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Faculty Senate Minutes

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5-1-2014

## Faculty Senate Meeting Minutes – May 2014

Faculty Senators

*University of South Alabama*

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May 14, 2014 – Faculty Club - 3:00 pm  
APPROVED Minutes

**Present:** Estis, Gordon-Hickey, Morgan, Connors, Freed, Harrington, Husain, Kozelsky, Marin, Marshall, NiChadhain, Poston, P. Smith, Campbell, Landry, Finley-Hervey, Javier-Ferrell, Borach, Fregeau, Keshock, Norrell, Glover, West, Yazdani, Clanton, Tate, Audia, Bauer, Burnham, Cioffi, Falkos, Gillespie, Liu, Ponnambalam, Rich, Richards, Taylor, Gillis, Noland, Sharland, Woodford, Buckner, Fuller, Minchew, Riley, Vandawaa

**Excused.** Kennedy, D. Smith, Faile, Lindeman, Schulze, Shaw, Davidson-Shivers, Alexeyev, Huey, Varner

**Unexcused.** Benko, Mishra, Phan

**Call to order – 3:00 with quorum**

**Approval of minutes:** April 2014 meeting

Motion made; 2d; unanimous

**Approval of agenda**

Motion made; 2d; unanimous

**President's Report – J. Estis**

- **Dean's Council**

S. Fisher and J. Estis presented resolution on on-line monitoring/observation by supervisor resolution to Dean's council. J. Estis indicated that they had had a good discussion. This was the first time Senate has been able to come to the meeting to present and answer questions. It was a good opportunity. We had some feedback from the Deans on the proposal. The Deans Council will provide a response and an edited version. In the past our resolutions have been presented by SVPAA on our behalf and we have not been able to provide context, answer questions, etc.

- **Committee Assignments**

List has been made. Each chair has list and will be contacting you soon. Tried to put people on the committee they requested but had to balance request against need for cross caucus representation on committees.

- **Campus Safety**

Zeke Aull came to our meeting with administrators. Was interesting presentation and he is coming today at 3:30 to provide some of the same info. to the whole group.

- **Private Donor Purchasing Home for University**

A private donor is purchasing a home to serve as our President's House. University will own it but funds are coming from a private donor. The home is about 1 mile from campus. One Senator noted that this was another instance when faculty found out about university-related information from the news rather than from the University. J. Estis noted that the officers of the Senate were invited to the meeting at which the announcement was made.

- CoTL

Thanks to all of you who were involved in USA Conference on Teaching & Learning.

- Faculty Senate Website

Showed demo site that will be going live soon. If you have any ideas as to what you'd like to see under Faculty resources let us know. Have news feed with articles from AAUP, Chronicle of Higher Ed, teaching news, etc. Have a suggestion box. Andrea Wright in Bio Medical library has designed it and put it together. She will be maintaining it for us. Question asked about archived info – it has been saved and will be going back up once she figures out the best way to do that.

- Inauguration Committee

Sept. 12 at 2:00. President Waldrop asked that the inauguration be nice but not expensive. Faculty involvement will be key. Talking about faculty processing in regalia. That will involve renting regalia if you don't have it. If you don't want to rent, there will be a separate section for faculty who elect not to process. Open to public. Request made for AC if we have to wear regalia. Please save the date.

- Town Hall

Most in fall semester. Last week we asked that 12 month units be moved earlier to summer where possible. There are tentative dates for 9 month/academic affairs units (August/September). 30 minutes prior to town hall the caucus leader & senators from caucus will have 30 minutes with President Waldrop. Hope to get health sciences booked for summer. Dr. Waldrop also wants to schedule some informal meet and greets as well. Tentative schedule:

August 21 – Engineering

August 26 – Computing

September 16 – Business

September 17 – Library – look to change because it conflicts with Senate

September 19 – Education

September 24 – A&S

September 25 – Continuing Education

## **Announcements**

- **Holly Hudson – Director of Int'l Education - Faculty-Led Study Abroad - proposal attached.**

New website – should be live by tomorrow.

