

Stephen F. Austin State University
Faculty Senate Meeting Minutes
May 10, 2000 Meeting #293
(Subject to approval at September meeting)

CALLED TO ORDER by Chair Jill Dumesnil at 2:30 PM

Absent:

R. Abel (excused); B. Burt (excused)

GUESTS:

Dr. Janelle Ashley, Vice-President for Academic Affairs offered to respond to any questions senators might have.

Mary Frances Bradford and Jennifer Sessions from the Blood Center presented an award to the Faculty Senate for our Fall 1999 blood drive.

Dr. Mary Ann Blind, the Director of Instructional Technology:

The Office of Instructional technology will purchase equipment to digitalize slides so that faculty can more easily show slides in the classroom using Power Point.

Because teaching a distance learning course requires preparation and training, she has applied for financial "awards" for faculty who will teach a distance learning course. The Academic Affairs Council has approved such awards (she thinks that is a more appropriate word than "compensation"), and approval by other university bodies is being sought. The proposed awards would be:

For course development:

For interactive TV courses: \$250 for training; \$250 for developing a course review and a plan for revision;

For internet courses: one released time or \$2,000 divided for training (\$500), for course development (\$1,000), and for a course review and a plan for revision (\$500).

For delivery of a course:

For interactive TV: \$50 per student not to exceed \$2,000;

For Internet delivery: \$2,000

SFA needs to develop an Intellectual Property Policy and a policy about how teaching distance learning and distributive education courses will affect tenure and promotion. The Faculty Senate should quickly suggest policies. How soon can the Senate do so? Chair Dumesnil noted that because the Senate does not meet during the summer, November is when we could expect to develop two policies. Dr. Blind emphasized that she would be happy to meet with senate committees as they work on those policies.

Dr. Blind said there would be a \$15 per hour fee for students taking distance learning classes.

Sen. Sullivan: What is SFA's policy about which departments can use the rooms set up for distance learning? Who controls those classrooms? There was recently a problem when a department in the College of Applied Arts & Sciences wished to use a classroom in the Math/Nursing Building. Dr. Blind: Policies vary with the colleges.

Sen. Sullivan: Who is responsible for wiring classrooms? Dr. Blind: Mike Jennings' office [Information Technology Services] does the wiring upon the request of the Colleges, and the Colleges pay for it. OIT [Office of Instructional Technology] can offer advice.

Sen. King: Is there a master plan to equip the larger classrooms? Dr. Blind: At present it is left up to the Colleges to plan for the classrooms they use. Dr. Ashley: Money for wiring and equipping classrooms comes from instructional capital. Deans request funds from that source.

MINUTES OF THE APRIL MEETING were approved with two corrections: *has* for *was* on p.2, line 6; *CTAC* for *CETAC* on p. 4.

OFFICERS' REPORTS:

Chair Dumesnil:

The Academic Affairs Council approved a new suspension policy very similar to what the Senate favored. The AAC's policy has four stages: first suspension is for a semester, second is for a year, third is for two years, and fourth is for three years. The Senate's proposal was for three stages: a semester, a year, and three years. The policy approved by the AAC will be submitted to the Board of Regents at their July meeting.

The AAC approved a draft of a Campus Wide Information Systems Policy; Dr. Dumesnil distributed copies.

The Presidential Search Committee, on which Dr. Dumesnil is one of the faculty members, will meet for the first time on May 11. The Faculty Senate's survey of faculty opinion about criteria that should be used in the search is now being mailed.

The Regents met April 17-18. The chair's report to the regents will be placed on the Senate's web site.

Treasurer Alford: \$3,352 is in the Senate account.

Parliamentarian King attended yesterday's meeting on the SFA campus of Lt. Gov. Rick Perry's Commission on Higher Education. Sen. King distributed two of the reports given at the meeting. One of them is controversial: a proposal to test all college graduates as the TAAS tests do for elementary and secondary students. The proposed TEATH test (Texas Excellence through Assessment of Teaching in Higher Education) might lead to the same "teaching to the test" that now afflicts so much of our educational system. Students taking the proposed test would not have to pass it to graduate, but their scores would be placed on their transcripts, and institutions' scores would affect legislative funding. Universities with more selective admissions would presumably score better and therefore get more funding. Favorable comments by Jim Adams, chair of the commission, indicate the commission will probably recommend TEATH. Dr. Ashley doubted the claim that the TEATH test would measure "value added" by a university. She and Sen. King

judged it unlikely the legislature would accept the plan--the two state senators at the meeting seemed against it. Sen. King: ETS [Educational Testing Service] already has tests ready for many majors and can develop tests for all fields. TEATH would carry low risk for students but a high risk for their universities. Sen. Sementelli had no confidence in ETS. Sen. McDonald: We're already pressured enough in the College of Education to "teach to a test," the ExCET.

