Faculty Senate Meeting

Minutes from Meeting on Friday, January 31, 2014

Faculty Senate meeting was called to order by Ms. Amanda Urquhart, President, at 2:04 pm

Members present: Amanda Urquhart (Science/Math), James Galt-Brown (Liberal Arts), Heather Cathcart (Science/Math), JoAnn Brannen (Business), Diantha Ellis (Business), Jimmy Ballenger (Human Sciences), Jordan Cofer (Liberal Arts), Doug Waid (Agriculture), James McCrimmon (Agriculture), Jeannie Paulk (Nursing), Chrissy Dent (Nursing).

Prior to the meeting, Susan Roe (Liberal Arts) selected James Galt Brown to vote as her proxy in her absence and Donna Campbell (Human Sciences) selected Jimmy Ballenger to vote as her proxy.

Also present: Dr. Niles Reddick (VP of Academic Affairs) and Ms. Betty McCorvey (Director of Sponsored Programs).

Presentation of Minutes:

Sen. Pres. Urquhart presented the minutes from the meeting of Friday, 22 November 2013. Sen. Galt-Brown made a motion to accept the minutes as written; Sen. McCrimmon seconded. Minutes accepted unanimously.

Old Business:

1. Charging the Ceremonies Committee: Sen. Pres. Urquhart requested that Sen. Cofer write the memorandum charging the Ceremonies Committee created by the Faculty Senate in the meeting of 22 November 2013.

2. Update on Bookstore Issues: Sen. Cathcart informed the Senate that the Bookstore issues for the Spring semester were not as bad as they had been in the Fall; however, there had been some issues with lab manuals (ref. New Business # 6).

3. Discussions of Revisions to P&T Guidelines: Sen. Pres. Urquhart requested the Senate go through the Promotion and Tenure Guidelines (sections and forms) to ensure they make sense and search for contradictions. Sen. Galt-Brown noted the Guidelines are being read one way by the faculty and another by the administration. The Senate divided up the respective sections in the following manner:
   a. Section I – Sen. Waid
   b. Section II – Sen. Pres. Urquhart
   c. Section III – Sen. McCrimmon and Sen. Brannen
   d. Section IV – Sen. Ellis and Sen. Cathcart
   e. Section V – Sen. Cofer
   h. Section VIII – Sen. President Urquhart

It was noted that any changes in the content might change the forms. Therefore, Section VIII should be evaluated after Sections I-VII.
New Business

1. **Faculty Evaluations Process:** Sen. Pres. Urquhart introduced Dr. Niles Reddick to the floor to speak on the faculty evaluation process. Dr. Reddick brought to the attention of the Senate that the contract for the TK20 software is set to expire and asked the Senate to look into other systems and make recommendations. Dr. Reddick noted there has to be something better than TK20 which would garner a more representative sample and which could possibly be obtained at a more reasonable price. He also stated that he would like to look into the process of faculty evaluations. Sen. Waid commented that he and Dr. Barry Miburo from the Department of Science may have that information already from previous work on the Senate. Sen. Galt-Brown made note of how difficult it is to get students to complete the evaluations, even if they had indicated they liked a course. Several suggestions were made as to how and what could be done from paper and scantron evaluation as were done before TK20 to random sampling of classes. Dr. Reddick stressed this process needs to be completed fairly quickly in order to have some method of course evaluations in place by Summer 2014.

2. **Grants Improvement Group:** Sen. Pres. Urquhart introduced Ms. Betty McCorvey to the floor to discuss the need for increased faculty participation in sponsored programs. She proposed creating an ABAC Grants Improvement Group (A Gig) made up of 3-5 faculty members and the Office of Sponsored Programs. The A Gig would meet for 3 meetings of no more than 90 minutes each at dates to be determined to fit the A Gig members’ schedules. The meeting agendas include the following:
   a. Identify roadblocks to participating in sponsored programs
   b. Identify solutions to overcome those roadblocks
   c. Decide how OSP’s Facilities and Administrative budget can be best spent to support Faculty participation in sponsored programs.

   Sen. Pres. Urquhart asked if Ms. McCorvey preferred members of the Senate or wanted the Senate to poll faculty from their respective departments. Ms. McCorvey stated she was fine with either; she just needed 3-5 volunteers. Sen. McCrimmon volunteered to be on the A Gig. Sen. Pres. Urquhart asked for other volunteers and then requested that the names of the remaining A Gig members be sent to her by Feb 7 after which she would forward to Ms. McCorvey.

