

University of South Alabama

**JagWorks@USA**

---

Minutes 2014-2015

Faculty Senate Minutes

---

10-1-2014

## Faculty Senate Meeting Minutes – October 2014

Faculty Senators

*University of South Alabama*

Follow this and additional works at: [https://jagworks.southalabama.edu/minutes\\_twentyfourteen](https://jagworks.southalabama.edu/minutes_twentyfourteen)

---

### Recommended Citation

Senators, Faculty, "Faculty Senate Meeting Minutes – October 2014" (2014). *Minutes 2014-2015*. 9.  
[https://jagworks.southalabama.edu/minutes\\_twentyfourteen/9](https://jagworks.southalabama.edu/minutes_twentyfourteen/9)

This Article is brought to you for free and open access by the Faculty Senate Minutes at JagWorks@USA. It has been accepted for inclusion in Minutes 2014-2015 by an authorized administrator of JagWorks@USA. For more information, please contact [jherrmann@southalabama.edu](mailto:jherrmann@southalabama.edu).



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

---

**October 15, 2014 – Faculty Club - 3:00 pm**  
**APPROVED Minutes**

**Attending:** Estis, Gordon-Hickey, Kennedy, Morgan, Smith, Benko, Freed, Gapud, Harrington, Haywick, Husain, Kozelsky, Lindeman, Marin, Marshall, Mishra, Ni Chadhain, Poston, Schulze, Shaw, Smith, Campbell, Landry, Broach, Fregeau, Norrell, Glover, Phan, West, Yazdani, Clanton, Tate, Alexeyev, Cioffi, Liu, Ponnambalam, Rich, Ruchko, Chinkers, Gillis, Noland, Sharland, Woodford, Buckner, Fuller, Huey, Minchew, Varner

**Excused:** Faile, Finley-Hervey, Gecewicz, Davidson-Shivers, Keshock, Audia, Bauer, Burnham, Falkos, Gillespie, Rachek, Richards, Taylor, Riley, Vandawaa

**Call to order** at 3 p.m. by J. Estis with quorum

**Approval of minutes:** September 2014 meeting

Moved; 2d; approved

**Approval of agenda**

Moved; 2d; approved

**President's Report**

- Handbook Revisions

M. Kozelsky: The revised University Faculty Handbook is being reviewed to ensure the new policies adopted by the Faculty Senate have been included. The Handbook Committee is working on three new changes: (1) a revised grievance policy – the committee is researching what other schools are doing and hoping to present a resolution to the Faculty Senate by December; (2) a civility/positive work environment policy – we are working on this concept in conjunction with the Ombudsperson; and (3) adding the Mitchell Cancer Institute to the appropriate areas of the Faculty Handbook

J. Estis noted that Angela Coleman has been working to update the Faculty Handbook and the Faculty Senate officers and Handbook Committee are working with her on revisions. In addition, Angela is working to update the Academic Affairs web page to upload the new handbook and, as new policies are released, they will be put on the page as “new”, then compiled into a new version.

- Special Student Services We have had concerns raised on several issues involving Special Student Services this semester from several different units. The Faculty Senate Officers met with Andrea Agnew, Randy Mhoon, and Mike Mitchell on some concerns. On one issue – accessibility in TBL classes -- Mike and his staff are going to work with Ron Styron to develop ways to accommodate students in TBL classes which often involve high paced in-class quizzes and activities that are not accessible for the vision or hearing impaired. In addition the Office of Special Student Services will be initiating unit visits to introduce the staff and what they do. One area of concern is the new notifications coming by email from the students. Mike agreed to talk to the new vendor about security of notifications and ways that those can be authenticated for faculty. Currently if you have question about the authenticity of a notice or the accuracy of the accommodations listed, you can call Special Student Services to verify the notice’s legitimacy, but they are working on ways so we know from the outset that what we receive is legitimate. We also raised questions of advance notice when students with disabilities, particularly those with significant vision and hearing impairments, are enrolled. We stressed that we need to know as early as possible so that a plan for accommodating can be made well before the class begins. The Office of Special Student Services come from a perspective of wanting student to take the initiative with notices and requests for accommodation, but we emphasized the need of faculty to know so they can adapt classes in advance. We also suggested a faculty resources link on their website, such as a FAQ page, that would include examples of best practices for accommodation in specific situations or with actual (though anonymous/disguised) examples. Mike is open to having a member of Faculty Senate on the Special Student Services Advisory Board.

At the meeting we also discussed some facilities issues that had been raised by faculty. Mike noted that at least one time per year his office holds a disability awareness tour and that he will notify Julie so we can have someone from Faculty Senate on the next tour. One issue that has been raised relates to Faculty Club disability access – the Aramark vendor truck often blocks the handicap spots and ramp.

