

**Stephen F. Austin State University**  
**Faculty Senate Meeting Minutes**  
**DRAFT**  
**November 13, 2002 Meeting #315**  
**(Subject to approval at December meeting)**

Members absence: Caffery (excused) and Scamman (excused).

***Call to Order***

The meeting was called to order at 2:30 p.m. by Senator King.

***Announcements***

December 3 – Lunch with the President. Open to all faculty. Senator King will have more information on where and when.

December 5 – Task Force on the Professorate will have an open forum. More information to be forthcoming.

***Guests***

Dr. Bob Szafran, Co-chair of the University Planning Council reported on the structure of the council and what the plans are for the next few months.

- Council consists of 24 persons Violet (Interim Dean of Business) is the co-chair. Six task forces that are the subcommittees to help
- Driving Forces Task Force is chaired by Fay Parham. They will look at forces that are at work external and internal to the university. Things that are going to happen no matter what we do. Demographic, economic changes, etc.
- Governing Ideas Task Force is chaired by Susy Weems. This task force will review the Mission Statement and the core values – the vision of the university to see if it accurately reflects our mission
- Distinctive Identity Task Force is chaired by Lauren Scharf, and looks at how SFA is or could become a distinctive contributor to higher ed in Texas. Do we have any unique advantages in marketing ourselves state wide?
- Student Experience Task Force is chaired by Miles McCall, and will examine issues that students are likely to be aware of and sensitive to it.
- Professorate Task Force is chaired by Larry King, and will look at the needs of the faculty and reflect the unique perspective of the faculty.
- Administrative/Support Staff Task Force is chaired by Stephen Westbrook, and will examine the needs of administrative and support staff.

All of these Task Forces will host open forums to provide an opportunity to provide input. All of the Task Forces are also asked to go and seek out input from individuals. All of these forums are during the first half of the Spring Semester. Task Forces report during the second part of the Spring. The University Planning Council works out a plan during Summer. Fall will be a time to solicit response to the UPC plan. The process should be finished by late Fall 2003.

Action on this Strategic Plan is more likely because there are three new factors:

- Each of the initiatives will identify and office that is responsible for implementing the action.
- Each will provide a target in time to evaluate what is and is not taking place.
- Small group will be identified to monitor the implementation of the strategic plan on an annual basis.

It remains an advisory document to the President.

Stake holders conferences will be held which will be open to any member of the university, the community, or the state as a whole in order to solicit input.

### **Approval of Minutes**

Minutes of the October faculty senate meeting were approved with minor changes.

### ***Officers' Reports***

#### **Chair's Report**

Copies of Senator King's report to the Board of Regents on October 17th were distributed.

At the Regents meeting:

- There was an exchange about what the university can do about enrollment and it became clear that there will be no reduction of academic standards. The regents want to go forward with a commitment to high academic standards.
- Discussed the feasibility of providing mini-sessions.
- This year we had more students apply and accepted, but we had fewer students enroll. So we are losing students between acceptance and enrollment.
- 42.9% of those who are admitted are actually enrolled.

The Chair noted that we as faculty are going to have to get involved in this problem. We will need to be active in making sure that more students who are admitted actually enroll by offering support before enrollment. The President projects that if our declines continue over the end of the summer, we may lose \$2 million, so this is a critical issue for all of the faculty. We, as faculty, need to begin to recruit and retain students to come to SFA in an organized effort. Things that might help are:

- Training for faculty in how to better advise students.
- Working with high school counselors
- Contacting professionals in the high school who are in our individual academic areas.

Senator King reported on the Texas Council of Faculty Senates meeting. Most senates around the state are very concerned about the appropriations from the legislature. A representative from the Legislative Budget Board indicated that the deficit may be smaller than expected initially.

Senator King reported on the Academic Affairs Council meeting. The university will move to a one year Bulletin. Changes to "Policy A-58 – on Compensation for Distance and Distributed Education Classes" recommended by Dr. Randy McDonald were discussed by the AAC. The recommended changes to this policy would reduce compensation to faculty for delivering classes through distance ed. The only payments would be made for development of classes. Senator King, Clifton Jones (Chair of the Chair's Forum), Dean Bob Herbert, and Dr. Randy McDonald were appointed to a committee to study this policy by Dr. Young. This policy was referred to the Professional Welfare Committee by Senator King. Changes to "Policy A-36: Out of State Travel" were recommended to the President by the AAC. Senator King referred this policy to the Senate Faculty Governance and Involvement Committee for review. There will be no recognition of Highest Ranking Student at the December graduation. There is some interest in each college recognizing an outstanding students in the commencement program. The Policy on E-mail Communication was passed. The AAC approved the Summer 2003 and 2003-2004 Academic Calendars. The telephone and web registration system for students will not be turned off until the fourth day of classes.

