

**FACULTY SENATE MINUTES  
SAM HOUSTON STATE UNIVERSITY  
SEPTEMBER 16, 2004**

**Members Present:** David Bailey, Christopher Baldwin, Jim Carter, Steven Cuvelier, Peggy DeMers, James DeShaw, Stacey Edmondson, Mark Frank, Mary Gutermuth, Marsha Harman, Deborah Hatton, David Henderson, Lady Jane Hickey, Joan Hudson, Joe Kirk, Gerald Kohers, Tom Kordinak, Paul Loeffler, Holly Miller, Philip Morris, Valerie Muehsam, Debra Price, Gary Smith, Christopher White, Patricia Williams.

**Members Absent:** Bill Lutterschmidt (professional conflict)

The Faculty Senate was convened at 3:30 p.m. on September 16, 2004 by Faculty Chair Marsha Harman.

**Approval of Minutes:**

Emendations for the minutes of September 2, 2004 were approved.

**Committee Reports:**

Committee on Committees: Senator Kohers (Chair of the Committee on Committees) led a discussion about the difficulty of ensuring representation of all colleges on University Committees noting that some Colleges are often significantly underrepresented in a service capacity on University Committees. Senator Kohers also offered a nomination for a position on the Achievements Record Committee (Faculty) and the nomination was approved by the Faculty Senate.

**New Business:**

At the request of several Senators, a concern for the adequate representation of all Colleges by the Faculty Senate was raised. Senators appeared to generally believe that on almost all issues the Faculty Senate does appropriately and vigorously represent all Colleges and all Faculty. It seems inevitable, however, that on some issues some Colleges may sometimes perceive the interests of their College to be somewhat different from the position taken by the Faculty Senate. Recognizing that representative bodies will sometimes contain dissenting voices with legitimate reasons for their dissent, the Faculty Senate will attempt to anticipate those issues when possible and to be particularly sensitive to addressing issues where one part of the University community may have unique requirements and/or interests.

**Old Business:**

Chair Marsha Harman provided an update on the status of the proposed Faculty Senate survey concerning the return of grades to students during the early part of a semester. Concern was raised last year about the possible negative effect on retention of delaying the return of grades to students. The Faculty Senate survey has not yet been administered and the new Faculty Senate will consider whether, how, and possibly when to do so.

**Chairs Report:**

Chair Marsha Harman made the following reports to the Faculty Senate.

- 1. Annual Faculty Senate Leadership Awards:** Dean Genevieve Brown sent a thank you note expressing happiness at being selected as one of the first recipients of the Annual Faculty Senate Leadership Awards.
- 2. Five Day Class Schedule:** Dr. Payne has put into place a time-table for returning all Colleges to a five day class schedule.
- 3. IDEA Workshops:** Requested that members of the Faculty Senate encourage faculty members across campus to attend the IDEA faculty evaluation system workshops to be held on September 22 and 23.

Wednesday September 22, 2004

10:00-11:00 a.m.	Chairs CJ Center Room A-217
2:00-3:30 p.m.	Faculty CJ Center Courtroom
5:30-6:30 p.m.	Students CJ Center Room A-218

Thursday September 23, 2004

10:00-11:30 a.m.	Faculty CJ Center Courtroom
1:30-3:00 p.m.	Faculty CJ Center Courtroom

Chair Harman indicated that she would send out a general notification to faculty reminding and encouraging attendance at one of these sessions.

**4. 125<sup>th</sup> Celebration of SHSU, October 12, 2004.**

Classes will be dismissed from 10:30-12:00

Faculty should remind students of this event and encourage attendance.

**5. Environmental Scan for Strategic Planning:** Faculty should have received a copy of the “Environmental Scan” containing the underlying assumptions guiding the Strategic Planning Process.

Many members of the Faculty Senate indicated that they had not received or been notified of the existence of such a document. This realization led to a discussion of the continuing need to ensure adequate communication between the faculty and administrators. As evidenced in the failure of this document to reach significant numbers of the faculty, there is a continuing unevenness in the distribution of information among Colleges and departments.

**6. Promotion Stipend Review:** Promotion stipend amounts will be reviewed in the context of other schools within our system

**7. Evaluation of Administrators:** Dr. Payne will accept either the IDEA Administrative Evaluation form or the traditional Faculty Senate Survey used in previous years for evaluating administrators, but not both.

**8. Merit Award Information on the Web:** Some criticism was voiced concerning the Faculty Senate making available merit award information on the web. The Faculty Senate informally supported the notion of publishing merit results on the web.

**Faculty Senate Committee Assignments:**

Chair Harman assigned and discussed Committee assignments with the various Faculty Senate Committees.

Following is a list of the tasks currently assigned to Committees of the Faculty Senate.

**Faculty Affairs Committee, Chair Christopher Baldwin:**

Review merit stipends and merit equity; the role and place and current practice of market adjustments; administrative and Chair merit awards; and perk packages.

**University Affairs, Chair Mark Frank:**

Review the appropriate manner for prayers and religious expressions at University events.

Review current practices for Faculty Sick Leave across Colleges and departments.

Review the necessity and practice of Administrative signatures on forms related to faculty research, for example the Human Subjects Form; especially when external grant funds are involved and external deadlines are important.

**Academic Affairs, Chair Paul Loeffler:**

Review the current policy and practice with regard to the new two track faculty classifications.

Continue to work on and conclude work on appropriate policies for submitting and proceeding with Faculty Grievances.

**Committee on Committees, Chair Gerald Kohers:**

Make recommendations concerning the relative merits and use of the IDEA form for evaluating Administrators and the traditional Faculty Senate Survey.

Review and make any recommendations about changes in the Faculty Senate Survey.

RESPECTFULLY SUBMITTED BY

JIM CARTER