- T&P Task Force

A Tenure and Promotion Task Force is being formed to comprehensively review T&P policies across campus and recommend revisions. The door is open to make substantial changes to the process, particularly in the transparency and notice aspects of the process. The Task Force will have 4 administrators and 4 faculty representatives. We will need a lot of input into the process. J. Estis will be on the committee and interested in your input on the processes in your units – what works and what needs to be direct. **\*\*\*Please send info. to J. Estis directly.\*\*\***

- Course Fee Approval Committee

Questions have been raised about this committee and what it is doing. We have heard a lot of mis-information and want to provide clarification on what is going on.

Leigh Minchew is the Faculty Senate representative on the committee. She noted: There is a new format for submitting the requests. The process will be a transparent approval process. Committee includes faculty, chairs and associate deans. Purpose is to ensure fees are fair and knowing what the fees are going to be used for.

J. Estis – course fee committee stemmed from the number of requests that were hitting President Waldrop's desk for approval. Purpose is not to limit ability of having fees. Instead it is to have a rationale and process before fees are imposed. It is also to ensure that the fees are being used for their stated purpose.

L. Minchew noted that it is important to provide the rationale and, if available, the back up documentation. If the rationale is clear the approval process is very quick.

- Priorities

At our last meeting we talked about the priorities set forth by Pres. Waldrop in his inauguration address. One question that was raised – what is next? The Executive Committee asked that question of the leadership team at our October meeting. They are having a leadership retreat to begin planning and President Waldrop has invited J. Estis to attend so we will have a direct voice in the planning process.

- Town Halls

Last town hall is MCOB, which is on Monday. The question is – where do we go from here? President Waldrop wants to put it back on the individual colleges as to what we should do in

the spring. **\*\*\*We need each caucus leader to spearhead with your caucus a discussion and a decision on what will work best in your caucus. Please have information to J. Estis before the November meeting so we can work on planning and scheduling the next step in each unit in February or March.\*\*\*** President Waldrop has asked us for our feedback and we need to provide that feedback in a timely manner.

- Financial Aid – tightening in federal regulations

At the Executive Committee's last meeting with the leadership team, a pending issue with federal financial aid regulations was raised by administration.

K. West – this is a continuation of discussion with Kelly Osterbind regarding F\* You probably know the F\* impacts financial aid. We did not understand until this meeting with the leadership team that the University essentially acts as a bank in the financial aid arena. A student receives student loan. Most loans are more than tuition. Money goes to the University, then the University writes the student a check for the amount above tuition. Checks are cut three days after classes start and some students never actually show up for class. If the student does not meet the federal definition of participation, the University has to repay the federal money and attempt to collect the distributed funds from the student. Whether it collects or not, the University still has to pay the money back. The total last year was about \$800,000.

Federal regulators are tightening oversight. If they see 1 or 2 F\* and then F's, they will ask for verification of the F's – i.e., should they be F\*. And regulators can determine that it should have been F\* and will demand the money back.

The federal government wants to see reporting within first or second week of class to show if the student showed up. They then want to see something at the 60% mark to show students are still attending.

The Administration does not want to impose attendance-taking requirements. They have asked us to help us come up with ideas for what metrics we can use to meet the federal oversight requirement and obviously the solution will be different in different classes. We are going to be forming a “task force” to try to come up with possible solutions for different size and different types of classes. We will be asking some of you to be on the task force.

B. Gillis noted that once a student has completed 60% of the class, the university does not have to pay the money back, but we have to be able to document that the 60% threshold was reached.

K. West noted that the University needs to develop a policy/system that will pass the federal audit process.

S. Gordon-Hickey noted there will likely be a stop gap measure for Spring. Faculty members need to know that what may be imposed by administration for spring is not the final way the problem is being fixed it; it is merely a short-term fix for a long-term problem.

A. Sharland asked about coordinating drop date with the 60% so we don't pass the 60% mark then they drop.

J. Estis raised that retention measures can also be worked into this.

It is nice that we have been asked to drive this rather than being told how we must comply.

But it is going to take some time and effort.

- Search for new Dean of Allied Health

J. Estis is on committee. Meeting Friday. Looks like it will be a national search similar to the MCOB search.

### **Announcements**

- Update – Director of Marketing & Communication Search Complete. Mike Haskins, currently at College of Charleston, will be starting December 1. College of Charleston has an award winning on-line magazine used for internal communication. He is coming to our December meeting.
- Update UCUR Search – J. Estis/T. Rich Executive Committee met with candidates. Recommendations from search committee has been sent to Dr. Johnson.
- Process Improvement Committee – D. Marshall Starting to develop some policies to guide the committee. We've spent time inventing what the committee will do. It is interesting to see the differences in understanding among faculty, administrators, and staff. Working on immigration forms, student travel forms, etc. Every day new issues are coming to the committee. There are 18 members of the committee. Some of the projects are long-term because of the number of departments involved. Be patient if you send something in; it will take a while to work through everything that has been submitted.
- Homecoming – B. Gillis We are in same place as last year. The tent will be open with food from 3:30-6. Game starts at 6:30. We are having chicken tenders, chicken Caesar salad, and sliders from Turner

Catering. We have sodas and water. Still working on getting beer donated. If it doesn't happen, we will have a cash bar. Have give-aways, including signed football. B. Gillis is asking for 30 minutes of your time to help with the tent. Have parking passes for those willing to help.

