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Faculty Senate Meeting Minutes – November 2014

Faculty Senators

University of South Alabama

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UNIVERSITY OF SOUTH ALABAMA
Faculty Senate

November 19, 2014 – Faculty Club - 3:00 pm
Approved Minutes

Attending: Estis, Gordon-Hickey, Kennedy, Morgan, Gapud, Freed, Harrington, Haywick, Husain, Lindeman, Marin, Marshall, Ni Chadhain, Poston, Shaw, Smith, Campbell, Gecewicz, Broach, Davidson-Shivers, Fregeau, Keshock, Norrell, Phan, Yazdani, Clanton, Bauer, Burnham, Cioffi, Falkos, Gillespie, Liu, Rich, Taylor, Chinkers, Billis, Noland, Sharland, Woodford, Buckner, Fuller, Huey, Riley, Vandawaa

Excused: Smith, Benko, Faile, Kozelsky, Mishra, Schulze, Finley-Hervey, Glover, West, Tate, Alexeyev, Audia, Richards, Ruchko, Minchew, Varner

Unexcused: Landry, Ponnambalam, Rachek

Call to order 3:03 with Quorum by J. Estis

Approval of minutes: October 2014 meeting - **moved; 2d; approved**

Approval of agenda – moved; 2d; approved

President’s Report – J. Estis

- USA Priorities

J. Estis noted that we had discussed the USA Priorities at the last meeting and mentioned that the Faculty Senate President was going to be included in the Leadership Team Retreat. That meeting has taken place and J. Estis did attend. At the morning-long meeting, a point person for each of the 5 priorities was appointed. E.g., Student Access & Success – D. Johnson; Health Services – R. Franks; Community Engagement – J. Busta; Research – L. Chronister; etc. Working groups under the point person have been formed with 5 or 6 people on the team addressing each priority. J. Estis is on 2 working groups. The first step for each working group is determining metrics on advancing the priorities. The working group process is moving quickly with the groups meeting again in December. The working groups will finalize metrics in December, then work on action steps. For example, one of the considerations under student access and success is some type of incentive to students for finishing in four years. Advising came up as well. The University is looking at hiring professional advisors for first year students.

With community engagement/involvement – broad priority – identified a person in each college (and even some departments) to oversee capstone/internship experiences. The University is slowly moving toward ensuring each student has some type of involvement experience before graduation. We have pointed out that faculty often get the calls about internships and faculty members need to know who in the college to call to coordinate. Metrics for graduate education are fairly well established – intellectual property, etc. – but we are looking for opportunities for new programs. In that conversation the leadership has to talk about assistantships and about collaborative programs. With international education – sending and doing things here. With health care – financial sustainability; balancing education mission with clinical mission; etc.

Questions discussed regarding incentivizing graduation.

- T&P Task Force

Moving forward. First meeting is this Friday. Faculty reps are J. Estis, Phil Carr, Alvin Williams and Harold Pardue. Also have 4 administrators. J. Estis believes there will be conversations about evaluating teaching, use of student evaluations of teaching, and digital measures issues, as well as transparency of the process.

- Financial Aid – Federal Regulations

There are new federal regulations on reporting student participation. We do not have additional information on implementation yet. The regulations are so new that universities have not published processes yet – and the Faculty Senate leadership has been looking. The University is in the midst of a routine federal financial aid review. But as you grade, if you have a student who is not participating, utilize the F*. If students get F* in some classes and F's in others, it could be problematic during this review.

- Town Halls

*****Caucus leaders let me know about your ideas for your caucus for spring. President Waldrop has asked for our input on what each individual caucus wants to do. The scheduling on President's calendar is difficult so need information as soon as possible.**

- Part-time Faculty Advisory Committee

First meeting is next Tuesday.

- Video Surveillance Policy

We have video security cameras on campus but, until now, the University did not have a policy on storage, access, utilization, etc. There is now a policy that is in line with other businesses and schools. We will put a copy of the new policy as an attachment to the minutes. Officers were asked for feedback before it was finalized.

- Academic Calendar/Maymester

The calendar came up in the MCOB Town Hall. Discussions of the Maymester for Spring 2016 are underway. At this point we do not know much about the implementation – particularly pay, contracts, etc. We have raised the issue of contracts and pay during our meetings with administrators. We've noted it is time to develop courses.

