

**FACULTY SENATE MINUTES**  
**April 29, 2010**

The Faculty Senate of the University of North Alabama met April 29, 2010 in the Banquet Hall of the University Center at 3:30 p.m.

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

Sharon Campbell for Senator Carnes from Accounting,  
Lynn Aquadro for Senator Austin from Nursing Online, and  
Sandra Loew for Senator Townsend from Counselor Education.

Senator Richardson moved the adoption of the agenda. Senator Loepky seconded. The motion passed unanimously.

Senator Richardson moved the approval of the April 1, 2010 minutes. Senator Borah seconded. The motion passed unanimously.

President Cale presented copies of the Master Plan map and invited question. He stated that recently vetted policies on workplace threats and violence will be placed in the handbook. The administration is going through request for vendors for the bookstore and foodservice. They are currently in the process of selecting the bookstore provider and will then begin to look at the foodservice provider. He talked about possible additional proration and that the federal stimulus funds will soon be exhausted. He stated that the bill for the PACT program will cap the raise in tuition to 2/5% everywhere except Alabama and Auburn. He reported that the state bond commission has not acted concerning the Science Building project.

Vice-President Thornell had no report.

**REPORTS:**

- A. Senator Peterson reported from the Faculty Attitude Survey Committee. She thanked the faculty for the support with 80% response rate. There were concerns that the survey was too long. She suggested possibly expanding the committee and will reevaluate this fall with a streamlined instrument. She asked to share the results of the survey with the faculty at-large and the Faculty/Staff Welfare Committee. The senate gave their approval to the sharing of the results. President Statom thanked Craig Robertson, John McGee, Gabriela Carrasco and Leslie Peterson for their hard work on the committee.

- B. The University-wide Promotion and Tenure Portfolio Review Committee has finished their promotion cycle and is working on the tenure process. (See Attachment A)

**UNFINISHED BUSINESS:**

- A. President Cale discussed some of the short term changes related to the Master Plan. These include relocating the Varsity Tennis Courts and adding new housing, taking Rice or River off-line and adding new housing, construction of the Science Building, construction of the Student Commons Building with the first two floors retail space and the upper two floors academic space and construction of a Black Box Theatre. He requested that comments be provided to President Statom by May 7. Senator Richardson moved that the senate endorse the Master Plan with any concerns provided to President Statom attached. Senator Adams seconded. The motion passed
- B. The proposal to modify the Shared Governance document to include the Faculty Senate and the Staff Senate was endorsed by an unanimous vote of the senate. (See Attachment B)
- C. The proposal to modify the Faculty Handbook 3.5.1 with no change in submission date and announcement date but changes in internal dates was endorsed with a unanimous vote of the senate. (See Attachment C)
- D. Final nominations were solicited and votes taken for the vacancies on the Shared Governance committees. (See Attachment D) Senator Adams moved to take the issue of electronic voting to the Academic Affairs Committee. Senator Gaston seconded. The motion passed.

**NEW BUSINESS:**

- A. Sandra Loew presented the ADA policy revision and solicited comments. (See Attachment E)
- B. A proposal to modify the Faculty Handbook 3.5.1 concerning the terminal degree policy was presented. (See Attachment F)

**ANNOUNCEMENTS:**

Senator Townsend encouraged the faculty to complete the library survey.

**NOMINATING COMMITTEE REPORT:**

Senator Stenger reported the following slate of nominees:

|                  |   |                 |
|------------------|---|-----------------|
| Terry Richardson | - | President       |
| Darlene Townsend | - | President-Elect |
| Richard Statom   | - | Past President  |
| Pat Roden        | - | Secretary       |

Joy Brown - Member-at-large  
Marilyn Lee - Member-at-large  
Greg Carnes - Member-at-large

There were no more nominees from the floor and the slate was elected.

President Statom handed the gavel to incoming President Richardson who thanked President Statom for the outstanding job he did this year. He stated that he would do his best to work with Shared Governance this next year.

Senator Roden moved the meeting be adjourned. Senator Gaston seconded. The motion passed unanimously. The meeting adjourned at 5:25 p.m.

