

**Stephen F. Austin State University
Faculty Senate Meeting Minutes
Meeting #425
October 8, 2014**

I. Call to Order

Chair George Franks called to order the regular meeting of the Stephen F. Austin State University Faculty Senate at 2:30 p.m. on October 8, 2014 at the Baker Pattillo Student Center, Tiered Classroom, 2.201.

Introduction of New Senators

Senate Chair Franks welcomed and presented newly elected members to the Faculty Senate.

Charlotte Allen – College of Business
Stephen Kosovich – College of Business
Kefa Onchoke – College Science & Mathematics
Karen Price – College of Liberal Arts

II. Attendees

Secretary Tammy Harris conducted attendance. The following individuals were present: Charlotte Allen, Norjuan Austin, Joey Bray, Leisha Bridwell, Leslie Cecil, Erica Chapman, Carlos Cuadra, George Franks, Tammy Harris, Stacey Hendricks, I-Kuai Hung, Karen Embry Jenlink, Robin Johnson, Stephen Kosovich, Matthew Kwiatkowski, David McKemy, Bradley Meyer, Mary Olle, Kefa Onchoke, Karen Price, Violet Rogers, J.D. Salas, Louise Stoehr, Steve Taaffe, Jay Thornton, Johanna Warwick, Susan Reilly attended for Kimberly Welsh. Excused Absence: Dorothy Gottshall, Janice Hensarling, Kimberly Welsh.

III. Presentations

A. Dr. Pattillo: No presentation

B. Dr. Ric Berry: Out of town, Dr. Brunson delivered the Provost report

1. Salary schedule for the summer will remain the same as we are in the 2nd year of the biennium legislative budget.
2. Dr. Berry has attended multiple meetings in Austin in preparation of the next legislative session. Meetings have focused on issues such as graduation rates, retention rates, space management and budget needs.

C. Dr. Mary Nelle Brunson:

1. **Student Success Initiative:** Meetings have taken place with most departments and advisors with the exception of Education and Forestry who utilize professional advisors. The initiative has been well received and meetings have produced lots of interaction with questions and feedback. Targets for all departments are also being identified which will help to predict success and identify at risk students. There has been an increase use of this advising tool and outcomes will be evaluated in 1 year. It was also explained that use of the tool will be monitored as this is to assist advisors in improving the time spent advising students. It is not administration's intention however, to monitor use by faculty. Deans and Chairs may utilize monitoring use if faculty responsibilities include advising students.
2. **Freshman Initiative:** This initiative focuses on a 3 "touch" system when advising students. The first "touch" as already occurred with making sure freshman are settled in and attending classes. The next "touch" is approaching at midterm with advisors focusing on academic progress and reminding students of drop date. The final "touch" will occur prior to opening of registration for next semester.

D. Robin Johnson – Envision SFA: Initial strategic plan was not approved by the Board of Regents. A consultant has been hired to assist in the development of a new strategic plan. The first step will be data collection from all stakeholders. Members of the strategic planning committee are asking Senators to arrive 30 minutes prior to the next Senate meeting (November 12th) for the purpose of providing feedback regarding university's strengths, weaknesses, opportunities and threats (SWOT).

E. Chair Franks – Living the Legitimate Voice through Servant Leadership: Chair Franks shared his vision and charge for the 2014-2015 Faculty Senate. He reminded Senators that they represent the entire faculty and that they need to remain focused on the big picture of the university and how the faculty relates to that picture. He also encouraged Senators to refrain from voting on issues based on individual needs or the needs of specific departments and focus on what is in the best interest of the faculty at large. An article was distributed on servant leadership for Senators review.

IV. Officer Reports:

Chair Franks:

1. Distribution of Peer Comparison Project: Not needed as this information is of public record. Chair Franks appointed committee (Senators Jenlink, Taaffe & Price) to develop memo focused on overview of study and summary of findings with a distribution plan.

