

Faculty Senate Minutes
Wednesday, March 4, 2015

Senators Present: Ajay Aggarwal, Lea Ann Alexander, Kristen Benjamin, Alan Blaylock, Victor Claar, Shannon Clardy, Debra Coventry, James Duke, Vincent Dunlap, Emily Gerhold, Greg Gibson, Matt Gross, Dana Horn, Paul Glover (alternate for Jana Jones), Travis Langley, Patricia Loy, Richard Miller, Ingo Schranz, Brett Serviss, Joyce Shepherd, Suzanne Tartamella, Maggie Tudor, Meredith Wright

Senators Absent: Steven Becraft, Franc Hudspeth, Holly Morado, Charlotte White-Wright, Peggy Woodall

1. Call to Order: President Brett Serviss at 3:15pm
2. Minutes from the February 4th meeting were approved.
3. The President's Report is attached as Addendum I.
4. Shared Governance Oversight Committee Update – Two proposals from the Shared Governance Oversight Committee on social media and media relations were sent to the Faculty Senate for review. Discussion followed. Senators should discuss the proposals with their constituents and return with the information gathered. Summaries of the two proposals are attached as Addendum II. The full proposals are available on MyHenderson under the shared governance tab.
5. Reports of Committees
 - A. Executive Committee –
 1. Faculty Excellence Award Guidelines should be reviewed to avoid the appearance of conflicts of interest. This issue was sent to the operations committee.
 2. The committee was asked to address a question on deliveries from the post office. Heavy items to be picked up from the Post Office may be delivered either by submitting a work order to physical plant or by submitting a delivery request at the time the PO is submitted.
 3. In order to facilitate reporting to the Higher Learning Commission (HLC) in regard to the current open pathways accreditation process, the Executive Committee proposed placing an identifier on each page of the Faculty Handbook in order that the document could be cited and used as evidence in the accreditation report to HLC. The Faculty Senate voted unanimously to approve a footer on each page with the wording "HSU Faculty Handbook, revised (month/year)".
 - B. Academics Committee –
 1. The Academics Committee gathered information regarding the history of the summer school program pertaining specifically to course offerings, minimum

enrollment requirements for courses, course cancellations, and faculty compensation. Provost Adkison assured the committee that he is supportive of avoiding last minute cancellations of classes. The Academics Committee is currently creating a proposal on summer school policy.

2. The Academics Committee reviewed the NCAA rules for athlete registration. They found that there is no requirement to register student-athletes early, simply a requirement to show progress toward a degree. Athletes currently meet with advisors to fill out course forms and register during the senior registration period. Athletes are not allowed to drop or change courses on their own. The committee voted 5 to 1 to support the current policy through registration for fall 2015 courses with the stipulation that it is re-evaluated within the year.
3. The Academics Committee discussed the Nov. 6, 2013 change in the forgiveness policy on repeating courses, mentioning that this policy may potentially be abused by students. Discussion led to the conclusion that more evidence is needed.
4. The Academics Committee presented a proposal to remove the designation of "WP/WF" to the designation of "W". Students may drop a course with a "W" up to the completion of the 12th week. The proposal passed with 1 senator opposed.

C. Buildings and Grounds Committee –

The Buildings and Grounds Committee did not receive the information requested on the situation with standing water in the Garrison Center. In addition, they have asked for information on the mold growing in Evans.

President Serviss added that fire alarms in the Reynolds Science Center only activate in the biology wing and do not go off at all in the physics wing of the building.

D. Finance Committee –

Alan Blaylock will chair the finance committee.

E. Operations Committee –

Jim Duke will chair the operations committee.

F. Procedures Committee –

Faculty Excellence Award Committees will soon be meeting. Calls for nominations have gone out.

6. Old Business –

- A. An update on the bookstore is included in the President's Report.

7. New Business – No new business was discussed.
8. The meeting adjourned at 4:48 pm

Respectfully Submitted,
Shannon Clardy
Faculty Senate Secretary

Addendum I:

Report from the President

Representation for Faculty and Staff on the President's Cabinet

Dr. Glen Jones stated that he is adding a faculty representative and a staff representative to the President's Cabinet, beginning in February. These two positions will be held by the Faculty Senate and Staff Senate presidents. Dr. Jones also stated that he desires transparent and open, two-way communication between faculty and staff and the administration, and that these appointments will be a critical component of the communication process. As members of the President's Cabinet, the faculty and staff representatives will also function in an advisory role to Dr. Jones.

Student Retention

Dr. Jones stated that a standing Retention Committee will be formed, and will initially be tasked with investigating how best to improve retention and graduation rates, without compromising academic quality. The committee will subsequently generate a series of detailed recommendations for potential implementation in order to accomplish these. Dr. Jones also stated that the University must do a better, more comprehensive job of determining how best to prepare students to succeed in college. One way to accomplish this is to closely engage students and parents about the educational process, especially during the preparatory levels for college.