3. **Prerequisite Check:** Sen. Cathcart brought an issue to the floor from the Department of Science concerning students who pass science labs without passing the science class and are then required to retake the class. Banner will not allow students to sign up for one without the other; however, she wondered if there was anything that could be changed within Banner to catch that the student has passed the lab and just needs to sign up for the class. There is also the issue of the students who register early for the second science and lab sequence but do not pass the first sequence; however, go on to the second science sequence the next semester. Sen. Pres. Urquhart noted that this is a problem in math classes in sequence as well as students who early register for the next math, fail to complete the first math successfully, and remain registered for the second math. She suggested an automatic removal of the students who early register from the class roster of the second course in this situation.
Sen. Brannen stated there might be a script which the Registrar could incorporate in Banner, if it would allow it, which would pull the information at the beginning of the semester for prerequisite checks into a report for each class. Sen. Waid suggested that the Registrar decouple the lab and class after the first attempt on the front end allowing Banner to run the prerequisite check at that point. It was noted that the proper solution to this problem might be to discuss with the Registrar’s office to see if any of the suggested solutions were viable with Banner.

4. **Roster Verification Timeline:** Sen. Cathcart expressed concern for the length of roster verification and proposed that it start on the first day of class so others in line could add the course. There was also discussion regarding students who add long after drop/add is complete with permission of the deans. Sen. Waid made the motion that Roster Verification begin on the first day of class. Sen. McCrimmon seconded. Motion carried.

5. **Dead Day:** Sen. Cathcart pointed out that the last day of class this semester is in the middle of the week and goes straight to the first two finals days with no weekend in between. She suggested that if this was going to be a regular occurrence in the calendar from this point on, then there should be discussion of a “Dead Day” or “Reading Day” to allow faculty and students a break before heading into the crunch of final exams. Sen. Urquhart asked the Senate to discuss this issue with their faculty for their opinions.

6. **Lab Manuals or lack thereof:** Sen. Cathcart informed the Senate there had been issues with some students not being able to purchase lab manuals within the first couple of weeks of class. The lab manuals are in-house productions, but the Bookstore orders them. She noted this was an improvement over the Fall semester in which some students did not have their lab manuals until around midterm. Sen. Brannen noted that last minute class additions could fuel this problem.

Sen. Waid pointed out that his committee was informed by the Bookstore that there is a legal procedure which must be followed in the ordering timeline. He suggested a liaison from each School/Department with the Bookstore early in the ordering process to ensure the correct information concerning number of classes and estimated student enrollment is being forwarded. This liaison could be the Deans/Department Heads or a faculty member in the subject area.

7. **Changes to Summer Scheduling:** Sen. Brannen brought an item of information before the Senate regarding proposed changes to the Summer schedule starting in 2015. She presented an email from the Registrar to the Deans for Faculty Senate review and asked for suggestions/ideas to submit to the Registrar. Sen. Pres. Urquhart asked the faculty to discuss the options the email listed with their respective faculty. Sen. Waid made the motion that summer term be no less than eight weeks long. Sen Cathcart seconded. Motion carried.

8. **Issues with Faculty Evaluations Process:** Sen. Galt-Brown stated the new annual review process is requiring Department Heads to write the faculty evaluation and allowing the Deans and the VPAA oversight and editorial review before it goes to the faculty member to sign. He noted that only his direct supervisor’s name has a place listed for a signature on the evaluation form and that the new practice implemented this year indicates that faculty have a supervisory committee according to administration as opposed to a supervisor as noted in the Promotion and Tenure manual. Sen. Pres.
Urquhart asked if adding a line for the Deans to sign with the Department Heads on the form on page 44 of the Guidelines would solve this issue. Sen. Galt-Brown replied it would, at the least, but stressed that such would not indicate to the faculty exactly which member of his or her “supervisory committee” had the issue with the faculty member and asked why we even have Department Heads if the Deans are going to exercise editorial control. Sen. Waid proposed that the Senate request or suggest that an additional signature line be added to the form on page 44. No votes were required for this item.

Sen. Waid made the motion to adjourn; Sen. McCrimmon seconded. Motion to adjourn carried unanimously. The Senate adjourned at 4:30 p.m.

The next meeting will be held February 21, 2014.