

FACULTY SENATE MINUTES
SAM HOUSTON STATE UNIVERSITY
February 3, 2011

Members Present:

Len Breen (CoE), Carl Brewer (CoBA), Donald Bumpass (CoBA), Donna Desforges (CHSS), Mark Frank (CoBA), Chad Hargrave (CoAS), Debbi Hatton (CHSS), Renee James (CoAS), Gerald Kohers (CoBA), Paul Loeffler (CoAS), Joyce Mc Cauley (CoE), Sheryl Murphy-Manley (CoAS), Dwayne Pavelock (CoAS), Sheryl Serres (CoE), Doug Ullrich (CoAS), Ricky White (CoAS).

Members Not Present:

Tracy Bilsing (CHSS), Rebecca Bustamante (CoE), Erin Cassidy (NGL), Jeff Crane (CHSS), Bill Jasper (CoAS), Hee-Jong Joo (CoCJ), Drew Lopenzina (CHSS), Ling Ren (CoCJ), Tracy Steele (CHSS).

Call to Order:

The meeting was called to order at 3:30 by Senate Chair Frank.

Minutes Approved:

Motion to approve minutes from November 18, 2010 passed.

Chair's Report:

Meetings with Provost Payne, November 23, 2010.

1. Status of Use of Tobacco Products in Academic Facilities (AP 890228). SHSU is not a smoke-free campus. The policy prohibits tobacco usage at least 25 feet from any gate, entryway, arch, doorway, and common path of travel, air intake or open window. There has been concern raised by the NGL outdoor seating area. Provost Payne would like a proposal on how to make this a win-win situation.
2. President Gibson is currently working on a strategic plan for the University. It will be presented to the Senate for comment prior to adoption.
3. The THCB is becoming more strident on the Low Producing Programs. SHSU has six programs currently labeled LPP.
4. The Board of Regents approved an increase in tuition and fees.
5. Building at the University Park (Tomball) and University Center (The Woodlands) campuses has been approved.
6. Charlie Amato has been elected as chair of the Board of Regents.
7. The Council of Deans (CAD) has been discussing differential tuition. This is common practice in business colleges around the country. The discussion will continue.
8. Additional cuts to the budget will be required.

Academic Affairs Council Meeting, December 10, 2010

1. Provost Payne addressed the meeting of the council and presented his "tenure" speech. During the fall tenure denial hearings, several faculty used the chair's election letter to support their case. Provost Payne encouraged the chairs to keep their

letters concise and short. He also reminded the council that teaching is the primary mission of the university.

2. The campus curriculum committee report was distributed. It is extensive and contains changes to the university's curriculum offering. Anyone interested in reviewing the report may contact Chair Frank.

Academic Policy Council Meeting, December 14, 2010.

The entire meeting was dedicated to approval of the academic calendar and was conducted on-line. Mark was contacted late as has been is the norm when the discussion deals with adopting the calendar. The new calendar provides for classes to meet either 14 or 15 weeks during the semester. The adopted calendar is:

- Fall 2011 will begin August 24 (Wed) with graduation on December 16/17.
- Spring 2012 will begin January 18 (Wed) with graduation on May 11/12.
- Summer I 2012 will begin May 31(Tue) and end June 29 (Wed).
- Summer II 2012 will begin July 5 and end August 2nd with graduation August 4.

Academic Policy Council Meeting, January 19, 2011.

1. The Faculty Administrative Leave Policy (AP 800215) was discussed and the wording "tweaked". No one has ever used the policy but it is active if needed.
2. Discussed and revised the Academic Instructional Staffing Policy (AP 800114) which provides guidelines for establishing and maintaining a pool of adjunct faculty. There is still discussion among APC members concerning clinical faculty. The policy requires a department to post all adjunct positions in order to create a pool of at-need faculty for a department. Unlike the original policy, the revision allows a department to advertise in various media outlets. Departments may hire from the pool instead of advertising. This will allow for expediency when a faculty member is needed quickly.

New Provost Search Committee

On January 5, 2011 Provost Payne announced his retirement from the University. President Gibson has established a search committee to fill the position. Mark Frank and Heather Thielemann will serve as co-chairs for the committee. (Attachment #1) The ad for the position has been posted. The committee will begin reviewing the applicants on March 15th. The pool will be narrowed to ten and finally three or four candidates who will be brought to campus. The committee is considering campus visits in either April or June.

Old Business:

DELTA Center Meeting concerning eCollege/Blackboard, December 6, 2010

In early December DELTA hosted a meeting to discuss eCollege and Blackboard with the faculty. It was apparent by the questions and comments posed that the faculty had not bought into using eCollege exclusively. Topics included ease of use, grade book, importing materials from Blackboard and cost comparison. Since the meeting, members of the Senate have been provided conflicting information concerning the move to eCollege. The colleges have been asked to move courses to eCollege. The Senate will continue to try to obtain a definite answer if and when the University will sunset Blackboard.