Dr. Jones also mentioned that the University must devise and implement a precise pathway in order to increase the likelihood of student success, particularly for provisionally admitted students. We must also clearly articulate to both prospective and current students what is required and expected for success at HSU.

Student Behavior on Campus

Dr. Jones stated that he is aware of some recent events concerning student behavior on campus and he is currently working with Dr. Lewis Shepherd, Vice President for Student and External Affairs, to develop an appropriate solution to these concerns moving forward.

Report from the Provost/VPAA

Retention Committee

Dr. Steve Adkison stated that the proposal for the standing Retention Committee is shortly forthcoming through the shared governance system.

New Student Success Center

Dr. Adkison stated that the old Caddo Cafeteria building is currently slated for renovation, contingent upon funding through the Historic Preservation Program offered through the Department of Arkansas Heritage, and subsequent conversion into a Student Success Center. The new center will house academic support services, as well as key student support services, such as the Registrar's Office, Admissions, Financial Aid, Academic Advising, and tutoring services. The final constellation of services housed within the center will be discussed with the new Retention Committee, among others.

Bookstore Update

In response to a series of concerns brought forth regarding the lack of book availability for certain courses at the beginning of some semesters, Dr. Adkison met with the manager of the HSU Reddie Bookstore, Ms. Stephanie Ward, in order to express and work toward resolution of this problem. The following are the stated reasons for book unavailability and the proposed solutions:

1. Communications gap regarding planned late course additions: these are zero-capped courses on the schedule that are not opened for student registration until the first day of classes. Communication regarding book needs for these courses has traditionally involved the Registrar's Office. Proposed solution: the book requirements for these courses must be communicated directly by the respective department chairs and/or deans as soon as is possible, prior to the commencement of the semester.
2. Lost book orders: some book orders that were completed in hard (paper) copy were lost. Proposed solution: all subsequent book orders will be submitted online via the faculty portal for online book orders. As a consequence of this change, Ms. Ward will host periodic training sessions for online book orders, including during the new faculty workshops.

Ms. Ward will also meet with the Chairs Council in the near future in order to discuss these changes.

Report from the Vice President for Finance

Climate Control for Campus Buildings

Mr. Jones stated that the HSU Board of Trustees has approved the use of \$9,671,521 dollars for construction of a new climate control system for campus buildings. The initial phases of the conversion to the new system could begin as early as April or May 2015, however, it is contingent upon funding.

Construction of New Intramural Field

Mr. Jones mentioned that there are two proposed sites for construction of the new intramural field: 1. the football practice field directly west of the Formby Athletic Center or 2. the large, open area southwest of Carpenter-Haygood Stadium at the intersection of Mill Creek Drive and North 15th Street. Both sites are still currently under consideration. If the football practice field is selected, an artificial turf surface will be constructed on the field. The lack of available parking is a concern with site one and potential scheduling conflicts among different user groups is a concern in regard to site two. Mr. Jones stated that if site two is selected, close coordination among the head football coach, the athletic director, the band director, and the director of the intramural program will need to occur in order to eliminate scheduling conflicts between the intramural program and football and band practice sessions.

Addendum II:

Date: 15 January 2015

Sponsoring Constituent: Tonya Oaks Smith

Statement of the issue:

As a publicly funded state university, Henderson State University is committed to sharing of knowledge and ideas with the public that provides funding. The university recognizes the important role of the news media as a channel of communication with the public and will provide qualified representatives of news reporting organizations with timely and accurate information regarding the university's programs and activities. Henderson State University's Office of Marketing and Communications serves as the university's designated contact point for the news media and is the source of official information about the university. Faculty and staff members who wish to initiate contact with the news media, or who receive news media inquiries, should first coordinate with the Office of Marketing and Communications.

Rationale for proposal: In order for Henderson State University to raise its profile, first with local and state media outlets and eventually national outlets, the university needs to speak with one voice. The Office of Marketing and Communications is the office that –in other institutions of higher education – is charged with ensuring that the university's message is given accurately. This industry standard is proposed at Henderson.

Review needed: Expedited

Date: 15 January 2015

Sponsoring Constituent: Tonya Oaks Smith

Statement of the issue:

Social media allows us to communicate rapidly with our audiences easily, but the use of tools that allow instant and simple communication requires the acceptance of greater responsibility. The medium holds the possibility of a host of unintended consequences.

Rationale for proposal: Social media accounts that represent Henderson State University as a whole are maintained through the Office of Marketing and Communications. However, a number of entities within the university have established accounts as a way to support their individual efforts at marketing and communication. We do not discourage the creation of separate accounts, but we do ask that potential account owners consider carefully the responsibility inherent in delivering communication via social media. To help users identify and avoid potential issues, we have compiled these guidelines.

Review needed: Standard