

FACULTY SENATE MINUTES
SAM HOUSTON STATE UNIVERSITY
May 7, 2009

Members Present: Tracy Bilsing; Bill Brewer; Bill Edgington; Stacey Edmonson; Mark Frank; Debbi Hatton; Darci Hill; Emmette Jackson; Bill Jasper; Gerald Kohers; Paul Loeffler; Brian Loft; Melinda Miller; Sheryl Murphy-Manley; Brian Oetiker; Tracy Steele.

Members Absent: Ann Jerabek; Andrew Lopenzina; Bill Lutterschmidt; Joseph Neisser; John Newbold; Debra Price; Sam Souryal; Yan Zhang.

Call to Order:

Chairperson Edmonson called the meeting to order.

Approval of Minutes:

The minutes from the April 23, 2009 meeting were approved as amended with the inclusion of Dr. Crowson's data.

Special Guest (1): Holly Tickner, Store Manager of the SHSU Bookstore, and Marc Eckhart of Barnes & Noble.

Ms. Tickner provided a handout concerning textbook transactions and then introduced Mr. Eckhart. Mr. Eckhart spoke to issues and "myths" related to the campus bookstore. Bookstore's "true" goal is to meet the campus needs. Their major challenge is timeliness of book orders, primarily in efforts to supply used books to keep costs down for students. He indicated that over 300,000 books ordered this year.

The general issues were:

- late notification or late adoption
- student perception of the value of bundled packages
- sell-back policies and percentages.
- publisher buy-back policies on custom printings
- texts employed late in the term.
- relative textbook cost and buy-back guarantees.
- insufficient copies and procurement decisions.

Special Guest (2): Drs. Joyce McCauley (American Democracy Project), Lee Miller (Sociology) and Sergio Ruiz (Music)

Dr. McCauley addressed service, characteristics of an engaged campus and their efforts to gain recognition of service efforts through our faculty evaluation system (FES).

Dr. Ruiz addressed mechanisms to strengthen the "third leg" of FES, service activities that are already common to many of our faculty. Lee Miller provided a handout of the committee's proposed changes entitled "Proposed Edits to the Academic Policy Statement 820317, Faculty Evaluation System. They are proposing that the policy definition of teaching include "incorporation of civic engagement, service-learning, community-based teaching strategies or internships" and that the definition for service include two additional items:

“faculty-community collaboration for scholarly research” and “faculty-community projects for leadership, economic, or social development.” This is included as Attachment 1.

Dr. McCauley concluded their presentation and summarized their work as one to balance efforts within teaching, research and service. She indicated that if their proposed inclusions are adopted, follow-up efforts would result at college and departmental levels. The committee formally requested Senate endorsement of the proposed language for the FES process.

Discussion followed principally questioning the inclusion of internships but the exclusion of similar field-based or practicum experiences. A motion to endorse the committee efforts to include service learning and community based activities within the university’s FES system resulted.

The motion was passed unanimously. Further Senate action will include forwarding the recommendation to Dr. Payne.

Chair’s Report:

- The Dean Graduate Studies position has been posted and a positive off-campus response has been received.
- Swine flu impact on SHSU activities is being monitored.
- At graduation, Masters degree students will not be hooded on stage.
- An Ethics Center is being considered for campus.
- Texas State – San Marcos will adopt a QEP modeled after our Sam Center.
- The new Vice President for Finance will begin to make some important changes such as lifting travel request time restrictions, eliminating the three-day limit, and allowing advance payment for faculty.

Chair’s Report on the APC Meeting:

- Senate recommendation to modify the DPTC Policy was approved. All dates were moved back one week.
- The SACS report has been approved.
- Our budget outlook appears favorable with the possibility of a 16% increase which may go toward faculty salaries.
- Shuttle service will stop at the end of spring semester.

Chair’s Report concerning Vice President Parker (HAVEN meeting):

- Drs. Edmonson and Loeffler were asked to meet with Vice President Parker, Drew Miller (Counseling Center), and Leah Mulligan.
- Mr. Parker’s response to the Senate recommendation was discussed.
- Mr. Parker indicated that references to “safe zones” would be edited from HAVEN publications.
- Senate’s position requesting reconsideration of the use of directives or statements of expectation that the HAVEN sticker or placard would be placed outside of a faculty or staff member’s office was acknowledged while noting that the administration could not dictate what could be posted or not posted by faculty, staff or students.
- Senate representatives conveyed Senate’s general support for a program that promoted a campus climate of inclusiveness and understanding while speaking to the two objections that were the subject of its recommendation.

