Faculty Senate Meeting
Minutes from Meeting on Friday, September 5, 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), Shawn Seat (Science/Math), Diantha Ellis (Business), Carlos Lopes (Business), Jeannie Paulk (Nursing), James McCrimmon (Agriculture), Chrissy Dent (Nursing), Joe Brown (Liberal Arts), Donna Campbell (Human Sciences).

At 3:30, Donna Campbell (Human Sciences) appointed Amanda Urquhart (Science/Math) to vote as her proxy for the remainder of the meeting. Appointment was submitted in written form.

At 4:00, Chrissy Dent (Nursing) appointed Jeannie Paulk to vote as her proxy for the remainder of the meeting. Appointment was submitted in written form.

Also present: Dr. Gail Dillard (Interim Vice President of Academic Affairs).

Presentation of Minutes:
Sen. Pres. Urquhart presented the minutes from the meeting of Friday, 25 March 2014. Sen. Ellis noted that “as amended” needed to be changed to “as written” since there were no amendments made to the minutes of the meeting in reference (Friday, 28 March 2014). Sen. Dent made a motion to accept the minutes as amended; Sen. Galt-Brown seconded. Minutes of Friday, 25 April 2014 accepted unanimously as amended.

Sen. Pres. Urquhart presented the minutes from the emergency meeting of Wednesday, 7 May 2014. Sen. Dent made the motion to accept the minutes as written; Sen Galt-Brown seconded. Minutes of emergency meeting of Wednesday, 7 May 2014 accepted unanimously as written.

Presentation of Senate Roster for Academic Year 2014-15:
Sen. Pres. Urquhart presented the Senate Roster for 2014-15. She invited new and returning senators to introduce themselves and indicate which school and department each represented.

New members for this academic year include: Shawn Seat (Science), Carlos Lopes (Business) and Joseph Brown (Liberal Arts – Literature).

Address to the Faculty Senate from the Interim VPAA:
Dr. Gail Dillard, Interim Vice President of Academic Affairs, presented the new policy for promotion as released by the Board of Regents. In the handout she distributed, she noted the current policy as explained on the first page of the document.

Dr. Dillard noted the second page of the document explain the changes to the current promotion policy. She pointed out the brackets on page 2: “Faculty are eligible for and may be reviewed for promotion in rank during their fifth year of service in their current rank. If recommended for promotion, the new rank will go into effect at the beginning of their next contract period. Recommendations for promotion are not normally considered for individuals who are currently on leaves of absence.”
Dr. Dillard also noted there is provision for early promotion in the new policy. However, significant justification and approval by the president is required. She also noted that probationary credit must be awarded at the time of hire.

Sen. Galt-Brown posed the question “to whom and at what level” is the significant justification submitted. Dr. Dillard stated it was her understanding this would begin within the various departments and schools.

Sen. Pres. Urquhart asked if in the 3rd bullet point in the policy faculty were required to have a terminal degree (“For early promotion from Assistant Professor to Associate Professor, faculty must have served a minimum of four years as an Assistant Professor.”). Dr. Dillard stated the terminal degree requirement is an ABAC policy, not necessarily a Board of Regents policy.

Sen. Galt-Brown noted that according to the new guidelines as presented it would be a minimum of ten years before a newly hired faculty member with a terminal degree would be eligible for promotion to the rank of Professor.

**Old Business:**

1. **Scheduling of Roster Verification:**
   b. Sen. Galt-Brown stated he personally had no problems with the new system, but one faculty member in his department did report an issue of receiving the email on the new process. As a result, the faculty member was late in turning in the roster verification. However, this was the only issue noted by any of the senators.

2. **Update on Student Evaluation Process:**
   a. Sen. Pres. Urquhart informed the Senate that a committee has been formed to include faculty from schools and departments across campus. The committee is charged with review of the Gravic Remark system, which should be in place by the end of the fall semester.

3. **Continued Discussion of Changes to Summer Pay Scale:**
   a. Sen. Pres. Urquhart cited the memo of 29 April 2014 from President Bridges regarding the recap of the FY15 budget, part of which resulted in the emergency Faculty Senate meeting of 7 May 2014. In her memo of 21 May 2014 to President Bridges and Dr. Niles Reddick (Vice President of Academic Affairs), Sen. Pres. Urquhart stated the Faculty Senate would appreciate the opportunity to discuss solutions to the summer pay issue in the Fall 2014 Senate meetings. She opened the floor to discussion of the topic, noting it is ultimately beneficial for us as faculty to brainstorm ways to alter the impending reduction in summer pay for summer semesters commencing in 2015.

   Sen. McCrimmon pointed out there was zero impact on the people who originally made the decision for reduction in summer pay when the teaching load went beyond 3 hours.

   Sen. Galt-Brown cited the paragraph of page 4 of the 29 April 2014 memo from the president headlined “Summer instruction by deans, department heads and 12-month faculty,” stating it seemed by his interpretation that the summer
compensation of 10-month faculty change was written to impress upon 10-month faculty that it was just too bad if one did not like the new summer pay rates. Sen. Brown concurred with Sen. Galt-Brown on this, noting that it certainly seemed as if the administration was actually planning for the Department Heads, Deans, Coordinators and 12-month faculty to take on the summer teaching load so that it would not even matter if the 10-month faculty took a stand on the issue.

