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Faculty Senate Minutes

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3-1-2015

## Faculty Senate Meeting Minutes – March 2015

Faculty Senators

*University of South Alabama*

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**UNIVERSITY OF SOUTH ALABAMA**  
**Faculty Senate**

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**March 18, 2015 – Student Center Terrace Room - 3:00 pm**  
**Approved Minutes**

**Attending:** Estis, Gordon-Hickey, Kennedy, Morgan, Benko, Freed, Harrington, Husain, Kozelsky, Lindeman, Marshall, Poston, P. Smith, Campbell, Landry, Finley-Hervey, Broach, Fregeau, Keshock, Norrell, Phan, West, Tate, Audia, Bauer, Cioffi, Liu, Ponnambalam, Rich, Gillis, Noland, Grant, Woodford, Buckner, Huey, Vandawaa, Varner, Ove, Palle, Piazza

**Excused:** D. Smith, Gapud, Marin, Mishra, Ni Chadhain, Schulze, Shaw, Gecewicz, Davidson-Shivers, Glover, Yazdani, Clanton, Falkos, Gillespie, Richards, Ruchko, Minchew, Riley

**Unexcused:** Alexeyev, Rachek, Taylor, Chinkers

**Call to order – 3:05 by J. Estis with quorum**

**Approval of minutes:** February 2015 meeting - **moved; 2d; unanimous**

**Approval of agenda – moved; 2d; unanimous**

**President's Report**

- Search Committee Updates

Dean of College of Allied Health – 5 candidates invited; 2 declined. One interview has been completed. The other two are next week.

Dean of College of Education – P. Norrell – Job Description has been posted and we are taking applications.

QEP – S. Gordon-Hickey – have 10 applicants; have narrowed it down and are requesting 3 on campus interviews.

Director, Mitchell Cancer Institute –Dr. Michael Finan was recommended by the Search Committee for a formal interview.

VP of Finances & Administration – K West – met once and received charge from Pres. Waldrop. Voted to hire a search firm. Chair is Dean Bob Wood from MCOB. This search has temporarily halted search for Asst. VP of Business Practices.

- Priorities – sent list of faculty members who have been nominated to work on priority task forces to the administration. President Waldrop sent follow-up message to those leading the work to utilize the list and incorporate faculty input. Will be hosting open forum meetings on each priority with the working groups. Question regarding FS representation – Senator noted that there the Senate must have representation on standing

committees. J Estis noted that these are not “standing committees”; they are working groups/task forces. Most will have faculty representation but there may be some small working groups for which a faculty member who is not on Senate may be a better fit. While having FS on each would be great the emphasis is faculty representation and ensuring there are good fits with who is working on which priority. The global engagement has substantial faculty involvement. Others do not have working groups yet. For example research has very small groups and K. West is on one and M. Gillespie is on another.

- Board of Trustees Meeting – the Board of Trustees met on March 5 during spring break. This was the second meeting at which President Waldrop asked for a Faculty Senate report to the BOT, as well as an update from the SGA President. Today we have a group of trustees touring parts of campus at the invitation of the Senate. This is the first time we have had an opportunity to have trustees as our guests and we have tried to show them some parts of campus they have not seen – e.g., the dining hall where they went through the line and sat at tables with students and faculty.
- Salary Survey – S. Gordon-Hickey – the Salary & Benefits committee and the FS Executive Committee has been working for 2 years to get an external salary survey done to compare us to our peers. There have been concerns with recruiting, losing faculty, etc. We are excited to report that administration has met with us over last few months and we have made headway. Gordon Mills has proposed a method that will incorporate about 40 universities that compare to us on the Carnegie ratings. President Waldrop has asked us to be cautious with this because the University does not have the funds to make sweeping changes. However it will serve to inform administration for purposes of opening discussions. Also will be looking at compression and inversion as well as potential gender disparities. Question – is there a look at the staff level? A: not that we know of. Q: Have staff being brought in at much higher rate than existing staff. A: Can ask for something to be done in that area.

## **Announcements**

- Faculty Senate Elections – K. Woodford  
For Senators with terms expiring in 2015, this is your last meeting. Thank you for your service. Senate elections should be conducted between now and April 1. New Senators take their seats at the April meeting. Outgoing, current, and incoming Senators are invited to the Faculty Senate end-of-year party.
- End of Year Party – B. Gillis – Banquet for Moe’s – 6:30 -9:30 on April 15 after the April meeting. Old and new Senators are welcome. Have ordered a vegan option for 10 – it is a barbeque option as well Last time about 4 indicated they would need vegan. We are currently planning for about 100. I do not know exact headcount. If you know you are bringing a spouse? Most signaled they would attend with a spouse.