Old Business:

- None

New Business:

- Concerning late drop procedures, Senate recommends that the procedure requiring faculty signatures be rescinded and that the drop date be moved to a firm date earlier in the semester. The issue will be forwarded to and discussed with Provost Payne.
- Senator Joseph Niesser had resigned and Dr. Thomas Cox subsequently accepted appointment to complete his term. However, a sabbatical opportunity resulted in Dr. Cox's resignation. Dr. Mary Evelyn Collins has accepted appointment to fill the vacancy. Motion to accept Senate Niesser's resignation and endorse the appointment of Dr. Collins passed unanimously.
- Speed Bumps: campus-wide vehicle flow and pedestrian safety
There are several places on campus where greater awareness of traffic-control issues should be studied. A proposal to place speed bumps on Avenue I by the Smith-Hudson Addition and at 17th St and Avenue J were discussed. Floor recommendation is that next fall University Affairs should study traffic flow and parking issues. It was noted that the committee charge should also include handicap parking access and expanding pedestrian areas (i.e. Avenue I near the mall).

Committee Reports:**• Faculty Affairs:**

The committee report on faculty credit for sponsoring independent studies was submitted and discussed. The recommendation was adopted as amended. See attachment 1.

• University Affairs:

- No report.

• Academic Affairs:

- No report.

• Committee on Committees:

- As a result of the election, Senate's Faculty Development Leave Committee nominees are Paul Loeffler, Ed Blackburn, and Linda Meyer.

Chair's Concluding Remarks:

- Chair Edmonson expressed her appreciation for everyone's hard work and the cooperative atmosphere this past year, and indicated that she will develop and present a "Senate's 2008-2009 Score Card" at the fall's organizational meeting.

Next meeting

- Fall 2009.

Senate adjourned at 5:15 p.m.

Respectfully submitted by Paul Loeffler.

**Amended Faculty Affairs Committee Report
Report on Independent Studies
May 7, 2009**

Overview of the Issue:

The Faculty Workload Policy (see Academic Policy Statement 790601) fails to address workload compensation for faculty who provide undergraduate or graduate level independent studies. The Faculty Affairs Committee has found that many faculty across the university receive no compensation for these services.

Approaches of Other Universities:

- Texas State University: Department chairs may grant a workload reduction of 3 credit hours for every 12 undergraduate students enrolled in independent studies of 3 credit hours, and for every 6 graduate students enrolled in independent studies of 3 credit hours. No time limit is specified on the accumulation or expiration of these credit hours. (See Attachment A, part 20, subsections b and c.)
- Stephen F. Austin University: Approved independent studies are counted as a 3 credit hour workload if 10 or more undergraduate students are enrolled in independent studies of 3 credit hours, or 5 or more graduate students in independent studies of 3 credit hours. When these minimum class size requirements are not met, each undergraduate student equates to 1/10 of a 3 credit hour workload, and each graduate student equates to 1/5 of a 3 credit hour workload.¹ (See Attachment B, subsection 2.17.)
- Lamar University: Each undergraduate student enrolled in 3 credit hours of independent study equates to 1/10 of a 3 credit hour workload. Each graduate student equates to 1/5 of a 3 credit hour workload (see Attachment C, section 36.1, subsection e). Workload reductions may be applied in the following semester (see section 36.2, subsection e).

Recommendation:

The Faculty Affairs Committee recommends the adoption of a policy similar to that currently used by Texas State University. This would require the addition of the following to the Faculty Workload Policy (Section 4.01):

Faculty members may receive instructional workload reduction for supervising approved independent studies. Each undergraduate student who completes an approved independent study will equate to 1/48 (0.02083) FTE (i.e. 12 students equate to a 0.25 FTE). Each graduate student who completes an approved independent study will equate to 1/24 (0.041667) FTE (i.e. 6 students equate to a 0.25 FTE).²

To prevent the overuse of independent studies, the Faculty Affairs Committee recommends the adoption of approval criteria. An example would be those used within the College of Humanities and Social Sciences for undergraduate-level independent studies: an overall GPA of 3.25, a GPA of 3.50 within major, and senior standing. A seven to ten year accrual period is also recommended (see Section 3.02 of The Faculty Workload Policy.)

¹ Partial workload credit hours are meaningful since each graduate hour counts as a 1.5 hour workload credit, and total workload requirements are determined on an annual basis, not a semester basis (i.e., 18 hours per year rather than 2 semesters of 9 hours each).

² Section 3.02 of The Faculty Workload Policy prescribes a maximum three year accrual period for the use of uncompensated credit hours in future workload reductions.