

FACULTY SENATE MINUTES

April 14, 2005

The Faculty Senate of the University of North Alabama met April 14, 2004 in the Faculty/Staff Commons of the University Center at 3:30 p.m.

President Blose called the meeting to order and recognized the following proxies:
Dr. Doug Barrett for Senator VanRensselaer from Economics & Finance,
Ms. Peggy Hoekenga for Senator Wallace from Kilby, and
Ms. Lynn Aquadro for Senator Brown from Nursing.

The following senators were present: Adams, Adler, Atkinson, Bates, Blose, Brewton, Bruce, Cai, Crisler, Davidson, Fennell, Flowers, Foote, Ford, Gaston, R. Gaunder, Hallock, Leonard, Loew, Makowski, Martin, McDaniel, Myhan, Parris, Robinson, Rock, Roden, Takeuchi, Thorne, Tunell, Turner, Ward, and Webb.

The following senators were absent without proxy: Holley, Richardson, and Wilson.

Dr. Barrett moved the adoption of the agenda. Senator Gaston seconded. The motion passed unanimously.

President Cale shared the following:

1. The University is bringing in Jennifer Swain from Birmingham to present a workshop related to the issue of accommodations as directed by ADA. He has created a list of faculty, staff and administrators who will attend the April 27 workshop in order to help understand and implement changes in our current ADA policy.
2. He also reported that he had the first marketing strategy meeting, looking for methods to spread the word about UNA to attract more and better students. He is making use of the expertise of faculty in the Marketing and the Communications departments.
3. Dr. Jerri Bullard is leading the group which has begun work on the learning communities.
4. The Association of Southeastern Biologist is currently meeting at the Conference Center and the meeting is a great success.
5. He will be initiating a search for a new Student Affairs Professional and asked that the senators talk with their colleagues and give input at the next meeting about the direction we need to go in the student affairs area. He wants to get the search moving quickly but in a timely manner in order to attract good candidates.

Dr. Barrett moved the approval of the March 17, 2005 minutes. Senator Ward seconded. The motion passed unanimously.

ANNOUNCEMENTS:

- A. President Blose reported that senate officer elections are scheduled to occur at the next meeting. The Senate will also be nominating a slate of candidates for the Shared Governance committees. These nominees are not limited to senators. These names will be used to replace members with terms expiring as well as members who can not complete their term due to retirement or leaving the University. He also reminded those senators whose term expires at the end of April that elections need to take place the last week of April.
- B. Senator Rock moved the approval of Senator Webb, Senator Thorne, and Dr. Barrett for the Nominating Committee. Senator Flowers seconded. The motion passed unanimously.
- C. President Blose reported on the work with the Shared Governance Committee concerning the composition of the Academic and Student Affairs Committee. The recommended changes in composition of six faculty, four staff, two students and one academic dean with the other academic deans serving as ex-officio members will go to President Cale for approval. President Blose stated that it will probably be best for the Senate's Academic Affairs Committee to be our representative on the Academic and Student Affairs Committee under Shared Governance.

OLD BUSINESS:

- A. Senate Committee Reports:
 - 1. Dr. Craig Robertson reported from the Faculty Attitude Survey Committee. They were pleased that they were allowed to administer the survey on-line and with the response rate of approximately 66%. He reported that there were comments concerning the accommodations for students and about health insurance. He expressed his thanks to the committee for their hard work. Dr. Robertson asked permission to send the results of the survey out over e-mail to the entire faculty. Dr. Barrett moved that the results be sent to the entire faculty over e-mail. Senator Makowski seconded. The motion passed unanimously. Dr. Robertson stated that if anyone wants to use the data from past years for comparison, he has all that information in his office. He also requested that recommendations concerning next year's instrument be made with regard to questions.
 - 2. The Faculty Affairs Committee had nothing to report.
 - 3. Dr. Nicholson presented a report from the Academic Affairs Committee concerning changes regarding Readmissions. (See Attachment A) Dr. Newson stated that we also need to insure that students do receive the notification of dismissal. Students continually

state that they do not receive notification. President Blose presented a proposal for a revision to the Final Exam Schedule to be considered. (See Attachment B) The Academic Affairs Committee is gathering data concerning the most popular class times.

4. Senator Makowski reported from the State Political Relations Committee. He stated that the educational budget is currently in deadlock in Montgomery. It currently has things added by the governor which may be child oriented but not necessarily educational. The legislators are against these additions but if they are removed the governor may not approve the budget. He encouraged the faculty to look at the legislative web-site. It has been stated that a six percent across the board raise is not fiscally sound and that a four percent raise would be better for the budget.

B. Shared Governance Committees:

1. The Shared Governance Committee is working with President Cale to look at search guidelines used in prior vice-president searches. They are first considering the makeup of the committee. They are also considering modifications concerning committee charges and structure. Each committee is reminded to complete their annual report and their plans for next year.

