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Faculty Senate Meeting Minutes – August 2013

Faculty Senators

University of South Alabama

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UNIVERSITY OF SOUTH ALABAMA
Faculty Senate

August 21, 2013 – Faculty Club - 3:00 pm
Approved Minutes

Present: Estis, Gordon-Hickey, Kennedy, Morgan, Smith, Benko, Carr, Fisher, Husain, Kozelsky, Loomis, Marshall, Mishra, Chadhain, Rivenbark, Schulze, Smith St. Clair, Campbell, Landry, Finley-Hervey, Whiston, Davidson-Shivers, Norrell, Glover, Phan, West, Britton, Tate, Alexeyev, Cioffi, Gillespie, Rich, Ruchko, Gillis, Noland, Woodford, Buckner, Fuller, Huey, Minchew, Walls

Excused: Faile, Connors, Haywick, Shaw, Audia, Burnham, Rachek, Richards

Unexcused: Marin, Taylor, Gupte, Falkos, Stefurak, Varner

Call to order - D. Marshall at 3:03

Approval of minutes:

Motion to approve the May minutes was moved & seconded.

Minutes were unanimously approved.

Approval of agenda

Motion was made & seconded to approve the agenda.

Motion carried unanimously.

President's Report

- **Presidential Search Update**

- Candidate presentations – Sept. 26, Oct. 3, Oct. 10, Oct. 16

D. Marshall indicated that he would provide what information he could. He reported that the initial pool has been narrowed down to 6 candidates. There are no internal candidates. At this point, he feels confident that the Trustees are adverse to selecting a president who does not come from the pool. The search committee will have interviews with the 6 in September. Then, the search committee will invite between 2 & 4 candidates to campus. The first interview date will be Sept. 26; next Oct. 3; then Oct. 10; and Oct. 16, if needed.

The FS Exec Committee will meet with each candidate at 1. At 4 on each date there will be a public presentation. The candidate will have 10-15 minutes to introduce himself/herself. The rest of the hour will be Q&A session. It has been suggested that the Faculty Senate will have 3

or 4 beginning stock questions that every candidate will be asked. Be thinking about what question will best capture the concerns of your colleagues. Email those questions to Doug, Phil, Julie or Kelly. Although we will start the presentation to the faculty with stock questions, we still want floor to be open for unscripted question for most of the meeting.

D. Marshall asked: Would you prefer the candidates get the stock questions ahead of time or off-the-cuff. Initial reaction is off-the-cuff, but concerns were raised that if candidate knows someone, the first candidate would be caught off guard but later candidates could have an advantage. One said it will depend on what the questions are. Each of these questions should be designed to trigger later questions from the floor. The Exec. Committee will compile questions and try to distill to 3 or 4 and send them out for comments.

Plan currently is to announce the 2-4 finalists at a press conference. The goal is to send an email to faculty before the press conference so the faculty gets the info. shortly before the press. The email will have a short bio on each candidate.

People who come to presentations will be given access to a means of providing feedback; the feedback mechanism is believed to be an anonymous system but details have not yet been provided.

- Enrollment & related issues

Enrollment is a way to talk about raises. There are limitations on what can be said even though there is a lot of info. floating around. The administration is going to propose a raise this year – an ongoing permanent increase for faculty and staff. The expectation is trustees will approve a raise at their September meeting. The nature of the raise will be merit based and will look at performance over last 5 years. Within that there is an expectation that everyone will get something. To get nothing (or to get less than the established floor) will require approval by at least the VPAA (potentially the President) and there will be caps on how much an individual can get. There is also supposed to be a carve-out of money to address egregious cases of compression or inversion within units. The deans have been told to calculate this raise assuming 1% so the calculations can easily be multiplied by a factor of X – depending upon what the percentage will be.

The amount of the raise is contingent upon enrollment.

Moving forward: retention + recruitment = raises.

The latest numbers D. Marshall has received (hard to know for sure until the end of add/drop tomorrow), the University is likely to be 350-400 students more than last year. This is before the inter-state and international recruitment efforts get going. There will also be an across-the-board raise for staff though how it is going to work has not been decided.

Another increase for adjuncts is not currently on the table.

D. Marshall should have info. to provide after the Sept. 12 trustee meeting

- Communication with Administrators

We have been trying for some time to get more contact with administrators and we have been successful in getting more face – to –face time. We have also been trying to make inroads in meeting with trustees. Normally when they are here access is limited. The executive committee has been invited to the September Trustees’ dinner, which will give the trustees faculty faces with whom they can identify. In the future, we really want to have a separate meeting with the trustees when they are here – potentially an open meeting for faculty.

