

## **FACULTY SENATE MINUTES**

October 3, 2019

### **Call to order:**

A meeting of the University of North Alabama's Faculty Senate convened in Room 136 of the Mitchell Burford Science and Technology Building at 3:30pm. with President Renfroe presiding.

### **I. Proxies:**

Keith Jones for Corey Cagle (Accounting and Business Law), Justin Joseph for Leah Graham (Politics, Justice, Law, and Philosophy), Andrew Potter for Mark Terwilliger (Computer Science and Information Systems), and Serge Guerngar for Jill Stupiansky.

### **Members in attendance:**

Trudy Abel, Lori Alford, Rae Atencio, Stephanie Barger, Aaron Benson, Lisa Ann Blankenship, Tabitha Blasingame, Tim Butler, Lisa Clayton, Wes Davenport, Frank Diaz, Diaz, Ravi Gollapalli, John Hodges, Scott Infanger, Christopher Klein, Ian Loeppky, Thomas Lukowicz, Janna Malone, John McGee, Janet McMullen, Prema Monteiro, Eric O'Neal, Katie Owens-Murphy, Cheryl Price, Jason Price, Ansley Quiros, Lee Renfroe, Terry Richardson, Craig Robertson, Sunhui Sim, Leigh Stanfield, Kevin Stoltz, Jessica Stovall, Alexander Takeuchi, Brian Thompson, Jason Watson, Laura Williams, and Pete Williams.

### **Members not in attendance (without proxy):**

Sarah Franklin (History), Gary Padgett (Department of Secondary Education)

### **II. Approval of agenda:**

President Renfroe requested approval to amend the meeting agenda and exclude debate regarding the item labeled as IX.A Faculty Handbook 2.8 Due Process.

The motion was approved by Senator Richardson and seconded by Senator Stovall

There was no discussion and the motion was approved.

### **III. Approval of the Minutes**

There was a motion from Senator Robertson to approve the minutes from the Sept. 5<sup>th</sup>, 2019 meeting of the Faculty Senate with a second by Senator Richardson.

There was no discussion and the minutes were approved.

#### **IV. Remarks from President Kitts**

President Kitts was unable to attend this meeting.

#### **V. Remarks from Dr. Ross Alexander (VPAA/Provost)**

Dr. Alexander began his discussion by addressing Fall 19 enrollment data leading up to the Oct. 31<sup>st</sup> census date. Data suggest positive enrollments and UNA may hit an 8K figure attributable to positive data from Freshman, International, and Graduate Student enrollments. The data also suggest record enrollments of students living in residence halls (n=1,700 compared to a mean of 1,400). These data are favorable given declining demographics in this region related to higher education enrollment. Related to these comments, Dr. Alexander mentioned that UNA is continually looking to adapt its strategies to enhance growth in the face of changing demographics within the recruitment region.

Project 208 was mentioned and Dr. Alexander stressed that meeting with state officials (e.g., Mr. Kelly Butler) are a priority to ensure that UNA's needs are being addressed in state fiscal discussions.

Discussions are ongoing regarding the state bond bill for approximately 1.25 billion of which 30% may go to higher education. This is an opportunity to secure additional funds for needed capital improvement projects here at UNA. Lobbying for these funds as well as funds to help UNA "catch up" with other deferred capital improvement projects remains a priority. Relative to these issues, Dr. Alexander discussed the need to hire an Executive Director of Governmental Relations and Economic Development as a necessary investment to increase the likelihood that UNA's interests will be prioritized among state legislators and committees. Dr. Alexander made clear that this position would need to be self-funded.

Dr. Alexander then discussed the ongoing responsibility the UNA administration has to address existing conflicts that have compromised UNA's status as an institution respecting free speech. Addressing this issue Dr. Alexander thought it prudent that Dr. Justin Bergh and Dr. Butler Cain visit the Faculty Senate and provide an update. An external consultant (Dr. Drumheller from West Texas A&M) is engaged with UNA and the CMA to help resolve this issue.

