

University of South Alabama

**JagWorks@USA**

---

Minutes 2014-2015

Faculty Senate Minutes

---

8-1-2014

## Faculty Senate Meeting Minutes – August 2014

Faculty Senators

*University of South Alabama*

Follow this and additional works at: [https://jagworks.southalabama.edu/minutes\\_twentyfourteen](https://jagworks.southalabama.edu/minutes_twentyfourteen)

---

### Recommended Citation

Senators, Faculty, "Faculty Senate Meeting Minutes – August 2014" (2014). *Minutes 2014-2015*. 2.  
[https://jagworks.southalabama.edu/minutes\\_twentyfourteen/2](https://jagworks.southalabama.edu/minutes_twentyfourteen/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 2014-2015 by an authorized administrator of JagWorks@USA. For more information, please contact [jherrmann@southalabama.edu](mailto:jherrmann@southalabama.edu).



**August 20, 2014 – Faculty Club - 3:00 pm**  
**FINAL Minutes**

Attending: Estis, Gordon-Hickey, Kennedy, Morgan, D. Smith, Benko, Freed, Harrington, haywick, Husain, Kozelsky, Lindeman, Marin, Mishra, Ni Chadhain, Schulze, Shaw, P. Smith, Campbell, Finely-Hervey, Broach, Davidson-Shivers, Fregeau, Keshock, Norrell, Glover, Phan, West, Yazdani, Clanton, Tate, Alexeyev, Audia, Bauer, Burnham, Cioffi, Gillespie, Liu, Ponnambalam, Rich, Richard, Ruchko, Taylor, Chinkers, Gillis, Noland, Sharland, Woodford, Buckner, Fuller, Huey, Minchew, Vandawaa, Varner

Excused: Gapud, Faile, Marhsall, Poston, Landry, Javier-Ferrell, Falkos, Racheck, Riley

Unexcused: None

**Call to order – 3:01 by J. Estis with quorum**

**Approval of minutes:** May 2014 meeting

Motion made; 2d; approved unanimously

**Approval of agenda**

Motion made; 2d; approved unanimously

**President's Report**

Executive committee & officers continued working with administration over the summer.

J. Estis attended the state higher education conference. Our student leadership was there. Legislators were there. The conference was sponsored by the Higher Education Partnership. HEP is led by Gordon Stone, who has spoken to the Senate in the past. HEP membership is only \$12 per year. J. Estis encouraged senators to get involved to receive HEP information, especially as the legislature begins discussing performance based funding.

Happy Fulford will come talk to us about USA-PAC soon.

- **Priorities for the year**

President Waldrop has asked us for our priorities for the year. (1) Clear identity for USA and role of faculty in that mission and vision. (2) Improve faculty retention, recruiting, and satisfaction. Covers salary, benefits, as well as concerns with workload. (3) Evaluation of administration at all levels. In some units it is happening, but it is not happening systematically. Many institutions do evaluate administration. Our evaluation committee led by M. Gillespie is looking at what other universities are doing. (4) Mentoring – tenure/promotions as well as scholarly activity. T. Rich and his

committee will be looking at what other institutions are doing. We have been working on it for several years but now seem to be getting some traction with administration.

Also working to facilitate interaction between the “new” president and faculty.

Jeanne Maes will continue in her role as Ombudsperson this year. In adding that position, we have seen some concerns with processes and we will be working with her to look at some of those concerns and processes. For one, need to add the ombudsperson into the various grievance processes

- Search for new Executive Director of Marketing & Communications

The search is underway. J. Estis is the faculty representative. Have completed preliminary web interviews. Will have on campus interviews as early as next week. Opportunity to develop and articulate who we are as an institution. The Faculty Senate Executive Committee will have a 45-60 minute session with each candidate.

- Presidential Inauguration – September 12 – 2 p.m. – Mitchell Center

This is a first for us. The verdict is faculty will have reserved seating on the floor. You will get invite with RSVP. You will have reserved seats and reserved parking. But no regalia. Only platform party will be in regalia. Classes are canceled (@40) for the afternoon. That is also the USA v Mississippi State game, as well as the American Heart Association Heart walk. J. Estis has a team and you are welcome to join it.