- New Faculty Mentoring

Thanks to Thomas Shaw & his committee, we have started a new faculty mentoring program that has been successful. It is hoped that we can give that program a higher profile by providing a new faculty orientation by the Faculty Senate at a more relaxed time in a more relaxed environment than the three day official marathon. We are going to use our 4th Friday Faculty Fandangos as a way to bring the new faculty in and introduce them to established faculty. We will extend specific invitations to new hires but all faculty are invited. We will also have a specific focus for a short discussion at several of those 4th Friday events. For the September meeting want to identify some prolific faculty on the research side to have them at the reception to talk to new faculty and hopefully find some assistance, pairing.

- September’s 4th Friday Fandango – New Faculty Welcome & Research (Sept. 27)
- October’s 4th Friday Fandango – Teaching (Oct. 25)
- Research announcements
 - Mentoring opportunities beginning on Sept. 27th
 - Press-Register series on USA Research (Copies of recent articles on the table)

The *Mobile Press Register* is running a series of articles on USA research. Two articles have been published. Plan is for 12 (one per month).

Later this year, the Faculty Senate will be converting the research committee from an ad hoc to a standing committee. Currently the ad hoc committee is an open committee on which any Faculty Senate member may participate, in addition to the Senator's role on a Standing Committee.

Lynne Chronister, VP for Research & Economic Development, is proposing a research incentive program. Current proposals include:

- (1) A \$25,000 "pilot" grant program for seed or gap funding for developing new technology.
- (2) A small grant program for travel or material collection primarily for the arts & humanities.
- (3) Incentive grants for interdisciplinary proposals submitted to federal or industry sponsors.
- (4) Teaching "buy out" grants to fund a one class per semester course release to prepare preliminary data or prepare a major proposal (not COM).
- (5) A faculty mentorship award
- (6) A summer salary stipend for anyone who receives an NSF CAREER Award.
- (7) A "loan" program for covering copyright costs for faculty preparing books.

Announcements

- Ombudsperson – J. Estis

Selected Ombudsperson – Dr. Jeanne Maes of MCOB. This is a one year trial position. If you know of anyone who needs ombudsperson assistance, send them to Jeanne. She's been with University since 1985 and has great deal of experience in mediation and conflict resolution. She will serve as a neutral 3d party faculty can go to to discuss issues and hopefully help resolve them. This is for faculty only – not students (go to student affairs); not staff (go to HR).

- Football Picnic for Faculty – August 25 – 12:30 – K. Woodford

Email announcements have been sent. Please encourage your units to attend. The coaches will be available to talk to faculty and members of the athletic advising office will also be there. This is part of an on-going effort to get faculty more involved in athletics and for faculty to learn more about the services available through the athletic advising office. Bring your families and come enjoy free food & football.

- Update on Director of International Education Search – J. Estis

The search is complete. Offer has been extended. We have an informal acceptance but paperwork is not final. Should be able to announce by next meeting; hope to have the person on board by October.

- Update on Associate V.P. for Academic Affairs for Institutional Research, Planning & Assessment – S. Gordon-Hickey

- Presentations at 2:15 on Monday, Wednesday & Friday (Aug. 26, 28, & 30)

Had pool of @ 50. Had on-line interviews. Have 3 candidates coming next week. We delayed on campus visits until faculty were back. We hope you will come to MCOB 265 next Monday, Wednesday & Friday. There are 2 external and 1 internal candidates.

- Update on Selection of Assistant VP for Research Search – P. Carr
Search for Asst VP happened a while back. Offer to Kim Littlefield from U. of Wash. Should start Aug. 26. Position to increase interdisciplinary research and large grants that require collaboration. She will likely be invited to our September meeting.

- Committee Goals for 2013-2014 by September 4

Be ambitious but realistic. This is a somewhat reactionary year b/c of presidential search and related change. If there is something doable that we can do as a Senate let us know.

We have started giving a letter to each new administrative hire from the Senate. We will be putting a letter together for the new president. This committee goal setting could encompass thoughts on what should be in the letter. Some of those points may also be raised during the interview process.

