

FACULTY SENATE MINUTES
October 10, 2013

The Faculty Senate of the University of North Alabama met October 10, 2013 in Room 102 of Floyd Science Building at 3:30 p.m.

President Peterson called the meeting to order and recognized Wendy Darby, proxy for Senator Brewer from Nursing.

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

Senator Campbell moved the approval of the September 5, 2013 minutes. Senator McIntosh seconded. The motion passed unanimously.

Gordon Stone, Executive Director of the Higher Education Partnership, presented background information concerning the partnership including its founding in 1997 to allow all constituents of higher education to come together to have a common voice in Montgomery and its number one agenda item of emphasizing the one-third/two-thirds formula for funding higher education/k-12. Mr. Stone asked the faculty to continue to be involved because every voice is important and encouraged faculty to consider membership in the Higher Education Partnership. He also highlighted the biggest annual event of the Higher Ed Day on the last Thursday in February and made a request for faculty to be understanding with students who attend the event.

Vice-President Thornell reported that the draft of the Strategic Plan was being received by the committee and should be coming out for public consideration shortly. He also reported that the search for the Vice-President for Business and Financial Affairs is underway and that an outside firm has been hired to assist in identifying candidates along with a search committee being formed and having its first meeting next week.

Dr. Thornell stated that he was excited to see the academic component which was added to Homecoming events. He congratulated those who were awarded tenure. He reminded the senators that today is the deadline for submitting a promotion portfolio in digital format. Dr. Thornell discussed the faculty concerns related to having a location for gathering around lunch. He stated the former location will be resurrected after the new building is completed. This location has been reduced in size and will no longer serve as a meeting place for the senate

meetings. He suggested considering the second floor of the new building which will have a tiered classroom.

Dr. Thornell spoke concerning the role of faculty in retention and recruitment. He stated that in the development of the Strategic Plan in Enrollment Management there is a role for faculty to play in recruiting students by conveying an interest in the discipline and in retention by aggressively getting information about students at risk. The university is going to invest in software to aid in getting this information.

REPORTS:

The Faculty Attitude Survey Committee has had one meeting and asked senators to convey information concerning what the survey should address.

UNFINISHED BUSINESS:

Senator Campbell moved the edits to the Faculty Handbook Chapter Five be approved. (See Attachment A) Senator Maddox seconded. The following friendly edits were also offered:

1. In the last paragraph of section 5.6 (Evaluations and Assignments), in the new language (in red) immediately following the first sentence of that final paragraph, please change **Policies on Academic Honesty can be located in the Undergraduate Catalog** to **Policies on Academic Honesty are found in the Undergraduate Catalog.**
2. In the second paragraph of section 5.6, in the middle of the paragraph, please change **...the Americans with Disabilities Act and the university policy on Academic Dishonesty** to **... the Americans with Disabilities Act and the university policy on Academic Honesty.**

The motion passed.

Senator Austin moved that the question of reporting of nonattending students to the registrar's office be referred to the Faculty Affairs Committee. Senator Graham seconded. The motion passed unanimously.

NEW BUSINESS:

- A. Natasha Lindsey discussed the revision of Standard 4.8 of the SACSCOC Criteria for Accreditation. (See Attachment B) Senator Statom moved that consideration of this issue be suspended until next month. Senator Infanger seconded. The motion passed.
- B. Senator Statom moved that the Revision of Application for Faculty Development Leave be referred to the Faculty Affairs Committee. (See Attachment C) Senator Loeppky seconded. The motion passed.
- C. Senator Loeppky moved the approval of the revision of 3.2.6 with the amendment: In the very last line, please change **the chair of the department and the dean of the college** to **the department chair and college dean.** (See Attachment D). Senator McIntosh seconded. The motion passed.

INFORMATION ITEM:

Senator Atencio from Military Science will no longer be serving as senator. This is related to the announcement that ROTC at UNA is being shut down.

Senator Roden moved the meeting be adjourned. Senator Statom seconded. The motion passed unanimously. The meeting adjourned at 4:41 p.m.

**5. INSTRUCTIONAL
PROCEDURES**

- 5.1 CLASS SCHEDULES AND ROOM ASSIGNMENTS**
- 5.2 CLASS ROSTERS AND ROLL BOOKS**
- 5.3 STUDENT WITHDRAWALS**
- 5.4 STUDENT ABSENCES**
- 5.5 FIELD TRIPS AND OTHER OUT-OF-SCHEDULE
CLASS ACTIVITIES**
- 5.6 EVALUATIONS AND ASSIGNMENTS**
- 5.7 GRADING PRACTICES**
- 5.8 EXAMINATION SCHEDULE**
- 5.9 STUDY DAY**
- 5.10 TERM GRADE REPORTS**
- 5.11 PROPER CLASSROOM DECORUM**

5.1 CLASS SCHEDULES AND ROOM ASSIGNMENTS

The class schedule for each term is prepared in advance by the chairs of departments ~~and deans of colleges~~. Faculty members are expected to meet with their classes at the times and places designated on the schedule, to hold classes for the full period, and to dismiss classes promptly so that students can meet the next class on time. No permanent change of time or place of class meetings should be made except on prior approval of the dean of the college. Changes are recorded in the Office of the Registrar.