D.Haywick - A&S is having a challenge related to Heart Walk.

- University comprehensive review of T&P process

President Waldrop has asked for the formation of a university committee to review the T&P process. We seem to have very low transparency in comparison with other universities. Will be looking for representatives to serve on that committee as that process moves forward.

- Town Halls/Caucus Role

Town Halls with President Waldrop have begun. Thanks to our caucus leaders for soliciting input as well as meeting with the President and VPs before the town hall. Each caucus has 30 minutes with the President and administrators prior to the college’s town hall. Opportunity to raise what is going well and where work is needed. Town Halls will not accomplish everything but so far they have been a great opportunity for Pres. Waldrop to make initial contacts. He will start asking questions if the audience isn’t asking questions of him. Engineering is up tomorrow. As a follow up, President Waldrop has suggested walk-and-talks. We are trying to work with the President’s office to schedule those now. Most time slots we have been given are at 8 a.m. and at 4 p.m. Will have @ 30 minute walk with an end point for those who do not want to participate in the walk still to have the

opportunity to talk. Try to get people to come. President Waldrop has been asking to do this for quite a while.

Question – will the VPs and Deans be there? No guarantee, but think they will not be there. Caucus leaders will be doing the notifications.

## **Announcements**

- Call for nominations for Adjunct/Part-Time Faculty Committee – J. Estis  
Formed by resolution in May. Need total of 9. Calling for nominations from each unit.  
Question re compensation? No It is a grassroot efforts
- Semoon Chang Humanitarian Award AND Community Partnership Award Nominations – B. Gillis – see attachment

We are supposed to give several awards each year. The first is the Dr Chang award – it is an endowed award. Information came out in the Digital List yesterday. Nominations by September 10. Open to faculty, staff, alumni, and students. Committee will make selection and bring slate to floor in September for approval in October.

Also have Partnership awards – teaching, research & service. Also by September 10. K. Woodford sent information attached to the agenda for your review.

- University Salary & Fringe Benefit Committee – S. Gordon-Hickey  
Met yesterday to discuss the upcoming 2014-2015 Health Care costs. Ed Kahalley, the University's consultant regarding health care, provided a projection of costs of 2015. As expected, health care costs will rise, but not as much as last year. The proposal provided includes increases to both the University and Employee contribution to annual health premiums. For both the base and standard plan, the proposed increase is \$3 per month for individuals and \$10 per month for families. The University will contribute an additional \$10 per month for individuals and \$25 per month for families. The proposal was accepted by the committee and will be forwarded to President Waldrop for review and approval.
- University Wellness Committee – S. Gordon-Hickey  
The Faculty Senate Salary & Fringe Benefit committee worked very hard to get a university-wide wellness committee established.

That committee is now meeting on a monthly basis to discuss a method to make University wellness events coordinated and publicized. In addition, the committee is working on its first charge from President Waldrop, a review of the tobacco policy of the University. Many Universities do not allow any tobacco use on campus. Our hospital system is working on a strict no tobacco use policy. The committee has asked that faculty senate to complete a survey of faculty and provide data to the Wellness Committee. Staff, students, and visitors will also be surveyed and/or considered moving forward. Want to include all tobacco as well as vapor cigarettes.

As part of Wellness, we've been asked to publicize a wellness event to our students. USA's Student Health Center is hosting the Jag Health and Wellness Day on Thursday 9/18 from 10am to 7pm. The goal is to help students learn where to find student health and learn about their services. Free physicals and wellness information will be provided to students along with giveaways. A special JagTran will run continuously for this event.

- UCUR Search – J. Estis

The position announcement came out this week. Important for our students and faculty as we promote our research mission. Tom Rich is our faculty representative on that committee.

