

**SHSU Faculty Senate**  
**March 22, 2012**  
**3:30 p.m. – 5:00 p.m.**  
**LSC 304**

**Members Present:**

Tracy Bilsing (CHSS), Len Breen (COE), Donald Bumpass (COBA), Erin Cassidy (NGL), Kevin Clifton (CFAMC), Jeff Crane (CHSS), Donna Desforges (CHSS), Diane Dowdey (CHSS), Mark Frank (COBA), Chad Hargrave (COS), Debbi Hatton (CHSS), William Jasper (COS), Gerald Kohers (COBA), Paul Loeffler (COS), Sheryl Murphy-Manley (CFAMC), Dwayne Pavelock (COS), Javier Pinell (CFAMC), Debbie Price (COE), Tracy Steele (CHSS), Doug Ullrich (COS), and Ricky White (COS)

**Members Not Present:**

Randall Garner (CJ), Renee James (COS), Lawrence Kohn (COE), Joyce McCauley (COE), and Pamela Zelbst (COBA)

**Call to Order at 3:30pm**

Approval of March 8th meeting minutes

**Chair's Report:**

**Sprint Enrollment** - Chair Hatton announced a correction to reported Spring Enrollment at the March 8 Faculty Senate meeting. The certified enrollment is 16,633, not 17,617. The campus actually had a decrease of 984 students from the Fall 2011 enrollment. Spring enrollment is typically lower than the fall semester.

**Academic Affairs Committee (AAC)** - Chair Hatton reported on the March 19th AAC meeting. The AAC Committee reviews all curriculum changes; it meets twice a year. The following colleges had programs or certificates approved: COBA – added a BA in Entrepreneurship; CJ – added a certificate in CJ Leadership & Management; CoE – added a certificate in Advanced Exercise and Prescription and another one in Library Science – Adult Lit; and CoS – BS in Biomedical Science.

Chair Hatton reported that there was considerable discussion regarding which advanced degrees were pulled after being recommended by the University Curriculum Committee, particularly from CoE. It has been recommended by the Administration that Departments keep of list of all achievements and report them so as to demonstrate to the university community as a whole their success which will smooth the path for new programs and certificates in the future.

**APC** - Chair Hatton reported on the March 19th APC Meeting. Twelve sets of CAD minutes were reviewed and accepted by CAD. Highlights from the CAD minutes include:

CAD, Sept 14<sup>th</sup>:

When a course is repeated the highest received grade will count in the GPA. This is NOT retroactive before Oct 11 AND the student must be enrolled in the semester in which the grade request is made.

Senators asked for further clarification, particularly in regard to not being able to ask for grade changes for courses taken prior to October of 2011. It appears that students cannot transfer in a grade change unless re-enroll as a student at SHSU to make the request. There was also a question as to whether or not replacement grades happened automatically (even for courses taken at SHSU) or if the students still must request a grade replacement (grade change).

CAD, Nov 30<sup>th</sup>:

Term faculty (adjuncts, etc) will be allowed to teach 5 courses as a full load instead of 4

Dec 14<sup>th</sup>:

Pool, TA, Clinical Faculty, etc. have been renamed as "Term Faculty" may be hired on semester by semester bases or nine-month contracts. Term Faculty may be hired on a per semester basis or a nine month contract.

**The University Center (TUC)** – the TUC will have a grand opening on May 30th and be ready for summer I. Enrollment has been down at TUC as is the case across the campus, but the new facility is expected to attract more students. SHSU is in the process of hiring two enrollment management specialists for TUC.

**Degree Works and Scholar X** - They are still having issues. The official and unofficial GPAs are inconsistent for majors. Departments are having difficulties accessing Scholar X. A few Senators noted that they had access Scholar X that week without problems. All issues related to Degree Works and Scholar X are being addressed. It was noted that Scholar X is now headed by Amy Wilson.

**Employment of Graduate Assistants Policy** – Original policy was approved in April 2011 and updated in February of 2012. Included in the update is the definition of a teaching assistant (TA) - a graduate student who is employed one-quarter or one-half time to teach lower division courses under the supervision of a full-time faculty member. The definition of a graduate assistant (GA) is as follows: a graduate student employed to perform specific research duties or assist in office functions. Office duties must be related to their degree program. GAs & TAs are limited to 20 hours per week.

**Recovered Indirect Cost Policy** – Changes were recommended by Counsel Fernando Gomez to bring the policy in line with the TSU System's Policy. The policy revision included removing the funding percentages in the policy regarding the distribution of recovered indirect revenue and replacing it with a blanket statement which reads – "Recovered Indirect Revenue can be retained by the university to support and encourage research, grants and sponsored programs. The policy had not been updated previously for six years. This revision was passed on November 20, 2011.

