

Stephen F. Austin State University

Faculty Senate Meeting Minutes

2005 Meeting #337

March 9, 2005

Subject to approval at the meeting of #338.

Senators present were: Parker Ballinger(2), Chris Barker(3), John Boyd(5), Leisha Bridwell(7), Debbie Bush(8), Troy Davis(10), Greta Euginia 7 (11), Kayce Halstead(12), Roy Joe Harris(13), Jere Jackson(14), Tommy Matthys (15), Lisa Mize(17), Chair-elect, Brian Oswald(18), Elton Scifres, (22), Treasurer, Sarah Stovall(23), Brian Utley(24), Michael Walker(25), Elizabeth Witherspoon(26), Chair, Gary Wurtz(27)

Unexcused absences: Julia Ballenger(1), Mary Nelle Brunson(6), Gary Mayer(16), Sue Ormsby(19),

Excused absences: Deborah Dalton(9) Jeana Paul-Ureña(20)

Late attendance: Parliamentarian, Kelly Salsbery(21)

I. CALL TO ORDER

The meeting was called to order at 2:35p.m. by Dr. Gary Wurtz at the Tracy Pearman Alumni Center.

II. PRESENTATIONS

President Guerrero was absent.

PROVOST MARY CULLINAN

The Provost announced that review of candidates for the Math and Science and Office of Instructional Research are moving along and is hopeful that both positions will be resolved.

The University is hosting an open-forum workshop discussing SACS and the University's responsibilities for SACs review March 10, @ 2:30, in Regents A and again March 31. Provost Cullinan emphasized that the whole reaffirmation process is one that should be a campus-wide discussion. The more we can all come together and learn what should be done over the next five years will make us stronger.

Chair Wurtz emphasized the necessity and importance to attend these workshops. A question was addressed on behalf of the faculty regarding standardization of the syllabus. **Provost Cullinan:** No. **Senator Wurtz:** But, should we not make it aware that more things are becoming standardized because of SACs?

Provost Cullinan: Responded, yes, they are. The Provost added that she had just attended a meeting regarding the SACS process. Some universities have already experienced recently the SACs process, in doing so they have had to make serious adjustments. Everything in regards to documentation for the SACs accreditation must be posted on the web; nevertheless, we are still required to host a site-visit. Because of this change, the university website must be laid out properly with extreme detail and the addition of posted syllabi for every course. They want learning goals on the syllabi that define what we expect of the student. We, SFA, set the terms of what is expected, but determine them based on SACs' requirements. There will not be a push for everything to contain the same material, but there will be a push to have them posted on the web.

In addition, Kingsville and Texas Tech said SACS asked that three successive semesters of course loads be posted for every person who teaches, to list his/her degree holdings, and courses that he/she is teaching. SACs is checking to make sure faculty have those "18 hours" of specialty and that they are not teaching courses in which they are not qualified. If someone is, a "note" has to be added in order to justify instruction. This is a massive undertaking. We have five years.

This is a wonderful opportunity for the campus to come together and highlight itself. Many of the administrative requests are being prompted by SACS. Various kinds of SACs requests will appear again in the fall as the due date nears. Again, an invitation was extended to everyone to attend the workshops.

An initial issue of an e-mailed newsletter (from Susan Hammons) was sent out in regards to a response to the Strategic Plan's request for better communication on campus. Focus of the newsletter is on how we are trying to meet the Strategic Plan's needs. Ideas are welcome. This will try to become a monthly issue.

University committees will also be put together before the end of the year. Currently in the process of finding out who is rotating and where will there be open spots. Hoping that administration and the Senate will help to fill these spots.

A faculty survey on student engagement (FSSE) to all tenured and tenure-track will be e-mailed. This is in conjunction to NESSE, the National Survey on Student Engagement from last year. NESSE surveyed various aspects of freshmen and senior levels of activity. It will be done again. All results from FSSE are confidential. More notices with a completion deadline in April will be posted. With the information over the last two years from both surveys, much information has been gained about our strengths and weaknesses. This will allow us to present this to SACs.

An open forum on Faculty Workload was hosted yesterday with a very small group. All are still welcome to send comments until March 10, 2005, 5pm. After that, a decision will be made. A number of items are split down the middle. Changes have been made with the wording. At a later date, we will find things that do not work well. Changes will occur. This is still a work in progress.

