

FACULTY SENATE MINUTES

SAM HOUSTON STATE UNIVERSITY

September 24, 2009

Members Present

Chad Hargrave; Renee James; Sheryl Murphy-Manley; Paul Loeffler; Brian Oetiker; Brian Loft; Hee-jong Joo; Mark Frank; Donald Bumpass; Bill Brewer; Gerald Kohers; Rebecca Bustamante; Leonard Breen; Melinda Miller; Mack Hines; Donna Desforges; Andrew Lopenzina; Erin Cassidy.

Members Absent

Emmette Jackson; Bill Jasper; Ling Ren; Tracy Steele; Deborah Hatton; Darci Hill.

Call to Order

Chair Loeffler called the meeting to order at 3:30pm.

Approval of Minutes

The minutes of the September 9, 2009 meeting were approved.

Special Guests

1. Dr. Keith Jenkins, Emergency Response Coordinator

Dr. Jenkins briefed the senate on the university's response plans to a potential outbreak of the H1N1 flu strain. The first attachment to these minutes provides a summary of his report. While there are currently no confirmed cases of H1N1 on-campus, an eight member Institutional Emergency Response Committee has been monitoring H1N1 since April. Informational updates will be communicated through the vice-presidents, and announcements will be distributed through "Today at SAM." Dr. Jenkins encouraged those who have flu-like symptoms to call their doctor and avoid coming to campus. He also encouraged the faculty to review and discuss their absentee policy.

2. Somer Franklin, Director of Special Projects

Mrs. Franklin discussed with the senate plans to implement a 100% online undergraduate catalog starting in summer 2011 (with the graduate catalog to follow thereafter). The second attachment to these minutes provides an overview of her report. The Faculty Senate voted unanimously in favor of moving forward with the proposed implementation for both the undergraduate and graduate catalogs.

Chair's Report

- There has not been a new APC meeting since the last meeting of the Faculty Senate. During the September 2 APC meeting, however, Chair Loeffler reported that the APC was reviewing procedures for the early consideration of tenure, as proscribed within the Faculty Reappointment, Tenure, and Promotion policy (Academic Policy Statement 900417, http://www.shsu.edu/~vaf_www/aps/documents/900417_006.pdf). Chair Loeffler also reported that the APC was considering procedures for the post-tenure review of department chairs and half-time faculty (see the Performance Evaluation of

Tenured Faculty, Academic Policy Statement 980204,
http://www.shsu.edu/~vaf_www/aps/980204.html).

- Chair Loeffler also overviewed the discussions from the Faculty Senate's Executive Committee meeting on September 16. The Executive Committee is considering options for increasing the visibility of the senate, including the use of links within Dorothy Roberson's Academic Affairs weekly email, and a periodic Faculty Senate newsletter. The Executive Committee also discussed concerns over the IDEA system, the lack of senate input in university policy changes, and the ordering and spacing of special guests to the Faculty Senate.

Old Business

A general discussion took place over which specific areas the Faculty Senate should focus on during the current academic year. Areas discussed:

- Improving on-campus recycling efforts
- The shortage of parking spaces on-campus
- Too much weight is being given to the IDEA system in both merit and promotion decisions
- Concerns with the service provided by ARAMARK
- The lack of uniformity across departments in web-site assistance.

New Business

In regards to the H1N1 concerns presented by Dr. Jenkins, it is the sense of the Faculty Senate that the faculty have the ability and standing to make the appropriate exceptions in their individual attendance policies should such actions become necessary.

Committee Reports

Due to time constraints, only the Committee on Committees was able to present a report.

- Committee on Committees: Approval of faculty nominees for the LSC Board of Directors, Faculty Achievement Committee, Credit by Examination, Research Council, Underrepresented Minority, and Women's Advisory. Committee chair Kohers reported that the special election for the college of Humanities and Social Sciences will be completed by September 30.

Senate adjourned at 4:58pm

Respectfully Submitted,
Mark Frank, Chair-Elect

Faculty-Senate H1N1 Presentation
September 24, 2009

Background: Since last spring, everyone on the North American Continent has been inundated with information regarding the new flu strain, H1N1. This strain has also been termed the Swine Flu and the North American Flu. Although termed the Swine Flu, there is no connection between pork and the swine flu itself. Educational organizations across the country have been preparing for the onset of this new flu strain since last spring. Throughout the heated summer months, this new strain has continued to exist which is unusual. The Federal Government, working with the Center for Disease Control (CDC) and each State's Department of Health Services, has worked diligently to develop a vaccine that should begin to be distributed this October. Since the flu strain has not mutated since its identification, the CDC believes that the vaccine will be highly affective against the H1N1 flu.