- Assistance identifying mentors – T. Rich  
We've been tasked with matchmaking. The number of people seeking matches is growing faster than our ability to find mentors. If you know someone who would be good mentors, please send the name, contact info, and what areas they would be good for mentoring.
- Congratulations to our own Dr. William Richards – a U.S. News & World Report “Top Doc”  
Three other USA employees were also included as “Top Docs”.
- Lost keys – May meeting – If you have an extra pair of keys from the May meeting or if you turned in keys (somewhere?) after the meeting, please let K. Woodford know. A fellow faculty member lost her keys at the meeting and still has not recovered them.

### **Special Election**

- Tech Utilization committee chair  
Mary Anne Connors has accepted a new position at another institution. We need to have a special election to fill that position. We have one nominee. Open the floor for nominations. No nominees received. Motion to close nominations made; 2d; approved. Move to vote; 2d; approved.  
Executive Committee nominee – Matt Campbell  
Matt Campbell was unanimously selected to fill the open Tech Utilization Chair position.

### **Old Business**

- Revision received from Deans' Council to Chair Observation Policy

Last year sent a resolution to the Dean's Council on observation of classes. Policy and Handbook committee worked to address concerns with entry into on-line courses without notice. Main intent of policy was to create parallel between on-line and real world – if the chair comes into a traditional class, you know they were there and what they saw.

Deans Council made several changes. Added Dean to the list of who could observe. Changed from “student view” to a “read only” access. Removed notice “in writing” from notification requirement. Added an additional statement: Given the wide variability in disciplines . . .

This is to cover combined courses, particularly in nursing, which uses course coordinator with multiple sections. Policy was not meant to cover ability of course coordinator to access sections being coordinated. Different because everyone knows about observation and coordination going in.

Question: How does it apply to web-assisted courses? Administrators could look at Sakai before. Difference is now you are notified. Administrator can't just come in. Limits ability to get grades without coming to you for the information.

Question – what notice? Policy requires notice of observation. One person said the wording is vague. Is it enough that you are told in orientation that he/she can observe?

Discussion from the floor centered on strengthening wording to clarify what is the notice requirement. Consensus in discussion of need to strengthen – not just “I might” access to “I have accessed”; when it occurred; and what was observed.

In addition, discussion ensued on the last paragraph with a request that the wording be changed: if a college makes a policy it “will” be made available rather than “should”.

**New Business**

**None**

**Guest Presentations: None**

**Committee Breakouts**

Caucus Reports – Submitted in Writing

None received to date

Committee Reports – Submitted in Writing

None received to date other than reports that were made during announcements

## Faculty Senate Awards For Community Partnership, 2014 Call for Nominations

The 2013-14 USA Faculty Senate is currently accepting nominations for three Community Partnership awards. The awards, given annually, are designed to allow USA faculty to publicly thank and recognize community and business partners in the Mobile area who enhance the faculty mission of teaching, research, and service. The awards serve to strengthen USA faculty's connection to the community, as well as empower USA faculty to recognize excellence and commitment to the university's mission. Each faculty member may nominate one awardee each academic year in one of the three categories designated below.

All nominations (Nomination Form attached) shall be sent to the chair of the Faculty Senate Planning and Development Committee (Bill Gillis, [gillis@southalabama.edu](mailto:gillis@southalabama.edu)) by the ***deadline of September 10***. The committee will review the nominations, and qualified candidates will be voted on by the full Senate at the September meeting. Winners, along with the nominating faculty member, will be notified by in late September.

Winners and nominating faculty shall be special guests of the Faculty Senate at the faculty senate meeting in October (15<sup>th</sup>), and shall receive a commemorative plaque. Each year the names of the winners shall be added to a new, permanent display plaque prominently featured at the Faculty Club.