Sen. McCrimmon asked if anyone knew just how many 12-month faculty ABAC presently employs. That number is presently unknown to the Faculty Senate.

Sen. Brown questioned exactly when the summer pay scale of 1/30 of average compensation rate by faculty rank became the metric? He pointed out that might be the Senate’s counterargument. What exactly was the original scale?

Sen. Dent advised the senators to take the issue of changes to the summer pay scale back to the faculty of the respective schools to garner input for future summer compensation. The senators agreed.

Sen. Dent made the motion to table the discussion of summer compensation changes until the senators discussed the issue with their departments and schools. Sen. McCrimmon seconded. Motion to table was unanimous.

b. Another issue brought to the table in response to the president’s memo of 29 April 2014 was the issue of new faculty hires across campus.

Sen. Campbell noted there were no budgeted new faculty positions for the School of Human Sciences. She pointed out the Physical Education department is on overload, while the Education department has already lost one and will soon lose another faculty member. She stated her Dean has repeatedly asked for new faculty to help lighten the load.

Sen. Galt-Brown agreed that all departments needed more full-time tenure track professors, especially with all the changes that have occurred in regulation of part-time work as a result of the Affordable Care Act.

The faculty compared notes on the hiring of new faculty in relation to the positions budgeted for in the memo:

- Assistant Professor (Political Science/History) – hired 2, lost one. Net one.
- Public Safety Officer – unknown
- Department Head, Literature and Language – hired 1
- Assistant Professor (Math) – never advertised
- Instructor (Nursing) – hired one, lost one. Net one.
- Assistant Professor (Communications & Fine Arts) – hired 2 (music and communications)
- Department Head, Math – advertised but revoked
 Assistant Professor (Science) – hired 2 AP, 1 lecturer, 2 lab techs
 Assistant Professor (Forestry/Wildlife) – unknown
 Assistant Professor (Business) – hired 1
 Assistant Professor (Agriculture) – unknown
 Assistant Professor (Literature & Language) – hired 2

Sen. Pres. Urquhart asked the Senate if there was anything we as faculty could do about the need for more faculty that was not being met by budgeted positions. She expressed concern over the fact that there were far too many part-time faculty teaching math, which Sen. Galt-Brown stated was a huge issue with regard to SACS. According to Sen. Pres. Urquhart, the Math Department asked for 3 full-time tenure track math faculty positions, all of which were turned down.

On the note of SACS, Sen. McCrimmon pointed out there was a significant problem with SACS issues in the School of Agriculture. He stated he had mentioned the issue of his department having only 1 ½ PhDs teaching in a 4-year program. The answer he was provided was that SACS doesn’t come until 2016.

Sen. Campbell stated it was up to the Senate to create awareness of the urgent need across schools and departments for more full-time faculty.

Sen. Galt-Brown pointed out this was a serious issue for ABAC that goes all the way back to the 2008 budget, noting that it is imperative that the issue be addressed because ABAC is a state college surrounded on all sides by regional universities.

Sen. Brown stated that according to the memo, ABAC had budgeted for positions never filled. Therefore, clarification is in order. Sen. McCrimmon pointed out the 2 ½% tuition increase and pondered where that money went if not to current faculty pay or to new faculty positions.

Sen. Galt-Brown noted the committee has been charged to select a Provost, a position of significant increase in profile and image from the former title of Vice President of Academic Affairs. This position will thus cost more money than the previous position. He also questioned how we have experienced enrollment increase, yet no significant faculty increase.

Sen. Brown made the motion that clarification on the outcome of positions budgeted but not filled for FY15 be provided by the administration. Sen. Seat seconded. Motion carried unanimously.

After additional discussion of the exact definition of the term “Coordinator” mentioned on page 4 of the president’s memo of 29 April 2014, Sen. Brown amended his motion to include clarification of the term “Coordinator.” Some coordinators are not being compensated for summer work. For instance, Sen. Pres. Urquhart is the My Math Lab Coordinator, yet is not compensated for the work required in the summer months.

c. Sen. McCrimmon brought up the issue of faculty attendance at summer orientations. He pointed out this is also work for no pay, especially if the faculty member is not on the summer payroll.
Sen. Brown noted this is clarified among the schools. In the School of Liberal Arts, faculty are not required to attend summer orientation if they are not teaching during the summer. But he agreed that it may be a gray area in other schools.

Sen. Pres. Urquhart proposed a college-wide written policy for faculty attendance at summer orientation.

Sen. McCrimmon made the motion for summer orientation be required only for 12-month faculty or 10-month faculty working during the summer, with no repercussions from administration directed toward faculty not working during the summer that choose not to attend. Sen. Paulk seconded. Motion carried unanimously.