COMMITTEE REPORTS:

Elections:

Sen. Greer introduced eight newly elected senators for next year. [See minutes of next meeting]

Professional Welfare:

Sen. T. Oswald presented the Sick/*Emergency* Leave Policy E-47 that received its first reading in April. After the committee's motion was seconded (by Sen. Stahl) and had its wording adjusted by some friendly amendments, the policy read as follows, with the Senate's changes or additions in italics:

Sick/*Emergency* Leave E-47

Original Implementation: Unpublished

Last Revision: October 26, 1999

Employees of the University, whose positions do not require as a condition of employment that they be enrolled and regularly attending classes, shall, without deduction in salary, be entitled to sick/*emergency* leave subject to the following conditions.

A faculty member will be granted emergency leave due to an unusual, personal, or emergency situation that is not covered under the sick leave entitlement. To use emergency leave, a faculty member must have a good cause for such a leave. Due to the fact it is emergency leave, the faculty member must make the effort to get in touch with his/her department chair and should try to cover his/ her classes. If possible, he/she should fill out a "Request for Vacation, Compensatory Time, Sick Leave Taken" form prior to leaving. The leave should be approved by the faculty member's department chair. This leave is to be granted with full pay. Sick leave accruals must be taken to cover the days used as Emergency Leave.

Sick leave entitlement shall be earned, beginning on the first day of employment, at the rate of eight (8) hours for each month or fraction of a month of employment, and shall accumulate with the unused amount of such leave carried forward each month. Such leave accrual shall terminate on the last day of duty. Part-time employees, working at least 20 hours per week, accrue sick leave proportionately to their FTE.

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when a member of the employee's immediate family is actually ill. For purposes relating to regular sick leave, immediate family is defined as those individuals related by kinship, adoption or marriage who are living in the

same household or if not in the same household are totally dependent upon the employee for personal care or services on a continuing basis. An employee who must be absent from duty because of illness shall notify *his/her* supervisor or cause the supervisor to be notified of that fact at the earliest practical time.

To be eligible for accumulated sick leave with pay during a continuous period of more than three (3) working days, an employee absent due to illness shall send to the administrative department head a doctor's certificate showing the cause or nature of the illness, or some other written statement of the facts concerning the illness which is acceptable to such administrative head. If an illness results in the absence of three (3) working days or less, the administrative head has the discretion to require documentation of the illness.

1. Upon returning to duty after sick/emergency leave, an employee shall immediately complete a "Request for Vacation, Compensatory Time, Sick Leave Taken" form *unless it has been filled out prior to taking leave*.
2. Funds appropriated for salaries and wages may be paid for all of the employee's accumulated vacation leave and for one-half of his/her accumulated sick leave, or for 336 hours of sick leave (whichever is less), to the estate of an employee when said employee dies while employed by the University. The employee must have had continuous employment with the university for at least 6 months at the time of death. The payment shall be calculated at the rate of compensation being paid the employee at the time of death.
3. Participation by any employee in an organized work stoppage has been declared to be against the public policy of the State of Texas (Art. 5154C, Vernon Civil Statutes). In any case when there is substantial evidence to indicate that an organized work stoppage exists in any division or department of the University, an employee reporting ill shall send to the administrative head of his/her department or division a doctor's certificate showing the cause or nature of the illness to be entitled to sick leave.
4. Under extenuating circumstances, an employee may request an extension of sick leave. (See Extension of Sick Leave policy.)
5. An employee may use up to eight (8) hours of sick leave each calendar year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through 12th grade.

Source of Authority: General Appropriations Act, Board of Regents, President, Vice-President for Business Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Director of Personnel Services

Forms: Request for Vacation, Compensatory Time, Sick Leave Taken (available in University Printing Services)

The policy was approved unanimously.

NEW BUSINESS

Sen. Sullivan: Shouldn't we look at what is required of provisional students in the summer? Are there any standards for them? Sen. Devine: They are required to average C in four courses with three of those courses being ones the Liberal Arts office considers to be challenging. Chair Dumesnil asked the Academic Affairs Committee to put the matter on its agenda for next year.

ADJOURNMENT was moved at 3:30, but before adjournment Sen. Stahl presented outgoing Chair Dumesnil with two plaques for service well done.

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CALLED TO ORDER by Chair Kandy Stahl at 3:37 PM

Eight senators elected for terms beginning in the coming academic year were seated:

Thomas Caffery, Human Services (College of Education)
Edward Dougal, Forestry (Arthur Temple College of Forestry)
Robert R. Fleet, Biology (College of Science & Mathematics)
James E. Howard, Economics & Finance (College of Business)
Michael Pickard, Computer Science (College of Business)
Marie Saracino, Human Sciences (College of Education)
Jerry Williams, Sociology (College of Liberal Arts)
Karen Zagrodnik, English & Philosophy (College of Liberal Arts)

The Nominations Committee presented its slate of candidates, and three officers were elected to serve with Chair Kandy Stahl for 2000-2001:

Chair-elect: Joe Devine
Secretary: Randy McDonald
Treasurer: Robert Mann

ADJOURNED: 3:45 PM

Respectfully submitted,
Joe Devine, Secretary, 1999-2000