Chair Wurtz asked, beyond more clear wording, what are some major changes we need that are going to happen to the document.

Provost Cullinan: A major issue is the 24 or 12 / 12 teaching load. Strong emotions have gone both ways, but it seems more are wanting the 24 load, but with the understanding of allowing Chairs and Deans to have more flexibility in the decision-making process. It will not be lessened. The goal was not to withhold paying people an overload. The idea was to give flexibility. Wording will be added to ensure individuals will not get paid less because of the new Workload Policy. That was not the intent. The intent was to let a faculty member have the ability to lighten a term and make up for it in the other semester.

Chair Wurtz: A situational example of a 17.5 credit hour load... for example, in the fall I teach 18. Then in the spring if I taught six, I would get my full load. But because of our teaching, I will have a full load both terms. So will I teach normally in the fall and then have an extreme spring, but only teach ½ overload in the spring.

Provost Cullinan: What is being asked, is that there be a plan before hand. What should not happen is that a chair does not get caught by everyone banking all courses in the one term. The goal is to lessen multiple overloads. The idea is to have it planned, of course there will always be emergencies.

Senator Haidinyak asked if we had an overload in the fall...in Nursing there is never a term that we are not teaching a full load because we are short faculty. Can we now get paid overload?

Provost Cullinan: Right. Yes, this will to be discussed your department chair.

Senator Haidinyak: So one can get paid for it.

Provost Cullinan: Right.

Senator Bobo asked if the overload will be paid in the spring (as stated), or will it be compensated when it occurs.

Provost Cullinan: It depends on how the plan is made. Eventually it will be resolved at the beginning of the year. Yes, payment can be received in the fall if it is clear that it is an overload. There are many situations in which someone does take the overload in the fall with the understanding that a lesser load will be granted in the spring, so overload pay will not be awarded. It has been difficult to address every issue.

Chair Wurtz agreed. It is hard to please every situation. Also, it is hard for the Senate to take a stance on multiple issues in one statement.

Provost Cullinan: Language about credit for independent study will not change. That is a notable addition that the faculty voiced strongly. Again, the Deans and Chairs need to have well-written plans for this.

Chair Wurtz made a statement about the e-mail received from the chairs about the Workload Policy allowing independent study as part of the workload, but not as an overload. What if one already has a regular full load, but a need is there to teach independent studies?

Provost Cullinan: It is up to the Deans and Chairs. The Provost did not have an answer. There are not a lot of independent studies across campus. It would be to our advantage to track reasons for Independent Studies (requested by Senator Oswald and his committee).

Senator Matthys asked if there has been any consideration in individualizing this with our fall contracts, to specify that we be 24 or 12/12 load.

Provost Cullinan replied that is has not been mentioned until today.

Senator Matthys responded that it seems that this is an issue. That could be addressed with the contracts.

Provost Cullinan replied again, that no one has noticed or suggested this, it is difficult to respond. This could evolve as policy works.

Senator Jackson asked about the concerns of large class sizes and credit value given to graduate courses.

Provost Cullinan stated that class sizes have been made friendlier by reducing "monster" classes by readjusting the two class size levels. Graduate courses have been left the way it was in old policy. Talk was generated by department chairs in regards to this issue. It was agreed that they will still have extreme flexibility with university credits. This should not change significantly. Wording remains the same.

Chair Wurtz asked where is the Discipline Policy; is it done?

Provost Cullinan: Yes. It is sitting with Yvette Clark. It is done to the point that it a copy can be sent, ready to go on the Board agenda. The title changed to "Faculty Conduct."

Chair Wurtz inquired about a worry of "past convictions." Is the wording so ambiguous about what it means?

Provost Cullinan: Review for wording will be done again. A copy will be sent to the Senate. "Work in progress."

Chair Wurtz asked about the rumor of the Honors program being axed.

Provost Cullinan responded that the program is not being axed. No big change has occurred. A minor crisis with the Honor school had occurred. The bulk of scholarship had been funded by the Alumni association through the Duga endowment. The endowment was sagging. Dr. Richmond was told in May no funding would be available for new honors scholarships. We quickly scrambled for money. We thought it was solved. It turned out to be a long-term problem. There is still no money for scholarships and we are still scrambling. The new alumni leader is trying to find funding. What had happened was that we were overly-optimistic about money to be generated from the principal of the endowment. We are working with Jerry Holbert in regards to this.

