

**FACULTY SENATE MINUTES
SAM HOUSTON STATE UNIVERSITY
January 31, 2008**

Chair Debbie Price called the meeting to order at 3:30 p.m.

Members Present: Doug Constance; Tom Cox; Jerry Dowling; Bill Edgington; Mark Frank; Debbi Hatton; Emmette Jackson; Renee James; Bill Jasper; Ann Jerabek; Rosanne Keathley; Gerald Kohers; Paul Loeffler; John Newbold; Brian Oetiker; Debra Price; Tracy Steele

Members Absent: Tracy Bilsing; Peggy DeMers; Stacey Edmonson; Brian Loft; Bill Lutterschmidt; Tamara Waggener; Yan Zhang.

Approval of Minutes:

The minutes of the December 3, 2007 meeting were approved.

Next Meeting:

The next Faculty Senate meeting is scheduled for February 14, 2008.

Chair's Report:

Teri Oparanozie reported on the Faculty Centennial Scholarship Committee. She passed out a memo for SHSU faculty regarding nomination procedures. She reviewed the budget related to the scholarship and encouraged faculty contributions to the endowment for this scholarship. She discussed the possibility of obtaining a new plaque to recognize the scholarship winners, which will be provided by Faculty Senate funds.

Chair Debbie Price noted that the date for the May 2 meeting should actually be May 1.

Chair Debbie Price reported that the University calendar and procedures for developing this calendar will remain in place.

Old Business:

None

New Business:

Computer problems continue across campus. The Senate will invite a spokesperson from Computer Services to attend an upcoming meeting for conversation regarding this concern.

The coding of students who drop after the 12th class day is a matter of concern, particularly the timing of "Q" drops. Students who withdraw from all courses still earn a grade of "WP" or "WF," while students can "Q" drop individual classes until effectively the end of the semester. Implications for both student behavior/effort in class as well as the student's impact on others (both faculty and students) were discussed when the "Q" drop date is allowed to be so late. There were also concerns that this policy allowed students who ultimately plan to drop the course to fill seats that could be used for students who might legitimately need the course and/or put forth more effort in the course.

If a student adds after the first class day, then it is the faculty member's responsibility to communicate consequences to the student (absences, materials or assignments missed, etc.). Chair Debbie Price will check with the Academic Policy Council for clarification.

A concern regarding courses being cancelled/closed at the last minute was also brought forward. When courses are closed so close to the beginning of the semester, it impacts teaching positions and loads for both graduate teaching assistants and adjuncts (pool faculty). Senators felt that closing a number of classes with short notice is discourteous to faculty members assigned to teach these courses. Chair Debbie Price will take this concern to the Provost.

Senator Tom Cox also explained that a new Faculty Research Support Committee has been developed and will be seeking input from faculty.

Concern was expressed regarding the actual influence and impact of the Faculty Senate on administrative decisions. It was suggested that the Senate keep track of administrative follow through on Senate recommendations and resolutions. Chair Debbie Price will check on having important Senate minutes on the Academic Affairs email that is sent to all faculty.

Committee Reports:

Chair Debbie Price checked on the status of Faculty Senate Committee activities. There is not currently a committee working on merit pay or Faculty Evaluation System (FES) guidelines.

The following committee reports were submitted to the Senate:

- Academic Affairs. None.
- Faculty Affairs. Faculty Affairs is currently looking at scheduling across campus. There is great diversity across campus in starting times for courses. There are reasons for certain scheduling conflicts that reflect the special needs of departments (science labs, music labs, etc.). Still, there appears to be no mechanism in place to prevent students from registering from courses where the course times overlap or conflict. Differences in course times across programs add to this difficulty (for example, MW classes that meet for 1.5 hours and MWF courses that meet for 1.0 hour). In addition, there are no guidelines advising students of travel time required between courses offered on campus at SHSU and off campus at The University Center. Thus, the Senate passed a unanimous recommendation that the Administration conduct a campus-wide study to determine faculty and student needs in terms of course starting times and hours. The Senate also passed the following recommendation unanimously:
The Faculty Senate recommends that the Registrar's Office prohibit students from registering for two overlapping courses.
- University Affairs. None.
- Committee on Committees. The Committee on Committees is working to have Senate elections earlier in the spring semester. Candidates have been identified, but more candidates may be needed in certain colleges. Debbie Price will check on how to encourage more candidate participation.

The Faculty Senate adjourned at 4:58 p.m.

Respectfully Submitted,
Stacey Edmonson, Chair-elect