I inherited the international travel review form which is supposed to be submitted any time a faculty member travels abroad – whether university or not. Revised form to make it easier and will be on new website under university travel and university agreements. Can save and email it. Hoping to turn it completely on-line but stay tuned until August.

There will be info. on travel insurance on the website.

We have officially developed proposal for faculty led programs. If you want to take students abroad we now have a policy and proposal form. The policy will be on the website. Proposal asks you to give academic content, a tentative syllabus, tentative itinerary, proposed budget, etc. Once you put it together, discuss it with chair. Signed by chair; signed by dean; then meet with me. Once approved we will help start marketing the course. Hoping to launch 1 or 2 this summer in addition to ones we already have. Proposal discusses faculty compensation. Please send me comments or ideas.

Question regarding program lengths – can be any length. Can be part of spring course. Could be summer. Could be in term break.

- Search Committee Updates – MCOB, MCI, Director of Continuing Education & Conference Services

MCOB – 4 candidates; verbal commitment from Dr. Robert Wood from Salisbury in Maryland

MCI – guest lecturers coming in next few months as a pre-interview process. Will keep you posted as we know it. Have had one candidate come in. Have another scheduled June 2 to give special seminar. Continuing Ed – 2 candidates on campus last week. Should have announcement soon.

- PAC – D. Marshall

Happy has asked for our help in identifying faculty members who would be willing to contribute to the University's Political Action Committee. It means a lot to be able to tell legislators the number of people and the diverse groups who contribute. Collecting name of faculty members who might be amendable to make contributions. D. Marshall will be contacting the names you submit.

J. Esits – encourage you to make a contribution even if it is small. We have been to Montgomery with Happy and it is impressive to see his influence. We have had issues that we've needed legislative action and we've been able to get some of that done

Bill Richards – Chair of Surgery – want to put in my two cents. I am all for it. Happy has done a very good job representing our interest in Montgomery. Also note there is a primary June 3 – House District 101 which covers the University area. It is a republican primary.

J. Estis – it is important to look at these election because our delegation does impact our effectiveness. Our local delegation works hard to support us.

If you are interested in contributing or have names for contacts, please contact D. Marshall.

## **Old Business**

- Resolution to Amend Bylaws to allow for special committees – attached  
Request for discussion.

E. Loomis – the resolution creates a category of committee that will be able to have non-Senators on the committee. Would allow for other forms of advisory councils in the future – e.g., graduate assistants.

Motion made; 2d; unanimously carried

- Resolution to Create Special Committee for Adjunct/Part-Time Faculty -- attached  
Would establish our first special committee to have a representative voice for adjunct faculty. Allow adjuncts to present concerns to Senate officers/executive committee who would then look for best way to proceed.

Motion made; 2d; unanimously carried.

Next step is to begin nominations. Collecting until September 1. If you know adjuncts who would be a good voice and would be willing to serve, please nominate.

### **New Business**

None

### **Guest Presentations: Zeke Aull – Chief of Police – Campus Security**

I am looking for a partnership to help us get the message out. We do a good job of getting our message to students. Don't do as good of a job with faculty. Have been looking inward at what we can do better.

So what do we do? We have 33 police officers and they are police officers, not security guards. We provide law enforcement response to main campus, hospitals, Baldwin county & SHAC. Have responsibilities under Cleary Act – has to do with reporting of campus crimes to Department of Education. All campuses have crime. We have an open campus. The good guys and the bad guys can come on campus.

We have vehicle patrols. In sorority/fraternity area, have foot patrols. Will be expanding bike patrols in the fall. I prefer foot patrols but students respond better to bikes; so we are going to do more bikes.

COMPStaT policing – use our resources where we have problems. Have mapping system where crimes occur and when they occur. In the day time, see crimes of opportunity (computers, iphones) and see things scattered across campus. At night it changes. The housing areas become our crime area and we shift resources to wear our problems tend to arise. But if you need escort, you can call us and we will escort you on campus. Do 30-35 escorts per week – usually students; occasionally faculty who are on campus late. Encourage you to let us know if you are in your office at unusually late hour so we can swing by and check to be sure the building is locked and secure.

