

DRAFT
FACULTY SENATE MINUTES
SEPTEMBER 7, 2005

Members Present: Lea Ann Alexander, Martin Halpern, David Stoddard, Henry Perez, Catherine Leach, Hal McAfee, Michael Matthews, Bruce Smith, Laura Storm, Carol Underwood, Linda Wen, Brett Serviss, Randy Duncan, Linda English, Patti Miley, Larry Thye, Alan Wright, Joyce Shepherd, Jules Mollere, Jamie Engman, Kenneth Taylor, Basil Miller, Maralea Gourley, Paul Williamson, Richard Miller

Members Absent: George Ann Stallings, Celya Taylor

Others Present: Robert Houston, Travis Langley

Call to Order: The meeting was called to order at 3:15 p.m. by President Michael Matthews.

Approval Of May Minutes: Two changes to the May minutes were made. The statement that read “Tom Gattin, University Registrar, will oversee the revision of the catalog” should be replaced with the statement that reads “Tom Gattin will check final revisions for errors.” A date of 2006 should be changed to 2005. Minutes were approved with these changes.

Discussion with Dr. Houston: Many of these items appear in the attached President’s Report.

1. Enrollment is at 3512, up 44 students. Six students have enrolled from the hurricane area, 2 or 3 more are in progress of enrolling.
2. Some University committees will most likely be abolished. Dr. Houston stated that even if committees are abolished, the issues considered by the committees either would be or have already become the duties of other committees.
3. If Fall break occurs in 2006, faculty would need to come back to campus two days early, starting on a Wednesday instead of Friday as we currently do.
4. The HERA (or UCLA) survey results have been received but more time is needed for review. The full report will be available to the faculty.
5. Tom Gattin has been asked to prepare a “shell” template for general information in the catalog. Each Academic area will be responsible for their material. He is open to recommendations on how to proceed. An inquiry by a Senator led to the possibility of the UAC becoming involved in the process.
6. Ability for faculty to be able to email advisees or majors as a group through Reddie Connect will be developed.
7. He noted that a proposal for a forum to “air problems” with Ektron had been proposed. He wants a system that works for the faculty.
8. Evaluation of the Director of Computer and Communication Services will occur.
9. Faculty input on the Strategic Plan document is encouraged. All committee recommendations, not just the Summary document, is “on the table”.
10. Discussion of an upcoming campus-wide technology survey took place. Dr. Houston stated that he would make sure that the University Technology Committee was set up now.

11. Perception among the Deans is that HSU has just about met the need for multimedia projection units. If additional need exists Dr. Houston needs to know. He mentioned “clicker” technology and smartboards as possible additions to classroom capability.

Election of Secretary: Linda English was nominated and elected as the new Secretary of the Faculty Senate by acclamation. This action was necessary as a result of Marielle McFarland leaving Henderson.

Discussion of President’s Report (see attachment): The Senate President indicated with regard to “Dunn - Item 1” that he had received an email from Mr. Choate explaining that the selection of members for University Committees was late in the spring as a result of Cabinet review of the need for all of the committees. A second request should be forthcoming to give faculty an opportunity to indicate their desire to be on specific committees.

The Senate President asked the Operations Committee to review the administrations suggested actions (refer to Houston Item #2 in President’s Report) with regard to the University Committees

Please note “Dunn – Item 6” with regard to the Strategic Plan.

Committee and Webmaster Reports: There were no reports by the following committees: Academics, Building and Grounds, Finance, and Operations.

- 1) **Procedures Committee Report:** This was preceded by President Matthews thanking Catherine Leach, as a member of this committee, for stepping in to assist with solving problems associated with this committee that normally would be handled by the Senate secretary.
 - a) Due to retirements, sabbaticals, and other reasons the roster of the Faculty Senate is being reworked by the selection of new alternates by several departments.
 - b) Preparation for Faculty Excellence Committee elections is underway as is formation of the New Faculty Award Committee.
- 2) **Webmaster Report:** Trouble using Ektron to update Senate web site occurred; thus, webmaster has scheduled to take class again.

