

**Faculty Senate (FS) Minutes
Spring Semester, Meeting #2
Wednesday, February 9
Virtual Meeting, 3:00-4:30 p.m.**

As approved by the Faculty Senate on February 23, 2022

IN ATTENDANCE

Laura Atchley	Steve Csaki	Chaehyun Lee
Stan Alluisi	William Fridley	Rob Shauger
Cody Bogard	Amy Gantt	Matthew Sparacio
Kathy Boothe	Srimal Garusinghe	Doug Wood
Randy Clark	Ashley Hampton	Mila Zhu
Meg Cotter-Lynch	Andy Kramer	

ABSENCES

Rolando Diaz
Kate Shannon
Jeri Walker (submitted votes to Senators Shannon and Sparacio for Recording)

GUESTS

Aaron Adair	Joseph Simons-Rudolph	Dennis Westman
Alisha Ridenour	Tim Smith	
Dena Rymel	Durant Ward	

I. Call to Order – 3:03 PM CST

II. Minutes from January 26, 2022

A. **Motion to Approve** the [Minutes from January 26, 2022](#) – Senator Sparacio

1. Second – Past Chair Clark

2. Discussion – A couple of revisions suggested.

a) The notes stated the Committee on Committees planned to meet the week of January 31-February 4. The CoC did not meet that week but is scheduled to meet on February 21.

b) The name of Senator Boothe is misspelled in Section III.D.1.

c) The time of the Executive Committee meeting with the President on February 14 is confirmed for a 2 p.m. start time.

3. Vote to approve: Yes – 18 and 1 via proxy; No - 0; passes unanimously.

III. Committee Reports

A. Budget Committee (BC)

1. Met on [February 3 - minutes on file](#). Importantly, the BC selected a new committee chair during this meeting. Steve Csaki volunteered to serve as BC Chair and was elected by acclamation. Congrats Dr. Csaki!
2. Budget Process
 - a) Committee discussed how to approach the President, VP Westman, and VPAA Golden regarding asserting our presence in the budget process in accordance with the Faculty Senate Budget Committee charge.
 - (1) BC Chair Csaki gave the following update on this meeting: it is likely to occur on February 15 at 2-3 p.m. over Zoom (assuming that time works for the President's office). He reiterated that the purpose of the meeting is to discuss the primary or overall charge of the BC – give advice on budgetary matters – but also to work on the Salary Card to get it to 80-90% regional university equivalency.
 - (2) BC Chair Csaki also noted that the BC will likely be collaborating with the Salary Card Working Group and EC to complete this particular charge.
 - b) In their meeting the BC also discussed base pay raises, inclusion of a COLA, the cost of failed faculty searches, the cost of faculty & staff turnover.

B. Committee on Committees (CoC)

1. No report – meeting scheduled on February 21.
 - a) CoC Chair Clark noted that most of the work for the committee is slated for later in the semester as it works to put things together for next academic year.

C. Personnel Policies Committee (PPC)

1. Met on [February 2 - minutes on file](#).
2. **Motion to Approve** – Distance Education Council (DEC), New Course Template revision to the APPM as section 6.7.4: *A Southeastern Online Course Template following Quality Matters Guidelines (Online Course Design National Standards) will be developed and updated by Southeastern faculty, led by the Distance Education Council (DEC), and implemented in all fully online asynchronous courses to ensure ease of navigation and accessibility for Southeastern students. Any changes to the university-wide template must be approved by DEC by the end of February for summer and*

fall courses and by the end of September for spring courses. The DEC will regularly solicit faculty feedback regarding the template and make periodic updates based on that feedback. Individual faculty members may modify the template within their courses to align with pedagogical requirements and practices. – Past Chair Clark

a) Second – Senator Kramer

b) Discussion – CIDT (Dr. Smith) provides the following rationale: As part of the LMS Transition, a new Course Template needs to be developed as what we currently have will not fit perfectly into any of the three options under consideration. We would like this to become the official policy for the APPM. We are sending it to both the Senate and Academic Council for consideration and feedback. Once we have the approval of all, we will form a sub-committee of DEC to work on developing the template. The purpose of this is to give faculty, via DEC, the charge of developing, evaluating, and maintaining the course template that will be adopted upon transition to the new LMS.