## ATTACHMENT A

### **Interim Report and Recommendation to the Faculty Senate from the University Wide Promotion and Tenure Portfolio Review Committee.**

We are approximately half way through this cycle for promotion and tenure review. We have completed the promotion segment of the process and are now entering the tenure review aspect. We will be unable to answer many of the seven (7) recommendations to our committee still outstanding from the Faculty Senate until the end of this entire process. There are, however, some recommendations which we have either dealt with or have taken under discussion. Our current status is as follows:

1. That only full professors review and evaluate applications/portfolios for full professor with respect to tenure and promotion criteria.

*We have not reached a conclusion for this recommendation.*

2. That the inaugural committee be tasked with consulting with all other parties in the process in developing a timeline for the submission and evaluation of portfolios.

*This recommendation has been resolved with the document/recommendation the Faculty Senate is considering at today's (April 29, 2010) meeting.*

3. That the inaugural committee be tasked with developing a guideline, or guidelines, for procedures regarding review and evaluation of portfolios with respect to tenure and promotion criteria.

*We have not reached a conclusion for this recommendation.*

4. That all members of the committee participate in an orientation regarding procedures and guidelines with respect to tenure and promotion criteria at the beginning of each submission and evaluation cycle.

*We have not reached a conclusion for this recommendation.*

5. That departmental criteria with respect to tenure and promotion criteria, unique college criteria and policies with respect to tenure and promotion criteria, and university policies with respect to tenure and promotion criteria be made available to each member of the committee.

*We have discussed this recommendation and have found that, in the one instance in which the material was provided, having this information available is invaluable to the determination process.*

6. That the committee perform a year-end process/procedures review and prepare a report to be distributed at all levels of the process. This report should include what worked well, what did not work, and remediation recommendations.

*We have discussed this recommendation and have found that it is imperative in preserving the integrity of the process.*

7. That all portfolios submitted, regardless of recommendation(s), should move through the entire process.

*We have discussed this recommendation and have found that it is imperative in preserving the integrity of the process.*

Prepared by Dr. Larry Adams

For the University Wide Promotion and Tenure Portfolio Review Committee

26 April, 2010

## ATTACHMENT B

### MEMORANDUM

March 30, 2010

**TO:** Faculty Senate

**FROM:** Richard Statom, Faculty Senate President

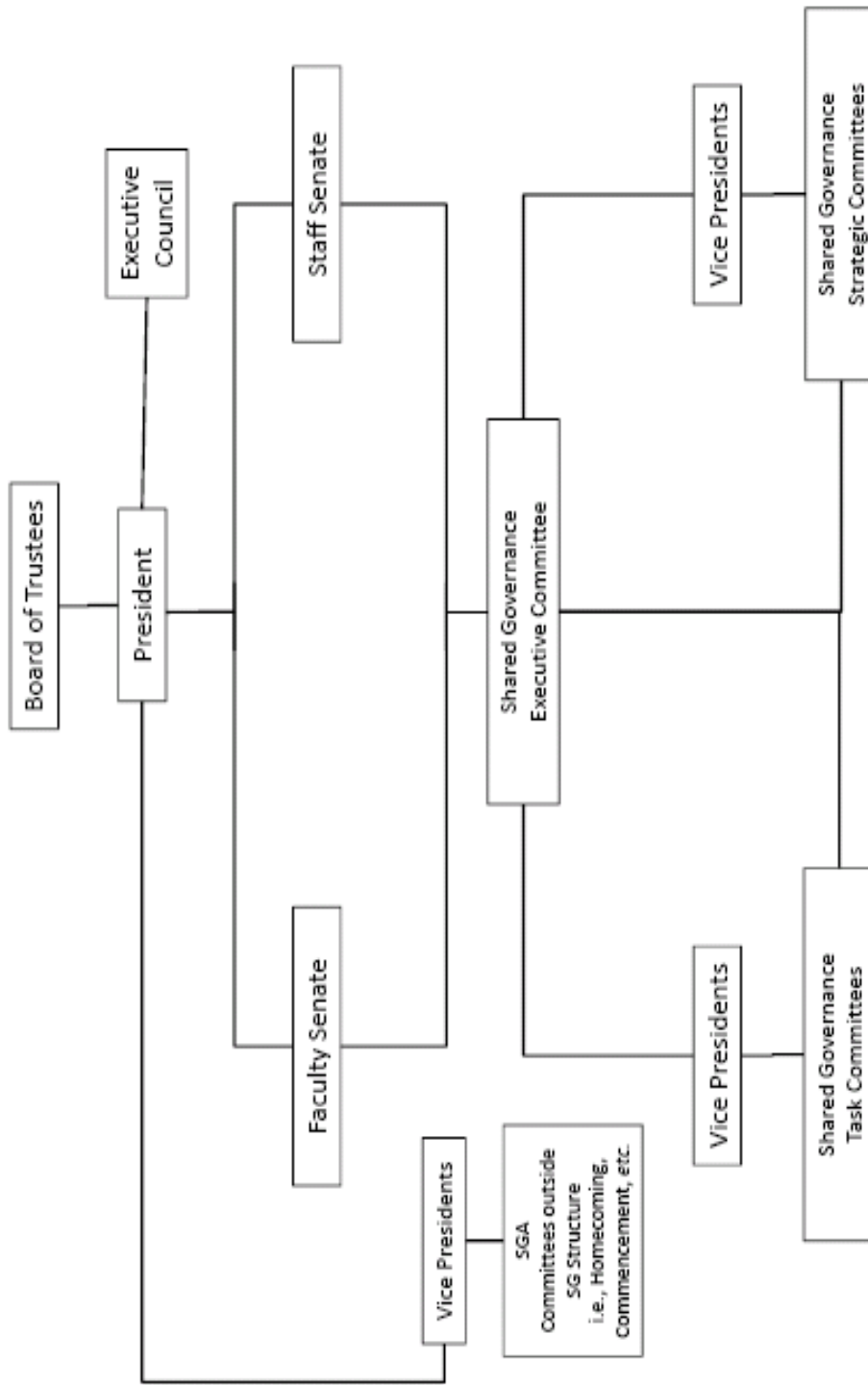
Terry Richardson, Faculty Senate President-Elect

