

# FACULTY SENATE MINUTES

## SAM HOUSTON STATE UNIVERSITY

September 1, 2011

### Members Present:

Tracy Bilsing (CHSS), Len Breen (CoE), Donald Bumpass (CoBA), Erin Cassidy (NGL), Donna Desforges (CHSS), Mark Frank (CoBA), Chad Hargrave (CoAS), Debbi Hatton (CHSS), Renee James (CoAS), Bill Jasper (CoAS), Gerald Kohers (CoBA), Paul Loeffler (CoAS), Joyce Mc Cauley (CoE), Sheryl Murphy-Manley (CFAMC), Dwayne Pavelock (CoAS), Sheryl Serres (CoE), Tracy Steele (CHSS), Ricky White (CoAS).

### Members Not Present:

Carl Brewer (CoBA), Rebecca Bustamante (CoE), Jeff Crane (CHSS), Hee-jong Joo (CoCJ), Drew Lopenzino (CHSS), Ling Ren (CoCJ), Doug Ullrich (CoAS).

**Special Guests:** President Dana Gibson, Provost Jaimie Hebert, SGA President Tyler Eberhart

### Call to Order:

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

### Recognition Ceremony:

### Approval of Minutes:

Motion to approve minutes from the April 21, 2011 meeting approved unanimously.

### Passing of the Gavel:

-Induction of new senators

Randall Garner (CoCJ)

Pam Zelbst (CoBA)

Lawrence Kohn (CoED)

Debbie Price (CoED)

Kevin Clifton (CFAMC)

Javier Pinell (CFAMC)

Sheryl Murphy-Manley (CFAMC) - Incumbent

Jeff Crane (CHSS) – Incumbent

Drew Lopenzina (CHSS) – Incumbent

Tracy Steele was elected chair-elect.

Chair report-

**Staff & Faculty Phonebook** – The original printed one was discontinued in 2009, however, the staff would like to resurrect that practice. IT is working on an electronic book that should be completed soon.

**Purchasing Parking Stickers** – there was confusion at the beginning of the 2011-2012 parking permit purchasing process. Chair Hatton received six telephone calls during the first two days of the process so she spoke to David Kalpako and Tammy Gustafson about the faculty issues.

The problems stemmed from implementing a new parking software system (T2 Flex), university financial software system (Banner), and credit card payment gateway (TouchNet) simultaneously. Parking made a lot of changes since the beginning and by the first week of school the system was running smoother. The faculty concerns were:

- Faculty and staff who received parking stickers without ordering them have been contacted and payment received.
- Faculty were charged \$125 instead of \$100.
- Faculty were sent student stickers because it was initially the only option when paying.
- A convenience fee for using the credit card was adopted by the university in the Spring 2010 so there is no way around that other than have the amount deducted from your paycheck or use an electronic check. The amount is 2.75% with a minimum of \$3 per transaction and is required of all money transfers on campus such as paying tuition.
- An electronic check option was implemented that did not require the 72 hours waiting period.

## 2011-2012 Committees

**Academic Affairs:** The Academic Affairs Committee will be responsible for all matters dealing with curriculum, calendar, academic policies, grading, academic standards, and whatever other charges the Chair may assign.

**Members:** Don Bumpass – COBA, Kevin Clifton – CFAMC, Jeff Crane – CHSS, Renee James – COS, Bill Jasper - COS, Debbie Price - COED

**Docket Items:** Excellence in Research Award, Course Drop Dates, Clinical faculty, Recommendation of dates for the 2013-2015 terms.

**Committee on Committees:** The Committee on Committees and Surveys will be responsible for maintaining and /or reviewing the Senate Charter and By-Laws. The Committee will also be responsible

for providing names for the full Senate to offer as nominees to the university-wide committees as requested. In providing names to the Senate, the committee should give consideration to faculty preference for committee assignments and a faculty member's qualifications to serve on those committees.

**Members:** Randy Garner – COCJ, Chad Hargrave – COS, Gerald Kohers – COBA, Lawrence Kohn- COED, Javier Pinell – CFAMC, Doug Ullrich - COS

**Docket Items:** Excellence in Service Award, Participation on campus committees. Submit information to Dorothy for the Academic Affairs newsletter after each meeting, Review and update Senate Constitution and By-laws, Recruiting candidates for Senate positions and conducting election, Annual Senate survey.

**Faculty Affairs:** The Faculty Affairs Committee will be responsible for all matters dealing with merit policy, grievance policy, tenure, salary, leave policy, research policy, benefits and insurance, promotions, dismissals, and whatever other charges the Chair may assign.

**Members:** Donna Desforges – CHSS, Mark Frank – COBA, Paul Loeffler – COS, Joyce McCauley – COED, Sheryl Murphy-Manley - CFAMC , Ricky White – COS.

**Docket Items:** Excellence in Teaching Award, Summer Session, Recommendation on hybrid courses, Recommendation for IDEA' role in FES and on Market/Merit raises.

**University Affairs:** The University Affairs Committee will be responsible for all matters dealing with students, traffic and safety, building and grounds maintenance, recruitment of students, University publicity, and whatever other charges the Chair may assign.

**Members:** Tracy Bilsing – CHSS, Len Breen – COED, Erin Cassidy – NGL, Drew Lopenzina – CHSS, Dwayne Pavelock – COS, Pam Zelbest - COBA

**Docket Items:** Drops in enrollments of undergraduates; Recommendations to make the campus more economically and ecologically friendly; On-line courses; Recommendations for strengthening the relationship between the university and the community

**Banner Issues:** Chair Hatton opened with a report on Banner which is officially “live” but there are continuing problems.

