

**FACULTY SENATE MINUTES
SAM HOUSTON STATE UNIVERSITY**

29 January 2015
3:30 p.m. – 5:00 p.m.
Austin Hall

Members Present (17):

Irfan Ahmed (COBA), Nancy Baker (CHSS), Tracy Bilsing (CHSS), Donna Cox (COE), James Crosby (CHSS), John Domino (CHSS), Diane Dowdey (CHSS), Randy Garner (CJ), James Landa (COHS), Jeffery Littlejohn (CHSS), Paul Loeffler (COS), Sheryl Murphy-Manley (COFAMC), Diana Nabors (COE), Gary Oden (COHS), Dwayne Pavelock (COS), Lisa Shen (NGL), Tony Watkins (COFAMC)

Members Not Present (14):

Helen Berg (COE), Jonathan Breazeale (COBA), Don Bumpass (COBA), Madhusudan Choudhary (COS), Karla Edison (COE), Mark Frank (COBA), Deborah Hatton (COFAMC), Joan Hudson (COS), Richard Henriksen (COE), Mark Klespis (COS), Dennis Longmire (CJ), David McTier (COFAMC), Douglas Ullrich (COS), Stacy Ulbig (CHSS)

Called to Order: 3:30 pm in Austin Hall by Chair Nancy Baker

Minutes Approved: Minutes for the January 15th meeting were approved unanimously

Special Guest: Holly Tickner, Store Manager, Barnes & Noble University Bookstore

FacultyEnlight Presentation

(Please see Related Documents for the presentation slides)

Dr. Baker welcomed Holly Tickner, who was visiting Senate to introduce FacultyEnlight, the new online textbook adoption platform. Information about the platform, including a demo video, can be found on the campus bookstore website, under the Faculty Resources tab (<https://www.facultyenlight.com/?storeNbr=358>).

The University Bookstore had adopted FacultyEnlight to improve and streamline the textbook ordering process. First-time faculty users will be prompted to set up an account with FacultyEnlight, which enables users to search for textbooks, create favorites lists of titles, and access order histories for the past 3 years. Faculty can also request a free digital desk copy of textbooks directly through the platform.

Mrs. Tickner addressed a number of frequently asked questions. For instance, order deadlines are March 31 for the fall and October 31 for the spring semesters. These deadlines are set to ensure sufficient production time for new and custom books, which may take between 4-6 weeks, and to provide some cushion time for unforeseen events, such as shipment delays due to snow storms. Moreover, knowing titles adopted for the next semester early also helps the bookstore to determine pricing for student textbook buybacks during the current semester.

Questions regarding textbook rentals were also addressed. Are rental books new or used? Can students rent textbooks for courses requiring an access code to the book's companion website? Mrs. Tickner responded that while some rental textbooks are new, some maybe gently-used copies. The condition of the book may be reflected in the price of the rental. As for access codes, the bookstore will work to find the most economical options for students, such as bundling a used book with a new access code.

One senator share an instance in which a student found a sealed packet containing a new "access code" on the inside back cover of a rental textbook. Mrs. Tickner felt this particular case may be an error because the access code should have been removed from the rental book. Since access codes have an expiration date upon activation, they can only be purchased and are never rented.

Senators with experience using FacultyEnlight also made some suggestions for improvement. For instance, once an order is submitted, it is difficult to confirm the submission or verify what titles were in the order. Mrs. Tickner indicated such information would be more easily accessible through an administrative account and offered to setup this type of access by request. In addition, some departments have elected to ask their administrative assistants to process all book orders centrally. So faculty may wish to verify the departmental practice before ordering through FacultyEnlight.

Another senator pointed out that it is difficult to request for print textbook copies. The link for requesting a print copy in FacultyEnlight currently leads to a generic PDF request form, so faculty would need to find the contact information for the publisher's representatives in order to complete the request. Mrs. Tickner acknowledged this issue and promised to make improvements. (In a follow-up email, Mrs. Tickner indicated she had place a request with Barnes & Noble's corporate office for the publishers to share their preferred contact information).