Dr. Alexander mentioned the recent increase in adjunct instructor/overload pay (to \$2,400) and implied that the issue of improved pay for adjunct instructors would remain a priority. He also discussed that his office has increased funds by 40% for faculty research.

Speaking to the issue of diversity training, Dr. Alexander stated that 98% of UNA faculty/staff have completed the required online diversity training and that a plan for ongoing required training will happen. Dr. Alexander expressed concern that "fatigue" regarding such training has been expressed by several stakeholder groups.

Dr. Alexander also discussed online education at UNA and the need for a "smart growth" strategy going forward that is cost effective, that addresses the demographic challenges related to a decline in

the number of high school graduates, and that does not compromise the traditional undergraduate on-campus experience. Online graduate programs at UNA are experiencing growth and this growth—with increased recruitment of out-of-region professionals—will help fund more promotions (senior lecturer and full professor merit increases), get staff to midpoint salary levels, increase adjunct/overload salaries, increase education abroad as well as general student scholarships, and help UNA pursue necessary capital improvement projects. UNA is experiencing excellent growth in the M.S. in Mathematics, M.S. in Sport and Recreation Management, the Master in Accounting, the M.S. in Criminal Justice, the MBA, and the Master of Science in Nursing.

## **VI. Remarks from Faculty Senate President Lee Renfroe**

President Renfroe mentioned that the New Faculty Senator Orientation program took place before the October 3<sup>rd</sup> Faculty Senate meeting. The PowerPoint presentation from that orientation program will be posted to the Faculty Senate website.

Given data from last year's faculty attitude survey pointing to concerns surrounding possible ADA compliance issues with course offerings, Dr. Renfroe will be inviting Ms. Teresa Dawson and Mr. Jeremy Martin to speak at the next Faculty Senate meeting.

Mr. Todd Vardaman and Ms. Sherry Kennemer will be invited to the December Faculty Senate meeting to discuss NCAA guidelines and faculty roles.

## **VII. Committee Reports**

### **A. Faculty Affairs Committee**

Senator Klein mentioned that the Faculty Affairs Committee continues to work on language related to the proposed resolution addressing Shared Governance Committee Statements (please see Faculty Senate minutes Appendix C from the April 11, 2019 meeting). The Faculty Affairs Committee will be finalizing this language and will bring the resolution back to the Faculty Senate for review.

### **B. Academic Affairs Committee**

No report was offered.

### **C. Faculty Attitude Survey Committee**

No report was offered.

### **D. Faculty Handbook Oversight Committee**

No report was offered.

## **VIII. Old Business**

### **A. Academic Honesty Policy**

(See Appendix A)

Discussion pertaining to the Academic Honesty Policy resulted in a motion by Senator Richardson to reject the policy. Senator McMullen seconded the motion.

Subsequent discussion focused on the question of voting on a policy without having debate regarding procedures associated with academic honesty cases. The proposed policy does not allow the Faculty Senate to debate and vote on procedures and the procedures related to this proposed policy were not well received by some academic departments. It was suggested that faculty should attend a forum addressing this overall issue and the due process requirements associated with it. Such a forum would produce public debate and a new policy.

A motion from Senator Owens-Murphy was made to postpone a vote until the suggested forum took place. Senator Richardson seconded this motion.

This motion was discussed and rejected.

The original motion to reject the proposed Academic Honesty Policy was then voted on and the motion to reject the proposed Academic Honesty Policy was passed.

## **IX. New Business**

### **A. Faculty Handbook 2.8 Due Process**

This item was removed from the October 3<sup>rd</sup> meeting agenda.

### **B. Undergraduate Alternative Admissions Policy**

(See Appendix B)

Senator Loeppky motioned to consider agenda items B (undergraduate Alternative Admissions Policy), C (Admissions Appeal Policy), and D (Rescinding Admissions Policy) concurrently. Senator Williams seconded the motion.