SHSU's Preparation & Response: The University has been monitoring the H1N1 Flu virus since last spring. The Institutional Emergency Response Committee has met several times to discuss and monitor this health issue. Each Vice-President has been tasked with the responsibility of keeping their division informed of the status of this issue as/if information changes.

Updated information to the university as a whole is being distributed through the "Today at SAM" link on the University's homepage. Example, on today's (Thursday) Today at SAM notification, a brief update concerning the student population, as seen through the Student Health Center, was highlighted to dispel any rumors floating around. With that said, this flu is fast moving and the report could be different tomorrow. We have had several cases of frontline staff personnel not coming to work because they (or other family members) have come down with the flu. Absenteeism from this flu is an item that everyone should be prepared to experience at some point. Last spring, Health Officials were recommending isolation and quarantining cases which caused a great deal of disruption. Now the recommendation is that schools, of all levels, continue to operate through this illness. Every division on campus was charged with the responsibility of having awareness discussions with staff and faculty of how to deal with A) absenteeism, amongst, faculty, staff and students, B) instructional continuance, and C) promoting good hygiene practices.

The University is offering seasonal flu shots to employees Wednesday September 30 and Thursday October 1 and has placed an order for the H1N1 vaccine. If and when the university receives any of the H1N1 vaccine from the State, information will be distributed via each Vice-President and the "Today at SAM". According to the CDC, when the H1N1 vaccine is delivered, the high risk groups will be the first to be vaccinated.

- All people age 6-24 years
- Pregnant Women
- Caregiver of children younger than 6 months
- Healthcare providers, Target First Responders
- Residents of nursing homes and other long term care facilities
- Among ages 25-64, those with chronic respiratory ailments, asthma, neurological disorders, diabetes, and immunodeficiency

Issues for Academics:

1. Who will cover my class if I get sick?
2. Who will provide me support assistance if the support staff is out?
3. How should I handle students who miss class, assignments, or test because of the effects of flu-like symptoms? (It is recommended that persons with flu-like symptoms stay home to prevent further spread of the virus). (The local school district is not allowing students who have flu-like symptoms to return to campus for 5 days).

Staying Healthy:

- Stay informed.
- Practice good Hygiene. Influenza spreads person to person through coughing or sneezing by infected people. Use Alcohol based hand cleaners often.
- Minimize your time with people who show flu-like symptoms.
- Get vaccinated with both vaccines.

Useful links:

http://www.shsu.edu/~uhc_www (SHSU Student Health Center)

<http://www.cdc.gov/h1n1flu> (CDC H1N1 Informational Page)

<http://www.texasflu.org> (Texas Department of State Health Services H1N1 Informational Page)

Consideration: Implement a 100% Online Undergraduate Catalog

Factors to consider

- Conversion to a 4-digit course prefix and number
 - The conversion to a 4-digit course prefix and number will be effective with the Summer 2011 semester.
 - This will fall in the middle of the 2010-2012 Undergraduate Catalog.
 - This will require all degree plans to be printed in duplicate to display both the 3-digit and 4-digit course prefixes and numbers.
 - This will require all course descriptions to be printed with the 3-digit, 4-digit and TCCN equivalent course prefixes and number.
 - Catalog thickness is a concern with additional pages required for above changes.
- Degree Plan Accuracy
 - Degree plans are often out of date by the time the printed catalog arrives on campus.
 - Degree plan requirements and pre-requisites can change each fall semester. Having a 2-year printed catalog does not allow for up-to-date degree plan requirements.
 - Curricular changes are often not approved in time for inclusion in the printed catalog.
- Affected Parties
 - Enrollment Management and Undergraduate Admission
 - Given approval to proceed with online only
 - Does not consider catalog a recruitment or marketing tool
 - Consulted with many Community College and High School Counselors – these groups would not object to online only.
 - Council of Academic Deans (CAD)
 - Given approval to proceed with online only
 - Sam Center
 - In favor of going online.
 - Does not use hard-copy for advising.
 - Catalog Committee (associate dean from each college, registrar's office, undergraduate admissions)
 - In favor of switching to online only
- Financial Resources
 - Printing 30,000 Undergraduate Catalog costs approximately \$50,000.
- Usability
 - An online catalog allows for quick and efficient access of information anytime, anywhere.
 - Resources will be dedicated to enhancing the online capabilities.
- Paper Waste
 - Students consider the printed catalog disposable.

Other Universities

- University of Houston – No longer prints catalogs – online only
- University of Texas - No longer prints catalogs – online only
- Texas A&M University - No longer prints catalogs – online only
- Texas Tech University – Currently considering going online only
- University of Texas – El Paso – Moving away from hard-copy – decreasing quantities