

FACULTY SENATE MINUTES

October 11, 2012

The Faculty Senate of the University of North Alabama met October 11, 2012 in Room 102 of Floyd Science Building at 3:30 p.m.

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

Beth Garferick for Senator Martin from Communications,
Jessica Stovall for Senator Stenger from Mathematics.

Senator Statom moved the adoption of the agenda. Senator Sanders seconded. The motion passed unanimously.

Senator Gafford moved the approval of the minutes from the September 13, 2012 meeting with the change of Thompson to Townsend and the change of “necessary” to “necessary” on page 2. Senator Loeppky seconded. The motion passed unanimously.

Vice-President Shields was invited to speak concerning the issue of requiring freshmen to live on campus. He stated that a year ago two working groups were formed to study the issue. He also reported that studies show the number one way to help students be successful is to get them involved on campus. One way to accomplish this involvement is to live on campus. Using data from our institutional research office, the committees have looked at the radius or counties which might be excluded from the live on campus policy but as yet have no recommendation. The possible start of such a policy would be 2014. When a final proposal is in sight, it will be presented to each senate.

President Cale spoke concerning the Knight-Sims lawsuit settlement signed in 2006. The university must have an administration level position for Diversity and Equity. Since the retirement of Lelon Davidson we have not had a Director for Diversity and Equity. President Cale proposed that Dr. Thomas Calhoun be given the added responsibility of Diversity and Institution Equity with the Director for Diversity and Equity reporting to Dr. Calhoun.

Vice-President Thornell welcomed the faculty back for the fall semester and hoped that everything has gotten off to a good start. He missed the September meeting due to an ACHE meeting where the university received approval for two new programs: Sports Management and Integrative Health. Dr. Thornell stated that we must find ways to replace the state funding which we no longer receive without passing so much onto the student tuition. Over the next few weeks there will be sessions held concerning the Student Success Center and finding ways

to improve retention. He also pointed to the importance of scholarships and looking for new programs or sources for new students. He encouraged everyone to get on board to support these efforts.

REPORTS:

Standing Committees:

Senator Carnes from the Faculty Affairs Committee presented the changes to 5.2 and 5.4 of the Faculty Handbook. (See Attachment A) Senator Statom moved that the changes be discussed. Senator Gafford seconded. It was recommended that in 5.2 “conclusion of the term for which it was used” be added to read: “The grade book/spreadsheet showing the class grades throughout the term, as well as the final course grades given, must be retained for at least one year beyond the conclusion of term for which used. Additionally, faculty members are encouraged to retain documents that were used to compute grades but not returned to the students, such as exams and projects, for the same time period.” Senator Barrett moved approval of the amendment. Senator McIntosh seconded. The amendment passed unanimously. The amended proposal was approved unanimously. A procedure for ensuring policy changes are reflected in the Faculty Handbook was presented. (See Attachment B) It was recommended that bullet 3 be changed to add “ and to the Assistant to the Vice-President of Academic Affairs and Provost.” The amended proposal passed unanimously.

UNFINISHED BUSINESS:

Senator Barrett moved to amend the Proposed Revision to the Faculty Handbook 2.4.2 (See Attachment C) by adding to the new paragraph: “as per the terms of the letter of employment.” Senator Peterson seconded. The amendment passed. The vote on the amended proposal passed.

NEW BUSINESS:

The proposal concerning graduation requirements, academic honesty, and early commencement was discussed. (See Attachment D) After discussion the proposal was approved with the amendment recommended by the Faculty Senate Executive.

INFORMATION ITEMS:

- A. Senator Roden, Faculty Athletic Representative to the NCAA, presented information concerning her position’s responsibilities which include: ensuring a quality student-athlete experience and student-athlete well-being, ensuring the academic integrity of the athletics program, and ensuring the institutional control of the athletics program. She also shared data relating to the comparison of GPA and graduation rates of student-

athletes as compared to the entire student population. She thanked the faculty for their support and encouraged the faculty to contact her with questions or concerns.

- B. President Lee reported that Senator Frederick from Kilby is being replaced by Kim Morris.
- C. President Lee also reported that Col. Atencio will serve as senator from Military Science.
- D. The request for consideration of space for a faculty senate meeting area and a faculty commons area has been sent to the VPAA and Provost.
- E. Ulrich Groetsch was nominated for the Faculty at Large position on the Animal Care and Use Committee in replacement of Andy Taylor. Phillip Oliver was nominated for replacement on the Technology Advisory Committee.