2. The Strategic Planning and Budget Committee is meeting weekly. There is a subcommittee along with the Faculty/Staff Welfare Committee studying other institutions, looking at ways to enhance salary.

3. The Academic and Student Affairs Committee endorsed the recommended changes to their structure of allowing the Academic Affairs Committee of the Faculty Senate to be the faculty members on their committee.

C. Dr. Barrett moved that the senate discuss the recommendation from last month concerning the Withdrawal Policy from the Academic Affairs Committee. Senator Adler seconded. The motion was amended to include the phrase "or the faculty member's attendance policy." Senator Thorne moved to table the motion. Senator Lowe seconded. The motion to table passed unanimously.

D. Dr. Barrett moved the consideration of the Promotion and Tenure Policy recommended by the Faculty Affairs Committee. Senator Webb seconded. The motion to consider passed unanimously. Concerns were expressed related to the word "ordinarily" in the wording for the criteria by ranks. This implies there are exceptions but it needs to be stated what these exceptions could be. There was also a discussion of who determines what is considered a terminal degree in a field. Dr. Newson reported that the deans have discussed this issue and will ask for

language to be added to address this question. Another issue of concern was the number of years of experience required to be considered for promotion. Another senator reported that a department chair expressed the desire not to be required to give feedback. Senator Lowe moved the approval of the changes recommended by the Faculty Affairs Committee. Senator Thorne seconded. The motion passed with a vote of 24-0-3. Senator Brewton moved to refer the issue on page 25 of the February 24, 2005 minutes concerning years and degree criteria for rank to the Faculty Affairs. Senator Davidson seconded. The motion passed unanimously.

- E. Senator Rock moved the consideration of the Office Hours Policy. Dr. Barrett seconded. The motion to consider passed unanimously. Questions were raised concerning the requirement of ten hours relative to the table found on pages 16 and 17 in the February 24, 2005 minutes. Senator R. Gaunder moved to call the question. Senator Makowski seconded. The motion to call the question passed unanimously. The motion to approve the recommendation from the Faculty Affairs Committee passed with a vote of 19-8-0.

NEW BUSINESS:

Senator Gaston moved the consideration of the resolution concerning the Attendance Policy. (See Attachment C) Senator Bates seconded. The motion to consider passed unanimously. Senator Roden moved to refer the issue to the Academic Affairs Committee in order that the Attendance Policy may be studied relative to issues including the withdrawal policy, administrative withdrawal (See Attachment D), military benefits, federal grants and other financial aid. Senator Robinson seconded. The motion passed unanimously.

Senator Thorne moved the meeting be adjourned. Senator Roden seconded. The motion passed unanimously.

ATTACHMENT A

Academic Affairs Committee Meeting Minutes
March 10 and 24, 2005
Rayburn Wing Rm. 305
2:00 pm (March 10) 1:00 pm (March 24)

The Academic Affairs Committee of the Academic Senate met on March 10, 2005, at 2:00 in Rayburn Wing Room 305. Committee members present were: Bob Armstrong, Cynthia Burkhead, Cathy Malone, Janice Nicholson, and Claudia Vance. Drs. Tony Blose, Roosevelt Newson, and Bob Young also attended the meeting. The purpose of the meeting was to discuss the Readmission Policy and the Final Examination Schedule. The meeting was called to order by Janice Nicholson, chair of the committee. The following information concerning the Readmissions Policy was discussed:

- Attention was called to the information packet that had previously been distributed which included information regarding the present Readmission Policy, procedures used by the Readmission Committee, information regarding the purpose of the Readmissions Committee, and the Readmissions Policy prior to the present policy which was implemented in 1994-95, and the final exam schedule.
- Dr. Newson shared information regarding academic suspension policies from other institutions and he also mentioned specific situations regarding UNA's Readmissions Policy. He specifically wanted us to review the part of our policy that stated *subsequent academic dismissal of a student will result in a student's ineligibility to enroll for a period of five calendar years.*(P.49, The University of North Alabama Undergraduate Catalog, 2005/2006)
- Dr. Bob Young, a member of the Readmission's Committee, shared information regarding how readmissions decisions are made, procedures the committee follows, and the rationale for the committee's request to include the five year rule, and other matters that the committee considers.
- Based on the information presented by Drs. Newson and Young, the Committee continued to discuss and review ways that the policy could be modified.
- The Committee's recommendation was to reword the present Readmissions Policy to eliminate the part of the policy that includes the statement that subsequent academic dismissal of a student will result in a student's ineligibility to enroll for a period of five calendar years. The rationale for the decision includes the following: Some students do in fact appeal their cases during the five year period; therefore this would make the policy match our practice. Eliminating the five year period will allow the committee to consider the case of an individual based on factors other than a year limit.
- Due to time the committee had to adjourn before we were able to fully consider the final exam schedule. The committee will meet again on March 24 at 1:00 in Rayburn Wing 305 to consider the final exam schedule.
- The meeting was adjourned at 3:30

