

University of South Alabama

JagWorks@USA

Minutes 2015-2016

Faculty Senate Minutes

8-1-2015

Faculty Senate Meeting Minutes – August 2015

Faculty Senators

University of South Alabama

Follow this and additional works at: https://jagworks.southalabama.edu/minutes_twentyfifteen

Recommended Citation

Senators, Faculty, "Faculty Senate Meeting Minutes – August 2015" (2015). *Minutes 2015-2016*. 2.
https://jagworks.southalabama.edu/minutes_twentyfifteen/2

This Article is brought to you for free and open access by the Faculty Senate Minutes at JagWorks@USA. It has been accepted for inclusion in Minutes 2015-2016 by an authorized administrator of JagWorks@USA. For more information, please contact jherrmann@southalabama.edu.



UNIVERSITY OF SOUTH ALABAMA
Faculty Senate

August 19th, 2015 – Faculty Club - 3:00 pm
Approved Minutes

Attending: Gordon-Hickey, Pholmann, Kennedy, Morgan, D. Smith, Carr, Culler, Fisher, Freed, Harrington, Kozelsky, Lindeman, Marin, Marshall, Mata, Moore, Ni Chadhain, Poston, Shulze, P. Smith, Bourrie, Campbell, McDonald, Whiston, Broach, Davidson-Shivers, Norrell, Glover, Phan, West, Yazdani, Clanton, Wilson, Audia, Bauer, Bennett-Baldwin, Chikers, Cioffi, Omar, Ponnambalam, Rich, Richter, Gillis, Grant, Noland, Woodford, Buckner, Dolan, Huey, Vandawaa, Varner, Scalici, Palle, Piazza

Excused: Reichert, Stutsman, Gecewicz, Fregeau, Minchew, Riley, Bolton, Falkos, Gillespie, Rachek, Richards, Taylor

Call to order – 3:01 with quorum

Introduced Ravi Rajendra, President of SGA. Have been talking about working together on initiatives.

Approval of minutes: May meeting – **moved; 2d; approved**

Approval of agenda – moved; 2d; approved

President's Report

- **Priorities/initiatives 2015-16**
At one time these were called the annual “goals.” Doug & Julie called them “priorities” and I think “priorities” or “initiatives” better describes my list. Some are obvious and on-going. Some are new:
 1. Continue to engage faculty in University Planning and Development through the Institutional Priorities and Strategic Planning Processes
President Waldrop has set forth five “institutional priorities” and those 5 priorities are to be integrated into the University’s strategic plan. Faculty have been involved in the process of developing those priorities, and we will have more faculty input as the Fall semester progresses. We had suggested making fall town halls topical-based on the priorities with 1st ½ of town hall being Pres Waldrop’s vision and discussion; 2d ½ with Angela Coleman with solicitation of feedback on the priorities. We were working on getting those town halls up and running over the summer and they should be scheduled in early-to-mid fall.
 2. Leverage faculty input to grow resources for graduate education and undergraduate research

This 2015-2016 priority/initiative parallels with a new business agenda item. The executive committee is putting forth a motion to alter the name and charge of the Research & Creative Activities Committee to add graduate education because of the key tie between research and graduate education. The Faculty Senate needs a better tie with administration on graduate education and related issues. The chair of that committee has had direct interaction with the VP of Research for the last several years. The chair will now have that line vis-à-vis the Dean of the Graduate School. It is a good time to move on this item, given the on-going transition in the Graduate School

3. Enhance recruitment processes, retention mechanisms, and mentoring of new faculty

You will hear about initiative from Ellen Buckner during announcements when she provides information on her committee's work on a new mentoring program. Ellen met new faculty on Monday to promote the new program

4. Improve faculty input into medical/health affairs

The priority goes hand-in-hand with the ad hoc committee the Faculty Senate voted to create in May – the ad hoc committee on health affairs which is being chaired by Mark Gillespie. As the new structures on the health/medical side of the university evolve, we need to make sure that the faculty has input. In addition, plans are currently underway for the creation and funding of a regional care organization, which has major financial implications in terms of Medicaid reimbursements. Because of its impact on the university as a whole, we want to have faculty input.

5. Advocate for faculty compensation & benefits

Susan Gordon-Hickey is the chair of the Faculty Salary & Benefits committee again this year.

Susan: we will be approaching J. Smith this week about reinstating the 403(b) match and also discuss changes in tuition reimbursement. If you know of issues, particularly on tuition reimbursement – please let Susan Gordon-Hickey know.

Those 5 priorities/initiatives will not be only thing we are doing, but we will devote time and resources early on to those.