Lastly, Mrs. Tickner also stressed that while digital textbooks can be a more convenient and economical alternative to print copies, the required technologies and restrictions for e-books often varies by the publisher and the e-book platform. Therefore, students are advised to go over all e-book user agreements and download instructions carefully. For instance, the number of devices may be used to access or download an e-book, and the number of pages in the book that can be printed, may vary by publisher and by title.

Chair's Report

The provost and the Senate leadership has not met since the last Senate meeting. Therefore, Dr. Baker did not have a new chair's report to share with senators.

Old Business

Non-Compliance of Administrator with Academic Policy 820317

Senators reviewed the draft for a resolution aimed to ensure consistent use of the faculty evaluation system (FES) in assessing faculty performance and assigning merit pay increases across colleges. Some senators wondered whether such a resolution can be enforced, while others pointed out that mutual goodwill is expected between faculty and university administration for shared governance. Moreover, a resolution passed by the Senate would reinforce the importance of the matter.

A senator was concerned that rather than recommending pertinent changes, the resolution is merely seeking compliance of existing policies. Although a different senator felt that it would be productive to remind new administrators of existing policies they may yet to be familiar with.

After a lively discussion, senators agreed that since it appears academic policies for FES and merit salary raise not being followed consistent across colleges, Senate will move ahead with the resolution to gain compliance of published university policies.

The resolution draft will be revised to include all the relevant academic policy titles and incorporate the recommended revisions suggested by senators. Senate will then vote on the resolution at the next meeting. Dr. Baker will also share information about the upcoming resolution with the provost.

New Business

UPD Response RE Violations of No-smoking Policy

Faculty and students in one of the basement laboratories in the Lee Drain Building (LDB) have been encountering recurring health and safety concerns due to secondhand cigarette smoke. Some students have been smoking near the lab's ventilation area outside of LDB, and the resulting secondhand smoke has forced the faculty member in charge to close down the lab multiple times because students felt ill from the smoke. Moreover, specimens in the lab are also in danger of smoke damage.

Anne Gaillard, the Associate Dean for the College of Sciences, had visited the smokers outside LDB to ask for compliance of the campus Tobacco Policy (PRE-19), which prohibits smoking and the use of all tobacco products (<http://www.shsu.edu/intranet/policies/administrative/documents/pre19tobaccopolicy.pdf>). Unfortunately, the smokers not only refused to comply, but also became aggressive and threatening towards Dr. Gaillard.

Learning of this problem, Dr. Baker had contacted Kevin Morris, the Chief of Police and Director of the Department of Public Safety Services, regarding the next course of action. Mr. Morris advised for faculty and staff to contact UPD when individuals are seen smoking on campus and not to engage with the smokers. Police officers will be dispatched to gain

compliance and handle any non-compliant behavior. However, Mr. Morris also acknowledged because compliance is voluntary, there are limited enforcement options for UPD.

Senators were appalled to hear the smokers' treatment of Dr. Gaillard and concerned about the lack of enforcement options for a campus policy. Moreover, the available solution do not adequately address the health and safety issue faced by the faculty member in Lee Drain. Some senators wondered if it is possible to make the policy compliance mandatory instead of voluntary, although others pointed out that the policy content may be dictated by a wider TSUS system policy on tobacco use. Dr. Baker will bring these issues to the provost's attention for a suitable solution.

UPD Ticketing of Faculty for Loading/Unloading Purposes

A proposed resolution from a fellow senator was share with the Senate. The resolution aimed to address issues with faculty members receiving tickets for temporarily parking at the loading docks for loading or unloading purposes. Specifically, faculty members were issued tickets by parking lot attendants even after explaining and demonstrating the need to temporarily use the loading dock in person.

Due to time and quorum considerations, senators were asked to review the document for the next meeting.

Meeting adjourned at 4:50 pm