Faculty Meeting

October 30th, 2015

1pm

HMS 115

1. Meet **CDFL Candidate** (Dr. Jennifer Rojas-McWhinney) 1pm-1:30Pm Dr. Mize
2. 1:30-2pm Joe Strahl will share **Office 365** benefits (Found on SFA homepage)
3. 2p-2:15 Dillon Wackerman **Open Source**
4. HMS Assessment Committee (Runnels, Kang, Newquist, Cupit)
   a. HMS Senior Survey (HMS) Administered F, S, S
   b. University Senior Survey (SFA) Administered Spring
   c. Core Curriculum Assessment Result (SFA) Administered Spring
   d. Alumni Survey (HMS) Administered Spring
   e. Employer Survey (HMS) Administered Spring
   f. Update on Livetext - Coordinators
5. FEM (Odwyer)
6. College and university committee Report (College Council, Curriculum, Clinical Practice, Assessment, Curriculum, Diversity, Recruitment & Retention)....any other college or university committees – report to HMS
7. Report on Green is the New Black and Counselor Event (Swearingen, Cupit, Shepherd)
8. HMS Office Policy (2010); COE Office Policy (Greer) attached
9. FTGOTO
Colleagues:

I am writing to let you know about the availability of three reports related to student performance on our general education core curriculum outcomes. One report provides the results of the annual administration of the ETS Proficiency Profile to groups of freshmen and seniors at SFA (see the report at http://www.sfasu.edu/assessment/pdf/etspp-report-ay-2014.pdf). The second report provides the results of the assessment, by teams of SFA faculty, of student work gathered in core curriculum courses during Fall 2014 (see the report at http://www.sfasu.edu/assessment/pdf/student-work-results-of-fall-2014-core-assessment.pdf). The third report provides a summary of responses to questions on the SFA senior survey concerning student attainment of core objectives (http://www.sfasu.edu/assessment/pdf/senior-exit-survey-core-report-2014-2015.pdf). These reports are three data points in our overall core curriculum assessment plan that was approved by the Texas Higher Education Coordinating Board. You can find the entire plan at http://www.sfasu.edu/acadaffairs/images/Core_Curriculum_Assessment_Guidelines_April_2013.pdf. Other reports providing results from the other measures called for in the core curriculum assessment plan will be forwarded as they become available.

The core curriculum assessment plan calls for relevant groups like the Core Curriculum Advisory Committee, Core Curriculum Assessment Committee, Deans’ Council, Chairs’ Forum, and all academic departments and faculty involved in teaching core curriculum courses to review these results and recommend improvements or changes to the core curriculum and the core curriculum assessment plan to the appropriate committees. Recommendations concerning revisions in the structure or courses offered in the core curriculum should be forwarded to the chair of the Core Curriculum Advisory Committee, Scott Lagraff, at lagraffsp@sfasu.edu. Recommendations concerning revisions in the core curriculum assessment plan should be forward to the chair of the Core Curriculum Assessment Committee, Larry King, at lking@sfasu.edu.

The assessment plan also calls for Core Curriculum Advisory Committee and the Core Curriculum Assessment Committee to facilitate meetings of faculty relevant to specific core objectives and/or component areas of the core to consider the results and possible action plans based on the assessment results. These meetings will be scheduled as soon as possible.

The goal of our core curriculum assessment plan is to make our core curriculum as strong as possible and to enhance our students’ abilities to demonstrate our core curriculum objectives. Working together we can make our core curriculum stronger. Please feel free to contact me if you have any questions.
Thank you for all you do to make our core curriculum and institution better,

Larry J. King, Ph.D.
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PCOE Office Hours (2015 Fall)

Full-time faculty are required to maintain at least five (5) hours per week, during which faculty will be available for meetings with students. Office hours should be scheduled across different days and times each week to increase availability to students.

Adjunct faculty members are required to maintain office hours at a rate of one hour/week for each course.

Office hours must be published in syllabi, must be posted on course websites and at faculty offices, and must be submitted to the department/school office before the first day of classes each term.

For students’ sakes, rescheduling or canceling office hours should be kept to an absolute minimum. When faculty members are unavailable during scheduled office hours, students and the department/school office must be informed via email and a written message posted on the office door. The missed hours must be rescheduled; failure to reschedule office hours will require a Request for Leave submission. Office hours are excused for approved off-campus attendance at professional conferences/meetings, but students and the department/school office must be informed in advance, using the previously described procedures.