Adoption of Cell-phone usage in the Classroom (Attachment #2)

Chair Frank and Chair-elect Hatton discussed faculty concerns with the newly adopted policy on cell-phone usage in the classroom with Provost Payne. The policy is an extension of a policy adopted by CHSS. Provost Payne was under the impression that the faculty member retained final decision on using the technology for instructional purposes. However, the policy (AP 100728) removes control from the professor and mandates action. Chair Frank referred the policy to the Academic Affairs committee for a recommendation on alternative wording.

New Business:

On-line Class Issues presented by Joyce McCauley

The number of courses offered on-line by SHSU has increased substantially in the past several years. The DELTA center provides training on the technical aspects of facilitating an on-line course, however, pedagogical and structural problems are rapidly arising which concerns many faculty. These issues include large enrollment numbers, distribution of IDEA forms, student expectations on instructor response time and fee distribution. On-line teachers praised Jacob Spradlin for his assistance with course building.

Classroom based courses have natural constraints posed by the facility. This limitation does not exist in cyberspace so enrollment numbers are allowed to rise beyond the sections offered by traditional means. At least one on-line faculty reported that she was provided teaching assistants to help with readings. Most did not report the same assistance. On-line instruction is greatly enhanced by incorporating class discussion which requires extensive hands on time for the professor. Additional concerns raised included shortened semesters (7.5 weeks vs. 15 weeks) and semesters beginning two weeks prior to the campus semester. The last issue is mandated by public school schedules and is not a SHSU issue.

A second concern stems from the timing and distribution of IDEA evaluation forms to students taking on-line courses. Unlike classroom based courses, where the faculty member has control when the evaluations are distributed, the Institutional Research and Assessment office determines when to release the on-line IDEA forms in on-line sections. When a faculty member requested that her forms be held until later in the semester, she was told it was not logistically possible and all forms are distributed at the same time regardless of the professors' schedules. This causes problems because faculty structure their courses differently so students may not fully comprehend the necessity of completing the evaluation forms.

Additional issues included student expectations for faculty to respond to emails/posts and grade assignments. It seems students expect instant responses from the professor regardless of the date or time. Faculty reported angry responses from students when they failed to respond to emails sent between 10pm and 6am as well as on weekends. First time on-line faculty were not prepared for such expectations.

Students enrolling in on-line courses are assessed a fee of \$101 per hour. This typically adds \$303 to the cost of the course. The fee is shared between DELTA, the department, the college and the Provost's office. The fees must be spent to enhance the course.

Due to the extensive spectrum of this issue, Chair Frank established an ad Hoc committee to research the concerns. The committee should formulate a white paper focused on:

- Enrollment of on-line courses
- Faculty evaluations in on-line courses
- Pedagogy strategies for on-line courses
- Fund sharing of course fees

Faculty members who are interested in joining the committee should contact Chair Frank.

Committee Reports:

Academic Affairs- Report presented by Doug Ullrich

-The committee accepted the charge to work on alternative language for the cell-phone usage policy.

Committee on Committees-Report presented by Gerald Kohers

1. Survey Time! The committee would like to shorten the form and would like recommendations for items to delete. Provost Payne would like to see the survey shortened because on doesn't feel most faculty can accurately evaluate administrators because they are not aware of their daily duties. Senators felt copies of the results should be presented to both to President Gibson and Provost Payne. The comments and results will be disseminated to the University community in an edition of the Faculty Senate minutes. Senators should send recommendations on the survey to Gerald. (Attachment #3)
2. Committee preference forms have been emailed to campus faculty. The form will be active until Feb. 11, 2011. The committee will use the preference forms to recommend committee membership to President Gibson.
3. Election of senators to represent the five colleges will soon be held. The creation of the College of Fine Arts and Mass Communication from departments of the College of Arts and Sciences and College of Humanities and Social Sciences is problematic because there are not enough current senators from the arts to represent the new college. At the time of the formation, the College of Science (formerly College of Arts and Science) will have seven senators from the sciences and one from the arts. The College of Humanities and Social Sciences is represented by six senators. CFAMC will need three senators. Senators discussed increasing the number of senators which would require a change to the Faculty Senate Constitution. The document may be changed by vote of 2/3rds of the Senate and 2/3rds of the faculty participating in the survey. After completing these two tasks, the changes are sent to President Gibson for final approval. The number of senators has not increased since the 1970s. There is not a consensus among the senators on the number of senators to add to the Senate. If the Senate can decide on a specific number, the proposition will be put to the faculty on the annual survey.

FA&MC (FM)	3
Sciences (S)	5
Business Administration (BA)	4
Criminal Justice (CJ)	2
Education (ED)	4
Humanities & Social Sci. (HS)	6
Library (LB)	1
Total	25

Time precluded reports from Faculty Affairs and University Affair committees.

Meeting Closed:

-The Senate was called to a close 5:05 pm.

-The next Senate meeting will be held February 17, 2011 in Austin Hall at 3:30.

Respectfully Submitted,
 Debbi Hatton
 Approved February 17, 2011

Attachment #1 – Provost Search Committee
 Attachment #2 – Cell-Phone Usage Policy (AP 100728)
 Attachment #3 – 2011 Faculty Senate Annual Survey