

DRAFT: FACULTY SENATE MINUTES

SAM HOUSTON STATE UNIVERSITY

September 15, 2011

3:30 p.m. – 5:00 p.m.
LSC 304

Members Present:

Len Breen (CoE), Donald Bumpass (CoBA), Erin Cassidy (NGL), Kevin Clifton (CFAMC), Jeff Crane (CHSS), Donna Desforges (CHSS), Mark Frank (CoBA), Chad Hargrave (CoAS), Debbi Hatton (CHSS), Renee James (CoAS), Bill Jasper (CoAS), Gerald Kohers (CoBA), Lawrence Kohn (COE), Paul Loeffler (CoAS), Sheryl Murphy-Manley (CFAMC), Dwayne Pavelock (CoAS), Javier Pinell (CFAMC), Debbie Price (COE), Sheryl Serres (CoE), Tracy Steele (CHSS), Ricky White (CoAS), Pamela Zelbst (COBA).

Members Not Present:

Tracy Bilsing (CHSS), Drew Lopenzino (CHSS), Joyce Mc Cauley (CoE), Ling Ren (CoCJ), Doug Ullrich (CoAS).

Meeting called by Debbi Hatton

Guest Speaker: None

Call to Order: 3:30pm

Approval of Minutes: September 1st meeting

Chair's Report:

All Faculty Senate Meetings will be held in LSC Room 304 except October 13 and November 10.

President has officially signed the Proclamation to increase the size of the Senate. During the spring election cycle 5 new members will be added to the Senate.

Update on Banner Issues

-The Attendance Initiative began working on Sept. 2nd. The link on the webpage didn't work but faculty found the link off the Sam Menu was active.

-All summer grades are now on students' official transcripts. Also, the registrar is now taking applications for December graduation. GPAs still need to be checked manually by advisers.

Faculty Concerns

-Chair Hatton spoke to Cindi Barfield in HR concerning the EEOC mandatory assessment. She appreciated the notice that the exam was out of date. The Civil Rights Commission has not been active since 2002.

-The emergency test last Thursday, Sept. 6, was not a test of Kat Safe but of the new broad-band speaker system. They are aware that people could not understand what was being said and that the alarm could not be heard inside the buildings and are working to correct the issues.

-The core committee will begin working on the core curriculum revisions in early November. The campus has until Nov. 2013 to submit the revised core to the Coordinating Board for approval. All Fall 2014 incoming freshmen will use the revised core. The Administration asked for Feedback from Senate on the core curriculum.

Meeting with Provost Hebert

-Committee Participation. The Senate will be looking at ways to get faculty from all colleges to participate in university committees. Provost Hebert thinks it would be a good idea if younger Faculty Senators recruited potential committee members within their college while noting that this should focus primarily on associate professors rather than non-tenured or assistant professors.

-Enrollment Management – Debbi asked for more information on the Enrollment Management Task Force that the Provost and Heather Thielman will co-chair. The Task Force will be looking at *stagnant enrollment* as will the Senate's University Affairs Committee. It was noted that COE has a list of 150 students that SHSU lost this year due to busy phone lines in the Registrar's office and financial aid. The Senate agreed that we would like participation in this Task Force especially since Faculty are held responsible for enrollment. It was further noted that recruitment needs to target minorities including Hispanic students.

The Provost noted that it was felt generally that the university could be doing a better job having different programs in the university work together to management enrollment. For example, more work will be done between Marketing and Departments/Colleges to targeting advertising for individual programs. Recruiting and marketing will be more specialized.

-Late Course Drop – Debbi informed the Provost that Faculty had issues with the late drop. Hebert noted that the decision had been made after it had been confirmed that other schools in the area allowed late drops. The Provost felt that there should be a clear policy and it should be enforced.

-Clinical Faculty – the Provost was happy to hear that the Senate was looking at the missing policy for clinical faculty from the official handbook as well as other university policies. Agreed that it was a problem. He said that he was not sure if you needed a terminal degree in the field or whether or not they have to re-apply each year like adjuncts. We need clarification on all counts including their promotion. The policy was put together relatively quickly when a hire was being made in mass comm. A number of departments now hire clinical faculty (perhaps to reward lecturers who have been around a while) so this needs to be sorted out.

- Summer Session – All colleges are fully funded and monies have been budgeted for summer.
- Social Media Policy –I AM NOT “SHE.” The Provost shared faculty concerns on how this policy was implemented and the fact that it did not go through CAD or Faculty Senate. CAD is also not happy. That does not mean that the policy per se is problematic, just the means by which it was adopted. It was reported that Kris Ruiz of Marketing is willing to work with the Senate.
 - o The Senate unanimously passed a resolution suggested by Paul Loeffler and seconded by Erin Cassidy
 - o Resolution: “Policy that impacts Faculty and Students should come through APC, CAD and Faculty Senate”
- Core Curriculum – The Provost considers that the changes being approved in Austin will lead to a complete rebuilding of the CORE from scratch here at SHSU. The Provost would like faculty input on this process.
- Strategic Plan- Provost thinks the Senate should play a role in drawing up the Strategic Plan. He has requested our input on three items-
 - what is the role/goal of the college and department? Please think about this and send me your responses. We will share them with the Provost.

Committee Report:

Academic Affairs – Report on Excellence in Research Award – Renee James reported on committee's progress. After some discussion, it was recommended that there be five separate committees for the Faculty Excellence Awards – the fifth would be for the Piper Teaching Award that had a different due date than the Teaching Excellence Award.

It was suggested that committees should get the reporting deadlines from the Provost's office and then work backwards on committee review deadlines. There was some discussion as to how instructive the guidelines on the Faculty Excellence Awards should be. Also, it was discussed whether or not nominees should be allowed to nominate themselves or rely on peer nomination.

Committee on Committees – Report on Excellence in Service Award – Gerald Kohers distributed a draft which will be discussed at next meeting.

The general discussion of the awards continued. Should there be uniformity? For example, the teaching award does not require applicants to be at SHSU for five years. It was agreed that proposed policies will be e-mailed out in advance for review before the meeting to ensure continuity between the committees in drawing up the guidelines.

Committee on Committees: Gerald Kohers put forward a list of committees that require vacancies even though not all the committees are active. The Senate voted on a motion to accept the nominations. Its motion passed with 13 in favor; 5 opposed; 2 abstentions.

New Business:

Senator Sheryl Murphy-Manley suggested that the review of the Faculty Senate Chair for FES evaluation should not necessarily be conducted by the Provost. There was discussion as to whether this should be reviewed and if the Senate should conduct a peer evaluation of the Chair.

Lawrence Kohn was welcomed to the Senate. He will be fulfilling Rebecca Bustamante's term now that she has joined the ranks of administrator.

Senator Debbie Price raised the issue of IRB and whether the Senate should raise it as an issue. It was assigned to Academic Affairs.

The \$6 fee for students on advisement was also reported to the Senate as to how those funds are to be spent – to purchase software to help students in job searches and developing resumes and also to hire two advisers for the Sam Center.

Adjournment: 5:00 PM

Next meeting will be Sept. 29th at 3:30 in LSC 3:30. Guest speaker will be Kris Kaskel-Ruiz, Assoc. Vice President of Marketing & Communication, SHSU. Faculty Affairs and University Affairs Reporting.

Minutes submitted by Tracy Steele – Senate Chair-elect