

**FACULTY SENATE MINUTES
SAM HOUSTON STATE UNIVERSITY
October 11, 2007**

Chair Debbie Price called the meeting to order at 3:33 p.m.

Members Present: Tracy Bilsing; Doug Constance; Tom Cox; Jerry Dowling; Bill Edgington; Stacey Edmonson; Debbi Hatton; Emmette Jackson; Renee James; Ann Jerabek; Gerald Kohers; Paul Loeffler; Brian Loft; Bill Lutterschmidt; John Newbold; Brian Oetiker; Debra Price; Tamara Waggener.

Members Absent: Peggy DeMers; Mark Frank; Bill Jasper; Rosanne Keathley; Tracy Steele; Yan Zhang.

Approval of Minutes:

The minutes of the September 20, 2007 meeting were approved.

Next Meeting:

The next Faculty Senate meeting is scheduled for October 25, 2007.

Old Business:

Mitchell Muehsam, Associate Vice President for Academic Affairs, spoke to the Senate regarding the new Faculty Credentials Maintenance System for SACS. He demonstrated how to use the system via SamWeb on the SHSU website. This training was presented to department chairs previously. Faculty qualifications are based on a "per course" level; for undergraduate courses, a terminal degree in the respective discipline is sufficient. For graduate courses, faculty need to input additional justification as to why they are qualified to teach that course (such as publications, experience, specific coursework in that area, etc.). The qualifications report should be completed for all faculty, including adjunct professors, for the Fall 2007, Spring 2008, and Summer 2008 semesters. Every faculty member has access to the system and can enter his/her own information.

Senate committees that want to seek input or distribute questions to the faculty can send their questions to Chair Debbie Price, who will send to Dorothy Robertson in Academic Affairs, who will send them out to the entire faculty for responses.

Chair's Report:

Chair Debra Price presented the following report to the Faculty Senate:

Calendar Committee - Debbie Hatton and Brian Loft attended the Calendar Committee meeting and discussed a report detailing problems with the current academic schedule. Of particular concern is Section 4.5 of the Coordinating Board guidelines, which specifically says that the Texas Common Calendar is to include 15 weeks of instruction plus one week for exams. Section 4.6 mentions both 15 weeks as well as 45 contact hours; SHSU chooses to adhere to the 45 hour guideline rather than 15 weeks. Comparisons to other universities within the Texas State University System as well as universities across the state were also given; SHSU has more class days than any other university. Senator Gerald Kohers noted that in addition to the unequal number of days between universities, another issue of concern is the inequity between number of days within SHSU (faculty and student hours for M days, T days, W days, Th days, F days are not the same).

Concern was also expressed that only one faculty member (a department chair) and the Chair of the Faculty Senate are included to represent faculty interests on the Calendar Committee. The Senate voted to forward this document to Provost Payne and the Academic Policy Calendar.

Scholarship of Service – The Senate discussed the concept of Scholarship of Service, where faculty who produce “publications” or scholarly works for public organizations (local, regional, state, national) would receive credit under the Faculty Evaluation System for scholarship. No action was taken at this time.

New Business:

Qdrops – The Senate accepted a recommendation from the Academic Affairs Committee regarding procedures for Q-drops. The recommendation states that a student who wants to Q-drop must go to the Dean of the college of the course that he/she wants to drop (i.e., if the course is a MTH course, then the student must go to the Dean of Arts and Sciences, regardless of the student’s major). In addition, the Dean should consult the faculty member teaching the course before approving the drop. The Senate voted to submit this recommendation to Provost Payne and the Academic Policy Council.

Salary adjustment – The Senate heard a recommendation from the Academic Affairs Committee regarding procedures for merit and market, collectively referred to as salary adjustments. The recommendation generated discussion, which will be completed at the next Senate meeting. A recommendation for action was tabled until that time.

Graduation application process and timeline – The Registrar’s office has changed the process and timeline for students applying for graduation. Students must now apply for graduation during the semester they plan to graduate. Departments should be sure that all academic advisors are aware of this change.

Committee Reports:

Chair Debbie Price mentioned that the President is forming a new committee that will advise the President regarding (a) artwork to be purchased for the University, (b) acceptance of artwork that has been donated to the University, and (c) location of artwork that is donated to the University.

Because of time constraints, committee reports not already presented in New Business are postponed until the next regularly scheduled Senate meeting. The following committee reports will be submitted to the Senate:

- Committee on Committees.
- Faculty Affairs.
- University Affairs.
- Academic Affairs.

The Faculty Senate adjourned at 5:03 p.m.

Respectfully Submitted,
Stacey Edmonson, Chair-elect