Faculty Senate (FS) Minutes

Fall Semester, Meeting #2

Wednesday, September 14, 2022

Hybrid (Russell 100 or Zoom), 3:00-4:30 p.m.

ATTENDING

Laura Atchley	Amy Gantt	Kate Shannon
Kathleen Boothe	Srimal Garusinghe	Rob Shauger
Brandon Burnette	Ashley Hampton	Matthew Sparacio
Randy Clark	Andy Kramer	Jeri Walker
Meg Cotter-Lynch	Amy Mills	Doug Wood
Steve Csaki	Chris Moretti	Frank Xu

ABSENCES

Cody Bogard
Mila Zhu

GUESTS

Sondra Petty
Ian Gerg
Jimmy Flores

I. Call to Order – 3:00 PM CST

II. Minutes from August 31st, 2022

    A. **Motion to Approve** the Minutes from August 31st, 2022 – Senator Clark

        1. **Second –** Senator Walker

        2. **Discussion –** n/a

        3. **Vote to Approve** – Yes - 13; No - 0; Abstain – 0; passes unanimously.

III. Treasurer's Report

    A. No Report

IV. Committee Reports

Membership has been formed for each of the sub-committees and can be found on the FS Blackboard site along with the charges for the committee. The Chair requests that all sub-committees meet before our next meeting. As always, If the sub-committee meets, be sure to upload meeting minutes to Blackboard.

    A. Budget Committee (BC)

        1. Did not meet.

    B. Committee on Committees (CoC)

        1. Discussion regarding the formal adoption of 2022-2023 academic year appointments for University Committees and Councils was tabled last meeting. The SGA rep has been confirmed by Student Affairs, so there is an updated full appointment list for University. The finalized appointments will be voted on during next meeting.

            a) The Committee on Committees Chair confirmed that new appointment letters will be sent out to new appointees?

            b) Chair Shannon asks everyone to review the subcommittee membership list posted to Blackboard.

    C. Executive Committee (EC)

        1. The EC is scheduled to have its first meeting with President Newsom on 9/27.

        2. Report on the first meeting of the Strategic Planning Committee (SPC) was 9/9.

a) The SPC has a standing meeting time for Fridays at 2 pm. The PSC is co-chaired by Mike Davis and Jeremy Blackwood. During the first meeting, committee members identified the data sets needed to address the components of the strategic plan, as laid out by President Newsom.

D. Personnel Policies Committee (PPC)

1. Did not meet.

E. Planning Committee (PC)

1. Did not meet.

F. University Affairs Committee (UAC)

1. Did not meet.

V. Old Business

A. Progress updates on the Quality Initiative (QI) (Advising)

1. VPAA Theresa Golden confirmed that AVPA Mark Shields will be presiding over the Advising area, and that he is in the process of collecting information about the next steps for this piece. She confirmed that any decisions regarding advising will extend past the life of the QI.

a) VPAA Golden also announced that the university has purchased software that will replace the EAR.

2. CIDT is in the process of writing up a post-COVID course review.

a) The Distance Education Council created a subcommittee on course review plans.

b) Kay Daigle is working on the Quality Matters component of the QI.

B. The first Shared Governance Forum (SGF) is going to be October 11 at 2 pm. Advising and the Quality Initiative may be a topic of discussion. The Faculty Senate is responsible for the second SGF in November - maybe this is a topic that we want to address?

a) CONCERN/REQUEST: a confirmed timeline on when these initiatives will be rolled out, even if implementation dates are approximated (i.e. which semester?).

VI. New Business

A. Data Request of Academic Council regarding Office Hours Policy (APPM 4.9.1 p. 102) - *A full-time faculty member is required to schedule ten office hours per week and it is recommended at least one (1) office hour be scheduled each day Monday through Friday. In addition, a faculty member is expected to be available additional hours by appointment.*

Faculty members teaching distance education classes may negotiate with the department chair to substitute up to five online office hours for five physical office hours.

1. DISCUSSION: There was concern that that policy was applied inconsistantly.

2. DECISION: PPC should take this on, because the policy is woefully outdated. We have distance/online full-time faculty members, so this requirement for in-person Office Hours is not realistic.

    a) SUGGESTION: Ask Academic Council to see what this looks like by asking Chairs and surveying the faculty directly. Should we ask Chairs first for the posted Office Hours they should be collecting with their syllabi? Regardless, it would be helpful to know what the prevailing practice is.

    b) This is now an official charge for the PPC.

B. Chair & Chair-Elect Terms when a Chair steps down or retires

    1. In the current situation, due to circumstances outside their control the Chair asked the Chair-Elect to begin covering their duties in March of their first year, with the intent to return - however the Chair was unable to return and formally resigned their position in the last week of Year 1. The previous interpretations of Sections C and F would then give a Chair who would effectively serve a term of almost three and a half years - and due to the original uncertainty in the previous Chair's status a Chair-Elect who would serve for just under three years.

        a) The rationale for revising the Senate Constitution: Terms this long as a Chair or Chair-Elect are potentially burdensome, especially given the additional time people in these offices will serve as Past Chair. If we want to continue in the "always serve the remainder term and your term" system, it would probably be a good idea to amend the language of Section C to make this clear. If terms of that length seem unpalatable, we could also amend the language in Sections C and or F in different ways to shorten the terms. How we proceed may require updating the election cycle as well.

            (1) One form this could take is a Suggested Amendment to Section F of the Senate Constitution (based on Article III, Sections C and F): *In the case of a chair-stepping down and the chair-elect being elevated, an interim chair-elect*

will be selected who will, after the completion of their interim term, decide whether they wish to run for reelection to the office of chair-elect.

2. This is an important problem that needs to be addressed for the future.

    a) Discussion Points:

        (1) Shorter interim terms could be problematic, but they may also serve as a motivating factor to compel folks to throw their hat in the ring because it is a shorter time commitment.

        (2) It appears that any revision will require a combination of the Proposed Case 1 and Case 2 (notes posted to Blackboard) being included in policy.

        (3) We are reminded that our current contingency plan does not need to reflect any proposed amendments to the Senate Constitution.

3. The EC will finalize proposed language. Additionally, there will be a paper ballot to elect an interim chair-elect. We will open nominations for an interim chair-elect to the whole faculty.

C. Faculty Senate Survey Results Discussion

1. Proposed Revisions based on 2021-2022 Faculty Senate Survey Report.

    a) The question about faculty shared governance is unclear: it could be interpreted as "do we have shared governance?" or "how do you envision shared governance going forward?"

        (1) A suggested revision to the question is "*Do you think we actually have shared governance at this university*?"

    b) The combine questions regarding particular administrators did not allow for individual feedback for those positions. A question to consider going forward is how specific we you want the feedback? It is also suggested that a drop-down menu does not, not fact, make the survey shorter.

        (1) These are important questions because they provide a mechanism for safe anonymous feedback by faculty.

    c) Why were there so few responses this year? It was a massive drop (46 compared to 120 total full-time faculty)

        (1) Was there a timing and/or communication issue?

d) There are questions regarding the usefulness of the word cloud data. Some of the provided responses do not matching the word cloud. This needs to be updated.

e) The survey report no longer uses the demographic information to break down the total responses. This is content that should be included, or, if not used, should not be asked.

    (1) One suggested question is: "*Do you consider yourself to be a primarily an online or face-to-face instructor*?"

XII.   Announcements

  A. No announcements

XIII.   Adjournment - 3:50 PM

  A. **Motion to Adjorn** – Senator Clark

  B. **Second** – Senator Moretti

Minutes prepared by Matthew J. Sparacio, Recorder.