbook.

#### III. Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation

##### N. Excellence Awards

###### 1. College/Division 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 **given over a three-year period** 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 **one** annual cash award of **\$2500**.

**Five awards shall be given in rotation starting in 2008 with Excellence in Teaching followed by Excellence in Scholarly or Creative Activity, then in the third year, Excellence in Service. There will be no ties or shared awards.**

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.

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.

**All nominations for Faculty Excellence Awards shall be submitted to the College Faculty Excellence Award Committees at the beginning of the spring semester. Faculty Excellence Award selections shall be determined by April 1. Faculty Excellence Awards shall be recognized at the Spring Faculty Service Awards Ceremony. The recipients will also be awarded at the Fall Founder's Day Ceremony. During the**

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Founder's Day presentation, the master of ceremonies will introduce the awards while recognizing recipients in the previous two years, as follows:

**"Henderson recognizes faculty excellence with rotating awards for teaching, scholarly and creative activity, and service. Last year's awards, recognizing \_\_\_\_\_, went to (list recipients). The previous year's awards, recognizing \_\_\_\_\_, went to (list recipients). This year's awards are in the field of \_\_\_\_\_.**

Award criteria shall be decided individually by college and, where appropriate, by department (for example, the Art Department might provide the Ellis College's Fine Arts Awards Committee with criteria defining unusually meritorious artistic expression). The specific criteria for eligibility and receiving of each award should be stated clearly and specifically in a memo sent to all faculty **each October**

**Evidence to be considered in determining the candidate's qualifications for an award shall consist of accomplishments pertaining to the nominated award in question occurring in the previous three calendar years.**

Three years after the institution of such a university-wide awards system, the Senate shall examine the system to determine whether it has indeed fostered excellence among the faculty in a fair and impartial manner, and the Senate may at that time modify the plan according to its findings. **Periodic additional review is at the discretion of the Senate.** (The paragraph was revised by the Faculty Senate and President Dunn on March 5, 2005. No board action required. The addition of the fifth paragraph was approved by Faculty Senate on April 6, 2005, and by Dr. Dunn on October 6, 2005.)

### 2. Outstanding New Faculty Member Award

In recognition of outstanding performance by a new Henderson State University faculty member, a \$1000 award will be given annually to the outstanding new faculty member. In order to be eligible for nomination, the faculty member 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

### **Report of the Procedures Committee of the Faculty Senate February 6, 2008**

The Procedures Committee met on January 28 and selected Mitzi Bass as chair. Discussion was held concerning the ballots for the Selection Committees for the Faculty Senate Excellence Awards. It was noted that these ballots need to go out as soon as possible. The possibility for email balloting (in future elections) was discussed.

Ballots for the selection committees were in faculty mailboxes on Friday, February 1 with the return date of 5:00 on Thursday, February 7.

The Procedures Committee will meet at 2:00 in McB 118 on Friday, February 8 to count these ballots.

Respectfully submitted,

Mitzi Bass

Procedures Committee, chair