**SUBJECT:** Proposed modification to Shared Governance Structure

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Attached is a flow chart of a proposed modification of Shared Governance at UNA. This modification would insert the Faculty Senate into the Shared Governance structure in such a way that any action or proposal by shared governance committees that affect faculty would require the approval of the Faculty Senate. This proposed modification would provide the Staff Senate with an equivalent position concerning staff only issues.

It is proposed that the Senate create an Ad-hoc committee to address this proposal and work with the Staff Senate (as part of a conference committee) to reconcile any issues that may arise and (if approved by the Faculty Senate) proceed toward implementation.



## ATTACHMENT C

### MEMORANDUM

April 14, 2010

**TO:** Faculty Senate

**FROM:** Richard Statom, Faculty Senate President

Larry Adams, Chair, UNA Portfolio Review Committee

**SUBJECT:** Proposed modification to Appendix 3.C (Faculty Handbook Promotion Timeline)

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Attached is a proposed modification of Appendix 3.C (the Promotion Process Timeline) of the Faculty Handbook. This modification would not change the current dates for submission of a portfolio or the date of notification of a promotion, but would allow more time for the Portfolio review Committee to perform their duties. The chair of the Portfolio Review Committee and the VPAA has requested that this proposed modification be addressed by the faculty senate at the April 29 meeting. In accordance with faculty senate rules, this proposal is submitted to the senate at least 14 days prior to the April 29 meeting, and as such can be addressed at that meeting.



| <b>UNA PROMOTION PROCESS</b>   |  |
|--|--|
| <b>TASK</b>  | <b>TARGET DATE*</b>                                  |
| Candidate presents portfolio to Department Chair   | October 10   |
| Department Chair forms Peer Promotion Committee and informs College Dean of candidates   | October 20   |
| Peer Promotion Committee reviews portfolios, completes evaluation for candidates, and provides evaluation letter to department chair                                   | November 1   |
| Department Chair reviews portfolio, completes evaluation for candidates, and provides evaluation letter to dean  | November 15  |
| College Dean reviews portfolios, completes evaluations for candidates, and provides evaluation letter to VPAA  | January 10   |
| VPAA reviews portfolios, completes evaluations for candidates, and provides evaluation letter to the President   | March 1  |
| University Tenure/Promotion Committee reviews portfolios, completes evaluation for candidates, and provides evaluation letter to VPAA                                  | March 1  |
| President or his/her designee makes final decision and informs VPAA and Provost  | March 15   |
| VPAA and Provost informs deans of final decisions. Candidates are notified by deans and written feedback from department chair and/or deans is provided to candidates. | March 15 (promotions remain effective as of March 1) |
| Portfolios are picked up from dean   | March 30   |

\*If target date falls on a university non-workday, the next workday applies.