(1) The PPC recognizes that uniformity is useful for students, but faculty need the flexibility for different modalities. There was no indication what classes this template would apply to. The consensus among PPC members was that “one size does not fit all.” The PPC determined this template would apply only to fully-online asynchronous classes. Even so, faculty members will be able to adjust this template as needed.

(2) Chair Daigle noted that the Chairs Meeting voiced similar concerns. In addition, VPAA Golden stated that depending on the LMS Southeastern adopts for its LMS transition, a template may not even be appropriate, so that office will not move on endorsing a template until we know for certain.

c) Meeting again next week.

d) Vote to approve: Yes – 17 and 1 via proxy; No - 0; passes unanimously.

3. Now passed, this will be forwarded to VPAA Golden for review.

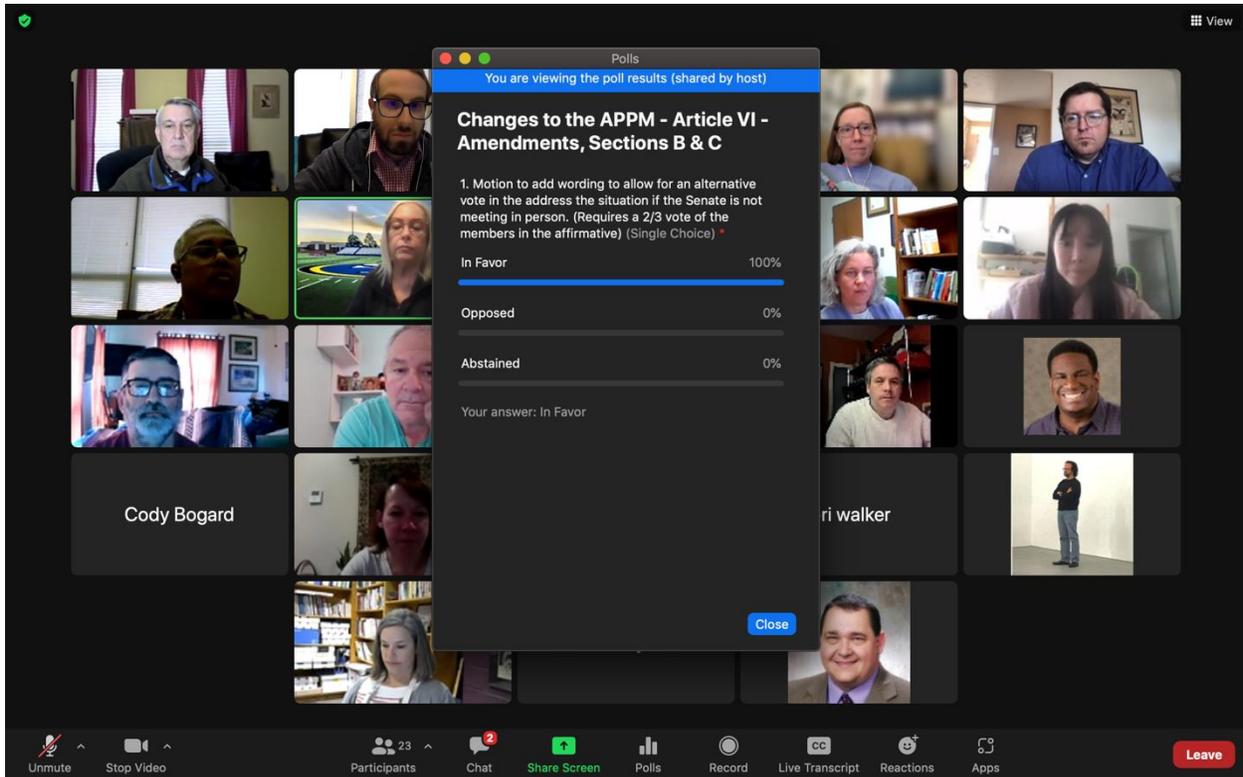
D. Planning Committee (PC)