T. Noland said that at the chairs meeting, chairs were told it will be 3 weeks, students can take 1 course, faculty can teach 1 course, and pay will be full summer rate.

- Campus Signage

New signs are coming. Examples displayed at meeting. This is a multi-phase project. First are driving signs pointing to buildings, walk up signs, and kiosks. Second phase will be signs at each building (what is inside). Signs will be changeable as building use changes.

Questions regarding exit signs – e.g., exit to University; exit to Old Shell.

The kiosks will have interactive features for smart phones that will allow users to access google map which will have more details.

- Athletics Council

J. Estis went to the University Athletics Council meeting. We do not have a Chapel Hill issue at USA. Athletics is working diligently to ensure compliance. A detailed study has been done on majors, classes, professors, etc. to ensure there are no patterns of sections/majors heavy-weighted toward athletics. The Council was given the GPA for student athletes – overall, it is 2.895; university overall GPA is 2.873. Joel Erdman is committed to student athletes being students. Also improving on our metrics for athlete progress toward graduation.

- Handbook Revisions

The Handbook Committee is working on the grievance process with the Ombudsperson (See Handbook Committee Report attached to minutes). Also new version of faculty handbook is now on line. The Handbook Committee did review the revised handbook and did ensure that the policies that the Faculty Senate worked on last year made it into new handbook.

- Summer Contracts

Last year we talked about issues with timing of contracts and alternate pay contract offering. Some faculty did not get alternate pay contracts until after class met. S. Gordon-Hickey is working with administration on language in the initial contract letter. We were told by D. Johnson that University policy requires a minimum number of students for a course to “make:” 10 students for under grad, 7 for masters, 5 for doctoral. Trying to make sure things run more smoothly this year.

Announcements

- Update on Searches – Dean of Allied Health; Director of Enrollment

Working with John Hicks for Dean of Allied Health search. Hicks was the search firm used in the MCOB Dean search. He has been on campus meeting with faculty, staff, administration, etc. to get comprehensive view of the college. Hoping to begin interviews in early spring.

Also have Enrollment Services Director search. Chris Lynch is interim. There will be interviews in mid-December.

- Process Improvement Committee – D. Marshall

About 30 more issues have been brought to the committee. We are working through that list. Looking at a lot of things including re-instituting a purchasing card for certain departments. A lot of effort is going into revamping personnel accounting forms to streamline the paperwork; looking at streamlining the travel forms and process; trying to make the textbook ordering process easier.

- Commencement – J. Estis

We are moving to 2 commencements in spring. Trying to divide the ceremony so faculty only have to go to 1. Should be clear to which you need to attend. The college assignments are done by numbers to get the ceremonies even. One will be at 10, the other at 2. The Mitchell Center is accustomed to similarly quick turnarounds from high school graduations. We’ve also advocated for a wheelchair ramp on each side of the stage; we think we’ve gotten it, possibly for December.

One question is faculty marshalls – do they have to do both? J. Estis indicated that she believes administration may seek more marshalls so marshalls don't have to do double duty. But that is something to look into.

Also talk of moving faculty to the floor behind the students when we move to 2 ceremonies and having Deans process with their students.

- UCUR/Honors

New director is Jack Shelley-Tremblay. First meeting is tomorrow at 4. E. Buckner reported that UCUR has appointed 6 student ambassadors to represent the program at recruitment and student functions.

Mentioned that now that Jack has moved to UCUR, the Assistant Honors Director position is open. If you are interested, contact Michael Doran.

- Lighting – D. Haywick

Contact D. Haywick if you know of any lighting issues on campus. D. Haywick also reported that the University is looking at a compost program.

- Sustainability – D. Marshall

Pepsi is giving us a recycling machine for placement in student center. Will give rewards for student recycling.

Old Business

- Motion to add Mitchell Cancer Institute as Faculty Senate Caucus

Brief discussion of purpose and what will happen if MCI gets rolled into College of Medicine – caucus would get rolled into Medicine but would expand number of seats for the COM caucus. Current problem is they have no representation on Senate because they are not currently viewed as members of COM.

Motion made; 2d; approved

- Motion to Amend Bylaws to Add Committee Charge for Research & Creative Activities Committee

Motion made; 2d; approved

New Business

None

Meeting closed at 3:50.

