

FACULTY SENATE MINUTES

April 19, 2007

The Faculty Senate of the University of North Alabama met April 19, 2007 in the Faculty/Staff Commons of the University Center at 3:30 p.m.

President Loew called the meeting to order and recognized the following proxies:

Mary Ann Allan for Senator Richardson from Biology,
Lee Renfroe for Senator Underwood from HPER,
Phillip Oliver for Senator McDaniel from Collier Library, and
Christa Raney for Senator Atkinson from English.

Senator Summy moved the adoption of the agenda. Senator Maynard seconded. The motion passed unanimously.

Senator Gaunder moved the approval of the March 15, 2007 minutes. Senator Adams seconded. The motion passed unanimously.

President Cale stated that there was a misunderstanding which came up in the Arts and Science Department Chairs meeting concerning the initiation of background checks. The university has not implemented background checks. The Human Resources department is currently working on creating such a policy. President Cale responded to the questions raised at the last senate meeting concerning the appointment of Priscilla Holland to Assistant Vice-President without following the procedures for advertising and conducting a search. He stated that several months ago he had a signed letter on his desk from Dr. Holland stating her intention to retire. At the same time it was realized that a great deal of institutional knowledge would be lost. They were attempting to find a mechanism to persuade Dr. Holland to remain to the end of 2008. The university is currently conducting a search to fill her current position. This will allow the replacement to receive training from Dr. Holland. He shared a list of the many areas where Dr. Holland is actively involved. These include communicating with the federal government, the NCAA, ACHE, and the state budgeting process as well as serving on the Banner project, the Institutional Effectiveness Committee, and land reporting. She is the only senior administrator with a strong link to SACS. The line item in the Provost office corresponding to the position previously held by Dr. John Wakefield will be used to fund this new position and will not require more budgetary spending.

President Cale reported that the Commencement Committee has recommended that we move commencement to Friday night in December and consider the same move for the Spring semester. President Cale asked that the senators speak with their colleagues concerning their feelings about the schedule changes. He stated that while he feels that it is suitable for a move to Friday night for the Fall semester, he wants to keep the spring commencement during the day for the ability for the participants to enjoy our beautiful campus. Senator Williams suggested that we poll the students by email concerning how the change to Friday night commencement would affect family members attempting to arrive for the event.

President Cale reported that the media report in the wake of the Virginia Tech tragedy that the university does not have any emergency protocol is inaccurate. We do have a protocol. Senator Maynard suggested that the university install the panic buttons on the computers in the classrooms.

Dr. Newson, Vice-President for Academic Affairs and Provost, stated that there was no update from the distance learning task force. They will be meeting in the summer. He reported that the university is creating a diversity plan in response to the Knight v. Alabama case. He requested input concerning funds to be used to enhance diversity in the faculty and student body. For example, the College of Business awarded two assistantships. Dr. Newson requested that suggestions be sent directly to him. The manner in which the funds will be used must be submitted to the Knight Commission.

ANNOUNCEMENTS:

- A. Committee Reports:
 - 1. Faculty Affairs – no report
 - 2. Faculty Attitude Survey – Dr. Craig Robertson presented the report from the survey which had a 64% response rate. The committee also presented the results from 2005 and 2006 for comparison. He pointed out that according to the responses there were at least three areas for the Faculty/Staff Welfare Committee to consider.
 - 3. The Academic Affairs Committee presented a revised Withdrawal Policy (See Attachment A).
- B. Shared Governance Committee Reports: The Foreign National Policy has been received.
- C. President Loew presented a list of senators with terms expiring (See Attachment B).
- D. President Loew presented a list of Shared Governance Committee openings and ADA panel openings (See Attachment C).
- E. Senators Adams, Robinson and Statom were selected as the Nominating Committee for the Senate.

OLD BUSINESS:

- A. The Honor Cord Proposal (See Attachment D) did not pass with a vote of 13-15-5.
- B. Senator Maynard moved the removal of the first sentence. Senator Gaunder seconded. The motion passed. After a lengthy discussion of the proposed Withdrawal Policy, Senator Gaunder moved the policy be sent back to the

committee. Senator Bates seconded. The motion passed unanimously. The following issues were identified as needing further consideration: clarification of the process of where the student goes to complete the process, specifying an ending date for withdrawal, addressing what happens if a student's absences exceed the limit before the midterm date, clarification of the difference between withdrawing from a course and withdrawing from the university and addressing whether a student has a right to appeal and how that process would work.

Senator Adams moved that the next proposed policy be circulated to the senate before it is presented. Senator Maynard seconded. The motion passed unanimously.

Vice-President Newson stressed the necessity of preventing issues such as the Withdrawal Policy from falling between the cracks during the summer. Senator Williams suggested that someone interested in the issue be assigned to sustain it during the summer and attach this name to the pending item.

NEW BUSINESS:

Senator Bates presented a FERPA authorization to release information or request for letter of recommendation used at Vanderbilt University (See Attachment E). Senator Gaunder recommended that the University counsel consider this document. President Cale stated that it could be accomplished in a timely manner.

Senator Maynard moved that the meeting be adjourned. Senator Roden seconded. The motion passed unanimously. The meeting adjourned at 4:38 p.m.

ATTACHMENT A

MEMORANDUM

To: Dr. Sandra Loew, President
UNA Faculty Senate

From: Dr. Tony Blose, Chair,
Academic Affairs Committee

Re: Withdrawal Policy

Date: April 16, 2007

The revised Withdrawal from a Course Policy will use the language accepted by the Faculty Senate on 23 February 2006, but will have several clarifications and exceptions attached to it.