Senator Jackson asked if the Board is sensitive to this issue.

Provost Cullinan: Yes, but not enough to give money.

-Floor was opened to any other questions.

Senator Scifres asked about the survey about scholarships. Where is that going? Is that the same as the one that came out in early spring.

Chair Wurtz: I think this is coming from Dora. This survey is for dependents, not spouses. We are trying to permit a 12 credit hour enrollment for fall/spring and six for summer and allow a \$1K per year and \$500 for summer. The survey is easy to complete. We are considering making this available to spouses. There is a move to see this happen. Content is similar to one the Senate created, but this one is more in-depth while supporting the same cause.

Senator Bobo asked a question representing the Kinesiology department, not necessarily the college in regards to the Tenure policy. Some examples were viewed as ideal documents, but noted that some read "Tenure" and some read "Tenure / Promotion." Was this not supposed to be just tenure?

Provost Cullinan asked if the question was addressing the criteria for department? Departments have been sending documents through their deans. Some have read as both, it been a mixed bag. If your department is still going to work on promotion policies then that is great. But is been very varied. Some colleges have it already planned out for tenure and promotion and some departments are doing it separately.

Senator Bobo asked which document is to be reported, a tenure or a promotion policy.

Provost Cullinan responded with what had been asked for primarily, was for tenure. When I asked for it, the Deans agreed promotion needed to also be done. When I had asked, it was for tenure, but if you want to add promotion, that is great. I was just focusing on tenure. That is what I am finding to be most confusing from one department to another.

Senator Bobo asked if they are being seen as the same document.

Provost Cullinan: I am telling you now that you have the flexibility as a department, or as a college to do it however you need to do it. If you need to do it tenure only, you can. That was my nature of concern. Most of the deans felt we needed to promotion as well. So, I do not know what your dean has specified.

Senator Witherspoon asked how would they affect faculty if moved to another department?

Provost Cullinan replied that if someone is going to move departments, that individuals should have a long heart-to-heart with the new chair and dean. Your committee will be with the new department.

Senator Bobo asked about the tenure guidelines feedback regarding including learning outcomes in the document. Are there any suggestions you can give us, even after realizing SACs is demanding this. Each program is so individualized, that it is almost impossible to do that.

Provost Cullinan: The only thing we are trying to do, if being asked by SACS, Coordinating Board, and Texas Legislature, is that it makes sense to make it engrained in all departments. We need to look at what student are learning and how we are assessing that. It also makes sense to me to provide incentive to those going through the tenure and promotion process to do this individually in their classes. Many in education and fine arts are already doing this because your accrediting bodies are already doing this. But many are not.

Senator Bobo commented that it is understood having to put outcomes on a syllabus, but asked how do you put them in tenure report.

Provost Cullinan responded by stating that was not what was said. What is meant is that if you have ways as a department to assess student learning, if that person is participating in it, then that is one of the things that would be part of their teaching criteria. It is not a big deal. It is the ability to show that students are learning what they are supposed to be learning.

Senator Haidinyak commented that nursing has done it, along with music.

Provost Cullinan agreed, yes, music did it. Mission statements need to reflect what we are doing. The bulleted systems of what faculty have done in the past worked for Music. They need to be listed. It is not hard. This is our own checks and balances to make sure we are doing what we are supposed to be doing.

Senator Stovall asked what is a learning goal.

Provost Cullinan responded that it is turning around your teaching objective to address the student.

Senator Matthys asked about the testing for drugs and alcohol...I am in that category, as are many of my faculty. What if I and a faculty were not in that category and one day fell down the stairs. Would I be tested, not the other faculty member. That seems to raise litigation

Provost Cullinan responded that this was not her policy and recommended soliciting revising of the wording.

Senator Matthys emphasized again that it needed to be reviewed for the wording, too loosely interpreted.

Provost Cullinan again, responded that this could not be answered right now, to contact Glenda Harrington.

Senator Witherspoon again, asked if a person moved departments, would they start at year zero.

Provost Cullinan responded again, that this needs to be discussed with the new department.

III. ANNOUNCEMENTS

- a. The survey from the President regarding scholarship needs to be completed. This will aid in raising monetary allotments. They want to be as liberal as possible with funding.
- b. It is time to elect new officers and Senators. . It is important. Please start making colleges aware of openings.