Faculty Fandango – 4:00

Caucus Reports (submitted in writing)

Mitchell College of Business (T. Noland)

MCOB is conducting a national search for the Director of the Mitchell Learning Resource Center (MCOB Library).

College of Allied Health Professionals (E. Kennedy)

The COAHP Senate Caucus met with Dean Talbot to discuss improving the response rate from faculty for annual chair evaluations. The caucus also polled faculty for feedback through Survey Monkey. The following recommendations are made:

- 1) Discontinue paper evaluations and email response evaluations to protect confidentiality of the faculty
- 2) Implement class climate survey electronically through the USA system
- 3) Revise survey with faculty and chair input to more accurately reflect the responsibilities and expectations of the chair
- 4) Improve communication with faculty to acknowledge faculty feedback is taken seriously to enhance successful outcomes for COAHP programs
- 5) The COAHP senate caucus would like to add the addition of customary exit interviews at the college and HR level.

The senate caucus would like these recommendations to be forwarded to Faculty Senate Exec Committee for consideration with comprehensive change for chair evaluations campus-wide. Problems with academic advising of incoming freshman and transfer students by graduate college faculty who do not teach undergraduate courses were brought forth to the Dean. Finally, faculty has been involved in town hall meetings to recruit candidates for the open Dean position.

Committee Reports (submitted in writing)

Handbook Committee (M. Kozelsky)

The Handbook Committee met to discuss revisions to our grievance policy. The committee analyzed grievance policies from 14 institutions mostly selected from a list of current IRPA benchmark schools, including UCF. The committee raised multiple concerns about our current policy, which include in no particular order:

- 1) Unclear definition of what can be grieved
- 2) Irresponsible timelines for resolution
- 3) Unclear process, statements often contradictory, meaningless, or outdated
- 4) Odd reportage of grievance---no sensible record procedure, yet lots of letters to people who do not really need them
- 5) With few exceptions, absence of a faculty-friendly process
- 6) Need to integrate ombudsperson

THEREFORE, we discussed the following revisions:

- 1) The handbook committee strongly felt that the grievance procedure should allow for a faculty advocate, which most universities have. Above and beyond the ombudsperson, the advocate is fully on the grieving faculty member's side; gives advice, helps with research, serves as a witness to proceedings, whatever. Advocates come in a variety of forms and in different institutions, at different steps in the process. Clearly, at a unionized institutions, the union is the advocate. Of non-union environments, some places allow the faculty to select anyone of their choosing; others run the advocate through the faculty senate. Others allow lawyers, but only at the formal stage of the grievance process. Given the nature of this university, we propose a union. [Haha, just kidding] Really, we tentatively recommend the model at Purdue in which the Faculty Senate finds 3 self-selecting Senior faculty to act as faculty advocates from the very beginning of the process. Before filing a grievance, or perhaps even at the stage of someone considering raising a complaint informally, the experienced faculty members can help. As opposed to the ombudsperson, who is meant to be impartial, the Advocate is on the faculty's side.
- 2) Define what can be grieved more clearly. In accordance with Bob Shearer's suggestion, a broad simple statement that any violation of the handbook can be grieved.
- 3) Simplify language around the informal resolution stage and include reference to ombudsperson.
- 4) Most universities, particularly the unionized ones, use forms for the filing of a grievance. We very much like the idea of filing a form with the grievance, which initiates a clear beginning of the process and creates a formal, standardized record.
- 5) Revise opening preamble/scope of grievance procedure to include more faculty friendly language.

Research & Creative Activity Committee (E. Buckner)

The October meetings of the Research Committee were held on October 8th, by email/conference call on October 14th and on October 22nd. Face to face meetings were held in Room 1024 of Health Sciences Building. Members present were: William Richards, Clista Clanton, Elisa Kennedy, Ellen Buckner, Ellen Burton Harrington, Jonathan Audia, Kimberly Littlefield, Lynne Chronister, Mihaela Marin, and Yaz Yazdani. The committee reaffirmed the goals as follows:
Research Committee Goals for 2014-2015

1. Continue to engage faculty to create a culture of research (Fandango, grant/incentive publicity, resolution of issues, collaboration with ORED).
2. Develop networking to facilitate interdisciplinary research teams in Arts & Sciences, and Health Sciences.
3. Explore educational opportunities for building research capacity among faculty form across the University.