## ATTACHMENT D

### Faculty Vacancies on Shared Governance Committees Beginning in Fall 2010

| Committee                        | Nominees   | Person Selected<br>(or Re-elected) for Vacancy |
|----------------------------------|--|--|
| Academic & Student Affairs       | Bill Huddleston<br>Amanda Hofacker<br>Miranda Bowie              | Bill Huddleston                                |
| Academic & Student Affairs       | Cameron Gren<br>Janet Truitt Jenkins<br>Janice Myhan             | Janice Myhan                                   |
| Animal Care and Use              | Brian Huffman<br>Matt Fitzsimmons                                | Matt Fitzsimmons                               |
| Animal Care and Use              | Jeff Ray   | Jeff Ray                                       |
| Athletic                         | Amanda Hofacker<br>Lisa Clayton                                  | Amanda Hofacker                                |
| Distance Learning Advisory       | Lisa Clayton   | Lisa Clayton                                   |
| Distance Learning Advisory       | Jason Flynn<br>Janet McMullen<br>Chris Maynard<br>Jeffrey Bibbee | Chris Maynard                                  |
| Distance Learning Advisory       | Mel Blake<br>Janet Truitt Jenkins<br>Katie Motlow                | Katie Motlow                                   |
| Faculty/Staff Welfare            | Cameron Gren   | Cameron Gren                                   |
| Graphics Standards & Web Page    | Jason Flynn<br>Phillip Oliver<br>John Crabtree<br>Katie Kinney   | Jason Flynn                                    |
| Human Subjects                   | Ron Davis  | Ron Davis                                      |
| Human Subjects                   | Gabriela Carrasco  | Gabriela Carrasco                              |
| Human Subjects                   | Jackie Williams<br>Matt Fitzsimmons                              | Jackie Williams                                |
| Human Subjects                   | Crescente Figueroa   | Crescente Figueroa                             |
| Infrastructure Development       | Mel Blake<br>Cameron Gren<br>Dhrumil Patel                       | Mel Blake                                      |
| Institutional Effectiveness      | Amy Butler   | Amy Butler                                     |
| International Programs/Offerings | Pat Sanders<br>Lisa Clayton<br>Keith Linley                      | Pat Sanders                                    |
| International Programs/Offerings | Lisa Keys-Mathews<br>Dianne Dodson<br>Andy Taylor                | Lisa Keys-Mathews                              |

|                                   |   |                    |
|-----------------------------------|---|--------------------|
| International Programs/Offerings  | Marilyn Lee<br>Charlotte Cramer<br>Jeffrey Bibbee<br>Santanu Borah          | Santanu Borah      |
| Multicultural Advisory            | Frank Diaz<br>Matt Fitzsimmons<br>Amanda Hofacker<br>Janet Jenkins          | Frank Diaz         |
| Multicultural Advisory            | Jana Beaver   | Jana Beaver        |
| Multicultural Advisory            | Mark Foster   | Mark Foster        |
| Multicultural Advisory            | Joy Brown<br>Katie Kinney   | Joy Brown          |
| Parking and Traffic               | Jim Martin<br>Doris McDaniel<br>Scott Infanger                              | Jim Martin         |
| Parking and Traffic               | Betty Rickard<br>Amanda Hofacker<br>Scott Infanger                          | Scott Infanger     |
| Research                          | Valeriy K. Dolmatov<br>Richard Hudiburg<br>Amanda Hofacker<br>Miranda Bowie | Valeriy Dolmatov   |
| Research                          | Cameron Gren<br>Jeffrey Bibbee<br>Pam Chaney                                | Pam Chaney         |
| Safety & Emer. Preparedness       | Brent Olive   | Brent Oliver       |
| Shared Governance                 | Richard Statom<br>Jason Flynn<br>Tera Kirkman                               | Richard Statom     |
| Strategic Planning & Budget Study | Bill Huddleston<br>Brian Thompson   | Bill Huddleston    |
| Strategic Planning & Budget Study | David Muse  | David Muse         |
| Strategic Planning & Budget Study | Jason Flynn<br>Peggy Hoekenga   | Peggy Hoekenga     |
| Student Financial Services        | Mel Blake<br>Joan Paris<br>Jeff Bibbee                                      | Jeff Bibbee        |
| Student Financial Services        | Pat Sanders<br>Brian Thompson   | Pat Sanders        |
| Technologies Advisory             | Janelle Sorrel  | Janelle Sorrel     |
| Undergraduate Readmissions        | Brian Thompson<br>Crescente Figueroa<br>Janet Jenkins<br>Miranda Bowie      | Crescente Figueroa |
| Undergraduate Readmissions        | Lisa Clayton<br>Kathy Underwood<br>Jeffrey Bibbee                           | Lisa Clayton       |

