

**Faculty Senate (FS) Minutes  
Fall Semester, Meeting #3  
Wednesday, September 30, 2020  
Virtual Meeting, 3:00 – 4:30 p.m.**

*As approved at the Faculty Senate meeting of October 14, 2020*

**Attending:**

Stan Alluisi	Kay Daigle	Kendra Ingram
Dan Althoff	Rolando Diaz	Chauehyun Lee
Laura Atchley	Diane Dixon	Kate Shannon
Kathy Boothe	Carolyn Fridley	Doug Wood
Randy Clark	William Fridley	
Meg Cotter-Lynch	Amy Gantt	

**Not Attending:**

Mike Gaffney	Karen Maple	Hallie Stephens
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**Guests:**

Andy Kramer	Jennifer Moore	Sondra Petty
Marjorie Robertson		Matthew Sparacio

- I. Call to Order
  - A. 3:01 p.m. CST
  
- II. Approval of the Minutes
  - A. [Minutes from September 16, 2020](#)
    - a. Motion to approve - Senator William Fridley
    - b. Second – Senator Atchley
    - c. Discussion – Changes, page one – **Senator** Amy Gantt, page two regarding supply technology orders – change Senators to faculty.
    - d. Vote to approve: Yes - 11; No -0; Abstaining -1.
  
- III. Committee Reports
  - A. Budget Committee
    - a. Did not meet, no report.
  - B. Committee on Committees—[Report submitted](#)
    - a. Met on 9/28/2020, Kay Daigle is the new chair of the committee.

- b. Chair Daigle suggested that faculty be polled in the March 2021 for the 2021-2022 academic year.
- C. Executive Committee – [Report submitted](#)
  - a. Six informational items, no action items
    - i. Faculty appointment letters will be distributed after being viewed by President Newsom.
    - ii. Dr. Teresa Golden provided a [response to the FS recommendations](#) – Document was provided to the Faculty Senate.
      - a. Discussion of the responses –
        - i. Senator William Fridley suggested that the full Faculty Senate consider the response at the next regular meeting to allow time for review.
          - 1. Senator William Fridley made a motion to delay discussion of the response until the next regular meeting.
          - 2. Motion is seconded by Senator Alluisi
        - ii. Discussion –
        - ii. Senator Cotter-Lynch pointed out that the revenue aspect was explained, but discussion of faculty expansion to accommodate enrollment growth is not provided. The Senator suggested a review of statistics provided by Dr. Chris Moretti regarding faculty: student ratio and suggested the Faculty Senate set criteria for this ratio moving forward.
          - 1. The ratio includes adjunct faculty, who have a weight of 1/3<sup>rd</sup>.
          - 2. Another consideration might be how faculty have input for faculty hiring.
          - 3. Examination of ratio changes over the last few years show an increase in the number of students per faculty member. Full time faculty numbers have decreased.
          - 4. Senator William Fridley raised concerns.
            - a. The response from VPAA Golden is based on projections and these projections figure prominently into the calculations and create a precedent. Namely, it is more economically viable to go through third party vendors to recruit students. Concern: This may become the default position.
            - b. Projected state funding cuts are cited as rationale for increasing enrollment.
            - c. At this time of record enrollment addressing the faculty salary is not on the radar.
        - 5. Senator Atchley asked a question of diminishing returns. To what degree do we lose money as class

sizes swell, while vendor contracts consume revenues?

6. Senator Cotter-Lynch suggested that the budget committee discuss the charge by RUSO to increase undergraduate enrollment. Offering, “What budgetary projection that would be considered sustainable?” Previous leadership (Minks) suggested an enrollment of 5,000 was the target. To be sustainable we must consider what enrollment will cover our costs and pay everyone fairly? We should compare the costs of in-house recruiting versus third party vendors.
- a. Senator Althoff called the question (moved to table until next meeting).
- b. Motion is seconded by Senator Wood
  1. Vote – Yes – 8, No - 4, Abstaining -0
- c. MOTION to move to discuss responses by Dr. Golden on the recommendations passed by Faculty Senate September 16, 2020 until the next full body Faculty Senate meeting October 14, 2020.
  - i. Vote on the motion Yes -11, No -1, Abstaining - 0
  - iii. Chair Clark attended the NCFs conference and he will be sharing information soon. He noted that the SE FS is more advanced than many of the attending schools. We are operating at a different level.
  - iv. Chair Clark also thanked Senator William Fridley for making [documents](#) and recordings available to the community from the [Shared Governance Forum presented by President Newsom on September 28, 2020](#).