Have dispatch officer. Have over 500 campus that feed into that office. Can't possibly monitor all of them. We watch cameras in areas where we have high frequency issues. All 500 cameras are recording but not all cameras are being watched. Don't get a false sense of security. Dispatcher monitors cameras, answers phones, sends response to fire/burglar alarms, tracks weather info and sends alerts if storm is threatening campus, triggers audible alert system.

We also have "My Force" App. Partnered with the company to get app. It is \$99 per year. We can track you on campus. If I'm in the Faculty Club and press my app, the app starts recording what is being said. It is also recording location. If I start running, the app tracks where the phone is located and sends info to our dispatcher. Our students like it. Parents really like it. App works off campus as well but calls the nearest local police department. Works in Birmingham, D.C., anywhere you go.

In first year experience classes we show video on “shots fired.” What do you do in the event of an active shooter on campus. We also show the video in staff orientation. But we don’t get the faculty for any type of training. Would like to be able to reach out to faculty for this type of training {ILC??}

Do annual lighting tours with staff, student affairs, students, and faculty. Would like more faculty participation.

For students we do check your ride- check oil, water, belts, hoses, tire pressure, etc. We add oil, air and other things OReillies gives us to give students. Have several meet the police events including weekly lunch with the Chief in the dining hall. We had coffee with a cop. In finals had pizza with the police at the office.

We engrave property for students for free and will do it for you as well. Provide date rape drug coaster – 250 drugs tested with one drop of the beverage on the coaster. Sororities have us come each fall. We can’t keep the coasters in stock. Kids come by office and we give them the coasters to distribute.

Have a safe campus. Have had some major events in the last 3 years. You’ve seen “See something; say something.” Now we are moving to “text something.” If you don’t want to call us; can text us and we will respond. Several major events where witnesses saw what was happening and did not call. We find out 3-4 days later that we have witnesses. Witnesses are important. Have to work together to keep campus safe. Officers can’t be everywhere. We need your help.

You spoke at an earlier meeting about sexual assault. Can you talk about procedures and collaborations? Sexual assault is horrible. The survivor of the assault is driver of the investigation. I can only do what the survivor allows me to do. Sometimes survivor wants a full investigator with perp in jail. Other times the victim just wants it to go away and just wants counseling. That’s all I can do. Other times we just get 3d party report – victim tells faculty representative who reports it to us under Cleary Act. So we have to report the sexual assault even though we have not had any opportunity to investigate.

When someone comes to us, we have rape crisis counselors and advocates. Want victim to get medical attention first. Transport to hospital to be seen by sexual assault nurse examiner as quickly as possible – if victim allows us to do that. We will interview after. Don’t start with the cops grilling the victim. Most important thing to us is to get the victim help first and do the investigative work second.

The news has been all over sexual assaults on campuses across the nation and changing the culture. Zeke – we are trying to get Violence against Women Act grants to help us with reporting. What we are hearing that there have been attacks off campus against our students. We will help those students get the help they need if the info. comes to us.

If we are the first contact from a student who is victim of crime who should we call? Call an advocate first. But it would be good for us to know about it too.

Update on Alabama gun law? Basically if you are a student you may not have gun on campus. If you are faculty or staff, you can have firearm in car but cannot bring it into a building. And must be secured and out of sight.

What are we doing to make sure students know the 3 digit number to contact police? The number is 511 and no one ever uses it. 511 only works from your campus phone. Can call us directly or you can use 911. 911 (9-911 on office phone) goes to county center who forward it to us within seconds. On cell phone use 911 or call our direct line.

Bike patrols are great, but I've seen other campus with horses. It connected well with students because students come up to the horse. What do you think? Don't know if we have resources for horses. Some have suggested dogs.

RAD (Rape Aggression Defense) classes for faculty and hospital staff? Love to. Problem is time. Have instructors but not enough at this time to expand.

Say we are safe but there is a perception we are not? A while back we came out on a list of unsafe campuses. That list used really old data and used a point system. We had had a homicide on campus during the period and homicide put us off the charts in points. If you compare to other urban campuses of similar size we compare favorably and our crime rate has decreased.

