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Faculty Senate Meeting Minutes – January 2016

Faculty Senators

University of South Alabama

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UNIVERSITY OF SOUTH ALABAMA
Faculty Senate

January 20, 2016 – Faculty Club - 3:00 pm
Approved Minutes

Attending: Morgan, Carr, Culler, Freed, Harrington, Kozelsky, Lindeman, Marshall, mata, Moore, Ni Chadhain, Reichert, Schulze, Stutsman, Bourrie, Campbell, McDonald, Broach, Davidson-Shivers, Fregeau, Norrell, West, Yazdani, Clanton, Wilson, Chinkers, Cioffi, Omar, Ponnambalam, Richter, Taylor, Noland, Woodford, Dolan, Huey, Minchew, Riley, Vandawaa, Varner, Palle

Absent: Pohlmann, Kennedy, D. Smith, Fisher, Poston, P. Smith, Gecewica, Whiston, Glover, Audia, Bauer, Bennett-Baldwin, Bolton, Falkos, Gillespie, Rachek, Rich, Richards, Gillis, Grant, Buckner, Scalici, Piazza, Phan

Call to order 3:03 with quorum

Approval of minutes: November meeting – **motion to approve, 2d, carried**

Approval of agenda – motion to approve, 2d, carried

President's Report

- **Midterm grades**

Did anyone have trouble changing mid-terms? One A&S faculty member reported that a student disappeared from the computer and was never put back. The faculty member was able to get it fixed, but it was not easy.

Going forward, the only way a student will be removed from a class is if the student has ALL F*/U*. Even one F, the student will not be administratively withdrawn from classes.

Next week we will be discussing the wording of the information going to faculty about mid-term grades, but the effect should be that mid-term grades ultimately have no impact UNLESS a student gets ALL F*s. But do not give an F* as a “warning”. Only give them an F* if the student is not attending.

Q: Date for midterm? A: March 14. Q: Would be helpful if have the date before semester.
A: It is on the Academic calendar.

- **Summer tuition distribution**

Last year there were a number of issues associated with summer contracts. We started by pushing the administration to update the amount of money paid to the colleges for each credit

hour taught. Scott Weldon is looking at an increased amount (it has not changed in a number of years). He understands that it is leading to classes being canceled. The executive committee has had discussions with administration and indicated that faculty are willing to take a hit on summer compensation (in lieu of having a class canceled and receiving no compensation), but the pain should be shared. K. West is working with S. Weldon for a model. This is part of the process of trying to get a real budget for the university the actual budgets for colleges/departments.

Q: Is the calculation going to be done by course or by faculty member? A: That's under old business. The Deans have agreed to look at the faculty member as a whole, rather than class by class.

- **Prescription plan transition – Express Scripts**

This was fun right – and it happened just as the Salary & Benefits chair was promoted to Asst. Dean in Allied Health!

In short, the prescription transition was not as smooth as we were told it would be.

What is supposed to happen: If a participant has a medication that was covered under the old BC/BS plan that is not covered under the new plan, the medication WILL be covered for the first 90 days of the new plan. This 90-day window gives participants 90 days to get information from the prescribing doctor to Express Scripts to get the medication grandfathered (and, therefore, covered under the new plan).

However, under old plan, some meds required pre-approval, others did not. Under the new plan, the lists requiring pre-approval is different! So a faculty member had a prescription that did not require pre-approval on the BC/BS plan, but did require approval under Express Scripts. When the faculty member went to fill the prescription and coverage was denied because no pre-approval was on file. There were a couple of issues like that but Pam Henderson has worked very hard to get those fixed as quickly as possible.

We need to know if there are others so we can help get these settled as soon as possible. HR is aware of the issue and Express Scripts is also aware.

One issue raised by a member – discount coupons. Cannot use the coupon for on-line ordering. Have to mail it and order by mail.

******Send Kevin West email if you become aware of any issues.******

- **Accessibility Requirements for Courses**

One or more Deans have told faculty that all courses must be completely accessible, and questions have been raised with administration about accessibility of materials that are developing as the course progresses.

K. West asked Dr. Johnson. Dr. Johnson's response was: (1) if a faculty member is developing materials during the semester for immediate use; and (2) there are no disabled students in the class; and (3) the materials are likely to change the next time the course is taught, then the faculty member does not have to have everything closed captioned, etc. However, if materials are re-used in multiple semesters, the faculty member should begin requesting closed captioning.

One problem: there is a huge backlog in ILC. It now takes 3-5 months to get the closed captioning completed.

Consequently, K. West also raised with Dr. Johnson the need for a contingency plan in the event a student is in a class and immediate captioning is needed. He said it would be a good idea to have an outside vendor available for quick turn-around situations, and he would look into contracting with an outside vendor.

K. West will be meeting with Jean Tucker to ask more questions about accessibility.

Q: At one university we were required to get student signatures to record classes because of FERPA. A: At new faculty orientation, faculty were told that recording was not an issue and we can record without permission.

Q: But the question – can a faculty member say to a student you cannot record the class as an accommodation?

Announcements

- **Plagiarism Committee/Honor Code**

There is an ad hoc committee looking at options on plagiarism policies, with potential to treat plagiarism in 1st and 2d year classes differently than in upper level/graduate classes. Julio Turrens has been asked to work on this and he has asked for committee members. Wants reps from a number of areas. If you know of someone who is involved in 1st and 2d year courses, particularly in sciences and health fields, who would like to work on this, **please send names to K. West.**

There is also talk of switching from “academic misconduct” policy to an “Honor code”. Ravi, the student government president, thought it was a good idea but he was not sure he could sell it to the student government.

