

FACULTY SENATE MINUTES
SAM HOUSTON STATE UNIVERSITY
April 2, 2009

Members Present: Tracy Bilsing; Bill Brewer; Stacey Edmonson; Mark Frank; Debbi Hatton; Darci Hill; Emmette Jackson; Bill Jasper; Ann Jerabek; Gerald Kohers; Paul Loeffler; Brian Loft; Andrew Lopenzina; Bill Lutterschmidt; Melinda Miller; Sheryl Murphy-Manley; John Newbold; Brian Oetiker; Debra Price; Tracy Steele; Yan Zhang.

Members Absent: Bill Edgington; Joseph Neisser; Sam Souryal.

Call to Order:

Chairperson Edmonson called the meeting to order.

Approval of Minutes:

The minutes from the March 19, 2009 meeting were approved as amended.

Special Guest:

Dr. David Payne, Provost and Vice President for Academic Affairs, addressed the Senate by providing an update on current activities and addressing various issues.

- Dr. Payne extended his thanks for faculty support during the SACS reaffirmation process. Only 1 of 10 reviewers had recommendations about assessment procedures and these were minor concerns. Overall the review was very positive.
- Dr. Mitch Muesham has been selected as COBA dean starting August 1st and his position in Graduate Studies will be filled through a national search. His current feeling is to continue with the single position as Associate Vice President and Director of Graduate studies.
- The administration received and concurred with the Senate's resolution about guns on campus. The administration intends to maintain a gun-free campus.
- With respect to Senate's resolution concerning speedy evaluation of transcripts, the administration found only examples of students not initiating timely requests for reviews. Dr. Payne asked for other cases.
- Dr. Payne addressed the construction of the Performing Arts Building and the campus-wide excitement that that has generated.
- Our new Associate Vice President for Distance Learning, Bill Angrove, arrives on campus on Monday (April 6). The MS-CJ online degree program will begin this fall so he is moving forward at a rapid pace. Chief graphics design and marketing positions are to be created his area of responsibility. His offices will be located in Smith-Kirkley and the administration intends to consolidate all distance learning efforts under his direction. Although the administration has no final decision, thoughts are that current draft agreements with Higher Education Holdings afford insufficient university control of academic issues.
- Mr. Dan Davis who is responsible for post award functions is currently in Fiscal Affairs) but will move to Academic Affairs.

- SHSU has been granted preliminary approval for a degree program in Nursing. Fall 2010 is the anticipated date for the first entering class. Huntsville Memorial Hospital is to provide a wing for hospital-related activities and technical equipment.
- Legislative budget items are being proposed in stages thus funding for faculty salary increases is still an unknown.
- SHSU has preliminary agreement for seven acres at adjacent to the University Center in Woodlands. We have agreed to shared use of the facility (75%-25%, SHSU-Lone Star College) during the day. We anticipate completion during the spring of 2011.
- Special Education and Instructional Technology doctoral programs are being proposed.
- Mr. Dana Gibson, our newly selected Vice President for Fiscal Affairs and Operations, will initiate a time of changes in procedures and policies. We should anticipate much more transparency on the fiscal side.

A question and answer period followed in which Dr. Payne entertained questions from the floor. These addressed the President's response to Representative Kolkhorst's sponsorship of the guns-on campus legislation, the status of preliminary approval for the Nursing Program since History's preliminary approval for its degree program did not materialize into final approval, enrollment concerns for the fall, our veteran programs (recruiting and on-campus help), the PACE program, and the status of HEH decisions.

Provost Payne concluded his remarks by expressing his appreciation for the cooperative spirit between Senate and Administration.

Chair's Report:

- The issues discussed in the Senate Leadership meeting with Dr. Payne were essentially reviewed in his address.
- In the recent Budget Committee meeting incentive fund usage was finalized.
- Senate's Bookstore information and its recommendation went to Student Services and to the Bookstore. Dr. Edmonson and bookstore management will meet soon to discuss our concerns.
- U.S. Representative Kevin Brady will address Senate on Wednesday, April 15, at 9:00 a.m. for 45 minutes. Approximately Senators indicated that they did not have a class conflict and would attend. (Note: Minutes from that subsequent meeting with Congressman Brady are attached to these minutes for information only.)
- The Engaged Scholars Working Group representing both PACE and ADP are working to promote civic engagement (CE) and Academic Civic Engagement (ACE) as well as to define CE and ACE activities and their associated credit within the FES system. The committee is seeking a recommendation from Senate and will be our guests next meeting. Discussion followed inquiring about definition.