We reviewed the proposals for the Arts and Humanities Grant and gave consideration for scholarly potential, contributions to the arts (techniques, new topics, and priority), quality, costs, the faculty development process, and significance of the work to the community and to the discipline. The Research Committee made recommendations for funding 2014-2015 monies.

We discussed topics including

1. Fandango Research Themed on November 19th, after Faculty Senate Meeting.
2. RedCap--a data management service potentially useful to university community (presented by Clista Clanton)
3. A general look at research issues --mentoring, student travel, others.

We collaborated with ORED and Jim Connors to develop plans for participation of the Centers and Institutes in the Fandango event. Julie Estis worked with ORED to plan arrangements for the event. New faculty members from last 3 years were invited. Publicity was sent through campus lists and caucus leaders.

We continue to work toward mentoring programs, contributions to President Waldrop's Priorities, and facilitating interdisciplinary initiatives.

Technology Utilization Committee (M. Campbell)

The Committee has talked with Andy Lightbourne about a number of concerns raised by the faculty and many are still under discussion, but Web Services did agree to list an email address for each college's webmaster on each college's main landing page. Hopefully, this will alleviate the problem of faculty not knowing who to contact about getting content added to their college or department's website.

University Committee Reports (submitted in writing)

Honors Program Council (K. Woodford) – the Honors Program Council had its first meeting in October. Discussions revolved around the possibility of moving towards an Honors College, the need for honors seminar and survey of demand for topics, and a proposal for an Honors Minor.

University Scholarship Committee (K. Woodford) – the University Scholarship Committee has had one meeting and the only business was electing a chair, Dr. Al Chow from MCOB. The committee will only meet if there is a grievance concerning revocation of a scholarship.

University Library Committee Report (M. Kozelsky)

The University Library Committee met November 12, 2014. Items of concern include the following:

- 1) Bound periodicals have been pared down, distributed or eliminated.
- 2) Renovation has come to a standstill on the third floor. It seems not enough money was set aside to complete the job. In any case, the project has been released in October (for rebidding?), but is waiting for new fiscal year for construction. The hope is that construction will begin anew in January.
- 3) **The Library resource (book/journal/database) budget has remained stagnant over the last few years at \$1.5 million despite growth of student population and growing cost of research materials. Databases cost \$950,000; Periodical subscriptions cost \$400,000; Books cost \$200,000. Right now, in order to pay for everything, the library pulls \$100,000 from operating.** Dr. Richard Wood, Dean of University Libraries, is asking Dave Johnson for new funds. If new funds are not forthcoming, Dr. Wood suggests drawing from the book budget.
- 4) The library receives no income from Starbucks; instead, the Starbucks income goes to John Smith's auxiliary funds (i.e. the library receives no compensation for loss of space).
- 5) The Library is moving to a demand driven acquisition system. A certain amount of e-book usage will trigger purchase. I asked whether the search engines are market driven (such as Amazon or Google), and librarians replied variously "definitely not! no. not yet anyway."
- 6) Shrinkage of space for Starbucks and archives has meant a significant reduction in quiet study space.

MOTION TO ADD MITCHELL CANCER INSTITUTE AS A RECOGNIZED FACULTY
SENATE CAUCUS

WHEREAS, the University of South Alabama Faculty Senate Constitution provides that the Faculty Senate is the primary representative body of the Faculty and serves as the primary vehicle for eliciting and expressing the opinions, suggestions, and recommendations of the Faculty on all issues and concerns of the Faculty as a whole, and,

WHEREAS, the Faculty Senate Constitution additionally provides that Faculty members in each of the free-standing departments, colleges, schools and libraries (i.e., academic units) of the University shall be eligible for election to the Faculty Senate, and,

WHEREAS, the Faculty Senate Constitution further provides that the body of elected Senators from each academic unit shall constitute the respective Caucus for that academic unit, and,

WHEREAS the USA Cancer Research Institute was created in December 2000 and renamed the Mitchell Cancer Institute in 2008, and,

WHEREAS since 2008 a focus of the Mitchell Cancer Institute has been the recruitment of both clinical and research faculty, and,

WHEREAS, currently the Mitchell Cancer Institute employs 15 full-time clinical and research Faculty members, and,

WHEREAS, those clinical and research Faculty members are employed by a free-standing department whose Director reports directly to the University President, and,

WHEREAS the Faculty members of the Mitchell Cancer Institute do not fall within any of the currently recognized Caucuses of the Faculty Senate and, as such, have no representation on the Faculty Senate; therefore

The Officers of the Faculty Senate Move That the Mitchell Cancer Institute be recognized by the Faculty Senate as a free-standing academic unit such that the Faculty members of the Mitchell Cancer Institute shall be eligible for election to the Faculty Senate with their own separately-recognized Caucus for that academic unit.