- The Attendance Initiative link is not working.
- Summer grades have not been applied to student transcripts. For the time being, student GPA's are being hand-figured by the Registrar and Sam Center; faculty may expect notification that students already in class may be on academic suspension and other related problems may arise.
- Banner is also having trouble correctly applying transfer GPA's.
- Banner is not providing accurate major/minor counts.

- DARS degree plan substitutions are not showing up on Degree Works. All academic departments are being asked to test run their degree plans to make sure that it is correct in Degree Works. Problems should be reported to Amanda Brown in the Registrar's Office.
- On a positive note, the Registrar's Office is going paper free!

**Policy on Social Media:** Senator Erin Cassidy of Newton Gresham Library had brought to Chair Hatton's attention a new university policy on Social Media (See **SHSU Social Media Policy and Procedures Manual and other related materials**).

This policy came through the President's Office and was not presented to APC because it is not considered an academic policy. It was noted by Chair Hatton that faculty and students are referred to with some frequency. There was a long discussion regarding Academic Freedom and the First Amendment. It was noted that the purpose of the university developing this procedure was for marketing. THE SHSU logo has been copyrighted and any blog, Facebook page, YouTube, or GIO location that uses the logo must register a password with the Department of Marketing. The university may request sites using the logo change their content if it is deemed inappropriate. It was noted that the policy as written makes department chairs personally responsible for social media sites associated with their department website. Kris Kaskel-Ruiz, Associate VP for Marketing and Communication has been invited to speak to the Senate about the policy.

**Strategic Plan:** Regarding the Strategic Plan or 9 University Goals discussed by President Gibson at her State of the University Speech on August 31, Chair Hatton reported that academic departments are required to report on their strategic plans this fall. Chair Hatton indicated that President Gibson will discuss the Strategic Plan with the Senate in a visit later in the semester; the President does not wish to infringe on free discussion of the plan while it remains under discussion in campus departments and colleges.

**Core Curriculum:** Chair Hatton reported that officials in Austin are coming to an end of the process of revising the State's Core Curriculum. Once it has been passed, SHSU will quickly restructure its Core Curriculum. A quick response is necessary since the new catalogue must be issued this semester. Dean Kandi Tayebi is in charge of Core Curriculum as well as the Catalogue and other related committees.

**Revisions to the Faculty Excellence Awards Criteria:** The first charge to the Faculty Senate is the revision of the Faculty Excellence Awards. Three Faculty Senate committees have each been charged with completing this task as soon as possible. Senator Joyce McCauley was part of the committee that drew up guidelines for the new award named for recently retired Provost Payne to recognize faculty involved in the ACE Program. She is willing to share information and guidelines with each committee.

**Pay raises:** The Provost's Office responded to rumors that some faculty (other than those who received promotions) had received pay increases. In fact only some staff deemed worthy of extra merit received pay increases. It was noted that many of those individuals worked on Banner. It was noted that faculty was happy that "raise" money went to summer payroll and the hiring of adjuncts.

**Parking:** There were a few glitches in the parking permit this year but all have been worked out. David Kalpecko was very apologetic and handled the issues quickly. Problems were faculty getting student tags, faculty being charged 125 and not 100, the credit card convenience fees, etc.

**DELTA and a Fiber Optic Uplink:** Chair Hatton reported that Vice President Bill Angrove of DELTA requested input from Faculty Senate on whether or not faculty would utilize equipment for a fiber optic “uplink”. This would allow faculty to “link” with news organizations for interviews, etc. Apparently faculty members had indicated previously an interest in acquiring this “uplink”. Senators generally agreed so long as DELTA covers the cost.

It was also noted that a new \$6 advisement fee for online advisement has been introduced and will apply to students in all classes not merely online. The full fee will go to DELTA. The Student Government Association’s President who addressed the Faculty Senate briefly would like to work with the Senate to learn more on this new fee and its application as well as the fairness issue.

### **Summer APC**

We got the CAD minutes which were very interesting as always. Three policy revisions were passed:

- 1. APS 100113 – Market Advances in Salary: we changed section 2.04 so that you no longer are required to be below average in your profession’s pay to be eligible for a market increase.**

Chair Hatton reported that market adjustments can be given to a professor even if the professor is already paid above market. This can be done to keep excellent professors.

- 2. APS 860425 – Designation of Distinguished Professors: we changed the wording in section 5.10 so the President forwards the recommendations for Distinguished Professor and Regents Professor to the Chancellor and the Executive Director of the Foundation.**
- 3. APS 100511 – Appointment and Evaluation of Chairs – we did extensive edits to this policy, the key (in my opinion) was that 3-year formal evaluation is required by the tenure, tenure-track, and clinical faculty in the department. For continued reappointment of the chair, the policy requires these faculty to hold a discussion and secret ballot vote, which are then forwarded to the dean.**

Chair Hatton noted that tenured, tenure-track, and clinical professors are eligible to vote on department chairs.

**Academic Calendar:** Chair-elect Steele commented briefly on informal Senate Calendar committee that had worked with University’s Calendar Committee over the summer. It was noted that the semester for spring of 2013 will start before Martin Luther King’s Holiday, but still only run 15 weeks. The Senate will work closely with the administration in drawing up the academic calendar for 2013-1015.

Senators then broke up into their respective committees to select committee chairs and begin the process of drawing up guidelines for the revised faculty awards.

**The Senate adjourned at 5:00 PM**