Mr. Ron Patterson presented a discussion of these proposed policies. Concerns were raised that the proposed changes appeared to prioritize the interests of UNA Athletics. Questions were raised that focused on admission decisions as they might relate to criminally convicted offenders seeking an education. The term “special talent” as related to the proposed policies was also questioned at a

conceptual level. It was mentioned that these policies aim to diversify the student population but concerns were raised that these policies might also set students up for academic failure.

Senator Richardson moved to accept the three proposals and Senator Robertson seconded the motion.

A vote was taken to accept the Undergraduate Alternative Admissions Policy, the Admissions Appeal Policy, and the Rescinding Admissions Policy. The proposed policies were approved.

### **C. College of Business Nominee for IRB Committee**

Dr. John Parnell was nominated to represent the College of Business on the IRB Committee. The present issue is that Dr. Parnell has not served a minimum of one year as a UNA faculty member and technically is not eligible to serve on the IRB Committee.

Senator Richardson moved to accept the COB nominee for this committee and requested a waiver of the one-year service rule. Senator Infanger seconded the motion.

The motion was approved.

### **X. Information Items**

A. Discussion of proposed commencement changes – Ron Patterson, Chief Enrollment Officer and Leanna Wilson, Registrar.

Mr. Patterson presented a PowerPoint image to the Senate illustrating seating changes at commencement exercises. Overall, there were no major disagreements with the proposed idea but the Commencement Committee should be addressing this issue.

Senator Richardson motioned that the Senate recommend the Commencement Committee address the proposed changes. Senator Stovall seconded the motion.

The motion was approved.

B. President Renfroe reiterated the new senators had participated in the orientation program (see above).

C. Veteran's Day Proposal. Ms. Kayla Walton, a UNA SGA Senator has proposed that UNA consider class release time for subsequent on-campus Veterans Day ceremonies (11:00-11:50 for MWF classes and 11:00-12:15 for TR classes). Ms. Walton wanted a sense of the Senate's sentiments regarding this idea.

An informal show of hands was requested with a clear majority of senators expressing support for this idea.

## **XI. Adjourn**

The Faculty Senate's meeting adjourned at 4:45pm with a motion from President Renfroe and a second from Senator Atencio.

# Academic Honesty

## Policy

Members of the University community are expected to adhere to commonly accepted standards of academic honesty. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates.

It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Acts of academic dishonesty will be subject to appropriate disciplinary action in accordance with university procedures.

*The policy is the portion to be considered through shared governance.*

## Procedure:

### Academic dishonesty Process:

**Academic dishonesty** is the intentional or unintentional misrepresentation or falsification of all or part of any academic work or university requirement, or intentionally assisting another to do the same. Any instance of academic dishonesty will be regarded as an offense subject to academic and disciplinary sanctions. Forms of academic dishonesty include plagiarism, cheating, falsification or fabrication, multiple submissions, complicity, abuse of academic materials, unauthorized possession of material, misrepresentation of work, or other academically dishonest conduct as determined by the university.

*See Appendix A for definitions of academic dishonesty.*

When a faculty member suspects an instance of academic dishonesty, the following steps should be taken:

1. The faculty member gathers information and evidence of academic dishonesty. As a part of this procedure, the faculty member may request a meeting with the student.
2. The faculty member completes and submits the online Academic Honesty Violation form through the Office of Student Conduct to the College Academic Honesty Coordinator (CAHC) who is appointed by the Dean of each college. In the event the reporting faculty member is the designated CAHC for the college, an alternate CAHC chosen from a pool comprised of CAHCs from other UNA colleges will be appointed by the Dean.
3. The CAHC requests a meeting with the student to discuss the possible violation. If the student fails to appear for the meeting, the meeting may be held without his/her presence or statements and/or the student may be charged with failing to comply.