Old Business:

- Haven Program
The University Affairs resolution resulting from last meeting's discussions in opposition to the Safe Zone, placard program was completed but not brought forward. A supplemental resolution was offered for discussion that would extend Senate

support of an alternate awareness program. Discussion followed. The issue was tabled, predicated on Faculty Affairs' pending resolution.

- The November 6th Senate minutes addressed APS900417 (Promotion and Tenure Policy.) Academic Affairs Committee had been tasked to formally review the policy. Senate will anticipate formal recommendation next meeting.

New Business:

- **Pictures on the SHSU Website**
It was noted that the posted images are mostly non-academic, with few faculty, and none with classroom settings. The Senate should suggest more balance; it was suggested that this be discussed with the Provost.
- **Compensation for supervision of Independent Study students.**
Since uncompensated supervision represents considerable time in COBA, several questions were addressed to Senators relating to their experiences in other colleges. Questions related to various issues: compensation being granted, limits on course enrollment (5-10 students,) chair approval requirements, and existing workload policies or procedures. Discussion followed. Faculty Affairs will evaluate the faculty workload policy and consider these issues.
- **Student Language**
An issue of concern is the increased use of inappropriate and offensive language on campus and general civility of student interaction and their impact on campus culture. Discussion followed often centering on the content of the student handbook. Senate felt that an editorial should be placed in the *Houstonian*. Senator Price offered to take responsibility for a draft editorial with several Senators offering to assist. The Senate should anticipate a document at the next meeting.
- **Faculty workload: 3/3 and 4/4**
A question was raised regarding Senate's report from fall semester dealing with the fairness of merit/market amounts based on teaching load and the administration's response to its recommendation. Dr. Edmonson replied that we have not received an official reply and that she will inquire.

Committee Reports:

The suggestion was made by the Chair-Elect that all committee reports include an executive summary for inclusion in the minutes.

Faculty Affairs:

A report was presented concerning the Chair Evaluation Process. The full report is attached. Discussion and inquiries from the floor were intermixed with report items.

The following were noted:

- Only CoEd and HSS are adhering to three-year review cycles.
- Chairs do not have comprehensive evaluations.
- Should chair evaluation employ FES, form X?
- The online handbook seems to have its approval pending.

-- What is the role of the DPTAC in all evaluations at the departmental level?

It was proposed that Senate should formally reconsider the Performance Evaluation of Chairs as a new policy or an extension of current FES policy.

The recommendation passed unanimously. The issue is to be discussed with Provost Payne.

- University Affairs:

- No report.

- Academic Affairs:

- No report.

- Committee on Committees:

- No report.

Next meeting

- We will have three guests next meeting: Heather Crowson, Bill Bridges, and Carol Nardonne, to discuss writing across the disciplines.
- Nominations for administrative awards for administrators are needed. Please seek suggestions from college faculty.

Senate adjourned at 5:00 p.m.

Respectfully submitted by Paul Loeffler.

Faculty Affairs Committee Report

Report on the Chair Evaluation Process

April 2, 2009

Overview of the Issue:

- Department chairs have numerous responsibilities. They teach classes, engage in research, and provide invaluable services for their department, college, and the University. Unlike other faculty members, however, department chairs do not have a formal workload policy, nor do they have a specific performance evaluation process.
- After discussions with each of the relevant college deans by members of the Faculty Affairs Committee, it is clear that the only formal device used to evaluate chairs is the Chair Performance Evaluation survey given annually to faculty members by Academic Affairs (see Attachment A).