- Fringe Benefits Update – S. Gordon-Hickey

The University fringe benefit committee met recently. External consultant made it clear USA's contributions are higher than the norm for our area. USA pays 75% of the cost. Base plan & standard plan – If hired by Dec. 31, 2012 you are a base plan person; those hired afterward get the standard plan. Two plans came about to save benefits for those who have been here a while while allowing the University to find ways to save money on benefits. If you are in the base plan, the cost share will stay the same – the University will continue to pay 75% and you will pay 25%. There were changes to the standard plan – their cost share will go to 70%-30% & their co-pays will go from \$30 to \$35.

The 2014 rates :

Total \$515 for singles but your contribution is \$100

slight increase from last year

For family 1160 – your rate \$319 – \$32 increase over last year

- Accessibility Update – Conversion of podcasts in iTunesU – K. West

ILC is equipped to download iTunesU content, caption it and upload it for you; all you need to do is fill out the form (link below, no encryption). My guess is that they'll need to contact you after receiving the form.

<http://tinyurl.com/redirect.php?num=usacaption>

There is a direct link on ILC's website.

Teaching content must be accessible to students with disabilities. Big issue is capturing for podcasts. ILC has capability to do this to help faculty. For those using iTunesU, ILC has capability of taking care of the captioning from iTunes. They can download, caption and upload

it for you. Have undergrads who check the captioning. If you would like ILC's assistance in captioning your podcasts, please complete the form to set the process in motion.

Old Business

- Hiring resolution

Where we are: Drs. Johnson & Franks have written verbiage for the faculty handbook. Based on the initial read, we think we are going to have to go back again. But we are getting close. When searches occur, the role of the committee, meeting with appointing officer, etc. are all there.

Reason to believe administration is taking note of the resolution. The VP search was moved so faculty would be back. Deans are beginning to contact us in regards to searches. We are getting inquiries for "approval" of FS reps but would like to be involved in process as soon as possible.

New Business

- New administrative e-mail policy – K. West

This has to do with gmail users; not the health science side of the house.

It is effectively an administrative policy for gmail users that addresses security and encryption issues. Have FERPA & HIPAA issues with using gmail. The draft administrative policy outlines that google cannot data mine at South. Gives best practice for secure practices. E.g., If you email grades to yourself the file should be encrypted. The committee is going to look at it b/c at the moment the policy is confusing and raises as many questions as it answers.

- Call for Chair of Academic Development & Mentoring Committee

A member of Exec. Committee, Thomas Shaw, has asked to step down from the Exec. Committee. If you are interested in serving in this position, please contact Doug, Phil, Julie or Kelly and we will have an election to fill the vacancy next month.

Non-Agenda Item – V. Tate raised concerns regarding on-going issues at the University Library. See the written caucus report below for details.

Guest Presentations: None

ADJOURN 3:59 p.m.

Committee Reports – submitted in writing

- Academic Development and Mentoring (Thomas Shaw)
No report.
- Environmental Quality (Doug Haywick)
No report – will be calling a committee meeting soon.
- Evaluation (Sam Fisher)
No Report
- Planning and Development (Mark Gillespie)
No report
- Policies and Faculty Handbook (Eric Loomis)

The Handbook and Policy Committee met on May 15, 2013 to discuss possible Committee issues for 2013-4. Members attending included: Dr. Sinead Ni Chadhain (A&S), Dr. Gayle Davidson-Shivers (EDUC), Dr. Joycelyn Finley-Harvey (SCESP), Dr. Eric Loomis (A&S), Ms. Vicki Tate (LIB) and Dr. Leslie Whiston (SCESP). The Committee considered five issues for further investigation:

1. Faculty workloads. This was a holdover issue from the 2012-3 Committee, and concerned some faculty teaching workloads being out of proportion to the workload of other faculty. After discussion, the 2013-4 Committee decided to suspend further consideration of this issue for the time being, owing primarily to difficulties surrounding the ability to assess appropriate workloads between departments and across different colleges.

2. Adjunct Faculty Representation. This issue concerns how adjunct faculty are represented within the University, including possible grievance procedures. The Committee elected to pursue this issue further and will investigate both how adjunct faculty are currently represented, and, if necessary, possible ways to improve their representation.

3. Department Chair Status. Department chairs at the University are heads, and in most cases do not serve for a stated term. This is in contrast to many universities, including many USA peer institutions. The Committee agreed to investigate this issue with an eye toward possibly proposing a change to the Handbook policy governing the appointment of chairs.

