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Faculty Senate Minutes

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Faculty Senate Meeting Minutes – September 2017

Faculty Senators

Univeristy of South Alabama

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**September 20, 2017 – Faculty club - 3:00 pm
DRAFT MINUTES**

Present: Pohlmann, Swiger, Carr, Fisher, Gossett, Harrington, Hossain, Kozelsky, Mata, Moore, Pavelescu, Poston, Reichert, St. Clair, Whitson, Williams, Zlomke, Hurley, Bourrie, Campbell, Gecewicz, Schwarz, Woltring, Cleary, Poole, Spencer, West, Lemley, Wilson, Alexeyev, Chinkers, Gillespie, Rich, Sayner, Chow, Gillis, Madden, Pennywell, Swanzy, Platt, Vandawaa, Varner, Younce, Aishwarya, Piazza, Rocconi

Excused: Gubler, Cooper, O'Connor, McDonald, Riley, Koestner, Bennett-Baldwin, Bolton, Lammle, Omar, Ponnambalam, Steffler, Scalici

Call to Order: 3:00 by Elizabeth Vandewaa

Approval of minutes: August 2017 meeting; **motion to approve with appropriate spelling and grammar corrections; 2d; approved**

Approval of agenda : motion to approve; 2d; approved

President's Report

Dr. Johnson will be making 2 presentations to all faculty candidates applying for tenure and/or promotion in Business, Education and Professional Studies, Engineering, Computing, Nursing, Allied Health, the Marx Library, and the Biomedical Library will submit electronically this year. *Not A&S, because they will submit electronically next year.*

The presentation will be delivered on two dates: Wednesday, September 27th in MCOB 265 and Tuesday, October 3rd in HAHN 1013. Both presentations will begin at 4:00 pm. Please note these presentations will discuss the electronic submission process (e.g., converting the tenure and promotion document in Digital Measures to a pdf, using Google Drive, etc.).

Candidates who are applying for tenure and/or promotion in the Colleges named above are encouraged to attend one of these presentations. All associate deans who work with tenure and promotion candidates, department chairs, and tenure and promotion committee chairs (both at the department and college level) in these colleges are also encouraged to attend, particularly if they

lack familiarity with the electronic process for submission of materials. Deans are welcome to attend. RSVP to Angie Summersgill by 9/25.

Mid-Probationary Review Update

(Sam Fisher): The Mid-Probationary Review is still new. Kinks are being worked out at the College Levels. Review should go out of the department and into the College. The goal is to provide transparency at multiple stages of the tenure process.

Parking Update

Met with the consultant/consulting firm. They will be collecting data into the Spring of next year. A few things to expect: With the buildout of the Simulation hospital there will be a loss of parking spaces—no real solution to that, but the consultants are now aware it is a concern. After this year, the University will be going to a scanner system for parking validation as opposed to a hangtag system. Scanners are slowly being put into place. This will help with safety as well as parking. The biggest issue here will be no “pull through” parking. Will be done at no additional cost.

Bio-Med, Marx Library Merger—Ellen Wilson, Library Caucus leader to discuss

Marx/Biomed merger – Late this summer, administration asked us to explore the implications of a merger of the Marx and Biomedical Libraries. We formed a number of work groups exploring aspects such a administration, finance, collections, systems/web sites, facilities, interlibrary loan, etc. At the town hall meeting on September 11th, Drs. Waldrop and Johnson announced that the two libraries will merge as of October 1st. To begin with, this will be a financial merger that simplifies the funding structure (Marx’s funding was from Academic Affairs, Biomed was from the health system) as well as the reporting structure (Biomed reported to both the dean/director of libraries and the College of Medicine). Mergers related to the organizational structure and operations will be undertaken with the direction of library faculty and staff and will be done in a deliberate manner. No merger of facilities is planned. The overall goal, aside from simplifying the financial bookkeeping, is to improve efficiency and services to faculty/students.

Budget – there will be an increase to the budget this year, but we anticipate that it will merely cover the anticipated rise in subscription costs for the year.

Learning commons – Space has been cleared on the first floor north side of the Marx Library (former Instructional Media Center) to create a learning commons. This is something Dr. Waldrop was really interested in as well as something the library has wanted to do for a long time. The biggest student request is more group study space. The music books have been moved back to the bookstacks and the media and children's/young adult collection have been moved to the second floor north. We are in the process of hashing out details for the layout of the room. We submitted a revised proposal on September 8th and are waiting to hear back from administration. The plan calls for furniture conducive to study groups, lots of white boards, more power/wifi capability, copiers/printers and a vending machine, noise abatement technology, and a few computers. The Biomedical Library has also done some minor renovations that have allowed for the creation of additional study space.

Budget

Many of you are hearing or will hear at the Town Halls (next topic) that the Budget has been negatively impacted by the downturn in enrollment. Our current enrollment this Fall is 15,569, compared to Fall of 2016 when we had 16,443 students. This has affected the U budget to a significant degree, in spite of a tuition increase. *How this will affect faculty lines will remain to be seen...right now if there are retiring faculty or faculty who resign, deans can make a recommendation to fill those lines. New faculty lines are based on critical need only.*

For building on campus, the Simulation Hospital has been through the first level of approval at the State level and the Funding structure is already in place for that. At the next Board meeting it is expected that the Board of Trustees will vote on the Sim hospital and recommend a date for groundbreaking. It is expected to have a 120-seat team-based learning classroom in it, among other things.