- Internal Salary Adjustments

Ex Comm had been talking to administration about internal and external salary issues. Administration quickly moved on the internal issue last spring. In March or April, administration did an internal salary survey to see if we had professors of the same rank with senior faculty making less than junior faculty. Adjustments were made as of May 1. There was one issue – academic affairs applied the formula correctly – senior faculty were brought up to junior. On health side, they did the delta wrong. Brought it up to administration and they fixed it, retroactively. Johnson has said if there are additional cases that fell outside of the formula, chairs/deans can advocate for additional adjustments. The formula only provides for adjustments for faculty with “full merit” during a set time frame so it is possible that there are others who fell outside the formula who may warrant an individual review. If you know of issues, please let S. Gordon-

Hickey know. Alternatively, chairs/deans can ask Academic Affairs to look at specific situations.

The executive committee recently asked administration, again, about conducting an external salary survey. The administration is willing to do it but they hesitate because there is likely to be no money to do anything about external discrepancies. Susan and others have worked with institutional research to develop a methodology for doing the external survey and Susan indicated that she is comfortable with the methodology.

Q: Will administration take into account the bumps for promotion which have not changed in at least 10 years? A: It is something we will begin looking at and looking to see if they should be raised.

- Summer Contracts/Pay

We talked about this last year. Contracts were altered a week into the semester. The executive committee brought the issue to the attention of administrators last year. We raised summer pay/contract again in March. Admin assured us that it was handled. Well, there were the same number of problems again this summer and, as in the past, questions came from a number of different colleges/departments. As a result, the officers began looking into the summer pay issues more deeply and found a number of troubling things surrounding summer pay. E.g., tuition has gone up 44% since 2009 but the summer reimbursement rates have been locked into the 2009 numbers. The executive committee raised the issue with VP Smith and he is looking at this. He agrees that the number needs to change. Summer reimbursements should go up as tuition goes up.

In addition, S. Fisher, with the help of several different Senators, drafted a document about summer pay issues. The memorandum first identified the institutional priorities for summer and, assuming a college is at least breaking even, VP Johnson agreed with the priority order: (1) students, (2) supplementing faculty income, and (3) revenue for colleges. Second, the document emphasizes the need to change the reimbursement rate back to the colleges. Third, the document notes the need to update the faculty handbook – e.g., eliminate the current rule prohibiting a faculty member from teaching two summers in a row; expressly allowing for partial contracts in the event of low enrollment. Fourth, we asked that the summer offer letters specify what is needed for a faculty member to earn full salary. Fifth, the document advocates looking at faculty as a unit, rather than at individual classes, to determine if a faculty member has generated enough tuition revenue to “cover” his/her pay. Sixth, priority of faculty over adjuncts – which was a big issue this summer with faculty having classes canceled and adjuncts remaining on the schedule. Seventh, compensation for thesis and direct studies in summer. In engineering we are compensated; understand compensation is not being given in some colleges.

VP Johnson asked K. West to present the proposal the Deans. I talked to MCOB and A&S ahead of time, and they were on board. The deans seem to be on board with guidelines that give flexibility but give some help for faculty. In particular, the Deans were on board with looking at all classes taught by faculty rather than looking class-by-class so a big class could offset a low enrollment class, provided the low enrollment class

met some minimum threshold. There was also discussion regarding the “minimum” number in the class may be different in summer than during regular term particularly for classes that are only offered in the summer, graduate classes, classes students need to graduate, etc.

Q: Is a per head model good for faculty? A: It is not a per student model. Deans can pay full salary even if enrollment does not cover the full salary – e.g., for classes that have to be taught, low enrollment or no (summer only classes, certain graduation requirements, etc.). Some Deans have been ignoring the faculty handbook, which does not mention fractional payment, and offering reduced pay contracts. Other deans were canceling classes without given faculty members the choice of teaching for less. The idea is not to create more faculty on fractured pay. It is to let Deans know they can do it.

Q: Can Deans invoke the fractional rates for all classes? A: No if there is insufficient enrollment then before cancel class, give option to teach. You will see language in coming month and I welcome input on that language.

Q: There has been proposal to load spring and summer at the same time so students know what will be offered in summer. Now we have a tentative schedule for summer but often its not published in time. A: There are a lot of related issues like that. One dean asked why can't students register for second term up to the start of second term. K. West asked registrar and she agreed we should do that. Financial aid balked but is “working on it.”

Q: Has anyone looked at drop add period – drop and add end on same day. If add was a day after drop, some of those seats may get filled. A: Good question and we need to raise that.

