

**Stephen F. Austin State University
Faculty Senate Minutes
Meeting #369th
September 10, 2008**

Subject to approval at the 370th meeting.

Senators present were: Norjuan Austin(2), Joe Ballenger (3), Kathleen Belanger (4), Vicki Boatman (6), Dennis Bradford (7), Erin Brown(8), Susan Clarke (9), Parliamentarian, Ken Collier (10); Carolyn Conn (11), Secretary, Jeanie Gresham(13); Carol Harrison (14), David Howard (15), Keith Hubbard (16), Scott LaGraff (17), Chair-Elect, Kevin Langford(18); Cynthia McCarley (19), Perry Moon (20), Carl Pfaffenberg (21), Treasurer, Elton Scifres(22); Daniel Scognamillo (23), Sandra Stewart (attending for Lee Stewart, Chair, Sally Ann Swearingen(25); Ken Untiedt (26).

Excused: Sara Bishop (5), Lee Stewart (24)

I. Call to Order

The meeting was called to order at 2:25 p.m. by Sally Swearingen at the Tracy Pearman Alumni Center.

II. Presentations

PRESIDENT DR. BAKER PATTILLO

Dr. Pattillo was out of town and unable to attend.

PROVOST DR. RICK BERRY

Dr. Berry discussed the following:

- He welcomed the Senate back, and stated that the strategic plan was kicked off.
- Dr. Berry announced that Dr. Marlin Young is ill at the present time and is hospitalized. He is in ICU.
- He discussed the hurricane. He will attend a meeting tomorrow to make decisions how to respond to it. Much was learned in preparing for Hurricane Gustov. The website is the best way to give out information. He also discussed the alert system and that text messaging is not dependable.
- He said that today is the 12th class day. Tomorrow he will know the final figures. He said that we would be close to 12,000 students. He said that we are up in most all categories. All but one college is up. Some are up as much as 20%. He said that the freshmen enrollment is up. We are up in sophomores and seniors. Also, we are up in graduate students. Senator Ballenger asked if numbers are kept on the quality of students. Dr. Berry said that much data is kept, and the data is online at the Office of Institutional Research.
- Dr. Berry discussed the Voluntary System of Accountability. It was formed because universities need to be transparent. A web template was created by this organization to show university data. The data includes graduation rates, retention rates, test scores, etc. SFASU had committed to join in 2012. The time table has moved up

because all universities have joined; one has not. So, SFASU will join tomorrow. For faculty members, this will mean nothing. The faculty will have tools for evaluation; it will not affect the work load. SFASU will have to report some data that has not been reported. The template will be linked from the SFASU home webpage.

- He discussed salaries and how the university will implement the strategic plan actions concerning salaries. He said that through every budget process, faculty and staff salaries will be the highest priority. Annually, the strategy to implement this action will change. Salaries are the highest priority. Senator Untiedt asked if the raise this year was lumped into our present salary. Dr. Berry said that faculty would have to ask their Deans how it was implemented. Dr. Berry stated that the money has been distributed. The source of the funds was made from salaries of two positions not filled and other sources. Chair Swearingen asked if the administration raises came from that fund. Dr. Berry said that only faculty salaries came from that source.
- He commented on library materials budget. In terms of money allocated over the last few years, we received a reduction in 2005 and 2006. In 2008 and 2009, the budget allocated is higher than it was in 2005. The real problem he stated was that SFASU does not budget enough money for the library. The costs are going up so fast; we can not keep up. We can plan on a 10% increase per year for materials due to inflation. It is hard to budget that additional amount annually. He said that he was committed to doing all he can to budget more money for the library. Discussion continued.
- He discussed online course work. Dr. Berry stated that most of the bulk of the online work should be devoted to programs not courses. He said that it is difficult to complete with specific programs, but with programs we can compete. He said that we have had a lot of growth in this area. Dr. McDonald relayed that the number of sections offered online is increasing from semester to semester. There is a 34% annual growth rate in offering online courses. Discussion continued. Senator Boatman asked if money was available for advertising. He said that Dr. McDonald did have money available for advising. Senator Pfaffenberg announced that an OIT workshop will be presented for faculty soon that will overview new software.
- Dr. Berry discussed that Mr. Galant has formed a committee to develop energy management procedures.
- Online student fees were discussed. The student center and recreation fee are eliminated for online students. He said that more work is needed to be competitive. Senator Moon also expressed that study abroad students need to be considered. Dr. Berry said that he has been working on that and is working with Dr. Norton on a proposal to cover those students.
- Dr. Berry said that every four years, the Coordinating Board asks us what we are to do with programs that are not successful, low producing. He stated that he has to make a report in October. The Deans are to relay to him what to do with low producing programs. He will take a hard look at the low producing programs and will keep programs if there are viable reasons. Discussion continued.
- He discussed safety policies and procedures. The campus safety website has much information. Training will be implemented concerning safety issues soon.
- The location of the technical assistance services was discussed. Convenience was considered when locating it at its present location. The facility and level of service has been improved. Chair Swearingen asked if students without cars had an option for service. Dr. Berry said that at this time there is not transportation for students. They are considering a drop off site.