1. Nominations closed on Monday.

- a) PC Chair Boothe delivered some updated numbers: 481 nominations (some repeats!). This is lower than originally reported during the last FS meeting. The reason for these discrepancies is that some nominations forms were started but never completed, and there were a number of duplicate nominations – some students must be very excited to nominate their favorite professors!
 - (1) Chair Boothe stated the PC will hopefully meet before the next FS meeting.
 - 2. PC Chair Boothe had a question for the rest of the FS regarding a [LibGuide](#) Senator Kramer found for the Faculty Senate. The site dates to 2015 and was last updated in 2016. She asked if we once voted through the LibGuide?
 - a) Chair Daigle says she does not remember voting in this way. Senators Alluisi and Fridley do not remember this either.
 - b) Consensus is we can move on from LibGuide – let it be “a message in a bottle”
 - 3. PC Chair Boothe issued a reminder that the Lifetime Achievement Award nomination announcement will go out in the next couple of weeks.
- E. University Affairs Committee (UAC)
- 1. Did not meet, nothing to report.
- F. Treasurer Report - Senator Alluisi
- 1. Nothing to report.
- G. Faculty Senate Survey Report (FSSR)
- 1. Senator Sparacio said the ad hoc committee working on the FSSR will meet on February 11 at 1 p.m. Before that meeting a simple agenda will be forward to the committee members outlining expectations. The committee will meet at least one other time.
 - a) Clarification on when the FSSR needs to be completed: it should be submitted by the first FS meeting after spring break.
- H. Executive Committee (EC)
- 1. Met on [January 31 - minutes on file](#).
 - 2. **Motion to Approve** ([EC Motions](#)) - EC proposes that the following wording be added to Article VI - Amendments, Sections B and C, to address the situation in which the Senate is not meeting in person: *When the senate is not meeting in person due to emergency situations (e.g., teleworking), the senate will use an alternative*

means to collect the votes. Verification of the votes will be made by the Executive Committee. – Chair Daigle

- a) Second – Senator Alluisi
- b) Discussion –The FS Recorder will take screenshot of any vote on changes to the constitution as EC-verified documentation. The Recorder will then include the screenshot of the voting results in the minutes.
 - (1) A question was posed as to who typically is responsible for certifying votes?
Typically, it is the FS Chair’s responsibility.
- c) Vote to approve: Yes – 16 and 1 via proxy; No - 0; passes unanimously.



- 3. **Motion to Approve** – EC proposes that the following wording be added to Article III - Composition, Sections C and G, to address the newly accepted policy that allows for release time for the Senate Recorder. – Senator Alluisi
 - (a) Section C: *The office of recorder is a one-year term and will be elected during the spring semester from the currently sitting senators whose term will continue through the following academic year or who intends to run*

for a Senate seat the following term. The archivist, recorder, and chair-elect will assume office in the fall of the academic year following the election.

(b) *Section G: The Recorder of the Faculty Senate will be provided a three-hour course equivalent reallocation time for both the fall and spring semesters. The Faculty Senate Recorder's Department Chair is responsible for initiating the necessary paperwork... The Faculty Senate Archivist's Department Chair is responsible for initiating the necessary paperwork.*