Town Halls

I believe FOUR of the Colleges have had Town Halls already, so if any of the Caucus leaders would like to speak to how those went or your impressions of those: Engineering, Allied Health, Library, Business

Search Update

- Chief Diversity Officer
 - We have interviewed 7 candidates, many of whom were quite impressive. Our objective is to bring 3-4 to campus over the next few months, and ideally have this individual in place by January.
- Community Engagement Office and Director
 - We interviewed 4 people for this position, my understanding is that the announcement will be made very soon
- Compliance Officer—does not seem to be a FS representative on that committee.
- Associate Vice President for Finance and Human Resources
 - Interviews start next week—three people to interview for this position

Old Business

Tenure Extension Policy for Life Events—Vote: **motion made to vote on the language as emended by the Deans, but with inclusion of language that notification must occur before May 16 of the summer prior to tenure application. 2d; approved.**

New Business

None

Announcements

Flu Shots

Faculty Senate Awards

Caucus and Committee Reports Submitted in Writing

Committees

Technology Committee Report
Matt Campbell

- We reached out to Paula Medveal about allowing co-authors to change publication data in Digital Measures.
- Also asked Paula to check with Digital Measures (DM) to see if they offer an application programming interface (API) so that we can develop tools to work with DM.
- Checked with Andy Lightbourne about getting an update on the document tracking system.
- We will be getting a permanent computer to run the projector in the faculty club.

Handbook Report
Ellen Harrington

The Handbook and Policy Committee reviewed the deans' version of the Tenure Extension for Life Events policy. We also researched the Final Exam Policy at the request of a faculty member. Future goals include assessing changes to the Tenure and Promotion policy that were implemented last year and reviewing promotion procedures for non-tenure-track professorial faculty.

Caucus

College of Nursing
Caucus Report
Dr. Joyce Varner, Caucus Leader
09202017

The CON will host a Town Hall meeting with Dr. Waldrop on September 25th at 3:30 pm. Senators will meet with Dr. Waldrop at 3:00pm in Room 1013.

Call for Nominations: Faculty Senate Awards For Community Partnership, 2017-18

The 2017-18 USA Faculty Senate is currently accepting nominations for three Community Partnership awards. The awards, given annually, are designed to allow USA faculty to publicly thank and recognize community and business partners in the Mobile area who enhance the faculty mission of teaching, research, and service. The awards serve to strengthen USA faculty's connection to the community, as well as empower USA faculty to recognize excellence and commitment to the university's mission. Each faculty member may nominate one awardee each academic year in one of the three categories designated below.

All nominations shall be sent to the Faculty Senate Planning & Development Committee (David Bourrie, dbourrie@southalabama.edu) by the **deadline of October 6th**. The committee will review the nominations, and qualified candidates will be voted on by the full Senate at the October meeting. Winners, along with the nominating faculty member, will be notified by the end of October.

Winners and nominating faculty shall be special guests of the Faculty Senate at the faculty senate meeting on November 15th, and shall receive a commemorative plaque. Each year the names of the winners shall be added to a permanent display plaque prominently featured at the Faculty Club.

The award categories are:

- 1) Outstanding Research Partner - providing direct support to the research mission of USA faculty through financial, in-kind, personnel, expertise, office space, consulting, or other means
- 2) Outstanding Teaching Partner - providing direct support to the teaching mission of USA faculty, broadly defined, by providing a setting and/or skilled supervision for USA students. This partner enhances the educational mission of the USA faculty by providing internship/externship/field placement to USA students
- 3) Outstanding Community Partner - for an organization/agency that works with USA faculty to address needs of the greater Mobile community through collaborative research and/or service delivery

In your nomination, please provide: 1) the name of the organization and a point of contact for it; 2) your name and contact information; 3) the specific name of the award the person/organization is being nominated; and 4) a brief description of the reason for the nomination (summary of the service provided and the impact on the faculty mission for research, teaching, or community service).

For questions, please contact David Bourrie at dbourrie@southalabama.edu

Call for Nominations for the Semoon and Youngshin Chang Award, 2017-2018

Nominations for the Semoon and Youngshin Chang Endowed Award for Humanitarian Services are coming up and are due Friday, October 6th, 2017. While there are numerous valuable awards presented by the various departments, and colleges within the university each year for outstanding teaching, research, or service, the Semoon Chang Humanitarian Award considers outstanding performance in these areas as a given and looks beyond.

This award focuses on who takes the initiative and makes good things happen?

Who gives their time to help the community and region?

Who is the person we would like to see as the "Face" of the University?

So, think of a student, faculty, staff, or alumnus who contributes the most to humanity and truly makes a difference. Then, send a letter or an email stating why that person is the best among us. The winner will be chosen by a committee from the Faculty Senate. Send nominations by Friday, October 6th to David Bourrie, chair of the Faculty Senate Planning Committee at dbourrie@southalabama.edu.

Faculty Handbook
Tenure Extension Policy for Life Events

A one-year extension for the tenure-track period is permitted for tenure-track faculty members undergoing certain life events that may affect their professional progress at the University of South Alabama. Life events that may qualify for an extension include but are not limited to the extended illness of oneself, the extended illness or death of an immediate family member as defined by Human Resources, the death of an immediate family member or a person to whom a strong personal tie exists as defined by Human Resources, or the birth or adoption of a child, ~~or a divorce.~~ Only one one-year extension will be permitted during the probationary period.

- Faculty members requesting an extension of the tenure period should submit a formal request to the Department Chair and the Dean as soon as possible after the circumstances justifying the request have occurred. Requests for extension will not be approved during the tenure review year, and no later than May 15 of the academic year in which a review for tenure would be required.
- This request should include the faculty member's current position, current tenure period, and description of qualifying life event. ~~Faculty members seeking an extension for medical reasons should submit all relevant appropriate~~ all relevant appropriate medical documentation to the appropriate office in Human Resources within one week of making the request.
- The Department Chair will submit a memorandum to the Dean addressing the request within one week after the chair receives the request. Extension of tenure requests will be subject to the approval of the Dean and the Provost, who will make a determination within four weeks of the initial request.