## Appendix B



|                         |                                     |
|-------------------------|-------------------------------------|
| Policy Name             | Undergraduate Alternative Admission |
| Effective Date          | TBD                                 |
| Date Reviewed & Revised | TBD                                 |

### **Undergraduate Alternative Admission**

Extenuating academic, social, cultural, or legal circumstances may necessitate an "Alternative Admission" pathway to the University of North Alabama for a small percentage of students seeking admission to the University for the first time (freshman or transfer).

If a student who does not meet UNA's minimum admission requirements is denied admission, an appeal in writing may be filed on the student's behalf by a University official (e.g. faculty member, Admissions recruiter, athletic coach) to the Director of Admissions. For student-athletes, the appeal must be supported and approved by the Director of Athletics. The student's entire file, any supporting documentation provided by the University official including a statement of rationale for appeal, a plan for academic support during the student's time at UNA written by the University official, and a statement from the student will be reviewed by the Admissions Review Committee. The committee may recommend to either approve or deny the appeal via Alternative Admission. The committee's recommendation is then forwarded to the Chief Enrollment Officer, who will forward it to the Provost along with his or her recommendation on whether or not to admit or deny the student. The Provost will make the final decision about whether to admit or deny the student.

The purpose of the Admissions Review Committee is to consider candidates for first-time undergraduate admissions with a special talent and/or extenuating circumstance that indicate potential for success but require further documentation and/or an alternative method of evaluation. One primary goal of the committee is to enhance and foster the University's demographically-diverse student population. The Director of Admissions chairs the committee and it has five other members approved by the Provost, including at least two UNA faculty members.

The total number of students admitted via the Alternative Admission process may not exceed two-percent of the total number of new students admitted to the University (freshman or transfer) in any given year.

*Language in this policy was derived in large part from the Chancellor's Exception policy at the University of North Carolina-Pembroke and the Admissions Exceptions policy at McNeese State University*





Office of the Vice President for  
ACADEMIC AFFAIRS and PROVOST

## MEMORANDUM

To: Dr. Felecia Harris, Chair  
Shared Governance Executive Committee

From: Dr. Ross C. Alexander, Vice President  
for Academic Affairs and Provost

Date: September 16, 2019

Enclosed with this memorandum is a proposal for an Admissions Appeal Policy that has been presented by the division of Enrollment Management and approved by the Council of Academic Deans. This proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv  
Enclosure



|                         |                                               |
|-------------------------|-----------------------------------------------|
| Policy Name             | Admissions Appeal                             |
| Effective Date          | TBD                                           |
| Date Reviewed & Revised | TBD                                           |
| Responsible Official    | Provost & Vice President for Academic Affairs |
| Responsible Office      | Enrollment Management                         |

The University of North Alabama uses a holistic approach in reviewing applications for admissions to the University. Each application is reviewed and given careful consideration. Admission to UNA is competitive.

#### Freshmen & Transfer

If a student does not meet UNA's minimum admission requirements and is denied admission, a student must submit a written appeal, or an appeal may be submitted on the student's behalf by a University official (e.g. faculty member, Admissions recruiter, athletic coach, etc.) to the Director of Admissions for review by the Admission Review Committee (see below for more information about the Committee). For student-athletes, the appeal must be supported and approved by the Director of Athletics. The Committee will review the following information:

- The student's admission file
- Any supporting documentation provided by the University official including a statement of rationale for appeal, a plan for academic support during the student's time at UNA written by the University official and
- A statement from the student on why admission should be granted.

The Committee may recommend to approve or deny the appeal via the University's Alternative Admission procedure. The Committee's recommendation will be provided to the Chief Enrollment Officer. Once the recommendation has been reviewed, the Chief Enrollment Officer will make a recommendation to the Provost to approve or deny admission. The Provost will make the final decision regarding admission. Any student approved will be admitted conditionally.

#### Admissions Review Committee

The purpose of the Admissions Review Committee is to consider candidates for first-time undergraduate and transfer admissions with a special talent and/or extenuating circumstance that indicate potential for success but require further documentation and/or an alternative method of evaluation. One primary goal of the Committee is to enhance and foster the University's demographically-diverse student population. The Director of Admissions chairs the Committee. The Committee membership<sup>1</sup> includes five (5) other UNA employees, of which two (2) must be UNA faculty members. All members must be approved by the Provost.