Old Business:

- 1) **Fall Break:** Discussion led to the issue being sent to the Academics Committee for detailed consideration with the intent that the matter will be brought to a final vote by the Senate at the October meeting. Randy Duncan is chair of this committee and any specific information pertinent to a decision on this issue should be sent to him.
- 2) **Evaluation of Director of Computer Services:** As indicated in the President’s report to the Senate, Dr. Dunn stated that this will occur.
- 3) **Ektron:** A motion was made and passed unanimously that a public forum be held to discuss Ektron. (Dr. Dunn, as indicated in the President’s report, supports this.)
- 4) **Strategic Plan:** Issue was covered in discussion with Dr. Houston. Senate president encouraged all faculty to read the reports, including the Summary Report, and send comments to Dr. Beggs as has been requested in several emails to faculty. The attached President’s report section with Dr. Dunn has additional comments on this.

New Business:

- 1) **Senate Committee Assignments:** These are being redone by the Executive Committee due to the turnover in Senators that has taken place since last spring. Most members will likely remain on the same committees as in the spring. The revised list will be forthcoming shortly.
- 2) **Faculty Finance Committee:** Motion was made and seconded to abolish the Faculty Finance Committee. Discussion centered on the question of need for this committee at this time in addition to the Faculty Senate Finance Committee. A number of problems were discussed with regard to having two “finance” committees. Motion passed unanimously.
Motion was made and seconded to expand the number of Senators on the Faculty Senate Finance Committee. It was pointed out that a need for this currently may not exist, and this action could be taken any time in the future if needed. Motion failed.
- 3) **Salary Adjustment for Award of Distinguished Professor:** The President of the Senate temporarily relinquished the chair to make the following motion which was seconded. The motion was to add the italicized text to the following paragraph of the Faculty Handbook. Under section 1. Salary for Distinguished Professor L. Procedures for Tenure and Promotion 6. Salary Increases, change paragraph to read “All promotions, *as well as the awarding of the title of distinguished professor*, should come with an increase in salary of 5%, in addition to any across the board increase, or an increase to the base pay level for the new rank, which ever is greater.” Discussion led to a motion and second to table that passed. The proposal was sent to the Academics Committee, along with instructions to consider the means by which selection of Distinguished Professor occurs.
- 4) **Announcements:**
 - a) **Reminder of Pre-Tenure Review** – From the Faculty Handbook: “During the third year of a tenure track appointment, the faculty member shall undergo a rigorous pre-tenure review process initiated by the Department Chair. The Department Chair shall address the criteria in section K, which shall include reports of class visitations by the Department Chair. The Department Chair shall give a written copy of her/his report to the faculty member and to the appropriate Dean. The Department Chair shall have a conference with the faculty member regarding the three year report.”
 - b) **“Promoting Faculty Career Development Through Assessment”** – This is the name (assessment here refers to faculty evaluations) of a teleconference available to Henderson on October 11 from 1:00 pm – 2:30 pm (Eastern). Registration is required by October 4, but all faculty can participate for a single fee. If you are interested, contact your Department Chair or Dr. Sommer’s office.
 - c) **From President’s Cabinet Notes of August 15, 2005** – The Senate President noted that in Item #2 faculty should note the statement that follows: “Equity salary adjustments may reflect faculty failure to report students for nonattendance”. If individuals are not doing their job, with regard to this or other issues, faculty should note that equity salary adjustments may be withheld.
- 5) **Other New Business:** A Senator suggested that the manner in which summer school contracts are to be awarded should be examined by the Senate in light of comments made at the Pre-session Conference. Concern was also expressed with regard to the policy of contingency contracts for adjuncts during the regular terms. A senator expressed that the school seems to be in a downward spiral with regard to all aspects of summer school and

is reacting to this rather than taking a more positive approach to build the summer school curriculum.

Leann Alexander introduced Linda Wen as the new representative to the Senate for the Library, and indicated that Linda was in charge of the library's web page.

A Senator expressed the view that the new procedure for faculty luncheons might be the death of the program.

Motion was made, seconded, and passed for adjournment at 5:00 pm.