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

ATTACHMENT A

5.2 CLASS ROSTERS AND ROLL BOOKS

The official roster of students for each class is provided for the faculty member on-line. It is the prime responsibility of faculty members to assist in validating proper enrollment through careful check of the on-line rosters. A student may not receive a final grade unless properly registered for the course, and faculty members may not merely add a student to a class without supporting documentation. The grade book/spreadsheet showing the class grades throughout the term, as well as the final course grades given, must be retained for at least one year beyond the term for which used. Additionally, faculty members are encouraged to retain documents that were used to compute grades but not returned to the students, such as exams and projects, for the same time period.

Faculty members are required to maintain regular and accurate records of student attendance for academic reasons and for the reports required for compliance with regulations imposed by the Veterans Administration, for compliance with federal student financial aid requirements of the United States Department of Education, and for compliance with other external agencies. As requested by the Registrar's Office, faculty members must report whether students have started attending their courses. Faculty members must also report the last date of attendance for any student who receives a grade of F, U, or NC. Documentation for the last date of attendance may be from attendance charts, exams taken, projects submitted, online course activity, or other means.

5.4 STUDENT ABSENCES

The University expects students to attend classes regularly and punctually and regards reasonable participation through attendance as integral to the award of credit. University regulations on student absence are located in the Undergraduate and Graduate Catalogs. The individual faculty member may establish stricter limits and accompanying grade penalties, according to the level and nature of the course, but stricter policies must be approved by the chair of the department, and the students must be properly informed at the beginning of the course. The department chair should try, as much as possible, to ensure that absence policies are uniform in multiple sections of the same course. Each faculty member should review his/her attendance policies for each course, keeping in mind the educational goals of the course. Attendance policies should be no more punitive than required by the course goals.

The student is directly responsible to the individual faculty member for absences and for making up work missed. For excused absences ~~M~~akeup procedures should be announced provided by the faculty member at the beginning of each term. Faculty members may excuse absences for illness or other extenuating circumstances. Official excuse for absence is provided by e-mail from the Vice President for Academic Affairs and Provost for group absences incurred in connection with such university-sponsored scheduled activities as intercollegiate athletics, musical performances, and similar functions. From time to time, faculty also will be notified by the Vice President for Academic Affairs and Provost of

requests from other faculty or administrative officials for group absences to be approved in connection with field trips and special meetings or programs of an appropriate nature. Approval of the absence rests with the faculty member, and the individual student must secure advance permission. Implicit in an "excused absence," whether authorized by the Vice President for Academic Affairs and Provost or by the individual faculty member, is the student's entitlement, without grade prejudice, to make up tests or other specific work missed. Permitting makeup work for unexcused absences is at the discretion of the faculty member. The student is responsible for work missed regardless of reasons for absences.

ATTACHMENT B



MEMORANDUM

TO: Marilyn Lee, President, Faculty Senate

FROM: Karen Townsend, Chair, Faculty Affairs Committee

DATE: October 2, 2012

SUBJECT: Proposed Procedure to Ensure Changes to Faculty Handbook

The Faculty Affairs Committee proposes the following procedure be implemented to ensure that approved policy changes are reflected in the Faculty Handbook:

Process

- Once a change to the Faculty Handbook has been approved by all appropriate constituencies in Shared Governance, including Faculty Senate, the item will go to the Vice President for Academic Affairs and Provost and then to the University President for approval.
- The Faculty Senate President will be notified when final approval from the University President is obtained.
- The Faculty Senate President sends notification of this approval to the Chair of the Faculty Affairs Committee.
- The Chair of the Faculty Affairs Committee confirms with the Assistant to the Vice President of Academic Affairs and Provost (Renee Vandiver) that these changes are reflected in the most current Faculty Handbook.

ATTACHMENT C

2.4.2 Non-Tenure-Track

These appointments are for full-time assignments but only for a limited period of time—normally one term or one academic year— with the appointment terminating automatically at the end of the period specified. Non-tenure-track faculty are not eligible for promotion or tenure, but do share during the period of employment the general responsibilities, privileges, and benefits accorded regular faculty.

Non-tenure-track faculty who are offered tenure-track appointments as cited in section 2.4.1 may request that their years of non-tenure-track service at UNA be counted toward their years of probationary tenure-track service. Prior to the time that an offer of tenure-track employment is made, his/her department chair and dean will consult with the employee regarding the advantages and disadvantages of counting non-tenure-track years of service at UNA against his/her tenure-track probationary period. The employee will then prepare a memorandum either declining the option to count years of non-tenure-track service or requesting that all or part of the employee's non-tenure-track service be counted. This memorandum will go forward with the hiring recommendation from the department chair to the dean, to the VPAA and Provost, and then to the President for a decision. The tenure-track employment letter will specify the years, if any, of non-tenure-track employment credited toward the employee's tenure-track probationary period(_____} Comment [rpvl]: Insen New
Copy below.