- Budget Council

The Budget Council met recently and passed a recommended budget that assumes a 1% increase in state funds. Administration thinks that 1% is the likely number. A few highlights from the budget. Health insurance premiums are likely to go up. Looking at alternate prescription reimbursement plans to keep cost down. On a positive note – the majority of spending – if you subtract out increases in health care and other things we have no control over – went to academic affairs for hiring new faculty. To grow we need faculty. A number of budget requests came out of the process improvement committee to make things run more smoothly.

- Mid-term Grades

Have you heard about it? Any complaints yet?

Please let your faculty know: this is all about financial aid and federal dollars. When a student gets federal financial aid, dollars come into USA. USA writes a check to the student for any aid amount above tuition. Students will sometimes get their check and disappear, and the university is on hook to pay the money back to the federal government. We return about \$800,000 each year and between \$100 & 200,000 is money in the student's bank accounts that we may or may not ever get back. Last fall,

administration came to us about the need to alter the F* to comply with new Department of Education guidelines. The next month we ended up in a DOE audit. The mid-term grade model is similar to Alabama's system. In addition to helping comply with federal guidelines, the mid-term grade system also helps with educational outcomes. Mid term grades will be in two weeks before advising starts so advisors will have access to that information during fall advising.

If members of your faculty ask, please explain why we *have* to do this. You will enter midterm grades just like normal end of term grade entry. If you enter an F, another screen will pop up – is it an earned F, is it an F stopped attending, or is it an F never attended. If a student magically shows up after mid term grades have been entered, faculty members can “override” the mid term stopped attending or never attended entries on the final grade.

As long as a student gets a grade in 1 class, the University does not have to pay money back. It was only if they received all F*s that the University was required to pay the money back. That's why in the audit last year, you may have gotten calls for information on particular students. The calls stemmed from students who had some F's and some F*s and USA had to prove to DOE that the F was an earned F, not an F*.

- Institutional Priorities/Strategic Planning – Town Halls
Discussed in president's priorities above
- Enrollment Update
Overall enrollment will be up. Large increases in graduate programs. Modest increases in undergraduate. Retention numbers look good. Administration was worried initially that the increase in admission standards would decrease enrollment this year, but it does not look like that has happened. This is good news for many reasons, but particularly given that many institutions are facing drops.

Announcements

- Mentoring program events (E. Buckner)
First, I would like to recognize my committee – please raise your hands. We met over the summer; developed a bibliography; and looked at programs from across the country. We met with Angela Coleman and with VP Johnson. VP Johnson is giving money to support the program. Our program is piloted for this year and will be a peer-mentoring process. It is not an administrative process. The Committee anticipates pairing new/junior faculty with faculty outside of their departments. We are asking for a 1 year commitment and to have monthly contact between the mentor and mentee. The purpose of the relationship is for the established faculty member to help the junior faculty member find answers. We need more mentors. We have 25 new faculty who have asked for mentors and we have not yet asked second year faculty if they would like to participate. We will be sending out an email to that group soon. I have placed a survey on each table or interested faculty members can do the survey monkey that has been set up. Please talk to people in your departments about volunteering to mentor. I think we will need about

40, but only have about 15 now. We are going to have mentor lunch/orientation on September 18. Will have progress meeting/lunch in January. Hopefully at the end of the year we will have opportunity for panel discussion about the program at the USA Conference on Teaching & Learning. Both VP Chronister and VP Johnson have mentioned some type of award for mentoring. We will be doing measurements at end. If you are interested in serving as a mentor, please return your survey to E. Buckner today and give extras to colleagues in your college.

Returned surveys will allow us to determine what resources are needed – e.g., promotion primer, grant writing seminar, etc.

K. West – don't forget to mention that we will have a fandango in October

- Community Partner Awards, the Semoon Chang Humanitarian Award (B. Gillis)
Awards will be given in November after the November meeting. Should see the request for nominees for Chang in next day or two. After that comes out we will send call for nominations for Community Partners. We will send reminders.
- Homecoming - dates/opponent (B. Gillis)
Playing Idaho Vandals on November 7. Tons of activities that week for students. We will have faculty tent again this year. Details to follow.
- Adjunct Requests to Administration - Updates (T. Poston)
Ted Poston served on a committee with 2 administrators this summer to look at two of the requests that came from our adjunct advisory group – tuition benefits for adjuncts/dependents and the number of classes could be taught. The increase in classes is done – adjuncts who are full-time university staff members may now teach up to 2 classes per semester. The other issue is recognizing a tiered service model for adjuncts to receive some type of tuition benefits; the committee is looking at a couple of proposals for doing that.
- Search Updates
VP Finance – 3 finalists over the next two weeks. Please come to the open forums.
VP Medical Affairs – M. Gillespie is on the committee. It has met and the university is using the same search firm as for VP Finance.
Dean of Education – will reopen this fall.
Dean of AHP – will reopen this fall.
Director of ILC – interim was appointed. Matt Campbell is on the committee. Encourage those who know possible candidates to share names. The committee would love to see a broader pool.