<sup>1</sup> The Admissions Review Committee will be comprised of the following representatives: SGA President or designee, Student Affairs, Academic Support, Faculty, and Director of Admissions.



Office of the Vice President for  
ACADEMIC AFFAIRS and PROVOST

## MEMORANDUM

To: Dr. Felecia Harris, Chair  
Shared Governance Executive Committee

From: Dr. Ross C. Alexander, Vice President  
for Academic Affairs and Provost

Date: September 16, 2019

Enclosed with this memorandum is a proposal for a Rescinding Admissions Policy that has been presented by the division of Enrollment Management and approved by the Council of Academic Deans. This proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv  
Enclosure



|                         |                                               |
|-------------------------|-----------------------------------------------|
| Policy Name             | Rescinding Admission                          |
| Effective Date          | TBD                                           |
| Date Reviewed & Revised | TBD                                           |
| Responsible Official    | Provost & Vice President for Academic Affairs |
| Responsible Office      | Enrollment Management                         |

All admissions offers are made on a provisional basis, and the offer can be rescinded at any point up to the first day of instruction of the admission term. Reasons for rescission of admission offers include, but are not limited to, the following:

- Failing to submit official academic records (e.g., final official high school transcript) by set deadlines.
- Negative changes in academic performance in courses listed as in-progress on the application for admission. For freshmen, this would likely be senior year courses. For transfers, this would be any college courses ungraded at the time of application.
- Unapproved schedule changes in courses listed as in-progress on the application for admission. For transfers, this could include dropping courses required for admission.
- Downward changes in level of rigor of coursework listed as in-progress on the application for admission. For freshmen, this could include dropping advanced-level courses and replacing with regular-level courses.
- For freshmen, discrepancies between official academic and test records and the information listed in the application for admission.
- The cancellation of the test score used in the decision to offer you admission.
- Withholding pertinent information requested on the application or giving false information, including failure to report all high school and/or collegiate credit.
- Providing falsified documents as part of the application materials.
- Behaviors that may fall under that Pre-admission Review & Re-enrollment for Applicants with Known Behavior Problems policy, see also <https://www.una.edu/student-conduct/policies/pre-admission-review.html>.
  - a. Disciplinary action taken against the applicant by an educational institution, including but not limited to, suspension and expulsion, at any time following submission of the application until the first scheduled day of instruction at the University of North Alabama.
  - b. Failing to report on the application disciplinary action taken against the applicant by an educational institution at the time the application is submitted or, if applicable, at any time following submission of the application until the first scheduled day of instruction at the University of North Alabama. Failure to report such disciplinary action may also lead to disciplinary action if discovered after the applicant has begun instruction at the University.
  - c. Conviction of or being charged with a criminal offense.
  - d. Failing to report any convictions of or pending charges for a criminal offense that have already occurred at the time the applicant accepted the admission offer, or if applicable,

at any time following the acceptance of the admission offer until the first scheduled day of instruction at the University of North Alabama. Failure to report such disciplinary action may also lead to disciplinary action if discovered after the applicant has begun instruction at the University.

- If any of these are discovered on or after the first day of instruction, dismissal can occur. See *also admissions appeals process (link to policy)*.

An applicant may appeal the rescinding of admission or a change in the college of admission by submitting an appeal to the Admissions Review Committee within seven calendar days of the date of notice of cancellation. The appeal must include relevant information as to why the cancellation or change in college of admission is inappropriate. Any supporting documentation that has direct bearing on the matter must be included. The Admissions Review Committee will review and determine the outcome of the appeal.

*Language in this policy was derived in large part from the Rescinding Admissions Policy at the University of Illinois and Misrepresentation of Academic Credentials at Austin Peay State University*