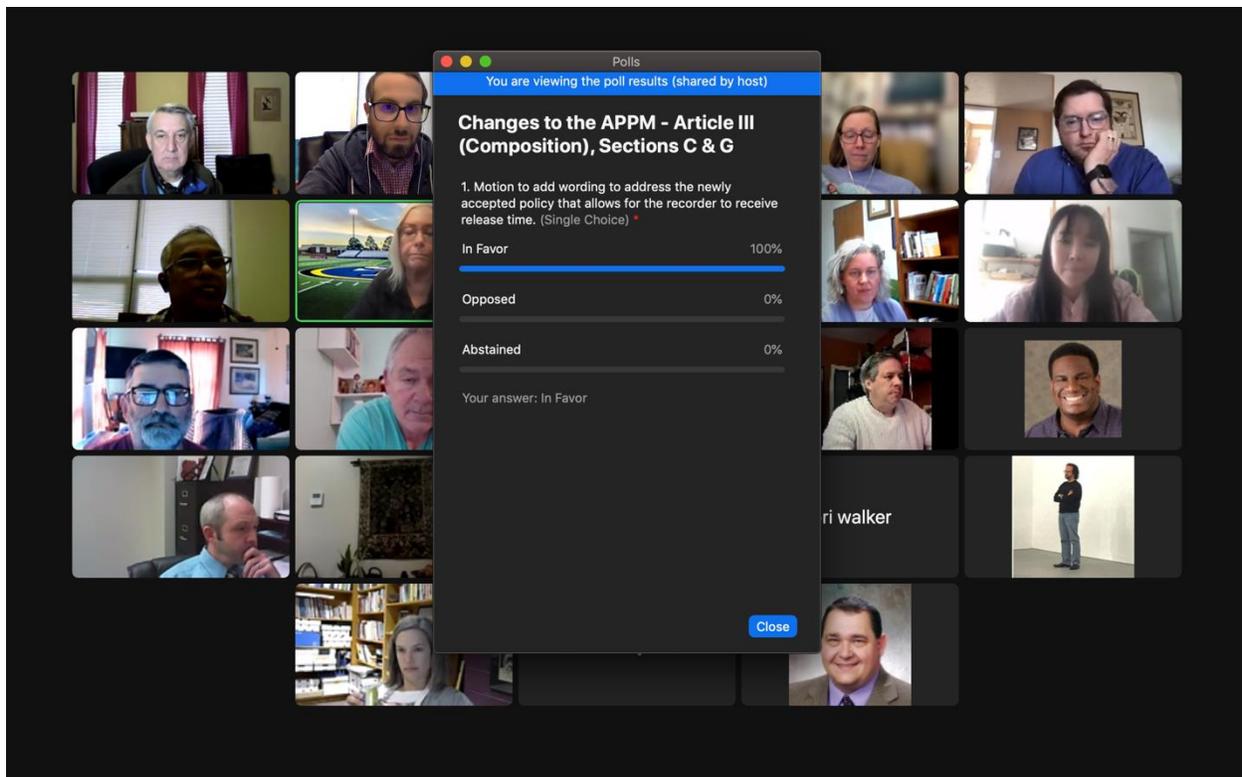
b) Second – Senator Fridley

c) Discussion – The rationale for these revisions is that this updated language gives the department time to process the necessary paperwork and adjust the teaching schedule, if desired. Revisions in Section G are suggested to remain consistent with earlier chair and recorder wording.

(1) Senator Cotter-Lynch offers a Friendly Amendment: there is a typo in Section C (highlighted in red and struck through above).

(2) Senator Alluisi observed that because the FS meets often with administration this sends a message about the cohesiveness of the FS. Senator Fridley agrees; this is a demonstration of the regard and importance of the FS and the recognition of the effort this body puts into this campus community.

d) Vote to approve: Yes – 17 and 1 via proxy; No - 0; passes unanimously.



4. **Motion to Approve** – EC propose that the wording be changed in 4.4.7.3, Post Tenure Review Process, Section C, to assist in calling the first meeting for Post Tenure Review (PTR) committees: *The department chair will call the first meeting of the review panel.* – Chair Daigle
 - a) Second – Senator Sparacio
 - b) Discussion – The rationale for this revision is because the current language makes it hard to determine who exactly the senior member of the panel is.
 - (1) Through proxy, Senator Walker submitted the following discussion point: *The wording on the Section G 4.4.7.3 C. rationale might be reworded. Currently the suggested rationale states “it is hard to determine the senior member”. Although changing “hard” to “difficult” reads a little better, “we have no metric for determining the senior member” might give a reason rather than a complaint that accomplishing the task is just too hard.*
 - (2) Senator Fridley stated this revision works and makes things more streamlined. He asks if this will work in the case when a department chair is going up for PTR? Chair Daigle noted that in such a scenario, the chair up for PTR

selects 2 or 3 other department chairs (to act as chair of the PTR committee) and submits those names to VPAA Golden. She assigns the chair of the PTR committee from those names submitted (acting chair). The acting chair will be tasked with selecting the senior member of the panel and with the proposed change will call the first meeting.

c) Vote to approve: Yes – 16 and 1 via proxy; No - 0; passes unanimously.

IV. Old Business

A. n/a

V. New Business

A. n/a

VI. Announcements

A. Faculty Salary Card meeting was postponed to Feb 11 at 11 a.m. The meeting will be held in the Blue and Gold room in the Arena.

1. The aim of this meeting is to develop a conceptual model for revising the salary card and then present it to the President. There is still some uncertainty as to where this plan will go after the President reviews it, and the group will make sure to ask President Newsom what follows the model's submission.

B. Executive Committee will meet with the President on Feb 14 at 2 pm.

1. The bulk of the conversation will focus on the budget process and faculty involvement in that process.

C. Shared Governance Forum (Administration) will be on March 7 at 2 pm.

VII. Adjournment – 3:40 p.m. CST

A. **Motion to Adjourn** – Past Chair Clark

B. Second – Senator Sparacio