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 conclusion of the term for which it was used. Additionally, faculty members are ~~encouraged~~ required 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~~ Office of Student Financial Services, 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.

5.3 STUDENT WITHDRAWALS

Procedures through which students officially withdraw from a course or from the University are described in the undergraduate and graduate catalogs. Official withdrawal is approved by the appropriate instructor and the dean of the college. The instructor is notified by e-mail when the student completes the withdrawal process. Students officially withdrawing within the period designated receive a grade of "W" (withdrawal). Students "dropping" from courses or from the University without following official procedures receive a grade of "F." A withdrawal notice calling for a grade of "WD" indicates an approved withdrawal under exceptional administrative—rather than academic—procedures.

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~~ consistent with course objectives.

The student is directly responsible to the individual faculty member for absences and for making up work missed. For excused absences, makeup procedures should be 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 Office of 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 Office of 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.

5.5 FIELD TRIPS AND OTHER OUT-OF-SCHEDULE CLASS ACTIVITIES

With the advance approval of the chair of the department, a limited number of field trips or similar out-of-schedule class activities may be permitted for course-related purposes. Faculty members planning such activities must recognize that participation may not impinge on the student's obligation to other classes and commitments. Formal request to other faculty members to approve the absence of the participating student is made through the Office of Vice President for Academic Affairs and Provost, as described under Student Absences above. The request should list the students in alphabetical order by recorded name and L+last two digits of student ID number. The faculty member sponsoring the activity also must advise the students to seek advance permission from the concerned faculty member for their absence. ~~Normally, university~~

permission from the concerned faculty member for their absence. ~~Normally, university funds are not provided for field trips.~~

5.6 EVALUATIONS AND ASSIGNMENTS

The nature of assignments and of tests, papers, projects, performances, and other measures of student evaluation is established for the particular course by the faculty member ~~and approved by the chair of the department. In the event of disagreement between the faculty member and the chair of the department, the matter shall be decided by the dean of the college.~~ Multisection course requirements are coordinated by the chair of the department. Evaluations should be sufficient in number to assure appropriate measure of attainment and to permit students to gauge their standing at various points during the term. At least three major evaluations, including the final examination, should be used. Except for special classes for which papers, performances, or projects may be justifiable substitutes, a final examination is to be held for each class according to the schedule. Comprehensive term examinations are not required, but a final examination should carry distinctive weight in determining final grades.

~~In the opening session of each course,~~ The faculty member shall ~~distribute a course syllabus~~ make a course syllabus available by the first day of the semester that includes information about the nature of class assignments, evaluations, attendance policy, and grading system. The syllabus should also include the university policy on accommodations under the Americans with Disabilities Act and the university policy on Academic Dishonesty. Good practice also requires that evaluations are properly reviewed, ~~marked~~ graded, and the grade promptly returned made available to the student, ~~with the exception of final examination papers and roll books.~~ Any student evaluation material that is not returned to the student ~~which~~ should be retained by the instructor for at least one year following completion of the course for possible reference.

Faculty members are expected to help assure the integrity of grades through proper security for, and supervision of, examinations. ~~Protected central duplicating services are provided.~~

Plagiarism and cheating are regarded as serious offenses and may subject the student to academic and/or disciplinary penalties. Policies on Academic Honesty can be located in the Undergraduate Catalog. ~~Appropriate discretion on such matters is accorded the faculty member and the chair of the department, but the protection of the faculty member requires that charges of this nature should be based on clear evidence and that any action taken should be based on procedures which protect the rights of the student. Instances which appear to justify severe penalties should be cleared with the dean of the college and the Vice President for Academic Affairs and Provost.~~

5.7 GRADING PRACTICES

(will be updated when President Cale approves FS version)

The grades awarded by a faculty member are expected to be based on sound academic standards, on sufficient and appropriate evaluations, and through orderly procedures announced to and understood by the student. The university grading system is defined in the Undergraduate and Graduate Catalogs.

The faculty member is the sole determiner of the grade awarded and is responsible for the justification of the grade. Students are entitled to an appropriate grade review on request, and students who question the grade received are referred directly to the faculty member for review. If the problem remains unresolved at this level, further appeal may be directed through the established academic channels and grievance procedures. Grade distributions are prepared each term by level, college, department, and individual faculty member (coded), and the grade distributions are subject to review by the faculty member, chairs of departments, deans, and the Vice President for Academic Affairs and Provost.