#### D. Personnel Policies

- a. Met on September 23, 2020, [report submitted](#)
- b. Four motions to consider (see report)
  - i. Senator William Fridley makes the **first motion** regarding Appointment letters the motion was read to the Senate.
    - a. The motion makes clear that tenure-tracked and tenured faculty are to receive letters.
    - b. Letters should be distributed between July 1 & when classes begin.
  - ii. Seconded by Senator Alluisi
  - iii. Discussion –
    1. This motion resumes a practice that was discontinued. Marjorie Robertson offered that this practice stopped in 2006 when campus connect was adopted. She also shared that the letters could be shared via Campus Connect and could make clear base salary and supplemental pay. We appreciation Marjorie Robertson and Jennifer Moore providing this information.

2. Question from Senator William Fridley: Is there a place in APPM where this addition would be appropriate? Senator Cotter-Lynch suggested it could be added to the existing language regarding appointment letters.
3. Chair Clark suggested a friendly amendment to the motion to include wording in the APPM – amended motion below.
  - a. The motion was seconded by Senator William Fridley.

Amended Motion:

1. We request that all faculty members be provided with an annual appointment letter prior to the start of fall semester classes each year, specifying their salary for the coming academic year. This practice should be noted in the APPM in section 4.1.1.1.a.
  - a. Note: per APPM, non-tenured faculty should receive annual appointment letters; tenured faculty are presumed to be continued and need not receive annual appointment letters (APPM 4.1.1.1.a.). However, we are requesting that all faculty, regardless of tenure status, be notified yearly of our salaries; as noted in APPM 4.1.1.3, the university cannot obligate funds beyond the current fiscal year. Therefore, we are asking to be notified of our salaries after July 1st but before the beginning of fall classes each year.

4. VOTE: Yes – 14, No – 0, Abstaining – 0; motion carries.

iv. Senator William Fridley offered the second motion.

2. We remind all department chairs, faculty, and administration that the teaching load for full-time faculty is defined by APPM 4.1.4 and 4.7.1 as 12 credit hours per semester, regardless of faculty rank. Overload pay is expected for teaching in excess of 12 credit hours per semester.

v. Seconded by Senator Alluisi

vi. Discussion – How does reassign or release time for other duties figure into the 12-hour load? Should we add a phrase that addresses this?

vii. Friendly Amendment by Senator Cotter-Lynch (included below)

Motion: We remind all department chairs, faculty, and administration that the teaching load for full-time faculty is defined by APPM 4.1.4 and 4.7.1 as 12 credit hours per semester, regardless of faculty rank. This calculation should include any reassigned time. Overload pay is expected for teaching in excess of 12 credit hours per semester.

viii. Question – Who does this apply to? tenure-track faculty? –All full-time faculty are included. Adjuncts can teach a 5:5 load.

ix. Senator Fridley seconded the friendly amendment.

x. Question: Who would make a pay request for a department chair who is overloaded? Department chairs do the compensation forms for faculty. VPAA calculates overloads for department chairs.

- xi. Question: How are the 12 hours defined? Do they include independent studies (e.g. 1-hour capstones) not figured into the load? Do we want to draw clear lines regarding overload for independent studies, classes with labs, etc.
- xii. Vote: Yes – 14, No -0, Abstaining – 0. Motion carries.

3. Motion 3 was read into record by Senator William Fridley.

We recommend that the teaching hours for graduate classes be consistently calculated at 1.333 semester hour units (APPM 4.9.1) for purposes of scheduling, workload, and compensation. We ask that Academic Affairs work with department chairs and faculty to ensure this is consistently applied.