Submitted on 9/13/2005 by Michael Matthews
President, Faculty Senate 2005

PRESIDENT'S REPORT TO FACULTY SENATE – SEPTEMBER 7, 2005

DISCUSSION WITH VICE-PRESIDENT HOUSTON – August 31, 2005

1. On May 13, a request for assignment preferences to University committees was sent to Faculty. At that time, I indicated that this was too late in the semester to be sending things to Faculty, many of whom would be gone. Dr. Houston agreed with me then and still does. I requested that in the future, University committee assignments be completed prior to the end of the Spring semester (preferably by May 1) so that committees would be in place at the start of the Fall term, and to insure that faculty had the opportunity to choose committees of interest.
2. Discussion occurred last spring during Senate meetings that some University committees might be eliminated due to a variety of reasons, including not ever meeting or functioning, and other groups now performing the functions originally given to some of the committees. Dr. Houston indicated that discussions concerning this had taken place in the cabinet, and action on some committees had been suggested. The following is an incomplete list of actions suggested to be taken: delete Bookstore, Student Concerns, Human Relations, and Campus Planning Committees as well as the University Planning Council. Two committees, Grants Management Committee and Print and Broadcast Journalism were to be reviewed.
3. A Fall break in 2006 is possible if faculty are willing to start the Fall semester two days early (begin on Wednesday instead of Friday) and there are no conflicts with scheduled athletic events. It would also need to occur at the same time that OBU has one.
3. Results of the UCLA questionnaire have been received on campus but Dr. Houston had not had time to study them yet.
4. What is the status of the proposed revision of the undergraduate catalog? He is to check on this.
2. A way to send emails to advisees and majors through Reddie Connect in the same way that we are able to email students in our classes was requested. (Note that discussion of this issue had already taken place by the Cabinet on August 29.)

3. The awarding of scholarships was discussed briefly. Proposals have appeared in the Cabinet minutes that are under consideration.

4. I emphasized to him that some faculty were still displeased with Ektron. He said he was aware of this but the complaints he was aware of had come from only a very few faculty that were “power users”. I reiterated that the Senate had discussed this issue at length last spring and many more than a “very few” had issues with Ektron. He indicated that he would look into the situation, starting with the meeting of the Ellis College chairs that was to occur the next day.

5. A desire of the faculty to evaluate the Director of Computer and Communication Services was repeated. This is in addition to any campus wide technology survey that is to be done by the University Technology Committee.

6. Did faculty input occur for the summary document for the Strategic Plan? How was the content of the summary document decided upon? Dr. Beggs wrote the summary but it is somewhat unclear as to faculty input at that level of preparation (more on this from Dr. Dunn).

DISCUSSION WITH PRESIDENT DUNN – September 2, 2005

1. Dr. Dunn indicated that he would check on the time table for the selection of University Committees to get these assignments made in the Spring by May 1.

2. Discussions by the Cabinet have already led to action being taken on the issue of being able to email advisees through Reddie Connect, and he thought it was reasonable to add this capability for communicating with majors.

3. On the issue of scholarships that has appeared in the minutes of several Cabinet minutes from last spring, he said ways are being considered on how best to improve our efforts to award the finite dollars we have for scholarships.

4. I raised the issue of the dissatisfaction of the faculty with Ektron, and how this was related to a feeling of frustration by the faculty. I shared with him the discussion that I had a few days earlier with Dr. Houston about this issue, and suggested that a campus-wide forum be held to discuss the issue. He indicated if that was the desire of the Senate then we should have one.

5. A desire of the faculty to evaluate the Director of Computer and Communication Services was repeated. After some discussion, Dr. Dunn assured me that he would see that this would be done. This is in addition to any campus wide technology survey that is to be done by the University Technology Committee.

6. I also asked about the input by faculty in the writing of the summary of the Strategic Plan. Dr. Dunn believed that Dr. Beggs wrote the summary, then sent it to Dr. Dunn for review, followed by it being sent to committee chairs, who then returned it to Dr. Beggs with any changes. The individual reports of all committees have been sent to the Board for review.

Dr. Dunn stressed that faculty input is absolutely essential. He said that items appear in the reports that he does not agree with, or in some cases, fully understand. He is sure there is disagreement over portions of the documents, but he indicated that hopefully the faculty will feel that the document is “fair and reasonable for planning.” As he put it, “can the Senate support the overall concept?” Decisions must be made as to which items can be implemented, when they are to occur, to what extent, etc., and faculty input will be necessary for these determinations.

(Note that at Dr. Dunn’s request, Dr. Beggs has placed the “executive summary of the strategic plan report, along with the individual committee reports” on the HSU web site (<http://www.hsu.edu/content.aspx?id=3113>). A deadline of September 16 has been set for sending “any suggestions, corrections, or rejections” to Dr. Beggs. This will allow the Faculty Senate time to consider its support of the document prior to it being submitted to the Board at the October meeting.)