4. Emeritus Chair Status. The Committee considered the issue of whether refinements could be made to the status of Emeritus Professors, in particular in their election to Emeritus status. Dr. Davidson-Shivers informed the Committee of a recent University Ad Hoc Committee that had addressed this issue, and subsequently emailed the result of that Ad Hoc Committee's report to members of the Handbook Committee. The Handbook Committee agreed to follow-up on this issue, and will consider the Ad Hoc Committee's proposed changes to the Handbook language.

5. Longer Probationary Period for Tenure-Tracked Faculty in Health Sciences. A proposal was made by another Senate member to consider lengthening the tenure period for some faculty to 10

years, on the grounds that the current period is too short and that some other Universities have made this change. The Committee agreed to further investigate this issue.

- Salary and Benefits (Susan Gordon-Hickey)

The University Fringe Benefits Committee met on July 30 to discuss Health & Dental Benefits. This committee is now chaired by Steve Simmons, the VP for Financial Affairs. The Benefits Consultant, Ed Kahalley, reviewed the Annual Valuation and 2014 Projection of Cost with the committee. He made note that the USA Health and Dental Plan is one of the best benefit plans offered in this area - that it excels in the level of benefits offered and has one of the lowest employee cost-sharing requirements. After careful review (and extensive questions), the committee unanimously decided to continue with the same cost-share requirements and benefits package for USA employees under the base plan. The University continues to commit to paying 75% of employee health benefits costs with 25% employee cost-sharing requirement. Attached you'll find the new Health Premiums. Please note that for all parties, a slight increase in rate has occurred. Additionally, there are 2 health benefits plans (one for all faculty/staff who were hired by 12/31/12 and one for those who were hired 1/1/13 and on). The decision to have 2 different health plans (with the unfortunately very confusing names of "standard plan" and "base plan") was made one year ago. The purpose of introducing a new health plan was to save the University money in the long run - but to NOT substantially change existing employee contributions and benefits. So, employees hired on or after 1/1/13 are on the "standard plan". Their cost sharing did increase this year with some increase in copays as well. There are 173 subscribers to the standard plan.

- Technology Utilization (Kevin West)

The committee first met at the conclusion of the May Faculty Senate Meeting and began outlining goals for 2013-2014, which is still ongoing but expected to be complete by early September. The following outlines issue/concerns that were addressed by the committee over the summer and leading up to the Fall semester:

- A committee member addressed concern regarding the ability to save live streaming video in Sakai using the current application (Big Blue Button.) The feature was available in the previous application but not currently. In a meeting with Dr. Dempsey, the chair posed this question and was assured that the University was working to have this featured enable (the issue lying with hosting vendor) and it would likely be available in the fall. The chair will follow up to verify.
- The Senate President requested that responsibility for the Senate's webpage maintenance be put under the control of Andrea Wright (Libraries). After some discussion with web services and public relations, this process is currently under way.
- A faculty member inquired as to the procedure for requesting the ILC to caption videos currently available on iTunes. Addressing this question to Dr. Dempsey, the chair was provided with the request form and assured that ILC would take care of both downloading

the original content and uploading the captioned content. The chair will work with Dr. Dempsey to make the simplicity of this process more widely known.

- The Executive Committee of the Senate asked the Technology Utilization Committee to review and comment on the Administrations draft email use policy (mainly dealing with security issues.) The policy had been emailed to the committee which will meet soon to discuss it and make recommendations if necessary. The chair will give the full Senate a synopsis during the Senate meeting in August.

- Ad Hoc:
 - Research and Creative Activities (Ellen Buckner)

See info. regarding research set forth in President's report. In addition, the Research Committee would welcome members. We have a good group but if others are interested, please contact Ellen Buckner. We are actually meeting for a few minutes after the Faculty senate to discuss the incentive plan and ask our planned meeting day/time is OK.

Caucus Reports – submitted in writing

- Allied Health Professionals (Elisa Kennedy)

On July 16, the senate caucus met with Dean Rick Talbott as a regularly scheduled meeting to method of promoting interaction between faculty and the dean's office. Topics of discussion included:

- a. Improving integration of clinical practice opportunities between USA hospital/clinical services and academic programs on campus. Dean Talbott this was going to be a primary initiative during the next year
- b. Clarification of COAHP Faculty Workload Policies approved in 3/2013
- c. After discussion, the addition of a Q&A session from faculty members were included during the annual COAHP faculty meeting (8/19).