- Officers/Committee Chairs for 2015-2016 – K. Woodford – please contact me if you are interested in serving as an officer or committee chair please send email to [kwoodford@southalabama.edu](mailto:kwoodford@southalabama.edu)
- Review of Deans – College of Engineering – K. West – we have been asking for a review of the administrative leadership for years. It is now happening. John Steadman is the first of the Deans who will be reviewed. We asked for and have received faculty representation in the process. There are 6 faculty members on the review committee. Dean Davis is the chair. The review process has been put together by Angela Coleman and the committee is beginning to solicit input. Will update you as the process goes. Q: Will still have annual evaluation of deans. A: don't know but believe will still have survey for any dean not undergoing full review. Q: Is there a review of Assistant or Associate Deans. A: J Estis – first step is the dean. Will advocate for review of other levels. But that is down the road. Likely to be coming but not formalized yet. Q: Faculty Status of Assistant/Associate Deans. A: In terms of FS no longer considered faculty. For other purposes if you are already a tenured faculty member you remain one. Q: Can we roll in evaluation of the Dean's staff. In some cases staff have been there longer than the dean and it would be really nice to have some of those evaluated. A: The current assumption is that deans are doing those evaluations but the implementation likely varies from unit to unit. How Dean evaluates staff will be something that comes up in the evaluation of the dean and if the dean is not asking for faculty input into evaluation of staff that should be reflected in the dean evaluation.
- Adjunct Committee – Sherri Cranford– Chair of Adjunct & Part-Time Faculty Committee – and Phillip Theodore. The adjuncts appreciate your resolution and creation of committee. We've met twice and created a questionnaire for the adjunct faculty. Came up with list of 8 issues, two of which you could help with. One: faculty tuition reimbursements for long-term adjuncts. Two: We have several full-time employees who also adjunct who would like to teach 2, rather than 1, class per semester. The adjuncts who are not University employees can teach 2. The survey went to over 500 adjunct and part-time instructors. Have had 127 responses so far and we've continued to send it to those who have not responded. Recommendations from the committee can be found as an attachment to the March minutes.

J. Estis – their voice to administration is really through us. We will continue to work together on this.

- Annual Faculty Survey – J. Estis – M. Gillespie could not be here today but the Evaluation committee is working on the survey. Plan is to have it ready to go out by the end of this month.
- Year-end Reports – each committee chair must submit a year-end report for inclusion in April meeting.

- Student Fee Committee question from the floor – questions have been raised about the student fee committee turning down requests for fees or use of fees for instrumentation for which the fees have been used in the past. A: First step would be to have the chair follow-up with the committee. A2: If instrument is being used for 100% use of undergraduate students, there should be no problem. If it is used for graduate or pure research, there may be reasons it was seen as problematic – graduate student fees can go to graduate student related equipment but undergraduate fees cannot. A3: Steve Simmons had said technology and instrumentation that benefits whole department is an appropriate use of student fees so there may be a communication issue at some level. J. Estis asked the questioner to send the info. to her and she would follow-up on it.
- Question from floor on post-tenure review. J. Estis -- it is something that is likely to be considered soon but needs to be a faculty driven process. There are different ways to do it that can be evaluated.
- Question regarding T&P review task force? J. Estis – we have not met since our last Senate meeting. Slow process. Looking at each college's process. Also beginning to look at what other schools are doing. I am looking for it to move quickly but so far it has not happened. We will also be using this year's FS Senate survey to collect data that can be used by the committee. Q: Will the committee look at department processes? A: Currently looking at the college level. There are universities where the university has a general policy; college has a more specific document; and departmental policies are used to supplement with all information being kept on web. Q: Does tenure run to the University or just to the Department. A: think tenure line runs with the department Q: So what happens if line is canceled and you shift to new department. Are you still tenured? A: will have to look. Do not know answer.

### **Old Business**

Revised Grievance Policy – update – J. Estis – we had feedback from the floor and comments sent to the committee. There have been revisions and the revised draft has been sent to administration. It will have to come back to the Senate for final approval but trying to handle this on a collaborative basis with administration. May be ready for vote in April but we will have to see what comes back from administration – whether more back and forth is needed.

### **New Business**

Dean Emeritus Policy – J. Estis – the policy is similar to the emeritus faculty policy. The process of nomination is not faculty driven it is administration driven. Benefit – there are deans who may merit recognition as an administrator though the faculty may not be ready to give the faculty recognition as professor emeritus. We will send the policy by email and attached to the draft minutes. Nomination packet; support documentation; and Faculty Senate vetting are included in the proposal.

**Guest: Members of the Board of Trustees – Remarks and Break Out Sessions – 3:30**  
**Attending: Ken Simon, Jim Yance, Jimmy Shumock, Chandra Brown Stewart, Mike Windom**

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3.3.4.? Emeritus Dean

Introduction

The institution may confer, at its discretion, the tile of “emeritus” on any Dean who, at the time of retirement, had 10 or more years of honorable and distinguished service to the University of South Alabama.