IV. APPROVAL OF MINUTES

Can not approve #337 minutes because of mistake with numbering minutes from last academic year. Roni Lias noted the mistake and addressing necessary changes. Approval of minutes will be moved to next meeting. A motion was called to agree to fix numbering of the minutes. Senator Matthys noted to change "affects," to "effects." Motion to accept meeting numbers by Senator Boyd, seconded by Senator Utley. Approved.

V. OFFICER'S REPORT

a. CHAIR'S REPORT

- Topics are the same as discussed earlier today. Nothing new to report. In front of the Board of Regent's, we "championed" the faculty & challenged the Board to make SFA a more attractive place for stakeholders. Salary rankings statewide were also discussed.
- Sent Larry King to TX Faculty senate

Report:

The Spring Meeting of the Texas Council of Faculty Senates began with a presentation from Teri Flack, Deputy Commissioner of Higher Education. Commissioner Flack explained the reorganization that has been carried out at the Coordinating Board since the arrival of Raymond Paredes, the new Commissioner of Higher Education. The distinctions between Coordinating Board staff functions dealing with Community Colleges and Universities have been done away with, and the staff has been reorganized along the lines of the Closing the Gaps Initiative. To that end, the Coordinating Board staff is now organized under an Associate Commissioner for Academic Excellence and Research and an Associate Commissioner for Participation and Success (see attached flowchart). Dr. Catherine Parseneault, Coordinating Board Program Director, presented a review of the Coordinating Board website and a legislative update (see attached Coordinating Board Bill Status Report).

Following Dr. Parseneault's report, Roundup Reports were given from each campus. Several issues of concern were raised and discussed. One issue dealt with an institution that is posting student evaluations of faculty member on an official website accessible to the general public. Concern over this issue focused on the ownership of the results of student evaluations of faculty and faculty rights to privacy.

Another important issue dealt with faculty intellectual property rights in developing and teaching online courses. Representatives of several senates expressed the view that their schools did not have policies protecting faculty property rights. These issues were discussed further in regional group meetings, and reports of the discussion were provided to the entire group.

- Opened the floor for comments.

Senator Salsbery commented that "property rights" seemed fuzzy.

Chair Wurtz replied that SFA has an intact intellectual rights policy that was thoroughly examined within the past couple of years in which the Senate was charged to create. Felt like as a university, we are in good shape compared to other campuses.

Senator Salsbery asked about in respect as to who owns teacher evaluations.

Chair Wurtz responded that that does not affect faculty because they are not being posted on the web.

Senator Salsbery returned the comment, not yet. Had heard rumors of doing a compilation of results as part of the accreditation process.

Chair Wurtz emphasized that the Provost is holding a SACS meeting in regards to your questions and did not feel the Senate should take that issue. He also recommended attending the forums in order to voice opinions.

b. CHAIR-ELECT'S REPORT

a) Need officers.

b) Grad council discussed course proposals. Scrutiny is going on rather than just "rubber stamping." Council is checking for redundancy of courses.

c) Approved adjunct positions and graduate faculty status

d) Discussed the revisions to the graduate webpage.

e) Core curriculum will be done with reviews that were proposed to be added to the core curriculum. April will begin the testing assessment protocol on courses (mandated on 5 year cycle).

f) Budget meeting will hold two meetings to help offer understanding budget questions. Encouraged all to attend.

Senator Jackson asked is Workload Policy was discussed. Seems as if it will hurt programs.

Senator Oswald responded that it was a concern, but the Graduate Council did not make a resolution. Dr. Jeffery did send forward concerns, but mixed feelings still abound.

c. TREASURER'S REPORT

Paid for Larry King to attend state faculty senate workshop.

d. SECRETARY'S REPORT

No report

e. COMMITTEE REPORTS

Elections – Lisa Mize

- a) Reported on re-appropriating offices and filling Senate vacancies. All new position should be a three-year renewal; replacement should be a two-year renewal. Senator Matthys is going out (replacement for Kim Wagoner).
- b) Soliciting candidates for Senate seats, please refer to the constitution in regards to the criterion.
- c) Calendar timeline: e-mail nomination form, party must agree to being nominated. Nominations will close end of March. There will be a one week turn-around. Elections will be April 11-22. Run-offs will be the last week of April. May 4 will be installation new officers.

Senator Stovall commented that a department can only have two representatives.