Faculty members hired to fill tenure-track appointments in anticipation of being awarded the terminal degree but who have not completed the degree at the time of hire will be employed at the rank of Instructor. Upon receipt of the terminal degree in the teaching field from a properly accredited institution, the faculty member is automatically eligible for promotion to the rank of Assistant Professor upon the recommendation of the department chair and dean and final approval by the VPAA and Provost.

Rationale for Change in 2.4.2

On occasion departments hire tenure track faculty who do not have the doctorate or terminal degree required for a tenure track appointment. Current policy is not clear as to the process used to advance the faculty member into the tenure track once they have completed the degree. In the past faculty members have submitted portfolios and in some case, positions were advertised. These actions are unnecessary if an agreement exists with the candidate at the time of hire.

This proposal clarifies that in such cases, completion of the degree will result in a change of status as agreed upon at the time of hire. The initial letter of hire will spell out the conditions and must have the approval of the department chair and college dean. This policy only applies to faculty hired in tenure track position.

ATTACHMENT D

GRADUATION REQUIREMENTS

General requirements for graduation with a bachelor's degree include:

1. **Hour Requirements:** A minimum of 128 semester hours of credit. At least 36 semester hours must be junior-senior level courses (numbered 300-400). At least one-half of the minimum hour requirements for the major and minor fields must be in junior-senior level courses (numbered 300-400), except in the mathematics minor which will include at least 12 hours of courses numbered 200 or above. At least 64 semester hours must be earned from UNA or other senior institutions. Credit earned from nontraditional sources as accepted by UNA will apply toward this 64-hour requirement.

.
. .
. .
. .

7. **Catalog Requirements and Time Limits:** Each University Catalog is in effect for seven years. Degree requirements and other university regulations are established by the catalog current at the time a student matriculates as a regular degree seeking student at a post-secondary institution. If the student does not complete requirements for graduation during the seven-year period, the catalog expires and the student must elect and satisfy requirements of a more recent catalog in effect while enrolled. Students, whose seven-year catalog entitlement expires as a result of discontinued enrollment or from having transferred to another university, are subject to the requirements of the catalog current at the time of reenrollment. Students enrolled in any program leading to teacher certification will be required to adhere to all state and/or accreditation modifications made during their enrollment to ensure eligibility for a recommendation for certification. All industrial hygiene majors graduating after the regular summer term of 2010 are required to complete LH 496, **Capstone Project in Industrial Hygiene**, in addition to all other degree requirements established in their respective catalogs. This exemption is needed to meet established ASAC-ABET accreditation criteria. The College of Nursing and Allied Health retains the right to make modifications in its program/policies as deemed necessary by its faculty based on recommendations and mandates from the Alabama Board of Nursing and the Commission of Collegiate Nursing Education. Students currently enrolled in the nursing program will be required to adhere to any modifications made during their enrollment as a nursing major. **^ Insert New Copy A.**

8. **ADDITIONAL MAJOR:** To meet requirements for an additional major, UNA graduates must complete any additional MAJOR courses and PRESCRIBED SUPPORTING courses not completed in first degree as well as any GENERAL STUDIES courses particular to that major. Transfer students must meet the above requirements to include residence requirements of 12 hours of 300/400 level courses in the MAJOR. (Supporting courses will not meet residence requirements.)

9. **SECOND DEGREE:** A student may earn a second bachelor's degree by completing in residence at least 32 additional semester hours of 300/400 level coursework over and above the total hours completed for the first degree. All Area V general studies requirements, major core and other requirements for the major, and minor if applicable, must be satisfied.

NEW COPY A

Upon request, and with approval of the appropriate department chair and college dean, students within six hours of completing degree requirements will be permitted to march at commencement. **In cases where students are not able to complete degree requirements due to academic honesty violations, requests to march at commencement will not be considered.**

Students are expected to complete degree requirements the following semester/term and receive their diploma.

*This is not written policy but is the policy that has been followed in the past.

Faculty Senate Executive suggestion:

Upon request, and wWith approval of the appropriate department chair and college dean, and in the absence of mitigating circumstances, students within six hours of completing degree requirements will be permitted to march at commencement. **In cases where students are not able to complete degree requirements due to academic honesty violations, requests to march at commencement will not be considered. Students are expected to complete degree requirements the following semester/term and receive their diploma.**

Staff Senate suggestion:

“...add the word “confirmed” before the words “academic honesty violation”.

SGA will respond on October 11, 2012