Faculty Senate Meeting

Minutes from Meeting on Friday, 24 April 2015

Call to Order:

Faculty Senate meeting was called to order by Ms. Amanda Urquhart, President, at 2:02 pm.

Members Present:

Shawn Seat (Science/Math), James Galt-Brown (Liberal Arts), Joseph Brown (Liberal Arts), Diantha Ellis (Business), Carlos Lopes (Business), James McCrimmon (Agriculture), Jason Scott (Agriculture), Chrissy Dent (Nursing), Susan Roe (Liberal Arts), Jimmy Ballenger (Human Sciences), Amanda Urquhart (Science/Math).

Jeannie Paulk (Nursing) requested Chrissy Dent serve as her proxy in a text message to Sen. Dent and Sen. Pres. Urquhart prior to the meeting.

Presentation of Minutes:

Sen. Pres. Urquhart presented the minutes from the meeting of Friday, 27 March 2015. Sen. Galt-Brown made the motion to accept the minutes as written; Sen. Seat seconded. Minutes of Friday, 27 March 2015 accepted unanimously as written.

Old Business:

1. **Update from the Advising Evaluation Subcommittee:**
   a. Sen. Chrissy Dent presented the questions selected from the survey of the Faculty Senate.
   c. Sen. Galt-Brown suggested formatting the questionnaire with bubbles to aid in scanning process.
   d. Sen. Scott suggested eliminating “(including Today)” from “How many times have you met with this advisor?” and replacing “Today” with “your latest” in the following sentence: “How did you prepare for ‘your latest’ advising appointment?”
   e. The mode of delivery was debated by the Senate. Sen. Galt-Brown suggested when undeclared students declare a major then the form should be made available to assess the undeclared major advisor.

Sen. Pres. Urquhart noted the form should also be made available at the time of major declaration and/or advisor change and at the time of graduation when student completes graduation application.

Sen. Dent noted the former suggestions should be the minimum because provision of the form at the time of graduation could pose a problem for those who advise in
majors with few advisees. Her solution was for each advisor to provide a copy of the form to advisees after an advising session.

Sen. Scott pointed out the format of distribution of handing out the survey after an advising session may not be the best route when dealing with problematic advisees as the forms may not be handed out in those instances.

Sen. Seat suggested a PDF form on the ABAC webpage. Sen. Brown noted that could result in blanket fill of forms by a small number of people.

Sen. Scott suggested a link to the registration process.

Sen. Pres. Urquhart noted the discussion seemed to lean toward the following distribution: Advisors hand out paper copies as advise and students return the forms to administrative assistants, Admins provide forms when student changes advisors or major, if any issues develop – troubleshoot from there.

Sen. Pres. Urquhart also suggested locating a dropbox in each school, the Library and the AAC in which the forms could be dropped.

Sen. Galt-Brown made the motion to approve advising evaluation and mode of delivery as discussed. Sen. Scott seconded. Motion carried unanimously.

2. **Required Office Hours:**
   a. The issue of office hours required is still tabled for final recommendation.

3. **10 vs. 12-month Salary Schedules:**
   a. Sen. Pres. Urquhart noted any move forward on the 10 vs. 12 month salary schedule issue would entail information from the Comptroller’s office.
   b. Sen. Brown provided the following resolution for the Faculty Senate to send forward:
      i. After well-considered research and having found no substantial reason for the current system remaining the option, and after deep consideration from faculty senate, involving input from faculty members from around campus, Faculty Senate concludes that the institution should make available opt-in, twelve-month salary disbursement for ten-month faculty, without any implied or required additional duties. Disbursement should be made available beginning Fall 2015.
   c. Sen. Pres. Urquhart noted notation of the percentage of faculty across campus who are in favor of opting-in to twelve-month salary disbursement might be advantageous.
4. **Bookstore Issues:**
   a. Sen. Pres. Urquhart brought the Senate up-to-date concerning the meeting with the VP of Fiscal Affairs regarding Bookstore issues.
   b. The meeting will be held Monday, 27 April 2015 and will include representatives from the Stafford School of Business, the School of Nursing and Health Sciences, the School of Liberal Arts, as well as the Senate President, the Bookstore Manager and the VP of Fiscal Affairs.

**New Business:**

1. **Election of Officers for 2015-2016 Academic Year:**
   a. In preparation for the coming academic year, the following officers were elected:
      - **Senate President:** Sen. Galt-Brown nominated Chrissy Dent. Sen. Pres. Urquhart seconded. Senate Vice-President Dent accepted the nomination. Sen. Galt-Brown moved to close nomination for Senate President. Sen. McCrimmon seconded. Vote was unanimous on both counts.
      - **Senate Vice President:** Sen. Brown nominated Amanda Urquhart. Sen. Galt-Brown seconded. Senate President Urquhart accepted the nomination. Sen. Galt-Brown moved to close nomination for Senate Vice-President. Sen. McCrimmon seconded. Vote was unanimous on both counts.
      - **Recording Secretary:** Sen. McCrimmon nominated Diantha Ellis to serve another term. Sen. Galt-Brown seconded. Senate Recording Secretary Ellis declined the nomination as she will be rotating off the Senate for the next academic year.
      - Sen. Brown nominated Shawn Seat due to his excellent service as the ABAC Faculty Senate representative to the USGFC. Sen. McCrimmon seconded. Shawn Seat accepted the nomination. Vote was unanimous.
      - Sen. Galt-Brown moved to close nomination for Senate Recording Secretary. Sen. McCrimmon seconded. Vote was unanimous.
      - **Parliamentarian:** Sen. McCrimmon nominated James Galt-Brown to serve another term. Sen. Roe seconded. Senate Parliamentarian Galt-Brown accepted the nomination. Sen. Galt-Brown moved to close nomination for Senate Parliamentarian. No vote needed since the officer is serving an additional term.

2. **Future Meeting Dates and New Senators:**
   a. Sen. President-Elect Dent asked the Senate if the current schedule of the last Friday of each month was still acceptable for meetings. The Senate agreed.
   b. Sen. Ellis announced Ms. JoAnn Brannen and Dr. Abul Sheikh would be the Senators from the Stafford School of Business for the 2015-2016 academic year.

**Adjourn:**

Sen. Brown made the motion to adjourn; Sen. Dent seconded. Motion carried. The Senate adjourned at 2:50 p.m. The first meeting of the Fall 2015 semester will be Friday, 28 August 2015.