ASSISTANT PROVOST DR. MARY NELL BRUNSON

Dr. Brunson discussed the following:

- She discussed substantive change. It is a component of SACS. She said that student learning outcomes are being identified now. She said that the other piece that needs assistance relates to policies adopted in August. Policies A-4 and A-70 are related to substantive change. There are some new procedures in place for the development of new programs. New forms are developed. SACS has not been informed of our distance education programs, etc. that have been added. We have not been timely in this matter. Now, we are up to date with SACS. She said that emails would be coming to faculty with the two new policies, and a timeline is attached. SACS deems anything that is a variance from what you have in place as a substantive change.
- Program completers are not really new she stated. The 4-8 undergraduate program and nursing program are submitted. Approval has not been received. Four new programs are being submitted this month. SACS has to be notified six months prior to implementation. This is new to all of us. We must be in compliance with SACS. Dr. Brunson said that 12-hour programs need to be reported. Senator Ballenger asked if we would have a winter mini-semester. Dr. Berry said that the decision would be made shortly probably by October 1. The question was asked if there were guidelines for what would be offered in a short semester (12 days). Dr. Berry said that each department makes that determination. Senator Boatman said that students are asking if general education courses will be online. Chair Swearingen echoed her comments. Dr. Berry said that we just can not compete; our online courses are more expensive.
- Dr. Berry reiterated that SACS was not keeping track of substantive changes, and the federal government has come down hard on them. He said that Dr. Young discovered that SFASU was really behind on informing SACS; he began the process of bringing us up to date. He said that due to Dr. Brunson's work, we are now in compliance with SACS.

UNIVERSITY WEBMASTER JASON JOHNSTONE

Mr. Johnstone discussed the following:

- He reviewed the new SFASU website that will be launched hopefully in summer 2009.
- Departments do not have to use the new template.
- Senator Howard asked what limitations departments would have. Jason said that if a department wants to integrate the new look, they may do so. Jason said that pages will be developed in a content management systems, RedDot, that is web based. He will email Chair Swearingen with the new web address that she can forward to the Senators. He has shown the new look to several groups including students. Chair Swearingen asked what the long term goal is for management. He wants the department sites to go back to the departments. Senator Hubbard asked who would manage the content on the main site. He said that admissions, housing, and financial aide gave him the information. The issue of keeping information updated was discussed. Chair-Elect Langford said that we could inform faculty so that this change would be more positive than the last change. Discussion continued. He also said that this was a way that we could communicate with faculty. Chair Swearingen said that we need to keep information current.

III. Announcements

1. Chair Swearingen said that she discussed with Dr. Berry the importance of keeping Senator schedules open so that they may attend scheduled Senate meetings.
2. Welcome to the new Senators: Carolyn Conn – Theater; Carl Pfaffenberg – Human Sciences, Kathleen Belanger – Social Work; David Howard – Music; Keith Hubbard – Sciences and Mathematics; Daniel Scognamillo – Forestry; Cynthia McCarley – Nursing; Carol Harrison – Human Resources. In addition, welcome Susan Clarke who is replacing a vacancy in the library.
3. Name tags have been provided for you to wear to the committee meetings and faculty meetings plus other university functions.
4. Wednesday at 2:30 to 4:30 are designated afternoons for Faculty Senate business. The first Wednesday of each month is for the Pre-Senate meeting and committee meetings times. The second Wednesday is for the Senate meeting. The third Wednesday is for committee chair meetings, and the fourth Wednesday is for committee meetings. She passed out information concerning committee work.
5. Each Senate representative should present the chair with information to be discussed in the Senate meetings by the fourth Wednesday of each month.

IV. Approval of minutes

A motion was made by Senator Boatman to approve the minutes from meetings #367 and #368. The motion was seconded by Senator Langford. Minutes were approved as written.

V. Committee Reports

Committee assignments were made by Chair Swearingen. No reports were made due to this being the first meeting of the year.

V. Officers' Reports

Chair Swearingen discussed the following:

- Chair Swearingen said that she researched other Senates to discover their activities.
- She said that it was her goal to work with administration.
- She said that we might want to compare our salary increases to other universities.
- She also praised Dr. Berry for his work.
- She discussed issues that committees might consider. She announced the Higher Education Summit came out in May. She encouraged the Senators to view this site. She believes that we need to address some of the items listed on this site. Especially review pages 75 through 80 she suggested. Discussion continued.
- She continued to review what work committees could consider engaging in this year.
- She has asked Chair-Elect Langford to discuss university funding.
- Chairs are to meet the third Wednesday and begin next week to discuss the annual work.
- She said that next month, we would hear committee reports.

Chair-Elect Langford discussed the following:

- He discussed that the faculty needs to be a better mouthpiece to let faculty know about changes that are coming. Faculty needs to know that things are coming. He said that one way that we could increase our visibility is to have our pictures on the

Senate website. He said to contact Hardy Meredith to have your picture made and placed in the directory.

- He said to let the faculty know about the issues that we discuss. He asked if it would be helpful could we send out a synopsis. Jeanie Gresham volunteered to create a synopsis and send it to Chair Swearingen for dissemination. The senators in each college will decide how to send it out to the colleges.

Treasurer Scifres discussed the following:

- Senator Scifres stated that we have spent all but \$100.11 of last year's budget. Chair Swearingen stated that she spent money this summer to send representatives to the State Texas Council of Senates. We have \$4353.00 available this year. We spend \$300 on membership dues to the State Texas Council of Senates. \$1500 was spent on the Regent's gifts. \$1044.10 was spent on a computer for the secretary.

Secretary Gresham:

- No report.

VI. Old Business

No old business. Chair Untiedt asked how committee assignments were made. Chair Swearingen stated that she made the assignments based on the comments she received in May.

VII. New Business

The library budget was discussed previously. The Graduate Curriculum Chair is usually the Chair-Elect. Kevin Langford has a class and can not serve. Chair Swearingen asked for a volunteer. Senator Perry asked what time the meeting was scheduled. Kathleen Belanger said that she would like to think about it. Chair Swearingen said she would email the information concerning this committee to all Senators.

Senator Ballenger announced that faculty has discounted meals on campus. Senator Belanger asked Senators to email her information concerning discounts. Discussion continued.

VIII. Adjournment

The meeting adjourned at 4:30 pm.

Respectfully submitted,

Jeanie Gresham
Secretary