4. **Continuation of Revisions to P & T Guidelines:**
   a. Sen. Pres. Urquhart asked for an update on the creation of the PDF forms for Section VII (Appendices) which Sen. Brannen volunteered at the meeting of 25 April 2014 to create. Sen. Ellis stated she would inquire as to the status of these forms.

   Sen. Waid made a motion that the Faculty Senate add to future business a compilation of Section VIII so that all suggestions are added and a new Section IX become the appendices. Further discussion on the issue of adding suggestions to the manual would thus be tabled to the first meeting of the Fall 2014 semester. Sen. Galt-Brown seconded. Motion to table unanimous.

Since the compilation of Section VIII included guidelines on arrangement of portfolios for submission to the Promotion and Tenure Committee, Sen. McCrimmon made the motion that the Senate table this item of discussion to the next meeting. Sen. Galt-Brown seconded. Motion to table unanimous.

5. **Absentee/Proxy Voting Policies:**
   a. Sen. Pres. Urquhart informed the Senate that per the discussion of the issue of absentee/proxy voting policies from the meeting of 25 April 2014, a new section has been added to the Faculty Senate Constitution and By-Laws. This addition is titled: Section 4 “Absentee/Proxy Voting.”
   b. Sen. Galt-Brown made the motion to amend the Constitution and By-Laws of the Faculty Senate with the guidelines for proxy voting as stated in the minutes of 25 April 2014. Sen. Seat seconded. Motion to amend the Constitution unanimous.

**New Business:**

1. **Election of New Officers:**
a. Sen. Pres. Urquhart noted that election of the new officers of the Faculty Senate was in order. She pointed out the Constitution reads that officers are “elected annually” and that “no officer shall serve in any capacity for more than two full terms in succession.” Therefore, since officers are elected annually, it appears (according to the Constitution) that officers who have served two years in a position should not serve another term as an officer.

Sen. McCrimmon pointed out that experience in the position is imperative to doing the job well. Sen. Pres. Urquhart stated the only way to serve more than two terms (one year each) is that the Constitution be amended again. Sen. Galt-Brown pointed out that per parliamentary procedure, the Constitution would require a second reading for another amendment to take place. He recommended a second reading and discussion of amending at the next meeting.

Sen. Galt-Brown made the motion to delete the following sentence in Article III, Section 1: “no officer shall serve in any capacity for more than two full terms in succession.” Sen. McCrimmon seconded. Motion and second was tabled to next meeting for the vote after the second reading of the Constitution.

b. In preparation for the next meeting’s vote, the following officers were re-elected:

- **Senate President:** Sen. Galt-Brown nominated Amanda Urquhart. Sen. Paulk seconded. Vote was unanimous.
- **Senate Vice President:** Sen. McCrimmon nominated Chrissy Dent. Sen. Galt-Brown seconded. Vote was unanimous.
- **Recording Secretary:** Sen. McCrimmon nominated Diantha Ellis. Sen. Galt-Brown seconded. Vote was unanimous.
- **Parliamentarian:** Sen. Ellis nominated James Galt-Brown. Sen. Dent seconded. Vote was unanimous.

2. **Election of USGFC Representative:**
   a. Sen. Galt-Brown nominated Shawn Seat as ABAC’s representative to the USGFC. Sen. McCrimmon seconded. Vote was unanimous.

3. **Assessment of D2L:**
   a. Discussion of D2L seems to indicate it is going away. Any issues with D2L are suggested to be directed to our D2L liaison, Janet Haughton.

4. **Bookstore Issues:**
   a. Sen. Pres. Urquhart asked if there were any reported bookstore issues this semester. She stated there had been some issues with My Math Lab.
   b. Sen. Galt-Brown stated the only issue he had was that someone ordered a World History book he does not use.
   c. Sen. Paulk stated the issue Nursing had related to calculators. The required calculators must be white and different colors were ordered this semester.
   d. Sen. Pres. Urquhart shared an email from a Biology professor which indicated issues with the order of goggles. Sen. Galt-Brown asked if there was a provision in the Science Department to buy emergency goggles (sealed) so that students
could buy them on the spot if they were in need of goggles that met campus regulations.

e. Sen. Brown noted there was already enough heat on the Bookstore and questioned whether the Senate should add to it.

f. Sen. McCrimmon pointed out the Bookstore may not be made aware of last minute changes to class schedules in time to make changes to orders.

g. Sen. Pres. Urquhart reminded the Senate of the discussion last year concerning this topic resulted in a recommendation for each school to have a single person Bookstore liaison who would oversee any book ordering issues. She suggested it might be in order to follow this recommendation to avoid future problems.

h. Sen. Galt-Brown noted a courtesy reminder from the President of the Faculty Senate might help as well.

5. **Proposed Meeting Schedule:**

a. Sen. Pres. Urquhart asked if there were any major issues with the proposed meeting schedule which involves two meetings in October to accommodate for the first meeting coming in September as opposed to August. No objections were voiced. Future Senate meetings are October 3, October 31 and November 21.

Sen. Galt-Brown made the motion to adjourn; Sen. McCrimmon seconded. Motion carried. The Senate adjourned at 4:25 p.m. The next meeting will be held 3 October 2014.