**Motion to adjourn made at 4:12; 2d; approved.**

## **Caucus Reports**

### **MCOB**

Four candidates have been interviewed for Dean position. We have a verbal commitment from Dr. Robert Woods, current dean of Salisbury University in Maryland. Official announcement will be made once a signed contract is in place.

### **SCESP**

The *School of Continuing Education and Special Programs Search Committee* held candidate interviews and open forums for the *Director of Continuing Education and Conference Services* position. The Search Committee is in the process of finalizing their hiring decision.

### **Medicine**

None

## **Committee Reports**

### **Mentoring**

Mentoring is currently trying to match 8 faculty members with mentors.



**Resolution to Amend Bylaws to Allow for Creation of Special Advisory Committees:**

WHEREAS, the University of South Alabama Faculty Senate Constitution states, in its Second Article, section 2.1, that “the Faculty Senate Represents the University Faculty at large”, and,

WHEREAS, as a part of this representation, the Faculty Senate has recognized the need to better represent members of the faculty at large, such as Adjunct Faculty or other part-time Faculty, and,

WHEREAS, Adjunct or other part-time Faculty cannot serve on the Faculty Senate, since the Faculty Senate Constitution restricts eligibility to full-time Faculty (Article II, section 2.1), and,

WHEREAS, Adjunct or other part-time Faculty consequently cannot serve on any standing committees of the Faculty Senate, membership on which is restricted by the University of South Alabama Faculty Senate Bylaws to Faculty Senators (Bylaw 3, Section 1.1), and,

WHEREAS, Faculty Senate *ad hoc* committees are limited to specific issues and are of limited duration, and are thus not suitable vehicles for representing the ongoing interests of Adjunct or other part-time Faculty, and,

WHEREAS, the establishment of a new category of standing Faculty Senate Committee, which allows for the inclusion of Faculty Members who are not, or are not eligible to be, Faculty Senators, would enable the Faculty Senate to better represent such Faculty Members,

THEREFORE BE IT RESOLVED, that Bylaw 3 of the University of South Alabama Faculty Senate Bylaws shall be amended to include a Ninth Section as follows:

Section 9. Advisory Committee Establishment and Structure

9.1 The Faculty Senate may establish Advisory Committees to deal with issues that are not addressed by Standing Committees or *ad hoc* Committees. Members of the Faculty Senate as well as other qualified persons from within the University community may be requested to serve on these committees. Motions to establish Advisory Committees shall include the name of the committee, its charge, the term of service of committee members, and its size and composition. Following discussion by the Senate Body at a regular or special meeting of the Faculty Senate, a vote will be taken and the Faculty Senate Advisory Committee will be established if a two-thirds majority of a quorum at the meeting is reached. Members of Advisory Committees shall be nominated from the Faculty Senate at large, who shall submit nominations to the Secretary of the Faculty Senate. The President of the Faculty Senate, in consultation with the Executive Committee, shall appoint Advisory Committee members from the pool of nominees.

BE IT FURTHER RESOLVED, that Bylaw 3, Section 1 (“Committee Structure”), sub-section 1.1, shall have its first sentence amended to read as follows:

1.1 The Faculty Senate shall establish Standing, *ad hoc*, and Advisory Committees that represent faculty interests.

BE IT FURTHER RESOLVED, that Bylaw 3, section 7, shall be amended to read in its entirety as follows:

Section 7. Dissolution of a Faculty Senate Standing or Advisory Committee

7.1 If a Faculty Senate Standing or Advisory Committee is no longer considered to be necessary it may be dissolved following presentation, discussion, and a simple majority vote of members at a general or special meeting of the Faculty Senate.

## **Resolution to Create Adjunct Advisory Committee**

WHEREAS, Adjunct and non-adjunct part-time Faculty members at the University of South Alabama form an essential component of the University's teaching faculty, and are a significant and valuable element of the faculty as a whole, and,

WHEREAS, Adjunct and other part-time Faculty members may have needs, concerns, or issues that are unique to their position, and,

WHEREAS, addressing such needs, concerns or issues may in many cases benefit Adjunct and other part-time Faculty, as well as the University as a whole, and,

WHEREAS, the University of South Alabama Faculty Senate Constitution states, in its Second Article, section 2.1, that "the Faculty Senate Represents the University Faculty at large", and,