The Academic Affairs Committee of the Academic Senate met on March 24, 2005 at 1:00 in Rayburn Wing Room 305 to continue the discussion on revising the final exam schedule. The following items were discussed:

- The committee reviewed the present schedule with regard to the time placement of some of the courses on the final exam schedule.
- After considerable discussion, the committee decided that we needed additional information before adjustments could be made.
- Dr. Nicholson agreed to meet with individuals in the Registrar's Office to obtain further data about the exam schedule.
- The committee will meet again as soon as we have adequate information to make suggestions regarding the modification of the exam schedule.
- The meeting was adjourned at 1:45

The Academic Affairs Committee recommends that the section on Academic Dismissal in the UNA Undergraduate Bulletin (pp. 48-49, 2005-2006) be modified to read as follows:

Academic Dismissal. Upon being placed on academic suspension for a second time, the student is dismissed from the University and is ineligible for readmission except upon the recommendation of the Readmissions Committee.

Students under suspension from this University for academic reasons may not, upon readmission, apply credit earned elsewhere during the period of suspension.

Any student scholastically ineligible for readmission, by virtue of academic suspension or dismissal, has recourse of appeal to the Readmissions Committee for reinstatement on the basis of exceptional circumstances. Such appeals must be made in writing on forms provided by the Office of Admission and submitted to that office as early as possible but no later than five days before the date of the opening of the residence halls as listed in the University Calendar for the semester or term in which readmission is sought.

ATTACHMENT B

		Final Exam Proposed Schedule
Course time	Exam time	
MWF 9 - 9:50 am	FRIDAY 8 am - 9:45 am	

TR 11 - 12:15 and/or 11 - 11:50 am	10:15 am - 12 Noon	12 Noon
MWF 2 - 2:50 pm; MW 2 - 3:15 pm	1 pm - 2:45 pm	
TR 10 - 10:50 am	3:15 pm - 5 pm	
MWF 10 - 10:50 am	MONDAY 8 am - 9:45 am	
TR 9:30 - 10:45 am and/or 9 - 9:50 am	10:15 am - 12 Noon	
MWF 1 - 1:50 pm	1 pm - 2:45 pm	
MWF 8 - 8:50 am	3:15 - 5 pm	
TR 8 - 9:15 am and/or 8 - 8:50 am	TUESDAY 8 am - 9:45 am	
MWF 11 - 11:50 am	10:15 am - 12 Noon	
TR 2 - 3:15 pm and/or 2 - 2:50 pm	1pm - 2:45 pm	
MWF 3 - 3:50: 50 pm; MW 3 - 4:15 pm	3:15 pm - 5 pm	
MWF 12-12:50 pm	WEDNESDAY 8 am - 9:45 am	
TR 12:30 - 1:45 pm and/or 12- 12:50 pm and MWF 4 - 5:15 pm	10:15 am - 12 Noon	
TR 1 - 1:50 pm	1 pm - 2:45 pm	
TH 3 - 3:50 pm	3:15 pm - 5 pm	

ATTACHMENT C

Faculty Senate Resolution – Attendance Policy

WHEREAS the mandatory class attendance policy has outlived its usefulness in modern times,

NOW THEREFORE BE IT RESOLVED BY THE FACULTY SENATE OF THE UNIVERSITY OF NORTH ALABAMA THAT

THERE WILL NO LONGER BE A UNIVERSITY-WIDE MANDATORY CLASS ATTENDANCE REQUIREMENT AT THE UNIVERSITY OF NORTH ALABAMA. FURTHERMORE, EACH INDIVIDUAL FACULTY MEMBER, WITH CONSULTATION WITH HIS OR HER RESPECTIVE DEPARTMENT CHAIR, SHALL BE ALLOWED TO SET THE ATTENDANCE POLICIES FOR THE COURSES THAT HE OR SHE TEACHES. THE CATALOG SHALL STATE THAT STUDENTS ARE EXPECTED TO ATTEND CLASS AND ALL SCHEDULED CLASS ACTIVITIES.

ATTACHMENT D

Faculty Senate Resolution – Administrative Withdrawal

WHEREAS there has been a problem with some students remaining enrolled in courses although they have stopped attending within the first week or two of classes

NOW THEREFORE BE IT RESOLVED BY THE FACULTY SENATE OF THE UNIVERSITY OF NORTH ALABAMA THAT

A FACULTY MEMBER MAY INITIATE A PROCEDURE OF ADMINISTRATIVE WITHDRAWAL FOR ANY STUDENT THAT MISSES MORE THAN TWO CONSECUTIVE WEEKS OF A COURSE. THE FACULTY MEMBER WILL REPORT THESE STUDENTS TO THE RESPECTIVE COLLEGE DEAN WHO WILL MAKE THE FINAL DECISION AS TO WHETHER THE STUDENT WILL BE ADMINISTRATIVELY WITHDRAWN FROM THE COURSE.