- a. The motion is seconded by Senator Alluisi
- b. Discussion: Has this been the practice? – to degrees and in places – graduate only courses – 3 courses is a full load if you teach all graduate classes.
- c. Vote: Yes -13, No- 0, Abstaining – 0. The motion carries.

4. Senator Fridley read Motion 4 into the record;

We recommend that in cases where faculty are teaching an overload, and the teaching schedule includes both undergraduate and graduate courses, the overload pay will be for the graduate courses (i.e. benefits the faculty, see [Temporary and Supplemental Salary Schedules 2019-2020](#), APPM Appendix B). We ask that Academic Affairs work with department chairs and faculty to ensure this is consistently applied.

- a. The motion is seconded by Senator Alluisi
- b. Discussion – none
- c. Vote: Yes – 14, No – 0, Abstaining – 0, motion carries.

E. Planning Committee

- a. Did meet, Senator Kathy Boothe is the new chair
- b. No questions

F. University Affairs Committee

- a. Did met on 9/23/2020, Senator Rolando Diaz is the new chair.
- b. A continuing question for the committee will include expanding recruitment of faculty, staff, and students to increase diversity.
- c. The committee also discussed the role for the committee to support COVID-19 protocols and related issues.
  - i. Some faculty and students are not wearing masks. What do we do? What are the consequences, chain of command to report, does student body need more data, testing?
- d. Letters of appointment. Meetings will tentatively meet every other Friday at 2 p.m. Starting in October.

- e. Question – Are these topics appropriate based on the charge to the committee? Is there a need to address these topics? Other needs?
  - i. Senator Shannon suggested a need to address student support for success in courses due to illness or absence from classes when ill.
- f. Senator Cotter-Lynch provided guidance for the University Affairs Committee:

This committee shall consist of at least one senator from each school, selected from the Faculty Senate. Its function shall be (a) to establish and maintain effective communications between the faculty and the student body, specifically through the Student Senate; (b) to gather and disseminate information, complaints, etc., directly related to the quality of the physical environment of the University; (c) to establish and maintain communications between this faculty, the faculties of other universities and colleges, and the public at large through the Recorder; and (d) to serve as a contact for adjuncts to bring their concerns to the Senate and have them addressed.

- g. It was suggested that the UA Committee serves as a bridge between faculty and students.
- h. Senator Cotter-Lynch suggested that the University Affairs committee work with the Student Senate to identify needs for students during the pandemic. The UA can engage in conversations with students to address the needs of students and identify areas where accommodations can and should be made.
- i. Chair Clark reminded Senators of policy created by the Pandemic Task Force to address campus reopening and encouraged faculty and students to refer to the reopening plan and associated policies.
- j. Senator Diaz moves to continue the discussion
- k. Seconded by Senator Cotter-Lynch
- l. Vote: Yes – 12, No – 0, Abstaining – 0.
- m. Regarding the UA Committee work, Chair Diaz asks for direction in beginning the committee work. Chair Clark suggests that we take care of our students on campus and support their success before turning our attention to recruitment.

IV. Old Business – none

V. New Business-

- a. Senator William Fridley shared that the Ad Hoc Committee for Policy on Policies had its first meeting this week (9/29/2020). Senator Laura Atchley shared that it went well. The group identified that the FS and the APPM as a good model and template for a policy on policies. Our process could be a model for other policy generating entities. The work will begin by gathering policies in one spot and then divvying them up to determine groupings/categories. Senator William

Fridley the Shared Governance forum was a good prelude for the work of this ad hoc committee.

VI. Announcements

- a. Senator Diaz will be giving a presentation to SE stakeholders entitled: “What’s in a Name?” on 10/14 at 5 p.m. by Zoom. Faculty are encouraged to participate.
- b. Aviation Announcement: SE now owns two new planes. Faculty are invited to visit for a tour.

VII. Adjournment

- A. Adjourned at p.m. 4:49
  1. Motion Senator Alluisi
  2. Second – Senator Atchley
  3. Motion carries

Minutes submitted by Senator Kate Shannon, Recorder