Motion To Amend the USA Faculty Senate Bylaws to
Include Research & Creative Activity Committee's Charge

WHEREAS in November 2013 the USA Faculty Senate voted to amend the Faculty Senate Bylaws to add the Research and Creative Activity Committee as a Standing Committee in Bylaw 3, Section 1.1, and

WHEREAS the Research and Creative Activity Committee has since drafted a Charge for that Committee, and,

WHEREAS, Committee Charges are included in the Faculty Senate Bylaws; therefore,

HEREBY Moves to add the following Committee Charge as a new subsection to the Faculty Senate Bylaws, Bylaw 3, Section 2, new subsection 2.8:

Section 2.8 Research and Creative Activities Committee: This Committee shall support the research mission of the University by collaborating with the Vice President of the Office of Research and Economic Development (ORED). The committee engages in activities to facilitate research including exploring faculty research support, and promoting and reviewing ORED programs.

Video Surveillance Policy

Purpose

University of South Alabama is committed to enhancing the quality of life for the University community by integrating the best practices of campus security. Video surveillance of public areas is a critical component of our comprehensive security plan. The University may install video surveillance systems on University property for the purpose of providing safety, deterring crime, assisting with criminal investigations, and protecting University property.

Video surveillance devices are not a guarantee for a person's individual safety or protection.

However, video surveillance does serve as a useful and timely investigative aid in regard to criminal acts or omissions. Relevant and useful evidence may be obtained in order to investigate and solve a crime.

Use of Video Surveillance Equipment

Any use of video recording equipment must conform to state and federal laws and be managed in a professional, ethical manner. Video surveillance of public areas for security purposes will be conducted in a manner consistent with all existing University policies, including the Non-Discrimination Policy and Sexual Harassment Policy (e.g., race, gender, sexual orientation, national origin, disability, etc.). Video surveillance of public areas for security purposes is limited to uses that do not violate the reasonable expectation to privacy as defined by law. No video surveillance or recording equipment may be installed on campus without the approval of the University Police Department Police unless it is explicitly excluded in this policy.

The purchase of all security related video surveillance and recording equipment must be approved through University Police Department and Computer Services Center. All security cameras and equipment/components must comply with current University standards. All surveillance camera systems must connect to the University's centralized surveillance system. Security camera video and images will be stored for a period of 30 days and thereafter may be erased, if not otherwise required for any related investigation, claim, or other University requirement.

Exclusions

This policy does not apply to video recording devices that are used for educational purposes by faculty, staff or students in accordance with an academic course, research or training program, such as video recording devices used for mass communication classes or secure testing activities specifically equipped for such a purpose. This policy is not intended to prohibit the use of video recording devices used to record campus life activities such as sporting events or other University-sponsored events.

Monitoring and Recording Evidence

Any information collected through the use of video surveillance equipment is considered University property and/or records. The appropriate Vice President or his/her designee in each division will be responsible for determining the specific personnel in the division who will have access to video surveillance equipment and recordings.

Upon notification of potential criminal or unauthorized activity in a particular location, University Police may review information obtained from the video surveillance equipment in conjunction with its investigation of such activity.

Disclosure of information obtained from video surveillance to non-University officials or personnel will be subject to review by University Police and the Attorney's Office, and will be handled in accordance with any applicable state or federal laws or regulations.

The University will take reasonable security precautions to prevent unauthorized access to, use or disclosure of data recorded by video surveillance systems.

Video surveillance recordings may not be distributed to non-University officials without written approval from the appropriate Vice President, Campus Police, and the University Attorney.

Disciplinary

Disciplinary actions for violating this policy may include but are not limited to a written warning, suspension of employment, termination of employment, and/or criminal prosecution.

Applicability

This policy applies to all University personnel, including faculty/staff, temporary employees, student employees/interns, and contractors involved in the use of video surveillance.

Date created/updated: *September 1, 2014*