**Academic Instructional Staffing Policy -** These policy revisions have been under review since April of 2007. They rescind APC 810729-Affirmative Action Procedures for Faculty Positions. Changes include

- 1) Replacing the term Affirmative Action with the term Diversity Plan.
- 2) The new groupings of faculty are Tenured / Tenure-track / Teaching Assistants (Graduate or Undergraduate students) / Term which includes Adjunct, Pool, Interim (emergency bases) and clinical.

This section was discussed among Senators as it may affect who is eligible to vote for Faculty Senate. It was agreed that tenured and tenure-track faculty should be the only faculty eligible to vote for the Senate. Gerald Kohers, chair of the Committee on Committees, said that his committee may need to recommend changes in regard to teaching faculty who are eligible to vote for Senate elections.

- 3) Tenured or tenure-track positions that become vacant cease to exist until the status is determined by the Provost who will then notify the appropriate dean.

The crux of this change is that Departments may not assume that a vacancy for any reason (retirement, etc) will automatically give the department an open FTE slot until the Provost renders an opinion.

- 4) All positions must be advertised for ten working days. They must be advertised locally, statewide and nationally through appropriate media.
- 5) Term announcements will be available year around on the webpage and applications may be taken continually. Hiring will then be from the current "Pool" of faculty. This applies only to term faculty.
- 6) In emergency cases, interim faculty may be hired without the ten day advertisement period. It must be a legitimate emergency.
- 7) The Deans (not HR or Provost's Office) are responsible for ensuring EEOC/Diversity Plan compliance in searches before campus interviews take place.
- 8) Signed contracts must be in President's office by Oct 1st for Fall, Feb. 1st for Spring, June 15th for summer and July 15th for Summer II.

Reappointment, Tenure and Promotion Policy- Minor changes under section 4 (Tenured units) were made to include the College of Fine Arts and Mass Communication (CFAMC) as well as the academic departments that have been moved to CFAMC.

**Faculty Research Grants (FRG) and Research (5K) & Enhancement Research (15K) grants** – Chair Hatton reported that 10 out of 27 applications for the Research Grants (\$5,000) were funded. They were reviewed by each of the members of the Faculty Research Council and ranked. The awards were as follows:

CoBA – 1/2 (50%)  
CoE-0/3 (0%)  
CFAMC-0/0 (0%)  
CHSS-1/7 (14.3%)

CJ-2/2 (100%)  
CoS- 6/13 (46.1%)

Chair Hatton reported that 10 out of 15 applications for the Enhancement Research Grants (ERG) (\$15,000) were funded. There was a new process this year. ERG's are reviewed by 2 to 3 off campus reviewers and 1 on-campus reviewer. The scores of the on and off-campus reviewers make up 50% of the score. The ERG applications must also be sent to an off campus funding source which reviews it and those comments make up the remaining 50% of the score. The awards were as follows:

CoBA – 0/0 (0%)  
CoE-1/3 (33.4%)  
CFAMC-2/2 (100%)  
CHSS-1/1 (100%)  
CJ-0/1 (0%)  
CoS- 6/8 (75%)

Faculty who received these grants has been notified.

Chair Hatton reported on Faculty concerns regarding the high percentage of funded proposals. The Deans were upset about the skew also. There was concern that faculty who could have used the ERG as seed money to bring in larger grants from external funding bodies did not receive the ERG.

The Faculty committee members that make these decisions - SHSU's Faculty Research Council includes: Bill Lutterschmidt – Chair; Darren Williams – CoS; Madhusudan Choudhary – CoS; Jeff Bouffard – CJ; Bill Wells – CJ; Juliana Lily – COBA; Anthony Onwuegbuzie – CoE; Tom Cox – CHSS; Craig Henderson – CHSS; and John Lane – CFAMC

There followed a discussion of the issue of fairness in the grant distribution. Previous and current members of the Faculty Research Council as well as the Faculty Development Leave Committee who are presently on the Senate discussed their own experience of reviewing applications. There was a sense that each application was judged on its own merit without giving weight to any particular college. Indeed there was a strong consensus among those Senators that successful grants (or FDL applications) are those that are written clearly and in a manner that anyone (a non-specialist or layman) could read and understand the proposal. It was also noted that applications should provide the reviewer with a clear idea of structure and timeline of the proposal research and what steps will be taken in the course of the project. One Senator discussed the tension between junior and senior faculty, particularly in regard to awarding grants, etc. Senators noted that workshops on how to write grants are offered on a regular basis and it was agreed that they are very useful. One Senator reported that a grant application had been turned down, the Senator went to one of the SHSU workshops where the Senator received very useful information on tailoring and tweaking the application and the Senator received the grant this year. Finally, there was discussion as to whether the FRC needed to be expanded given the number of grants

to be reviewed by a relatively small number of faculty members (10). Expanding the FRC would also help to level out representation for the new college CFAMC.