Eligibility

All academic Deans holding rank of Dean at the University are eligible for consideration for emeritus status. The Dean must have retired officially from the University of South Alabama and have ten or more years of service at the university. Deans entering into retirement as the result of a disability may be exempt from the ten year requirement. Deans may also be considered by exception posthumously.

Criteria

Eligible Deans are recognized for emeritus status for honorable and distinguished service to the university. It is expected that this would be evident in significant contributions in one or more of the following areas: teaching, research, service, scholarship, or administration.

Procedures

- At the time of retirement the eligible Deans will be considered for emeritus status by the Provost / Vice President for Health Sciences.
- With a favorable vote from Faculty Senate, the Provost / Vice President for Health Sciences will send a letter to the President. The nomination letter must address one or more of the stated criteria. Additionally, current curriculum vitae must accompany the nomination letter. Deans not considered at the time of retirement due to differences in historic policies, may also be recommended.
- The Provost / Vice President for Health Sciences will review all materials / recommendations and forward a recommendation along with the nomination materials / recommendations to the President.
- The President will review all materials / recommendations and forward a recommendation to the Board of Trustees. All recommendations will be considered by the Board of Trustees only once each year, during the September meeting.
- Upon approval of the Board of Trustees, the President will send a letter to the candidate notifying her/him of the emeritus appointment. The duration of the emeritus appointment is for life unless terminated earlier by the Board of Trustees.

Benefits / Privileges

- Emeritus Status is an honor that includes the following privileges to the extent available:
- Name included in listing of Emeritus Deans
- Certificate with name and emeritus status

- Library privileges including opportunity to use electronic databases within library
- Invitations to various university events
- May serve by invitation on various university related committees
- May be invited to serve as guest lecturer or in other volunteer service
- University email account available
- May be a member of recreation center
- May use Faculty Club
- May attend university cultural events

## Caucus Reports

### Continuing Education & Special Programs – No report

#### Mitchell College of Business

MCOB is hosting “Second Story Business” on Tuesdays and Thursdays in the MCOB second floor lobby. The program brings local businesses and recruiters to campus to meet students to discuss the industry, job opportunities, and potential internships. Students from all majors are welcome to attend. Each week the guest employers are announced in the Daily Digest.

#### Upcoming visits include:

Thursday, March 19th- Total Quality Logistics

Tuesday, March 24th- Springleaf Financial

Thursday, April 9- Office of International Education

#### College of Nursing –

- Dr. Catherine Dearman, Associate Dean for Research and Development for the College of Nursing has announced that she will retire May 1, 2015. Dr. Dearman joined the faculty in the college on August 15, 2000 as the chair of the Maternal Child Nursing department. In 2008, she was promoted to Associate Dean for Research and Development for the college. In this role she has been very successful in garnering significant external funds which have contributed to the growth in college program offerings as well as faculty scholarship. Dr. Dearman has provided much service to the college through a number of activities to include accreditation, curriculum development, evaluation, and continuing education. She has also made many contributions to the profession of nursing. She is currently the president of the Alabama Board of Nursing and serves on a number of national committees. Dr. Dearman received her Bachelor of Science in Nursing degree from the Mississippi University for Women. Her Master's in Nursing degree was earned at the University of Alabama in Birmingham. Her PhD in Education was received from the University of Mississippi.
- Dr. Tracey Taylor was promoted to Director of Clinical Affairs at the College of Nursing
- The college is currently exploring ideas to possibly replace the nursing convocation. Students have asked that we keep the ceremony going. For now we will do both the graduation, and the convocation until a decision can be made on a different format of student recognition.
- We launched a brand new website for the college that is more detailed and easier to navigate, it is full of helpful information for both students and faculty.
- A faculty development site was created for the college of nursing including a wide variety of faculty resources.