2. Policies for Colleges: Chair Franks discussed issue with Dr. Berry. Dr. Berry will discuss with Deans & Directors the practice of standardizing the writing of policy and location of policies within the colleges.
3. Dean of Library: Chair Franks reported that there is no Dean for the library but there is a Director of Library Services and that they are reviewed utilizing staff guidelines.
4. SFA 101: Compensation amounts to \$1,500/semester but to be compensated, faculty must teach this course over and above current workload responsibilities.
5. Concerns over interface between D2L and Microsoft Outlook. Chair Franks discussed the issue with Randy McDonald. He was told that an interface is not available because of security and technical issues. There have also been complaints of important university emails going to junk mail and Proofpoint not working correctly. Chair Franks will be further investigating this issue.
6. A Past Chair, Linda Bobo, forwarded information on Academic Common Market. Chair Franks has forwarded this information to administration as this is not a Faculty Senate issue.
7. Attendance: Chair Franks reminded Senators that attendance at Faculty Senate meetings were mandatory according to the bylaws and that excuses should be forwarded to the chair and secretary. Also it is acceptable and encouraged to appoint a proxy to attend. Attendance on University Committees is also important as you are representing the Faculty Senate and the faculty at large.

Chair-Elect: No report. Jenlink is working on learning role and excited about the new focus.

Secretary Harris: Harris reminded senators to sign attendance sheet.

Treasurer: Bray reported the balance forward of \$4,532.02 from previous minutes and a current balance of 1,001.73. Bray is still completing training and gaining access to account and will have an updated report at the next meeting.

V. Approval of Minutes

Chair Franks requested approval of minutes from Meeting #424. Senator Rogers moved that the minutes from meeting #424 be approved and was seconded by Senator Bridwell; the motion carried.

VI. Committee Reports

A. External (University) Committees

1. Academic Affairs: No meeting/ no report.
2. Core Curriculum Assessment: Chair Franks to appointment member.

3. Distance Education: Senators Cecil & Stoehr reported open seat on the committee. Chair Franks will fill seat with senator who has distance education experience and discuss with Randy McDonald. Committee will also be working on intellectual property policies with a goal of implementation for the next academic year. Proctor U is being investigated. This is a program that proctors distance education course exams remotely by monitoring students during the exam via computer camera.
4. Graduate Council: Chair Franks reports that this committee has not yet met.
5. Policy: Senators Taaffe & Johnson reported committee review of 18 policies with 2 focusing on faculty issues; faculty code of conduct and post tenure review. Faculty code of conduct policy was refined and examined by legal counsel for university. Specific points of offense were identified with reporting by faculty of these offenses expected. This policy was sent to the Regents for approval. Post tenure review policy is being reviewed with issues such as frequency of review, guidelines of review and consequences of poor review to be examined. Senator Johnson will forward the new code under which this policy is to be implemented. Secretary Harris will distribute this to all members of the Senate for their review and feedback.

B. Internal (FS) Committees

1. Academic Affairs: Senator Stoehr has scheduled a meeting with Dr. Berry to inquire whether the committee should examine how other universities are deploying tablets to students for use both in and outside of class. Meeting of this committee is to be announced.
2. Administration & Finance: Treasurer Lindsey stepped down and was replaced by Senator Bray. No meeting scheduled as of this date.
3. Communications: Chair needed, no scheduled meeting at this time.
4. Elections: Senator Olle and her committee was commended on their hard work and expedience in filling all empty Senate seats. New Senators were introduced at the beginning of this meeting.
5. Ethics: Senator Cecil and her committee have selected bullying in the work place as their focus. It was reported that no ombudsman existed on the SFA campus however, this will be further investigated.
6. Faculty Government & Involvement: Senator Austin reported no meeting as of this date however their focus will be the post tenure review issue.
7. Professional Welfare: Senator Salas reported that the committee would continue to investigate the possibility of faculty tuition assistance.

VII. Old Business

A. Senate Office Space Update: Office space for the Faculty Senate will be located in McGee room 483. Work order for improvements has been placed and PPD will pay for the renovations. New furniture has been purchased and is currently being stored until office is available.

VIII. New Business

A. New Committee Established: A new committee within the university has been established to examine the feasibility of deploying tablets on campus. Senator Stroehr will serve as representative from Faculty Senate.

B. Possibility of Joining a System: Senator Austin inquired about an issue tabled at an earlier meeting regarding SFA joining another university system. Chair Franks voiced that the first step was to evaluate and report information on Peer Comparison Project.

C. Class Scheduling Issues: Senator Bridwell inquired if other departments were having trouble scheduling needed courses at times available for students. Several other senators indicated similar difficulty. Senators Bridwell, Rogers and Thornton will investigate and report findings.

IX. Adjournment

Senator Austin moved that the meeting be adjourned at 4:30 p.m. Senator Rogers seconded, motion carried.