Old Business

Both policies that passed during the spring have been presented to the Deans.

- Revised Grievance Policy – overall the Deans thought the policy was an improvement. There was one sticking point: what can be grieved. It was written to allow any violation of the handbook to be grieved. The Deans are worried about opening the floodgates for minor complaints. So far we have not had a formal response.
- Revised Dean Emeritus Policy – we passed it; we sent it over to the deans; and they love the idea. The deans voted to pass it as we had written it. Then K. West got a call on a problem. The policy was passed to recognize deans with excellent service. The second reason it was passed was to allow a dean to step back to faculty but to retain the dean title for professional service opportunities. The way we wrote it, the policy only applied to those deans who were retiring from the university. K. West asked the deans to pass a revised policy and send it back. They did. Their changes are in red. Only adds “or reversion to faculty status.” It really is what we intended. I recommend that we approve this. Open floor to discussion.

Q: Do other universities allow this? A: Yes. It is not unusual. Allows for on-going service to the college and university.

Q: How much input from the faculty on this? A: This is a little vague. It requires consultation with the Faculty Senate. My hope would be the Faculty Senate committee would go to that caucus for input. Note, however, that this is a Dean emeritus, not professor emeritus, and the nomination comes from the administration, not the faculty.

Move to close discussion. 2d. Approved
Motion moved. 2d. Approved.

New Business

- Resolution on the name and charge of the Research & Creative Activities Committee - attached

Q: Why not undergraduate research? A: That is currently covered on the research part of the committee charge. It is the graduate education part that is missing. Have a separate Dean and did not have any direct contact with that Dean. If you'd like to offer friendly amendment will entertain it.

Other discussion? None.

Will ask for approval next month.

Guest: None
Adjourned 4:05.

Motion to Alter the Name and Charge of the Research and Creative Activities Committee

Whereas, the Faculty have a key interest and responsibility in the development, support and growth of graduate programs at the University; and

Whereas, one of the institutional priorities is “to enhance graduate education as well as research and scholarly activity”; and

Whereas, research and creative activities are an integral part of graduate education; therefore
Resolved, The Faculty Senate authorizes the addition of “Graduate Education” to the name of the Research and Creative Activities Committee and the alteration of its charge and description as given below:

Research, Creative Activities and Graduate Education Committee: This Committee shall support the research mission of the University by collaborating with the Vice President of the Office of Research and Economic Development (ORED). The committee engages in activities to facilitate research including exploring faculty research support, and promoting and reviewing ORED programs. Additionally, the committee will collaborate with the Dean of the Graduate School in developing and strengthening graduate programs.

Caucus Reports

Engineering – S. Yazdani – no report

Mitchell College of Business – T. Noland

1. Dr. Reid Cummings has been named the Director of the Center for Real Estate Studies & Economic Development.
2. Dr. Sonya Clark has been named the Director of the Professional Readiness Engagement Program.
3. Mr. Chris Lawrey (ABD) has been named Instructor of Finance.
4. Ms. Amia Baker has been named Director of the Joseph & Rebecca Mitchell Learning Resource Center.
5. The college is currently recruiting for 10 open positions, including a Distinguished Professor of Management and the Director of the Melton Center for Entrepreneurship and Innovation.

School of Computing – T. McDonald

- The School of Computing welcomed the following new faculty members this summer: Ryan Benton, Phil Menard, Leo Denton, and Rhonda Lucas.
- In June, SoC received official certification from the National Security Agency and the Department of Homeland Security, re-designating it as a National Center of Academic Excellence in Information Assurance and Cyber Defense. The certification was awarded during the 19th Colloquium for Information Systems Security Education held in Las Vegas.
- In July, SoC hosted two weeks of GenCyber Summer Camps for 60 Davidson HS students and their teachers to learn about cyber security. GenCyber is funded by the National Security Agency and the National Science Foundation. USA/SoC was one of only 29 universities and college campuses in 18 states that hosted camps this year.
- In August, SoC learned that its Computer Science, Information Science, and Information Technology degree programs were fully re-accredited by ABET. The programs underwent ABET review in the 2014-15 school year and no deficiencies, weaknesses, or concerns were found.

