



**University Faculty Senate Minutes
Sam Houston State University
January 15, 2004**

Members present: David Bailey, James Carter, Steven Cuvelier, Mary Lynn DeShazo, Stacey Edmonson, Mary Gutermuth, Mark Frank, Marsha Harman, Deborah Hatton, David Henderson, Lady Jane Hickey, Joe Kirk, Gerald Kohers, S. Thomas Kordinak, Paul Loeffler, Holly Miller, Valerie Muehsam, Kandi Tayebi, Tamara Waggener, Christopher White, Patricia Williams

Member absent: Christopher Baldwin (professional conflict), Penny Hasekoester (professional conflict)

Approval of Minutes

Emendations for the minutes of December 4th were approved.

Committee Reports

Faculty Affairs

Committee Chair Hatton reported progress on the Faculty Developmental Leave Policy. Jo Ann Duffy and her committee are working on the forms to complete, and Faculty Affairs Committee is working on the policy and structure.

Committee on Committees

Committee Chair DeShazo presented a form for Senators to select their preferences for committees that require Senate representation.

Academic Affairs

Committee Chair Loeffler provided an update on the Post Tenure Review issue and promised a full report for 1/29/2004. The Committee is awaiting budget reports to examine issues arising with David Burris' presentation regarding work scholarships for transfer students.

University Affairs

Committee Chair Waggener reported that colleges are working toward common forms for the Faculty Evaluation System (FES) that will address the unique contributions of faculty from each department. Various forms may be needed to serve this purpose. Full reports on the Faculty Travel Funds and Teaching Evaluation Instrument issues were promised for 1/29/2004. Chair Waggener requested that Senators forward to her strengths and weaknesses of the current Teaching Evaluation Instrument.

Chair's Report

APC Meeting:

Issues presented:

- The tribunal that was discussed at the 12/4/2003 meeting did not meet after all because the faculty member who was to be charged resigned from the university.
- Vice President Payne has called a general faculty meeting to present accomplishments of the faculty and university. The meeting is scheduled for Tuesday, January 20th, 3 PM, Killinger Auditorium.
- The grievance policy passed by the Senate was not acceptable to Vice President Payne.
- The honor society recognition at graduation issue had been reflected in previous APC minutes, but no vote on the issue had been recorded. Vice President Payne contacted the members of the APC to ask if they remembered a vote or consensus. Out of the 16 members present at the original meeting, 10 remembered a consensus being reached, four did not remember the meeting, and two could not be reached. However, all 14 interviewed believe that the correct decision was made. Another vote was taken at the 1/7/2004 APC meeting, and the minutes will reflect the results.
- Research on student attrition was shared indicating that students who leave a university typically leave without talking with university personnel. These students are not who we typically consider at-risk students. Instead, they may be good students who become bored with school, discuss it only with their parents, and then do not return to school. One solution is to have parents more involved in the process.
- Students must notify an instructor by the 15th class day regarding the religious holy days for which they intend to be absent. The Texas Legislature has mandated that students must be given those days plus days in which to travel for the holy days. [Senators want students to be reminded that it is the student's responsibility to arrange for make-up work, etc.]

Awards

President Gaertner has increased the Outstanding Research, Outstanding Teaching, and Outstanding Services Awards to \$5,000 each. It was noted that input from the Faculty Senate to Vice President Payne and then his recommendation to the President were instrumental in this award increase.

New Business

Academic Performance Indicators

Divisional Goals and Academic Performance Indicators have been established and accepted. A copy is attached to the end of the minutes. [Concern was expressed that faculty had very little input into this process, although Vice President Payne believed faculty provided a great deal of input. Thus, communication to faculty was emphasized as a difficulty once again.]