Cross Reference:
Faculty Workload Policy (7.13)
SCHOOL OF HUMAN SCIENCES
PROPOSED OFFICE HOURS POLICY

Adoption approved by faculty vote
Faculty Meeting
February 19, 2010

General Policy
It is the intent of the faculty and staff of the School of Human Sciences, within reason, to be available to students and prospective students. In order to accomplish this goal, faculty are required to fulfill posted office hours of eight (8) hours per week for the duration of each Fall or Spring semester and four (4) hours per week for the duration of a summer term for a standard teaching load. Office hours must be scheduled on a minimum of three (3) different days each week. Faculty should plan to have some Friday office hours or, if not, be willing to schedule Friday appointments with prospective or transfer students in their respective program areas. Each program area must devise a plan so that appointments with prospective or transfer students are equally shouldered.

Virtual Office Hours
For faculty teaching an on-line course or courses, one virtual office hour per course up to a maximum of three (3) virtual office hours may replace physical office hours, if desired. The remaining 5-7 office hours must be conducted face-to-face in the physical faculty office and follow general policy above.

Missing Office Hours
As professionals, faculty must honor the general policy of meeting students’ needs and keep missing of posted office hours to a minimum. If a faculty member cannot be present during posted office hours, he/she must post a written message on the office door stating that he/she will not be present during scheduled office hours, time of return, and alternate contact person [sample attached]. Alternate contact person should be posted only after asking for and receiving permission to do so. Reasonable effort to notify students via class and webpage announcements or webmail is expected. Every effort should be made, if within the control of the faculty member, to schedule meetings at times outside of posted office hours, to plan ahead in scheduling office hours that will accommodate university responsibilities, and to respond to student emails, mailbox and voicemail messages in a timely manner.

If, in assisting students visiting the school, it is determined by the HMS director or staff that a note was not posted and the faculty member is not present during posted office hours, the faculty member will be notified of the error on the first offence. On the second or subsequent offence(s), the faculty will be requested and required to complete a sick leave form, taking 4 hours personal leave time for each half day that any office hours were missed; if the faculty has no accrued leave time, he/she will not be paid for the missed hours. Email messages to entire HMS faculty & staff are not necessary, but updating the department calendar in the HMS office is encouraged, to keep other faculty informed. Abuse of this policy, i.e., excessive missing of posted office hours, may be included on Administrative Evaluation of Annual Faculty Activity Report (FAR).

Changes in Office Hours
If circumstances warrant, a faculty member will be allowed to change office hour schedule only once during a semester. When office hours are changed, the change should be given to the HMS director and staff, given to the students in writing, announced in class, posted on the course syllabus and course web page.

Office Hours during Final Exam Week and Beyond
Alternate office hours may be posted for final exam week based on the official final exam schedule. The HMS director and staff must be notified and the schedule must be posted on course web pages and the individual faculty office door a minimum of one full week before final exams begin.

Faculty are not required to be available to students after final exams for assigned courses and posted office hours for final exam week have been completed. If students have further questions regarding courses or grades, faculty will be available during office hours the following semester.

SAMPLE

Message to be Posted on Office Door when Unable to be Present during Posted Office Hours

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[Faculty name] will NOT be in during office hours on [date]. Will return [day and time]. Please contact [name of alternate contact person] if you need immediate assistance.
Nelda Frederick

From: Lynda Martin
Sent: Tuesday, November 03, 2015 8:01 AM
To: Nelda Frederick; Stephanie Milford
Subject: Fwd: Oct 30 HMS Faculty Meeting

Nelda

Please load this on the web with the fac mtg info for Oct 30

Begin forwarded message:

From: Rebecca Greer <greer@sfasu.edu>
Date: November 2, 2015 at 6:28:07 PM CST
To: Lynda Martin <martinlj@sfasu.edu>
Subject: Oct 30 HMS Faculty Meeting

Dr. Martin,

Faculty meeting went smoothly on Friday afternoon. Regarding HMS office Policy, after brief discussion, it was moved by Sally Ann Swearingen and seconded by Darla O’Dwyer that the School of Human Sciences Office Hours Policy dated Feb 19, 2010 be dropped and that the School go by PCOE Office Hours policy alone, effective immediately. There were 13 faculty present at the time it was addressed. A vote was taken and the motion passed with a unanimous vote of those present.

Becky

Rebecca Greer, Ph.D.
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