Senator Jackson commented that this was his third Senate term. In the 70s, the Senate made the mistake of making it impossible to serve two terms in a row. It lacks continuity. The Senate needs to have terms that overlap, permitting for those who want to serve in succession. The constitution would need to be amended.

Chair Wurtz asked if this needed to be addressed. If we were to make the amendment it would not affect the current Senate, rather the new seats for 2005.

Administration and Finance – Senator Scifres

No report

Faculty Governance and Involvement – Senator Salsbery

No report.

Ethics Committee – Senator Mayer

No report.

Academic Affairs – Senator Jackson

No report

Professional Welfare – Senator Davis

- a) Addressed the request about office hours, specifically for those who have e-courses and labs. It was asked if 10 hour (in-house) requirement be reviewed. Senator Boyd was asked to investigate this issue further.

Senator Boyd reported that in Texas, the norm for office hours were 10, where some institutions required a ratio to hours taught. The Senate noted that this is already stated in the Faculty Handbook: office hours should be 10, but discretion was given to department chair. A request was put forth to ask the Provost to define

office hours, if they can be flexible and/or substituted for e-hours or laboratory contact.

Chair Wurtz suggested for parties to submit examples of office hour descriptions. Also, he believes there is a formula for regular workload for those who teach beyond 12 contact hours to allow a reduction of office hours.

b) Compensation: request is to eliminate the cap.

Chair Wurtz asked that a motion be made.

It was noted that because the topic came before a committee, no motion was needed; the Senate could vote on the issue as a body. Elimination of the compensation cap to be removed was approved by the Senate.

VI. OLD BUSINESS

- a. Web progress – Roni Lias is doing great job.
- b. Drug Testing Policy – Senator Matthys had mentioned concerns to the Provost. It has been emphasized that this policy being handled by Glenda Harrington and Yvette Clark, not the Provost. Surprisingly, this policy has received the most feedback. The overall consensus is that it is okay. This is not a new policy; it is a state mandated policy. It is just being revisited and revised.

Senator Bridwell asked why certain individuals were being pulled out?

Chair Wurtz responded that it included individuals who were required to use instruments such as power saws or automobile drivers. The original history of this policy was that it could go forward because it was believed it would not affect faculty. However, it was stopped because it was believed that the policy needed to be viewed by faculty before sending it forward. The policy is too hard to be specific to positions because of the ambiguity of the policy and whom it affects.

Senator Salsbery asked then why they did not define "safety sensitive."

Chair Wurtz responded that they were trying to very liberal with it.

Senator Ballinger asked what about the false-positives.

Chair Wurtz in a previous meeting had recommended that re-tests be offered at the expense of the University.

Senator Oswald added that "safety" individuals would be notified if one fit that position category.

Chair Wurtz suggested that any further comments should be individually sent.

- c. Workload Policy – should be finished with final draft by tomorrow; hopes feedback will be sent to the Provost.

Senator Jackson commented that it seems the comments are not being heeded. The revision is going to put concentration of power in the Austin building. Faculty may not understand this because the previous policy was not understood. It will affect the campus. It seems like departments are losing their power.

Chair Wurtz asked how the Senate should move this. Is this something the Senate can perform? Is there a single issue the Senate can present?

Senator Matthys responded with, yes. The Senate can recommend that if power should be with University administration or departmental administration.

Chair Wurtz asked what do we do.

Senator Walker commented that this goes back to why we have colleges. He asked why have them if we all fall under the same administration. That does not make sense. We are too individualized.

Senator Davis asked if the Senate could pass a resolution that authority should be centralized.

Motion was made to create a resolution for the request of administration authority in regards to Workload Policy to remain on the departmental level, Senator Davis, seconded by Senator Matthys. Discussion was held with Chair Wurtz making the statement that everything presented by the Senate does not need a resolution. He requested that the Senate see a revised version of the Workload Policy before the finalized draft is submitted to the Board of Regents. During this period, he emphasized that the Senate provide feedback. He is going to request to the Provost that power be allowed to remain with the department and that the preamble's language match the content of the Workload Policy. By parliamentary procedure, it was decided that a resolution was not needed.

- d. Office Hours Policy - already reported.

VII. NEW BUSINESS

None reported

VIII. ADJOURNMENT

With no other business to conduct, a motion for adjournment was made by Senator Boyd and seconded by Senator Salsbery. The Senate stood adjourned at 4:31 PM.

Respectfully submitted,

Dr. Linda Stark Bobo
Secretary