## ATTACHMENT E

### MEMORANDUM

April 19, 2010

**TO:** Faculty Senate

**FROM:** Richard Statom, Faculty Senate President

Sandra Leow, ADA Panel

**SUBJECT:** Proposed modification to ADA Policy

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Attached are two documents relating to Americans with Disabilities (ADA) policy that goes into course syllabi. One document is the current accommodation policy with the proposed changes; the other contains the comments of the Academic and Student Affairs Committee. The ADA policy is being modified to reflect the latest law and the name change from UNA Developmental Services to Disability Support Services.

The law now requires that we allow students to provide documentation for an accommodation at any time in a semester. The reasons for this change are that sometimes students are waiting for health-care providers to send the documentation, they may be trying to manage without accommodations, or a disability may occur or become worse later in the semester.

The ADA Panel is requesting that the Faculty Senate forward the proposed policy to their respective departments and be prepared to provide feedback (i.e. comments) at the April 29 meeting. The compressed time schedule for review by the senate is requested so that the modified policy so that this can be in the fall syllabi.

Sandra Loew (ADA Panel) will be at the April 29 meeting to answer any questions and to receive comments.

*Department of Chemistry and Industrial Hygiene  
Floyd Science Building 203A  
UNA Box 5049  
Telephone: (256) 765-4622  
Facsimile: (256) 765-4958*



## MEMORANDUM

TO: Dr. Terry Richardson, Chair  
Shared Governance Executive Committee

FROM: Dr. Crescente Figueroa, Chair  
Academic and Student Affairs Committee

DATE: April 12, 2010

RE: University's ADA Accommodation Statement

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### BACKGROUND

On March 11, 2010 Dr. Terry Richardson, Chair of the Shared Governance Executive Committee, requested that the Academic and Student Affairs (ASA) Committee reviewed for approval recent changes proposed to the University's ADA Accommodation Statement to bring it into legal compliance. The ASA Committee reviewed, discussed and voted on this issue at the regular meeting held on March 29, 2010.

### FINAL RECOMMENDATION

The ASA Committee voted and approved unanimously the changes proposed to the University's ADA Accommodation Statement with the following sentence added: "accommodation plan will not be applied retroactively." A minor editorial change was also proposed as it is shown in the modified copy of the statement attached to this memorandum.

In addition, the ASA Committee also recommends that:

The most current version of the University of North Alabama Accommodation Statement be posted on the university web-page with a link be provided to all faculty.

Disability Support Services notify the affected faculty when an accommodation request has been granted and accommodation plan has been developed.

#### Accommodation Statement

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, ~~and~~ Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Developmental Disability Support Services ~~prior to the beginning of the semester~~ to initiate the ~~accommodation~~ **accommodation** process ~~and to notify instructors within the first three class meetings~~ to develop an accommodation plan. **This accommodation plan will not be applied retroactively.** Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Developmental Disability Support Services (256-765-4214).

Note: the red mark ups are editorial recommendations of the Academic and Students Affairs (ASA) Committee.

## ATTACHMENT F

### MEMORANDUM

TO: Dr. Richard Statom , President  
Faculty Senate

FROM: Collier Library Faculty

DATE: April 20, 2010

RE: Clarification of terminal degree policy

Recently, it was brought to our attention by Dr. John Thornell, VPAA and Provost that the policy in the *Faculty Handbook* regarding terminal degrees only addresses promotion, not tenure, for library faculty, and is thus inconsistent with the terminal degree policy for other degrees. In order to clarify this policy and in consideration of the preparations for SACS evaluation, the Collier Library faculty propose the following change to the final paragraph of section 3.5.1 of the *Faculty Handbook*:

The Board of Trustees for the University of North Alabama has determined that the degree of Master in Library Science is to be considered as a terminal degree for promotional and tenure purposes. The following degrees are to be considered as terminal degrees for promotional, pay, and tenure purposes: MFA in Studio Art, MFA in Creative Writing, MFA in Theatre, and J.D. for Business Law.