Concerns:

- Hardcopies of the Faculty Handbook (available in the library) specifically state that the continued appointment of department chairs is to be reviewed every three years by faculty members (see Attachment B). This policy does not appear in the online version of the Faculty Handbook. Moreover, research by members of the Faculty Affairs Committee indicates that this three-year review practice has not been widely maintained by all of the colleges (the College of Education and College of Humanities and Social Sciences have performed best in maintaining this practice).
- Issues of accountability and transparency may also arise since pay increases for department chairs come from the same pool as merit increases for faculty. Unlike department chairs, however, faculty members are subject to both the Faculty Instructional Workload Policy (Academic Policy Statement 790601), and the Faculty Evaluation System (Academic Policy Statement 820317). Perhaps unsurprisingly, the average merit increase across all colleges during the 2008 FES period for faculty members was \$1,659.¹ By contrast, the average merit increase for department chairs was \$2,442 (47% more).²

Recommendation:

The Faculty Affairs Committee recommends the creation of a formal chair workload policy (along the lines of the Faculty Instructional Workload Policy, see Academic Policy Statement 790601), and the creation of a specific chair evaluation policy. The chair evaluation policy should reflect the guidelines articulated in the workload policy, and should reaffirm the practice of allowing faculty members to review the reappointment of chairs every three years.

¹ If faculty that did not receive a merit increase are excluded, the average merit increase for faculty increases to \$1,791.

² None of the department chairs received a market adjustment for the 2008 FES period. However, all department chairs did receive an annual stipend for being a department chair (defined in Attachment 2 of the Faculty Instructional Workload Policy).

CHAIR PERFORMANCE EVALUATION

Name of Administrator Being Evaluated _____

Please evaluate the chair's performance for each item below by writing **ONE** number in the appropriate box according to the scale: X=No Opinion; NA=Not Applicable; 1=Poor; 2=Fair; 3=Average; 4=Good; 5=Outstanding. Keep in mind that you are evaluating his/her administrative skills and not teaching abilities. Below each section is a space for your comments. In your comments please be specific. Comments may be continued on the back of this form if additional space is needed.

I. SUPPORT OF FACULTY ACTIVITIES

- () 1. Teaching (e.g., scheduling duty assignments, textbook decisions)
 () 2. Scholarships (e.g., encouraging research, publications, paper presentations)
 () 3. Faculty development (e.g., promoting of developmental leaves, seminars, study programs)
 () 4. Advocacy (e.g., representing the faculty to the administration)

COMMENTS:

II. SUPPORT OF STUDENT ACTIVITIES

- () 1. Academic-career counseling of majors and minors
 () 2. Involvement of students in professional activities (e.g., clubs, seminars)
 () 3. Recruitment (e.g., communicating with alumni and prospective students)

COMMENTS:

III. DEPARTMENTAL DEVELOPMENT

- () 1. Curriculum(e.g., conducting periodic review)
 () 2. Involvement of faculty (e.g., keeping the faculty informed, seeking faculty advice and reaction in unit matters)
 () 3. Actively responding to faculty concerns
 () 4. Evaluation (e.g., fair evaluation of faculty and staff)

COMMENTS:

IV. PROCUREMENT AND MANAGEMENT

- () 1. Development and management of facilities, supplies, equipment, and other resources
 () 2. Management of secretarial and student worker services
 () 3. Recruitment (e.g., filling faculty and staff vacancies)
 () 4. Affirmative action (e.g., actively recruiting minority faculty, staff, and students)

COMMENTS:

V. ADMINISTRATIVE ATTRIBUTES

- () 1. Standards (e.g., practicing and promoting high academic and ethical standards)
 () 2. Vision (e.g., anticipating and preparing for unit's future needs)
 () 3. Concern (e.g., recognizing and providing for individual needs of faculty and staff)

COMMENTS:

VI. () OVERALL EVALUATION AS ADMINISTRATOR

COMMENTS:

PLEASE DO NOT SIGN FORM

THE FACULTY HANDBOOK

SAM HOUSTON STATE UNIVERSITY
Huntsville, Texas



A Member of The Texas State University System

EFFECTIVE:

September 1, 1980
Revised, April, 1982
Revised, April, 1983
Revised, May, 1984
Revised, September, 1986
Revised, September, 1989
Revised, November, 1990
Revised, September, 1991
Revised, October, 1995

Sam Houston State University is an Equal Opportunity/Affirmative Action Institution

3. SHSU will notify the contracting or granting agency within 10 days after receiving a notice of a conviction from an employee or otherwise receiving actual notice of the conviction.
4. SHSU will within 30 days after receiving notice from an employee of a conviction as described in 2.b. above:
 - a. Take appropriate personnel action against the employee up to and including termination; or
 - b. Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Annual written notice is provided to each member of the faculty and staff as well as currently enrolled students.