WHEREAS, Adjunct or other part-time Faculty cannot serve on the Faculty Senate, since the Faculty Senate Constitution restricts eligibility to full-time Faculty (Article II, section 2.1), nor can they serve on any Standing Committees of the Faculty Senate, membership on which is restricted to Faculty Senators (Bylaw 3, Section 1.1), and,

WHEREAS, the Faculty Senate desires, in conformity with its Constitution, to better represent Adjunct and other part-time Faculty, and,

WHEREAS, an Adjunct Faculty Advisory Committee, if constituted as below, would provide a vehicle through which such representation could be better achieved,

THEREFORE BE IT RESOLVED, that Bylaw 3 of the University of South Alabama Faculty Senate Bylaws shall be amended to include a Tenth Section as follows:

### Section 10. Advisory Committees

10.1 Adjunct Faculty Advisory Committee: The charge of this Committee is to represent the particular needs, concerns, and issues of Adjunct and non-adjunct part-time Faculty at the University to the Faculty Senate Executive Committee. The Adjunct Faculty Advisory Committee shall meet at least once each regular semester, and shall report any part-time faculty issues deemed worthy of action to the Executive Committee in writing at least once per academic year. The Executive Committee may, at its discretion, pursue appropriate action in response to the Advisory Committee's reports.

The Adjunct Faculty Advisory Committee shall consist of nine part-time or full-time faculty members. Committee members shall be nominated by members of the Faculty Senate, and appointed by the President of the Faculty Senate from the pool of nominees. To the extent possible, the President shall select one faculty member from each of the nine colleges and schools at the University. Where this is not possible, the President shall select members from the Faculty at large. The Committee shall always include a majority of at least two-thirds part-time faculty as members and, to the extent possible, representation of part-time faculty on the Committee shall include both part-time teaching faculty who work as full-time employees of the University in other capacities, and part-time faculty who do not. Committee members shall serve a two-year term. If, during their term, a Committee member resigns, or ceases to be employed by the University as an Adjunct or other part-time Faculty member, they must promptly notify the

Faculty Senate President, who shall appoint a replacement Faculty Member to complete their term.

## **PROPOSAL FOR FACULTY LED STUDY ABROAD– DRAFT**

This is the official document used to propose a faculty-led study abroad program at the University of South Alabama (USA). The proposal consists of two parts: academic and budgetary. Both parts of the proposal should be submitted to the Office of International Education (OIE) electronically no later than **October 10, 2014** for interim or summer programs and **August 15, 2014** for winter break or spring programs.

This is the academic portion of the proposal; the budgetary component of the proposal is in Excel format and should be submitted with the academic portion. All existing programs must fill out the proposal on an annual basis as proposal components may change yearly.

Prior to submitting proposals to OIE, all parts of the proposal should be approved by the chair and dean of the appropriate departments. If a program is being proposed through the Honors Program, the proposal has to be approved by the Dean of the directing/teaching faculty member's home college.

Complete proposals should be submitted to OIE no later than **October 14, 2014** for ALL 2015 interim and summer programs abroad. Proposals for winter interim term or spring programs should be submitted no later than **August 15, 2014**. Proposals submitted after the deadline may not be considered.

Please read the Guide to Faculty-led Programs prior to filling out your proposals. Should you have any questions as you move through the proposal process, please do not hesitate to contact the Office of International Education.

The proposal includes the following:

### **Academic Content**

- Program description
- Course information (course titles, numbers, objectives, materials and texts, evaluation method)
- Personnel
- Duration and itinerary (as complete as possible at the time of submission)

### **Budgetary Content**

- Student costs (housing, meals, entrance fees, insurance, etc.)
- Director salary and expenses (airfare, housing, meals, entrance fees, etc.)
- Faculty salary and expenses (airfare, housing, meals, entrance fees, etc.). Please note that this is the section of the budget where you account for the costs of graduate assistant and/or other non-teaching program staff.
- Program overhead (classrooms, bank fees, supplies, emergency fund, cell phone, tips, and other fees)

### **Compensation:**

Program Directors are compensated at a maximum of \$5,000 per program for directing a traditional study abroad program. Program directors are responsible for the proposal process, logistics, planning, budget creation

and oversight, application review and acceptance, pre- and post- program communication with students, on-site orientation, on-site supervision of students, and post-program financial reports and program assessment.