**Campus Committees** - Hiring Committee for CFAMC are still being formed.

**Senate Web-page Update** – Marilyn West has retired. The Senate Chair is now working with Rachel Mayo and IT to up-date the Senate’s webpage. Senators should inform Debbi Hatton if they have any suggestions on what needs to be added or changed. It was noted that Provost Hebert will visit with the Senate on April 5<sup>th</sup> and he has been asked to outline his views (state his policy) on tenure and promotion. There was some discussion as to whether the policy statement of the previous Provost should be removed from the Senate website, but that will be delayed until we have Provost Hebert’s policy.

**Spring Graduation** – There will be four graduation ceremonies for Spring of 2012. Senators suggested that the Graduation Schedule be posed on the SHSU homepage so that the information can be accessed easily by students, faculty, and staff. Graduation Schedule for the Spring –

Friday @2:30 = CoS & Econ, GBA, Finance

Friday @ 7:30 = CJC & Accounting, Management & Marketing

Saturday @ 9:30 = CoE

Saturday @ 2:30 = CFAMC & CHSS

### **Committee Reports:**

**Committee on Committee** – Gerald Kohers, chair, encouraged faculty to fill out the Committee Preference form which is due on March 23<sup>rd</sup>.

**Faculty Affairs Committee** – Paul Loeffler, chair, reported that the LMS Committee had completed its research and issued a final report (see attached document). The committee’s final recommendation was that DELTA adopt Blackboard 9. It was noted that Canvas and Blackboard 9 both had positive features but Blackboard 9 was more adaptable for Faculty with particular usage requirements for LMS software and Canvas would require a number of work-around to perform similar functions that Blackboard 9 already offers. Concerns were noted regarding the transition from E-College (SHSU Online) to Blackboard 9. Delta will need resources and staff to help faculty transition. Blackboard had informed the committee and Delta that their price for Delta 9 would be competitive with other LMS systems, but there was Loeffler noted that the final cost (which is yet to be determined) was not part of the committee’s decision-making process. Senators questioned if Blackboard will be as responsible to SHSU’s concerns as Canvas, a much smaller company, promised to be. The LMS committee has kept in close contact with DELTA throughout this process and fortunately DELTA staff also preferred Blackboard 9 (although there was some support for Canvas also). It was reported that DELTA has praised the diligence and hard work of Senator Loeffler’s LMS Committee. DELTA has indicated that it would adopt what the Faculty Senate and the

LMS recommended. Senators appreciated that even though there was some discussion at APC that faculty had been given too much say in the selection. Chair Hatton had noted to APC that since faculty were the end-users of the LMS software, that it made sense that they had a key role in its adoption. DELTA and Bill Angrove have worked closely with the Senate and this has been much appreciated by Senators.

The Senate voted 19 in favor and 2 against to accept the LMS report which recommends that DELTA purchase the full package for Blackboard 9. Finally, it was noted that the key positive aspects of Blackboard 9 was its function for online examinations and Gradebook.

### **New Business:**

#### **Public Forums on Budget on March 27 (Tues) & 28th at 3pm in LSC Theatre -**

Chair Hatton encouraged Senators and Faculty to attend President Gibon's upcoming public forums. The President will present information on raising fees and tuition.

**Best Place to Work** – Chair Hatton encouraged Senators and Faculty who received the Best Place to Work survey (via e-mail) to fill it out and submit it. Not all faculty or staff received the survey – it is done randomly.

**President's Speaker Series** – Chair Hatton announced that this year's speaker will be Nolan Ryan. The event will be held on April 30<sup>th</sup> at 6:30 PM in the Jim and Nancy Gaertner Performing Arts Center. The event is free but no autographs will be allowed.

**Nursing Mothers in the Workplace Act** - Erin Cassidy, chair of University Affairs Committee, reported on policies at other institutions to accommodate nursing mothers. It was determined that SHSU should look into offering them also – this includes a comfortable sitting area with some privacy and close access to an electrical outlet. The issue was assigned to the University Affairs Committee. Chair Hatton will also raise the issue with the Student Government Association and the Staff Council. It was suggested that future buildings should designate areas for nursing mothers in their plans.

Finally there was a brief presentation by Chair Hatton on upcoming changes recommended by Fernando Gomez to such policies as termination with special consideration and creation of a code of conduct for faculty.

Adjournment at 4:55 PM.