The award categories are:

- 1) Outstanding Research Partner - providing direct support to the research mission of USA faculty through financial, in-kind, personnel, expertise, office space, consulting, or other means
- 2) Outstanding Teaching Partner - providing direct support to the teaching mission of USA faculty, broadly defined, by providing a setting and/or skilled supervision for USA students. This partner enhances the educational mission of the USA faculty by providing internship/externship/field placement to USA students
- 3) Outstanding Community Partner - for an organization/agency that works with USA faculty to address needs of the greater Mobile community through collaborative research and/or service delivery

For questions, please contact Bill Gillis at [gillis@southalabama.edu](mailto:gillis@southalabama.edu)



**University of South Alabama  
Faculty Senate Awards for Community Partnership  
Nomination Form, 2014**

Name of Organization/Individual: \_\_\_\_\_

Contact information: \_\_\_\_\_

Name of Nominating Faculty: \_\_\_\_\_

Contact information: \_\_\_\_\_

Are there other faculty in your area/dept who would support this nomination? Yes No

If yes, please list names: \_\_\_\_\_

Please check the award for which this organization/individual is being nominated:

- \_\_\_\_\_ Outstanding Research Partner
- \_\_\_\_\_ Outstanding Teaching Partner
- \_\_\_\_\_ Outstanding Community Partner

Provide the reason for nomination: (include summary of service provided, and impact on faculty mission of teaching/research/service)

Additional information you would like to add:

Please return to Bill Gillis no later than **September 10th, 2014 at 5:00** p.m., or by e-mail at [gilllis@southalabama.edu](mailto:gilllis@southalabama.edu), or by fax at 251-460-7909.

**DEANS' COUNCIL REVISION TO  
PROPOSED POLICY FOR CLASSROOM OBSERVATION BY SUPERVISORS**

Section 2.8.2.3 of the *USA Faculty Handbook* shall be revised as indicated below:

## **2. ADMINISTRATION OF ACADEMIC DEPARTMENTS**

### **2.8.1 Role and Responsibility of the Department Chair**

The department chair is both a faculty member and an administrator. The basic orientation is toward the role of a faculty member, but the chair also functions as an administrator and performs as an integral member of the administration. The department chair is responsible for the general direction and supervision of the department, reporting to the Dean of the respective college. The department chair is responsible for:

- planning, recruiting, and recommending the appointment of faculty members;
- evaluating annually, and as directed, the performance of departmental faculty and making recommendations with respect to salaries, promotions, tenure, and retention;
- measuring and reporting student learning outcomes to continuously improve each program within the department;
- planning and recommending departmental programs and curricular changes, additions and deletions, coordinating with others when needed and as directed;
- recommending departmental class schedules, semester and annually;
- planning and recommending departmental space needs;
- developing and supervising a departmental protocol for advising students;
- recommending annual budget requests, and after appropriations, supervising expenditures;
- serving as custodian of all instructional property assigned to the department, including receipt, assignment, and eventual disposition;
- teaching and conducting research/scholarly activities;
- promoting/advancing the research productivity of faculty;
- promoting excellence in teaching and learning;
- performing other duties as assigned by the Dean, including special projects.

**Further detail and elaboration of the role, responsibilities, and duties of the Department Chair are given below.**

### **2.8.2 Departmental Governance**

#### **2.8.2.3 Responsibilities of Departmental Chairs**

- **Academic Responsibilities**

The department chair will involve the faculty in determining educational policy within the broader outlines of those policies already established within the college and the University. Such departmental policy would include the establishing of curricula and departmental majors, developing the department's faculty, establishing standards of instruction, evaluating instruction within the department, and determining requirements for graduation. Health Sciences chairs also oversee and/or approve clinical activities in the Colleges of Allied Health Professions, Medicine and Nursing. Thus, the department chair should encourage excellence in teaching; engage the faculty in the evaluation of teaching; establish appropriate arrangements for the supervision and approval of graduate theses/dissertations and for the advising and guidance of both undergraduate and graduate students within the department; encourage the organization and operation of appropriate student seminars, convocations, student groups, and clubs within the department; participate in teaching and research; maintain appropriate relationships with the technical, scientific, and scholarly organizations within the discipline; and effect an appropriate library collection. Those departmental operations that concern primarily the formulation of

educational policy, including curriculum requirements, are the primary responsibility of the faculty. The faculty must act to effect changes.