Events planned by the COAHP Senate Caucus for the upcoming year:

The COAHP plans to continue annual town hall meetings to be held in October. Plans for social events to increase interdisciplinary collaboration will continue throughout the next year, such as social meetings and brown bag research lunches.

- Arts and Sciences (Mara Kozelsky)
No report
- Continuing Education (Joycelyn Finley-Hervey)
Report coming
- School of Computing (Jeff Landry)
No report

- Education (Tres Stefurak)

No report

- Engineering (Grant Glover)

No report

- Library (Vicki Tate)

The University has officially announced that the McCall Archives will be moving into the University Library and will reside in what is now the bound periodical area on 3rd floor south. To accommodate this “library within the library”, we will be removing all bound volumes available either in electronic format or determined or no longer meet the research needs of the USA community. The library has started the process of determining which titles meet these criteria and will be discarding the physical volumes over the next school year. Academic departments will be notified as to what titles and volumes will be withdrawn and will be given the option of claiming the discarded volumes for their own use. It has not been determined where the remainder of the serials collection may be housed within the library. The library has until summer 2014 to complete the project. In addition the library will be renamed the Marx Library as the result of a \$3 million donation to the university by the Marx family.

The University Library at the University of South Alabama is one of 473 institutions across the country that has been awarded the “Created Equal: America’s Civil Rights Struggle” from the National Endowment for the Humanities/Gilder Lehrman Institute of American History Grant. In addition to \$1500 stipend to support programming, the library will receive a set of four films (The Abolitionists, Slavery by Another Name, Freedom Riders, and The Loving Story) chronicling the history of the civil rights movement.

The library is once again displaying the annual “Helen Keller Art Show” on the 1st floor south gallery in the library. The works are from students with hearing and/or visual impairment from the state of Alabama. For the first time the library will have a “best in show” award and are asking the general public to help select the winner. The display will continue until Sept. 20th.

The library continues its Starbucks watch. The latest time frame given was that the construction was to commence before school started with completion set for Feb. 2014. As of today, there is still no sign of life. To accommodate the eventual construction, the IMC desk has merged with the circulation desk, though there are still collections in the old IMC area. The library’s computer lab is now located on 3rd floor south where the old PETAL room used to be and right next door to the library instruction room in UL 305.

To accommodate the increase demand for library instruction, we will be converting room 171 near the UL circulation desk into a dual purpose room for group meetings and library instruction. When needed for smaller classes (15 people or less) the room will use laptop computers for access to library resources.

- Medicine (Judy Burnham)

Dr. Glenn Wilson, professor and chair of cell biology and neuroscience at the University of South Alabama College of Medicine, has been named the "Best Mobilian Right Now" by Lagniappe, a newspaper in Mobile.

The College of Medicine is celebrating its 40th anniversary this year.

A recent quality measures report released by the University Health System Consortium (UHC) shows that the University of South Alabama Medical Center is ranked No. 1 in quality of care among 158 university teaching hospitals.

Dr. Donna Cioffi a four-year \$1 million grant from the National Institutes of Health. Her project focuses on better understanding how the cells that line the blood vessels of the lungs called endothelial cells function when challenged by disease or illness.

Dr. Mary Townsley, professor of physiology and internal medicine at the University of South Alabama College of Medicine, recently received the 2013 Leadership Award from the Pulmonary Circulation Assembly of the American Thoracic Society (ATS).

A group of USA College of Medicine students recently returned from a medical mission trip to Peru. While there, the group traveled by boat, stopping to provide clinical care to eight villages along the Amazon River.

University of South Alabama Vice President for Health Sciences Dr. Ronald Franks was recently installed as the Medical Association of the State of Alabama's president-elect.

- Mitchell College of Business (Tom Noland)

The Mitchell College of Business Department of Accounting has gained separate accounting accreditation. Less than 35% of all AACSB accredited business schools have separately accredited schools/departments of accounting.

Four faculty have joined the Mitchell College of Business.

Accounting Instructor - Lucy Honeycutt MAcc CPA- Senior Manager CohnReznick (Nation's 11 Largest CPA firm)

Economics Assistant Professor - Ermanno Affuso Ph.D. - Moving from Rhodes College
Economics Assistant Professor - Chris Herrington Ph.D. - Coming from Arizona State Ph.D. Program

Finance Instructor - Reed Cummings - Working on his DBA at Kennesaw State University

- Nursing (Elizabeth Fuller)

No report