

**FACULTY SENATE MINUTES**  
**SAM HOUSTON STATE UNIVERSITY**

15 November 2018

3:30 P.M. – 5:00 P.M.

Lowman Student Center Building

**Senators Present (17).**

Burcu Ates (COE), Leonard Breen (COE), Valencia Browning-Keen (COHS), Don Bumpass (COBA), Brandy Doleshal (COSET), Donovan Haines (COSET), Michael Hanson (NGL), Damon Hay (COSET), Ken McIntyre (CHSS), Lee Miller (CHSS), Jan Taylor Morris (COBA), Willis Oyugi (CHSS), Benjamin Park (CHSS), Stephen Rapp (CHSS), Susan Skidmore (COE), Kyle Stutts (COSET), Anthony Watkins (COAM)

**Senators Not Present (13).**

Donald Albert (COSET), Maria Botero (CHSS), Siham Bouamer (CHSS), Kevin Clifton (COAM), Jamie Durán (COE), Randy Garner (CJ), John Lane (COAM), Bobby LaRue (CJ), Marianne Moore (COHS), Carolyn Moore (COAM), Vlad Radoias (COBA), D.T. Ratnapradipa (COHS), Nancy Stockall (COE),

**Called to Order.**

3:43 p.m.

**Approval of Minutes.**

Corrections:

- Correction of title APS 110720 to Market *Adjustment* in Salary.
- Addition of 5 year note in the Faculty Certification and Course Redesign/Online Course Redesign & Faculty Certification stipend.

Notes with corrections unanimously approved.

**Chair's Report.**

1. People and Pets drive - passed around sign-up sheet.
2. COM policy changes/additions - mentioned that they wanted to come again to see us. Answer and recommendation is the same. Did not allow them to come, because our workload is high now. We reserved right to revisit them. 1. Short time frame. 2. No representation from those colleges. Provost told the college that the senate can do that whenever they wish.
3. Proctor Free concern – Certain features of the tool that were expected and necessary began to fail. Happened really quickly. ID verification began to pay. Coincided with a payment of \$125,000 to company. Question why we were going to pay this if we weren't getting services. Then Proctor Free said they'd pull our plug because of non-payment. There is a license from a competitor to use for the remainder of this calendar year.

4. Faculty Certification and Course Redesign/Online Course Redesign & Faculty Certification stipend - Received info from SHSU online on training progress. Document was emailed to all senators.

5. Faculty Senate Forum: Promotion, Tenure, Merit, and related policies.

The following proposed policies have been delivered to Faculty Senate for consideration.

- Faculty Performance Review (renamed FES)
- Meritorious Faculty Performance Policy
- Performance Evaluation of Tenured Faculty
- Tenure and Promotion

In an effort to engage faculty at large in conversation on the proposed changes to these policies, Senators from each college will schedule meetings with each individual department within their college. The Senate Executive Council developed the following plan for organizing these forms and the information to be collected from them.

- Senators for each college will caucus and arrange to meet with each department in their college.
- Each caucus will have a representative to coordinate their activities and generally speak for the caucus.
- Caucus coordinators will convene, ideally in person, but possibly on BB, to review policies and draft questions/talking points prior to meetings. Coordinators will bring ideas/concerns from their caucus.
- Senators will hold forums in effort to get direct feedback on the policy proposals. We should encourage faculty to speak to and convey their thoughts to their chairs and deans. However, administrators are not to be invited to these forums. These forms are run by faculty for faculty. The administration will run their own feedback sessions.
- Senator/Faculty meetings should be concluded by February 21, 2019. This is to allow the Faculty Senate time to discuss the feedback and the policy proposals.
- Convene caucus coordinators to review and discuss findings.
- FS Forum Caucus coordinators assigned.

### **Old Business.**

*APS 871214 - English Language Proficiency for Instructional Personnel* - Policy draft amended from original sent from the Council of Deans in 2017 was forwarded by Faculty Senate Summer Policy Subcommittee (FSSPS) to full Faculty Senate for review; Senate Chairs oversaw online voting.

Policy recommended for **approval with changes** over email by 24 in favor and none against.

*APS 800328 - Faculty Development Leave - Recommend for approval with edits by FSSPS on 30 July 2018*

Policy recommended for **approval with edits** by unanimous Senate quorum vote.

*APS 930129 - Enrollment Thesis Dissertation Courses - Recommend for approval with edits by FSSPS on 16 July 2018. Assigned to Committee for Academic Affairs for review.*

Moved that 2.01 be replaced with: "Once a student enrolls in a thesis/dissertation course, the student must enroll in such course in each subsequent fall and spring semester, and, if so required by the appropriate college dean, each summer semester, until the thesis/dissertation is successfully completed."

Policy recommended for **approval with edits** by vote of 16 in favor and 1 against.

*APS 790601 & APS 810701 Faculty Instructional Workload & Overload Combined - Recommend for approval with edits by FSSPS on 11 August 2018. Assigned to Committee for Faculty Affairs for review.*

2.02 - change every instance of .0833 to .0834.

Vote was **unanimous in favor** of change.

3.01 -f. or g. a chair may assign differential teaching loads for time bought out by external grants.

Vote was **16 in favor, 1 abstention**.

Policy was tabled over lack of consensus on 3.01.f. on teaching load credits. Faculty Senate Chairs will ask Provost and perhaps Deans to address faculty senate on this issue.

*APS 810701 - Instructional Overload Assignment - Recommend for rescindment by FSSPS on 12 July 2018 pending approval of combination of APS 790601 & APS 810701.*

#### **New Business:**

1. *APS 800114 Academic Staffing - (Academic Instructional & Research Personnel)* Recommend policy changes

2. Senator Stephen Rapp will be representing the Faculty Senate of the annual Safety walk, which will be done in the beginning of December. Please communicate any know issues to him.

3. Senator Brandy Doleshal asked for Senate meeting time in the Spring Semester to discuss the Senate apportionment needed to accommodate the new College of Osteopathic Medicine faculty.

#### Remaining Fall/Spring Meetings and Events

Nov. 28	Faculty Senate/Staff Council People & Pets Food Drive		LSC Mall
Dec. 4	President's Senate Holiday Party	5:00	Peabody Library
Jan. 24	Faculty Senate Meeting	3:30	LSC 241A

Feb. 7	Faculty Senate Meeting		3:30	LSC 241A
Feb. 21	Faculty Senate Meeting	3:30		LSC 241A
Mar. 7	Faculty Senate Meeting		3:30	LSC 241A
Mar. 21	Faculty Senate Meeting		3:30	LSC 241A
Apr. 4	Faculty Senate Meeting		3:30	Austin Hall
Apr. 18	Faculty Senate Meeting		3:30	Austin Hall

**Adjournment:**  
5:06 PM