- **Personnel Responsibilities**

The department chair must assist the Dean and the faculty in recruiting capable faculty by making appropriate recommendations to the Dean; ensuring that appropriate departmental members are recommended for membership to the faculty of the Graduate School; making all other pertinent recommendations about personnel to the college Dean; encouraging effective teaching; encouraging research, writing, and other creative endeavors of departmental members; organizing and supervising the operation of appropriate faculty members and convocations; and assisting, on occasion, in selecting a replacement chair.

- **Financial Responsibilities**

The department chair must be involved with budget preparation and with administering the departmental budget, making recommendations to the Dean relative to promotions, salaries, tenure, faculty evaluations, leaves of absence, etc. for departmental faculty members.

- **Administrative Responsibilities**

The department chair, as the chief administrative officer of the department, shall be responsible for the programs of the department; supervision of the department's staff members, initiating and securing textbook lists for classroom use; preparation of class schedules and teaching assignments; maintaining a liaison with other department chairs, officers of the Graduate School and of the University; supervision and management of the physical facilities assigned to the department; making appropriate arrangements for advising student majors of the department; cooperating with and assisting the Dean in evaluating and promoting development of the department's programs of instruction; development and maintenance of contracts with research organizations and foundations on and off campus and with appropriate business, professional, and public groups; serving as liaison between the department and other academic units of the University. The chair will serve, when assigned, as a member of college or University committees.

Department chairs, when appropriate, may assign responsibility for program coordination, including observation of classroom instruction and assessment of student learning outcomes, to persons academically qualified in the field.

- **Observation by Supervisors**

Because of the usefulness of having firsthand information about an instructor's teaching effectiveness, a faculty member's classroom instruction may be observed by an authorized supervisor, such as a Dean, department chair or his/her designee. Such observation is justified where the purpose of the observation is to evaluate the instructor for advancement purposes or to enhance instruction.

Observation of online classrooms by supervisors is to be done in a way that parallels that of traditional classrooms as closely as possible. To this end, supervisors' observation of online classrooms shall be done using a read-only viewing mode. Furthermore, because faculty teaching in a traditional classroom are aware of supervisory observations, faculty teaching online courses shall be informed that a supervisor will have access to the faculty's online course for evaluation purposes.

Supervisors who need to view a classroom instructor's gradebook, or feedback provided on individually submitted student work (such as completed papers, tests, and quizzes), may request that such materials be provided by the instructor.

Given the wide variability in disciplines that can affect pedagogical considerations such as format, objectives, content, and methods, departments and/or colleges may elect to develop specific written policies in addition to these general guidelines regarding the conditions regulating classroom observation. Once approved by the dean, these policies should be made available to the faculty.

Section 3.8.2.11 of the USA *Faculty Handbook* shall be revised as indicated below:

### **3.8.2 PART-TIME FACULTY POLICY AND PROCEDURES**

#### **11. Supervision and Evaluation**

*Supervision* refers to a means by which the faculty member's teaching performance is monitored and by which individual guidance on meeting teaching responsibilities is received. *Evaluation* refers to a means by which teaching performance is formally assessed.

- Part-time faculty will be supervised and evaluated by the Dean, department chair or his/her designee on an annual basis.
- In every course taught by a part-time faculty member, the department chair or his/her designee will observe the class at least one time during the first semester that the part-time faculty member is teaching. In the course of such observations, the supervisor may have read-only access to any and all instructional materials. The resulting evaluation of teaching effectiveness will be documented and provided to the faculty member and maintained in departmental files. When deemed appropriate and constructive, the department chair may arrange subsequent visits to the part-time faculty member's class in later terms.
- Each semester, the department chair or designee will review and approve the syllabus, schedule of lectures or topical outline, objectives, and textbook(s) for all courses taught by part-time instructors, and will discuss with the part-time instructor the department's expectations for the course as well as the part-time instructor's teaching plan for the course.
- Part-time faculty will be evaluated in accordance with the same policy and procedures as those employed for the evaluation of teaching for full-time faculty. However, part-time instructors will be evaluated by students in every course. Part-time faculty should be informed of the procedures for the evaluation of teaching during their orientation.
- Each department will demonstrate that it uses the results of student and other evaluations of the courses in decisions regarding rehiring part-time instructors and in improvement of teaching and student learning.