- Tobacco Survey – D. Haywick/S. Gordon Hickey

The Environmental Committee assembled questions for a survey on tobacco to help in formulating a tobacco policy for the campus. The University Wellness Committee has reviewed the questions. and Steve Simmons has agreed to pay the fees associated with the USA Polling Group to complete the survey for faculty, staff, and students. The survey will open late October or early November (projected dates of either 10/27 or 11/3 with 3 weeks of time to complete the survey). Thomas Shaw is serving to facilitate the survey as he is the Director of the USA Polling Group.

Is a first step toward a tobacco policy – whether we should be smoke free, feelings on electronic cigarettes.

### **Old Business**

- Update -- Chair Observation Policy – Approved by Deans Council - J. Estis  
Has been approved and will be in the new handbook.

- Adjunct/Part-Time Committee

We now have nominations from a number of units and J. Estis will be calling a meeting this semester to get the ball running.

### **New Business**

- Motion to add Mitchell Cancer Institute as Faculty Senate Caucus

MCI is a free-standing unit but the MCI Faculty do not have representation on the Senate. To officially add them as a caucus, the executive committee and officers have been working on a motion to add MCI to the Senate.

Motion was distributed by email (copy attached) and shown on the screen at the meeting. Purpose was discussed – free standing unit, @15 people with faculty status, not currently represented in any college caucus, need a voice, and the Faculty Senate is working on other fronts to get those faculty members fully included in the handbook.

A question was asked about MCI faculty who have a dual appointment in the College of Medicine. K. Woodford noted that under the Faculty Senate Bylaws, faculty members who have dual appointments must pick one caucus or the other, and faculty members generally opt for the caucus representing their primary appointment. The faculty member cannot be counted twice for purposes of determining representation.

A vote on the motion will be taken at the November meeting.

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

We have been trying to close the loop on our resolutions and discovered we had voted to amend the Faculty Senate Bylaws to add the Research & Creative Activities Committee but had never formally adopted the committee charge. To close the loop, the executive committee is offering a motion to add the charge to our bylaws.

The Motion to approve the charge was distributed by email (attached) and shown at meeting.

A vote on the motion will be taken at the November meeting.

**Business Portion of meeting closed at 3:45.**

**Presentation of Faculty Senate Awards & Reception – 4 p.m.**



## **CAUCUS Reports – Submitted in Writing**

### **Mitchell College of Business**

The MCOB is holding its annual Get Connected Day on Friday, October 17 from 11 -2.

The MCOB will host a number of female guest speakers/lecturers in support of National Business Women's Week (October 20-24).

### **School of Continuing Education and Special Programs**

USA announced that the our Hospitality and Tourism Management Program will be offered, in part, on our new site in Gulf Shores. Please share the news with your faculty, staff and students and "like" the story on Facebook.

For the press release, see [www.southalabama.edu/news](http://www.southalabama.edu/news)

For Facebook, see [www.facebook.com/theuniversityofsouthalabama](http://www.facebook.com/theuniversityofsouthalabama)

### **College of Allied Health**

The caucus has solicited feedback from COAHP faculty in various formats since the middle of the summer with a small group session at Camille's Café in July for faculty with primary responsibility of teaching and research, a SWOT analysis survey soliciting feedback from all faculty in preparation for the Town Hall meeting with President Waldrop in August, and a two question online survey to solicit faculty feedback on improving the response rate on Annual Chair Evaluations in Sept. In addition, several faculty participated in a "walk and talk" with Dr. Waldrop in August. The purpose of these varied forums is to offer multiple opportunities for faculty to voice their opinions about needs and vision for the future. Feedback and recommendations received from each of the forums is being used to enhance faculty-administrative relationships, to improve opportunities for interdisciplinary collaboration, to address issues related to faculty workloads and pursuit of tenure and promotion, and to enhance relationships with USA health systems. Dean Richard Talbott has announced his intention to retire in 2015 with a search committee recently appointed.

### **College of Medicine**

The College of Medicine and Mitchel Cancer Institute will be hosting the 8th Annual Research Forum on Friday Oct 31, from 9AM to 3PM in the Medical Sciences Building. This is a great opportunity for faculty and students to interact and discuss biomedical research on campus.

## **Committee Reports – Submitted in Writing**

### **Handbook Committee**

The Handbook Committee is working on three different projects this year:

- 1) Proposing a revision to the Grievance Policy;
- 2) Adding a civil code of conduct; and
- 3) Clearer inclusion of MCI faculty into the Handbook.

The Grievance Policy is our first order of business, and we hope to present a proposal for a revised Grievance Policy to the Faculty Senate at the December meeting.

### **Environmental Committee**

Meeting with President Waldrop next wee to discuss the gulley area and disability access over that area.

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.