Q: Ability to notify students of academic misconduct by email? A: Should be coming soon.

- **Salary and Benefits Chair Opening – self nomination for 2 month term**

It is only for 2 months but if you are interested in being on Ex Comm, it would be an entre into running for the office in 2016-2017. It is an important committee and an important job. Susan met with HR as well as VP of Finance and Administration regularly. Did a very good job keeping us informed and for advocating for faculty.

Send self-nominations to Kevin or Kelly.

- **Pathway USA – Faulkner State**

You should have received an informational email about “Pathway USA” from the President’s office. The FS officers were briefed on the initiative several weeks ago. This is an agreement to coordinate efforts. If you read the email too quickly you might think this would result in a new flow of unqualified students. But that is not the purpose and unlikely to be the result. Instead, it is designed to give USA some influence in the community colleges –advising students on what would be helpful if they took, etc. For example, there is one major that if the student came to South and took 1 class while the student is finishing the associate’s degree, it would save the student a whole year.

In addition, we are going to do what we have been doing with Spring Hill engineering students for years – send South credits back to the community college. This allows a student who is a few hours short of an associate’s degree to come to South, take the missing hours at South, receive credit for the hours at the community college, and the student will then be awarded the associates degree while working on the bachelors.

Likely other local community colleges will be on board before long.

Q: Did say these students would get into athletic events for free, but our students pay a hefty fee – will these students have to? A: I don’t think so. It is a courtesy to get them to feel like they are part of the USA community.

- **Search updates**

Dean AHP – there is an interview right now with the 5th candidate. Many of the Senators and executive committee members are at that interview for the Faculty Senator interview slot. From what the Executive Committee has seen, it is a strong pool. Two are international; one of those was at USA before.

Exec Dir of ILC – Matt Campbell – search committee reconstituted. Job description re-written to target a different pool. Advertisement should be going out very soon.

K West noted that Dr. Johnson has said the position was renamed to “Exec Director” to attract more highly qualified external candidates.

COE – made its decision. Interim dean is now the dean.

Medical affairs – no reps presented

- Congratulations to Elisabeth Vanderwaa – Faculty Representative on USA Foundation Board

Old Business

- Revised Grievance Policy – update

The administration has responded. Right now we are just giving overview. The Senate sent a grievance resolution to the Deans last April/May. It has taken a long time to receive a response, but what we received is a VERY detailed response. Both the Executive Committee and the Handbook Committee are working through the response. It is better than the current policy but there are some sticking issues.

Interestingly the changes are not about what can be grieved, which was initially negative feedback we received. Our resolution asked for the ability to grieve any policy violation and the deans were concerned about opening the floodgates. However, we were able to present information on why a broader policy would be beneficial and it appears that information was persuasive. The major difference now relates to how a grievance moves forward, hearings, etc. We think we understand the administration’s issues. The Handbook Committee is going to look at it and talk to the Dean of A&S who was leading the effort for the Deans. Hopefully in the next month or two, we will have an acceptable resolution to present.

- Summer teaching guidelines – update

Again this proposal came out of problems with summer contracts for the last several summers. Two years ago, Susan Gordon-Hickey (then Salary & Benefits Chair) brought a variety of summer contract issues to the attention of the administration, the Executive Committee was assured that the problems had been fixed and would not re-occur. Unfortunately, the problems did arise again. When the problems re-emerged, Sam Fisher put together some suggested guidelines. We do not want a “policy” because there is a need for flexibility. About 80% of what we asked for was in what came back from the Deans – e.g., treating a faculty member as a unit not on an individual class by class basis.

Also asked for information to be given to faculty ahead of time – the maximum amount a faculty member can make, how many students are needed to make the max, how many students must be in a class for it to go forward . . .

Difficulty, ultimately will not know pay until summer add/drop is over.

One caveat – undersubscribed courses that must be offered (e.g., only offered one time per year) will be paid at full salary regardless of enrollment.

The proposal from the Senate also suggestedgbhn payment for directed studies/thesis hours during the summer. We had asked specifically for compensation because some colleges pay for these hours during the summer; other colleges do not. The response was to push the issue to the college level; i.e., it is up to each Dean decide whether the college will pay faculty for these hours. We now need caucus leaders to advocate for payment.

Hopefully in February we will have something to put before you for a sense of the Senate. Not a resolution because these are “guidelines” not “policy”.

New Business

None

Other Discussion

Q: Where do charges made under the Academic Disruption Policy go? A: Student disruption in class goes to Mike Mitchell. But if you feel a student poses safety hazard, call campus police. Some Senators noted they have civility policies in syllabus with specific consequences.

Q: Enforcement of no smoking policy and danger around buildings with chemical hoods – that’s a safety issue. A: K. West – let me talk to Keith West about willingness of campus police to help with smoking when it may be creating a hazard.

On a similar note, K. West had a meeting with Counseling services to come up with a “Who do I Call” card.

Guest: Angela Coleman –

Two things I wanted to talk about

One, syllabus template. There was a lot of discussion about changing objectives to outcomes. We are dropping that for now. We want to start a conversation about learning outcomes. Chairs are starting to look at curriculum maps and course alignment. Not going to try to change that right now. I’ll come back to you in the fall to talk more about learning outcomes and the move to that language and what it means.

Second, I want to open it up for questions.

ADJOURNED 3:59

Caucus Reports

None received

Faculty Senate Committee Reports

Faculty Mentoring – The mentoring program is going strong. Approximately 60 people attend the Luncheon-Workshop the committee sponsored on Jan 8th. Currently, there are 44 Mentees and 44 mentors in the program. Last Fall we had mentor calls using Webex, and we will have mentee calls in February using Webex.

University Committee Reports

None received