Parking

Chair Tayebi and Keith Jenkins, Chair of the Staff Council, have discussed issues on which both the Staff Council and the Faculty Senate might cooperate. One common area was parking. The Council proposes having hanging parking tags rather than stickers so that one might transfer it to another car easily. Another proposal is to have regulating arms at the faculty and staff lots that would require the Bearkat One Card to access the lot. A third proposal was that local fees be waived for faculty, staff, and their dependents who wish to enroll in classes at SHSU. The Senate suggested examining the effectiveness of one arm on one lot initially and expressed a willingness to entertain cooperating on these proposals.

Old Business

Update on Grievance Policy

Committee Chair Hatton shared concerns expressed by the Office of Academic Affairs regarding the revised Grievance Policy passed by the Senate at the previous meeting. Concerns included administrator representation, manner to determine final committee, determining chair of committee, and outside mediation. The Faculty Affairs Committee, Chair Tayebi, and Chair-Elect Harman are meeting regularly with Dr. Richard Eglsaer, Associate Vice President for Academic Affairs, to resolve these issues.

Senate Input

Schedule Changes Through the 12th Class Day

Although students have always been able to change schedules with departmental approval through the 12th class day, the published deadline for changes without departmental approval was the 2nd class day. A recent change in policy allows students to change their schedules on-line through the 12th class day. This policy has created problems for students who may not attend a class for 2.5 weeks into the semester and may have missed lecture and assignments. A motion was made to shorten the time to 6 class days or middle of second week: *Be it resolved that the late registration period be confined to one week or by 6 class days at most after the first day of class and eliminate the additional late registration period.* The motion passed unanimously.

Question Regarding Graduate Studies

Why do graduate students have to reapply to the graduate program if they have been attending, do not attend one semester, and then want to enroll the next semester? Chair Tayebi will speak with Dean of Graduate Studies, Mitch Muehsam regarding this issue.

Morale Questionnaire

There was a brief discussion regarding the issue of morale and proposed solutions to measuring it.

President Gaertner to Visit Senate

Although a Senate meeting is scheduled for February 5th, it will be rescheduled for February 12th to accommodate President Gaertner's visit to address the Senate and answer questions.

Respectfully submitted,

Marsha Harman, Chair-Elect

**ACADEMICS FIRST MEASURES
INDICATORS OF ACADEMIC PROGRESS**

Admissions

- Average SAT or ACT of new freshmen
- Average standardized admission score and GPA of graduate students for admission
- Graduate enrollment in masters programs
- Graduate enrollment in doctoral programs (use percent of capacity, when appropriate)
- Undergraduate and graduate enrollment
- Size and quality of Honors Program (measured by GPA or entrance level requirements)

Research

- Number of external grants and contracts received
- Number of dollars received in external grants and contracts
- Number of proposals for external grants submitted

Faculty Quality

- Number of faculty publications and presentations
- Percent of teachers who, in the first semester, are above the university mean on faculty evaluations
- Average number of publication and presentations for faculty being granted tenure (only for those being promoted from assistant to associate professor)
- Percent of new faculty hires from research extensive (Carnegie) universities
- Percent of departments with faculty members serving as officers for a regional/state organization.
- Percent of departments with faculty members serving as officers for a national/international organization.

- Number of visiting scholars brought to campus
- Number of special lecturers brought to campus

Student Quality

- One-year retention rates
- Undergraduate six-year graduation rates
- TexES passage rate and state teacher certification rate
- Graduate exit survey and follow-up surveys
- Employer surveys
- Size of Honors' program

Programmatic Development

- Number of students enrolled in continuing education courses
- Revenue generated from continuing education courses
- List of programs with new delivery mechanisms
- List of programs with new certificate programs
- List of new programs under consideration
- Number of new or revised baccalaureate programs
- Number of new or revised masters-level programs
- Number of new or revised doctoral programs
- Listing of state and national rankings and recognitions for programs

Facilities and Support

- Average amount of graduate assistantships
- Library use rates
- Amount and number of scholarships awarded to undergraduate and graduate students
- Number of graduate assistants – report by state and soft money
- Non-salaried expenditures for academic support
- Square footage for academic space

Diversity

- Number of minority faculty
- Percent of faculty from outside the region
- Diversity of student body as measured by demographic profiles