Policy Approved by the Senate (02-23-05)

Withdrawal from a Course. Students who wish to withdraw from a course during the registration period will have a grade of **RW** (Registered – Withdrew) for the course. After the registration period, a student may withdraw from a course with a grade of “W” up to and including the Friday that falls one week after the designated midterm date. After this deadline, the student must initiate the withdrawal process by obtaining the permission and signature of the instructor. Note: This policy does not apply to clinical courses taken in the College of Nursing. Students who are failing a clinical class in the College of Nursing at the time they withdraw from the class will receive an F for that class.

Policy Recommended by the Academic Affairs Committee (04-16-07)

Withdrawal from a Course. Students who wish to withdraw from a course during the registration period will have a grade of **RW** (Registered – Withdrew) for the course. After the registration period, a student may withdraw from a course with a grade of “W” up to and including the Friday that falls one week after the designated midterm date. After this deadline, the student must initiate the withdrawal process by obtaining the permission and signature of the instructor. Withdrawal will be permitted only at the discretion of the instructor.

Notes and Exceptions to this policy include the following:

1. The policy does not apply to clinical courses taken in the College of Nursing. Students who are failing a clinical class in the College of Nursing at the time they withdraw from the class will receive an F for that class.

2. The policy does not apply to students who have committed academic dishonesty in the course in question. A student will not be allowed to withdraw from a course in which he or she has committed academic dishonesty. If a student is accused of academic dishonesty, he or she will not be allowed to withdraw from the course while the case is pending.
3. A student may not withdraw from a class if he or she has exceeded the allowed number of absences for a particular course without consent from the instructor. A faculty member's attendance policy supersedes the Withdrawal from a Course policy.
4. Students who are called to active military service during an academic term may choose one of the following options:
 - a) The student may request retroactive withdrawal to the beginning of the semester with a full refund of tuition and fees.
 - b) If at least 75% of the term has been completed, the student may request that the faculty member assign a grade for the course based on the work completed, but the final grading decision is left to the faculty member.
 - c) A student may be assigned a grade of I and will be subject to university policies regarding the disposition of the incomplete.
5. Students should be aware that withdrawing from one or more courses may have substantial adverse effects on, including but not limited to, financial aid, scholarship award, health insurance, and athletic eligibility.

ATTACHMENT B

TERM EXPIRING SPRING, 2007

Larry Bates	Psychology
Nicholas Mauriello	English
Alyce Brown	Nursing
Evelyn Bruce	Biology
Dwight Bunn	Human Environmental Sciences
Michael Fennell	Military Science
Greg Gaston	Geography
Robert Gaunder	Chemistry/Industrial Hygiene
Dan Hallock	Management and Marketing
Christopher Maynard	History/Political Science
Janice Myhan	Elementary Education
Kathy Wallace	Kilby School

ATTACHMENT C

Committee Openings 2007-2008

Athletics (1)
Distance Learning Advisory Committee (2 – A&S) (1 – Ed)
International Programs Offerings (1)
Graphic Standards (1)
Human Subjects (2 – A&S) (1 – Bus)
Strategic Planning & Budget (3)
Student Financial Services (1)
Undergraduate Curriculum (2 – Bus) (1 – Nur)
Institutional Effectiveness (1)
Research (2)
Multicultural (1- A&S) (1 – Bus) (1 – Ed)
Shared Governance (1)
Parking & Traffic (2)
Animal Use & Care (2)
Infrastructure Development (1)
ADA panels (1 – A&S) (1 – Bus)

ATTACHMENT D

Faculty Senate Resolution –Honor Cords at Commencement

WHEREAS the Student Government Association (SGA) has requested a policy allowing students to wear one honor cord (in addition to the Phi Kappa Phi honor cord) at commencement, and

WHEREAS allowing additional honor cords will allow more students to be recognized for their hard work and accomplishment at the University of North Alabama, and

WHEREAS this policy would be in keeping with those for universities throughout the southeast,

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

A STUDENT WILL BE ALLOWED TO WEAR ONE HONOR CORD OF HIS OR HER CHOICE AT COMMENCEMENT (IN ADDITION TO THE PHI KAPPA PHI CORD WHERE APPLICABLE) PROVIDED THAT THE CORD IS FROM A NATIONALLY RECOGNIZED HONOR SOCIETY.

ATTACHMENT E

FERPA AUTHORIZATION TO RELEASE INFORMATION OR REQUEST FOR LETTERS OF RECOMMENDATION

TO: _____
(Name of University Official and Department)

(CHECK ALL APPLICABLE AREAS)

Please write a letter or recommendation
 complete evaluation form
 release information verbally
 other(specify)_____

(CHECK ALL APPLICABLE SPACES)

TO: all potential employers
 any educational institution
 only to the following_____ (specify)

(CHECK ALL APPLICABLE SPACES)

For the following purpose: employment
 admission to an educational institution
 all forms of scholarship or honorary award
 other (specify)_____

I authorize you to consult my educational record at Vanderbilt University to reveal such information from my educational record, as you consider appropriate for the purpose stated above, including information pertaining to my education at other institutions I have previously attended which is a part of my education records at Vanderbilt.

I waive (), do not waive () – check one – my right to see the recommendation or other information prepared pursuant to this release.

Name (print)_____

Signature_____

Student ID Number_____

Date_____