- USA College of nursing has had several meetings with both faculty and students regarding study abroad and has a few classes that are being planned for the future. To assist and support faculty in this matter, a SAKAI project site was created.
- Our partnership between USA Medical Center and the College of Nursing was awarded the *2014 American Association of Colleges of Nursing Exemplary Academic-Practice Partnership Award (Dr. Valorie Dearman Adult Health Chair accepted)*. The award was given, in part, in recognition of a series of initiatives and studies that engage frontline nursing staff in programs to improve patient care. These initiatives have garnered national honors for the partnership between our two institutions.
- The 3<sup>rd</sup> annual Southern Excellence in Nursing Consortium was held at the College of Nursing this past semester
- *Dr. Margaret Nadler was a lead a team in project homeless connect which Connect linked hundreds of homeless clients to crucial services in our community,”* said Dr. Margaret Moore-Nadler, assistant professor in the department of community and mental health in the USA College of Nursing and board member of the Continuum of Care Committee for Mobile and Baldwin counties with Housing First. About 300 USA faculty, staff and students along with other community volunteers were paired with people in need to help them navigate a wide array of services including legal aid, medical, health exams, mental health services, dental, housing and numerous other services and resources.
- Susan Williams has been awarded the Sigma Theta Tau Research Award (Zeta Gamma Chapter) for her pilot study conducted in the Fall. She presented her pilot study "Effect of Perceived Stress and Bullying on Cortisol and Depressive Symptoms in Ninth Grade Adolescents" at the Council for Advancement of Nursing Science (CANS) on September 19th, 2014 in Washington, DC. This pilot was funded with approximately \$1,500 from the local chapter Zeta Gamma in Mobile, AL. This pilot study was presented at the Council for Advancement of Nursing Service this Fall 2014 in Washington, DC. In addition, she received a \$500.00 check from Sigma Theta Tau as a research award to help cover some of the cost of her dissertation study. In recent months, Susan has been awarded these scholarships: Louder Family Dissertation Scholarship - \$1,000; Alabama Board of Nursing Scholarship - \$4,000; Alabama State Nurses Association Academic Scholarship \$1,250; Alabama State Nurses Association Member Scholarship \$1,250
- Dr. Alethea Hill and Dr. Bridget Moore have been busy! Recently, they were selected for the ASNA Leadership Academy where the motto is "Every Nurse is a Leader". Both identified a project and submitted a resolution to the ASNA for approval to start a statewide initiative in collaboration with community partners.

Dr. Hill was also selected for the Mathematical Sciences in Obesity training at the

University of Alabama in Birmingham, May 12-16th. The training will introduce energy balance models for clinical interventions, statistical methods for obesity research, genomics, and complex systems approaches to obesity etiology and intervention. The training is funded by the National Institutes of Health & Office of Energetics. Dr. Hill was also selected to receive a travel award to defray all cost.

- Dr. Carolyn Dolan, professor of community/mental health nursing in the College of Nursing and paralegal studies instructor for the School for Continuing Education and Special Programs, was sworn in and admitted to the U.S Supreme Court Bar on March 3. Dolan, who is also a member of the American Association of Nurse Attorneys, was one of five nurses sworn in before the nation's highest court during the ceremony. Dolan was admitted to the Alabama State Bar in 2005. She received a bachelor of science degree in nursing from Auburn University in Montgomery, a master of science degree in nursing from USA and a law degree from the Jones School of Law at Faulkner University in Montgomery.

## **Committee Reports**

Salary & Benefits – Please see announcements/President’s Report

Evaluation – Please see announcements/President’s Report

Planning – Please see announcements

## Adjunct Advisory Committee

The Adjunct Advisory Committee would like to bring forth to the Faculty Senate a proposal for a resolution that would expand the USA Educational Benefit Plan (tuition credit) to adjunct faculty. Many adjunct faculty are long-time employees at USA and are committed to the university in any number of ways.

We would ask the university to acknowledge these ties by creating a system that would allow long-term adjunct faculty to receive educational benefits similar to those that full-time faculty/staff receive.

In a recent survey of adjunct faculty, an expansion of the USA Educational Benefit Plan (tuition credit) was among the top three requests. With the increase in and reliance upon adjunct faculty instruction, many universities are looking toward extending certain benefits to its adjunct faculty.

We believe that creating eligibility criteria for adjunct faculty would allow the university to acknowledge its reliance on and appreciation of its long-term adjunct faculty without laying too extensive a financial burden upon the university.

Following different policies regarding adjunct benefits at other universities, we suggest a continuity requirement that (1) the adjunct instructor will have taught a number of consecutive semesters (excluding summer) and (2) must be teaching in the current semester. Such eligibility requirements would prevent abuse while allowing long-term adjunct employees to extend their own education or help with dependents attending USA.

We would be happy to assist with this issue should you choose to pursue it further.

Sharrie Cranford, LGSW, CMEP  
Chair, Adjunct Advisory Committee

## Adjunct Advisory Committee

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The Adjunct Faculty Advisory Committee would like to request that the Faculty Senate issue a resolution in support of adjunct faculty members who are currently employed in other positions at the university being allowed to teach a maximum of two courses (6 credit hours) each semester, with the approval of the employee's supervisor. Currently, these employees are limited to teaching one class per semester. Adjunct faculty members who are not employed in other capacities at the university are allowed to teach a maximum of two courses per semester.

Thank you for your consideration in this matter.

Sharrie Cranford, LGSW, CMEP  
Chair, Adjunct Advisory Committee