Teaching faculty are compensated between \$2,500 and \$5,000 depending on program length. Faculty can be compensated for up to two courses provided that each course has an enrollment of at least 10 students. Courses approved to run with less than 10 students will be prorated based on the number of students in the course when the budget allows. Faculty are limited to teaching two courses on a program.

Co-directorships are possible if both parties are teaching on the program. In the case of co-directorships, the compensation will be split. Program directors can, and often do, teach on the program. Total compensation for study abroad cannot exceed \$10,000 for teaching, directing, and/or any combination of the two.

In addition to teaching and/or directorship compensation, faculty travel and on-site expenses including housing, entry into museums or exhibits, program excursions, and in-country travel will be covered. Faculty will receive a per diem to cover meals based on the USA international per diem rate.

Once the home department/college has approved the program, the Office of International Education facilitates all matters with regards to study abroad teaching and directing. This includes matters of salary, pay, course enrollments, and budgets.

**NOTE:** Leading or teaching on a faculty-led study abroad program is significantly different than being on the home campus. When accompanying students overseas, the responsibilities of the faculty member extend far beyond the classroom. It is important that study abroad program faculty directors and teachers understand these responsibilities prior to submitting a program proposal. For more information on the responsibilities of teaching and directing abroad, please consult the Guide to Faculty-led programs.

## **ACADEMIC PROPOSAL FOR FACULTY-LED SHORT-TERM STUDY ABROAD PROGRAMS**

Deadline for Winter interim term and Spring programs: **August 15, 2014**

Deadline for Interim and Summer: **October 10, 2014**

**Title of Proposed program: (example: USA in Cuenca, Spain)**

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**Name and Title of Program Director:**

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**Name and Title of Co- director: (If applicable)**

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Department: \_\_\_\_\_

College: \_\_\_\_\_

Date submitted to OIE: \_\_\_\_\_

**PLEASE NOTE:** Directorships and faculty participation in USA faculty-led programs are open to all USA faculty. Directorship and faculty participation is determined by the individual department and is contingent upon the department chair's approval. In the case of a program shared by two or more departments, the departments involved will decide on the director. The opportunity for participation and directorship should be open to all faculty members.

**ACADEMIC CONTENT (to be approved by Department Chair)**

**A. PROGRAM DESCRIPTION (short program description summary – attach additional pages if necessary):**

**B. COURSE INFORMATION:**

**1. Undergraduate Course title(s), Number(s), Credit Hours, Instructor, and ANY prerequisites to the course**

2. Graduate Course title(s), Number(s), Credit Hour(s), Instructor, and ANY prerequisites to the course
  
3. Course Objectives and Pre/Post-Program Activities
  
4. Course Materials and Texts (to be finalized prior to departure)
  
5. Evaluation Method for student participants

**C. PERSONNEL:**

1. Primary Program Director

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2. Co-Director (when applicable)

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3. Other USA faculty or faculty from host institution teaching on program:

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4. Graduate Assistant: (must receive approval from OIE)

**D. EXPERIENCE:**





**PLEASE FILL OUT BUDGET PRIOR TO SUBMITTING YOUR PROPOSAL TO OIE**

**COLLEGE APPROVALS:**

(If program offers courses in more than one department, approval must be obtained from each department. All signatures are required.)

Department Chair 1 signature: \_\_\_\_\_  
Date

Department Chair 2 signature: \_\_\_\_\_  
(If needed) Date

Department Chair 3 signature: \_\_\_\_\_  
(If needed) Date

College Budget Official: \_\_\_\_\_  
(if applicable) Date

Other Individuals: \_\_\_\_\_  
(If needed) Date

Dean signature: \_\_\_\_\_  
(Signature required) Date

**FOR OIE USE ONLY:**

Approved \_\_\_\_\_ Not approved \_\_\_\_\_

**Director, OIE:**

\_\_\_\_\_  
Signature Date

Notes/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_