### **Chair Elect's Report**

Senator McDonald reported on the Graduate Council Meeting. The council discussed the submission of electronic materials for theses and dissertations. Regulations about what will be acceptable are being developed. Any comments on this topic should be sent to Dr. Jeffrey. There are requirements in the accreditation process for doctoral programs for available library resources. The Steen Library asks that if any departments are considering new programs, they should check with the library.

### ***Committee Reports***

#### **Academic Affairs**

##### **XF grade**

The committee recommends not including the XF grade. They anticipate changes in the overall policy, but they are still working on the language and will be getting back with the senate in the near future

##### **Developmental Classes**

The committee is having trouble getting information from equivalent universities on the success of their programs. There is information about how all the universities in Texas are doing. The committee will continue to try to collect more information.

##### **Departmental and College Governance**

Some departments have Faculty Advisory Committees that function well, while others have no such body or committees that are pro forma only. Requiring all Colleges and Departments to have an elected Faculty Advisory Committee. The committee felt that this was not necessary because the Dean or Chair will obtain whatever advice he or she wants, but if no advice is wanted, it won't be taken even if provided. Discussion by the senate followed revolving around the notion of shared governance and the importance of a requirement for advisory bodies. The Chair asked the committee to take into consideration the input that they have received and to reconsider their decision to refrain from making a recommendation in this regard.

##### **Policy A-03: Academic Probation, Suspension, and Reinstatement for Undergraduate Students**

For future meetings.

**Policy A-04: Approval of Academic Programs**

For future meetings.

**Administration and Finance**

**Library Lending Policy**

The Committee recommends no change in the policy.

**A-20: Graduate Assistantships**

The Committee had a good deal of discussion on this policy, but basically clarified it's understanding of the policy. Questions remain which the committee would like to see clarified:

- Is the policy covered in the Graduate Bulletin?
- Does the policy indicate that the Graduate Assistant had to go to school in the summer or lose their appointment for the Fall?

The Committee would entertain suggestions for more accurately wording the "20 hour requirement" language.

**Policy E-49: Temporary Employment**

- It would be advisable to clarify that this policy doesn't apply to faculty.
- It would also be convenient if the classified and non-classified status of employees was defined or cross referenced in this policy. This needs to be standardized throughout the Policy Manual.

**Policy E-55: Workers Compensation Coverage**

No changes were recommended to this policy.

**Faculty Government and Involvement**

**Drop/Add Policy**

No changes recommended to this policy.

**Professional Welfare**

**Intellectual Property**

Three meetings of a joint committee have occurred. Everyone seems to be motivated to craft a policy that will truly work. They are redrafting the policy in a way to protect faculty rights. It is anticipated that there will be a clause that says that under the normal course of employment everything a faculty person produces will be theirs. The plan is to have the documents reviewed by the Academic Affairs Council and then to post them on the web and solicit input. Hopefully, the policy will go up on the web sometime after Christmas.

**Policy E-47: Sick Leave Pool**

No changes recommended

### Policy E-47.2 Staff Development

No changes recommended

### **Strategic Planning**

#### Ethics Policy

Well stated and the Committee offers no changes to it.

#### Policy A-23: Interlibrary Loan

The committee has been made aware that undergraduates are being given the same options as graduates. The committee recommended changes to the policy. The changes were discussed and passed by a unanimous voice vote.

### ***Old Business***

#### **Report from the Ad Hoc Committee on Class Scheduling**

Ad hoc Committee on Scheduling have a draft report which was distributed to the senate. The Committee felt that there were some significant problems with the scheduling proposal. The Committee concentrated on the morning times (8 AM through 1 PM) because the afternoons are so diverse. They also examined schedules from other universities. Dr. Jackson pointed out that the proposed scheduling guidelines will be implemented as a trial process. The most controversy revolved around the recommendations regarding evening classes. Concerns were raised that the amount of class time was going to be limited because classes are scheduled for 2 ½ hours and no time is allowed for breaks. Comments should be emailed to one of the three committee members.

### ***New Business***

Senator King reported that he has received an email from a faculty person who had to remove disruptive students from their class. There was concern on the part of the teacher about policy as it relates to this topic. An additional question is whether students who are threatening can be barred from further participation in a given professor's classes. Senator King referred the question to the Senate Professional Welfare Committee.

### ***Adjournment***

The meeting was adjourned at 4:45 p.m.