College of Allied Health Professionals – E. Kennedy

The faculty in COAHP did not slow down in the summer. Beyond teaching, most of the attention has been on the restructuring of the Health Sciences Division and the search for the new dean. Dr. Waldrop and Dr Johnson met with faculty and staff on July 7 to engage in open dialog about concerns related to future planning for the Health Sciences Division and the College of Allied Health Professions. A primary concern of faculty was to insure that the separation of the colleges (COAHP/CON/COM) would not diminish existing collaborative relationships and would not make future interdisciplinary healthcare collaborations more difficult. A new search committee has been formed for the Dean that includes a wider representation of programs across COAHP. There are 7 vacancies open in COAHP, including Dean, Chairs of BMD and OT, and faculty positions in SPA, PT, PA, and OT. We are happy to announce Cherie Pohlmann from Radiologic Sciences will be joining us as our newly elected senator. We are happy to welcome new faculty who have arrived on campus and will highlight in our next report.

Committee Reports

Tech Utilization – M. Campbell – no report

Academic Development & Mentoring – E. Buckner

Academic Development & Mentoring Committee: Faculty Mentoring Program August 19th, 2015

The Committee met several times following formation in April 2015. The Committee expressed strong interest in developing a peer-mentor program for the 2015-2016 Academic Year. The Committee searched the literature and searched for similar programs and compiled an extensive bibliography. These were reviewed and a set of general principles or talking points was developed.

The Academic Development and Mentoring Committee proposes to initiate a pilot mentoring program for first and second year faculty for 2015-2016. The peer-mentoring program would support faculty development in scholarship/research, teaching, and faculty practice/service. This program would be voluntary, designed to advise and support beyond the formal faculty evaluation structure.

General Talking Points:

- The purpose of the Faculty Mentoring Program is to facilitate faculty development in career advancement, teaching, scholarship, and service at the University of South Alabama.
- It is a faculty-led peer-mentoring program initiated by the Academic Development and Mentoring Committee of the Faculty Senate
- Pilot 2015-2016 with goal of 40 mentors and 40 mentees. In the future this may be expanded.
- Includes a formal 1 year commitment with expectation of monthly communication. Additional mentoring including informal and more frequent discussion is possible.
- Faculty mentors have volunteered, are senior faculty on tenure, non-tenured, or clinical tracks.
- Mentees will be recruited for 2015-2016 from 1st and 2nd year new faculty.
- Mentors will be assigned to match mentees' identified areas of interest and preference— e.g. teaching, scholarship, service, or general introduction to the university.
- Faculty mentoring is different from the administrative faculty evaluation process but should complement it.
- Mentors and mentees will be asked to complete end of the year surveys of effectiveness.
- There will be a mid-year checkpoint to determine how the mentoring program is going.
- At the end of the academic year there will be an opportunity to present examples/exemplars.
- Mentors will be recognized through the Faculty Senate and mentees may serve as mentors in future.
- First and Second Year Faculty will receive an email inviting their participation and indicating their interests. Please reply!

Mentoring Program Timeline

1. August--Introduce to New Faculty, Invite First & Second year Faculty to Participate; Mentors and Mentees complete Profile of Expertise and Interests
2. September/October—Mentor Orientation Luncheon and Mentor/Mentee Faculty Fandango
3. Fall Semester—Monthly Mentor/Mentee Contacts
4. January—Mid-Year Workshop on Mentoring Processes and Checkpoint for Progress
5. Spring Semester—Monthly Mentor/Mentee Contacts
6. May-End of year Event; Recognition of mentors; Presentations of Examples/Exemplars.
7. Evaluation

University Committee Reports

Violence Prevention Alliance Committee – C. Dolan

1. A full time Title IX employee Violence Prevention and Education Specialist has been hired to spearhead campus wide education, awareness and communication regarding all aspects concerning sexual assault/violence prevention. Her name is Courtney Diener and she is coordinating discussions and classroom presentations for students for fall semester and beyond. If interested, she can be reached in the Student Affairs Suite at 461.1892 or cdiener@southalabama.edu.

2. The fall campus wide sexual assault awareness campaign has begun as sponsored by the VPA. Girls Night Out is set for 9/9, 9/16, 9/23, 9/30 and BroCode is set for 9/29 and 10/6. Sponsors are needed. If interested, contact Courtney Diener or Krista Harrell, Associate Dean of Students for more information regarding advertising.