FACULTY EVALUATION SYSTEM

The faculty evaluation system is important for purposes of faculty development, promotion in academic rank, adjustments in salary and, in the cases of non-tenured faculty, contract review. The four criteria recognized for purposes of evaluation are: teaching effectiveness; scholarly and artistic endeavor; professional growth and professional activities; and non-teaching activities supportive of departmental, college, and university programs. The evaluation forms are to reflect faculty activity for the twelve-month period beginning June 1 of each calendar year.

For complete coverage of this policy refer to Academic Policy Statement 820317. In addition, Academic Policy Statement 800722, Promotions in Rank and Merit Advances in Salary Within Rank, is directly relevant to the faculty evaluation system. (See Appendix V of this handbook)

Evaluation of Interim Faculty

In addition to the evaluation of interim faculty required by the "Faculty Evaluation System", each interim faculty member being considered for a renewal appointment should be evaluated by the appropriate tenured faculty to determine whether or not to recommend to the administration that the renewal appointment be made. The procedures used for this evaluation may, or may not, be as formal as those used for probationary faculty.

Also, it is possible for a faculty member with interim status to be subsequently appointed to probationary status. Thus, it is imperative that the tenured faculty of a tenure unit identify, as soon as possible, those interim faculty who are candidates for appointment to probationary status within the tenure unit. Each interim faculty member so identified should be evaluated by the appropriate tenured faculty according to the procedures for probationary faculty.

Evaluation of Academic Administrative Personnel

Faculty members have the responsibility and privilege of evaluating annually their immediate supervisor(s). For instance, faculty evaluate chairs; chairs evaluate deans; and deans evaluate the academic vice president. Additionally, the continued appointment of department chairs is reviewed every three years. Administrative personnel serve at the pleasure of the President and of the Board of Regents, The Texas State University System.

FACULTY LEAVE POLICIES

Faculty Administrative Leave Program

The purpose of this program is to provide an opportunity for a member of the faculty, through a released-time arrangement, to acquire administrative experience and to contribute professional expertise by serving in a professional level administrative staff capacity in a selected administrative area for a specified period of time. For complete coverage of this policy please refer to Academic Policy Statement 800215, Appendix V of this handbook.

Addendum: Congressman Kevin Brady's Visit with Faculty Senate,
9:00 a.m., April 15, 2009

President Gaertner offered a warm and gracious welcome to Congressman Brady commenting, "Any day he is on campus is a good day". After reminding the Senators of the Congressman's helpful and understanding relationship with Sam Houston and outlining his accomplishments in Washington, the President offered the floor to the Congressman.

Congressman Brady thanked the President and Chair Edmonson for the privilege of visiting with us. Following brief comments concerning the significant changes he has witnessed throughout the campus, he expressed his pleasure that in spite of our growth in both size and mission, we remain steadfastly student-oriented.

He then outlined several of his current legislative efforts relating to higher education. These included:

- A focus on funding and finances for colleges.
- Tax incentives for students and their families.
- Funding to incentive research and development at universities,
- The Hope Scholarship initiative providing help for the first two years of schooling.
- An effort to include universities in the US-AID hunger bill.
- The post 9/11 focus on security created, ten university-based centers, two of which are in Texas.
- Support for SHSU's rural crime lab.

Congressman Brady then stated that his intent was to listen to the Senators with respect to issues of concern. On each issue he exchanged probative questions and encouraged further discussion. The following issues were raised and discussed:

- The impact of accountability standards on K-12 and potential implications if such a failed model were to be adopted at the university level.
- The problems that testing and the inherent teaching-to-the-test introduce at the university level.
- Preparedness of entering students, specifically their inability to communicate in an articulate manner.
- The challenges of attracting and assisting STEM students.
- The university's challenge of enlightening students and addressing an apparent lack of curiosity about the world.
- The opportunity-cost of students not being able to work such that they can address their private debt service.
- The federal vision of higher education 50 years from now, specifically the value of a bachelor's degree.
- University autonomy and federal encroachment through mandates and regulations.
- Specific issues in the proposed budget related to high education.

Comments, questions and discussions filled the remainder of the hour. In concluding his visit Congressman Brady again thanked Dr. Edmonson and President Gaertner for the warm and honest exchange of ideas.

The meeting concluded at 9:55.

Respectfully submitted,
Paul A. Loeffler