Faculty members are expected to exercise proper care in the determination and recording of grades. Once submitted, a grade may be changed by the instructor only for correction of clerical or recording error. Change for other reasons requires review and approval of the Vice President for Academic Affairs and Provost. Proper grade changes are made by the instructor via e-mail to the Office of the Registrar or on the Change of Grade Form available in the Office of the Registrar.

5.8 EXAMINATION SCHEDULE

The schedule for term final examinations is issued by the Office of the Registrar. Examinations are scheduled for periods of one hour and forty-five minutes each and normally cover ~~five~~ four days in a semester and ~~two~~ one days in a summer session. Faculty and students are expected to comply with the schedule unless exception is approved by the dean of the college. The schedule of examinations is prepared with a view to a reasonable spread in examinations for students on normal schedules. Necessary deadlines for grade reporting also must be accommodated.

5.9 STUDY DAY

The intent of Study Day is to provide students with a period of time to study before final exams. Consequently, classes that begin before 5 p.m. during the term are not to meet on Study Day, and faculty are requested not to schedule this day as a deadline for papers, projects, or tests. Student organizations are likewise requested not to schedule mandatory events or activities for this day. Final exams may be given on Study Day in classes that begin at or after 5 p.m. on that day, or the final exam in these classes may be scheduled for the last class meeting prior to Study Day. Academic departments requesting exceptions to this policy should consult with the appropriate college dean.

5.10 TERM GRADE REPORTS

Official grades for the semester or summer session are available for students to view via their UNA Portal accounts. To expedite the preparation of graduation lists, names of candidates for graduation in a class are printed and forwarded to each faculty member along with instructions for entering grades online and deadline dates/times. Grade report sheets are also forwarded to each faculty member listing all Early ~~Scholars~~ College students registered in his/her classes. The included instructions require numeric grades to be entered for these students. These grade report sheets must be signed by the faculty member and returned to the Office of the Registrar. ~~Early Scholar~~ Numeric grades for Early College students are then forwarded to the appropriate high school counselors. It is the responsibility of the faculty member to notify the Office of the Registrar if some unforeseen circumstance may require delay in reporting. Such contact should be made prior to the deadline. Instructors can print the online grade screen after entering all grades to keep for their records.

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5.11 PROPER CLASSROOM DECORUM

Faculty members have the right and responsibility to create and maintain a classroom environment in which optimal learning can be achieved. Student behavior which intentionally interferes with the right of other students to learn will not be permitted. Faculty members may include the statements above within the class syllabus. Resolution of conflicts arising from student behavior should begin with a private conversation between the faculty member and student. Any continuing problems should be discussed with the department chair and a course of action agreed upon before implementation by the faculty member. For additional guidance, please refer to the university's policy on threats in the workplace.

Attachment B

STANDARD 4.8 An institution that offers distance or correspondence education documents each of the following: (Distance and correspondence education)

SECTION 4.8.1 Demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.

This SACS Standard is covered by the following UNA Policies:

1. Distance Learning Policies and Procedures Manual (<http://www.una.edu/distance/policies.html>) -Section 1.9, pages 1.6-1.7).
2. Help Desk Frequently Asked Questions (<http://www.una.edu/faq/>)
3. Schedule of Classes (Specifically Distance Learning pages – usually page 17)
4. Distance Learning Website (<http://www.una.edu/distance/>)

RECOMMENDATION 1:

To strengthen support for this SACS section, we recommend the University adopt a policy to add the following statement to the login pages of both ANGEL and E-College:

By signing into this system you agree to the terms and conditions of the [UNA Information Technology Services Acceptable Use Statement](http://www.una.edu/its/una-it-policy.html). (Providing a hyperlink as shown in the statement to this address <http://www.una.edu/its/una-it-policy.html>).

SECTION 4.8.2 Has written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs

This SACS Standard is covered by the following UNA Policies:

1. UNA Student Handbook & Planner, usually page 25
2. UNA Undergraduate Catalog, usually page 17
3. UNA Graduate Catalog, usually pages 15-16
4. Student Orientation Advanced Registration (SOAR) Presentations

NO CHANGES OR RECOMMENDATIONS AT THIS TIME

SECTION 4.8.3 Has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity.

This SACS Standard is NOT currently covered by UNA Policy:

RECOMMENDATION 2:

Replace the narrative found atop page 17 of the Distance Learning Classes section of the Schedule of Classes and on the Distance Learning Website with the following statement:

Online course materials are delivered through ANGEL at <http://una.angellearning.com>; registered students log in using their Portal username and password. (Nursing classes are delivered through e-college at <http://unaonline.com>). Online classes may not be accessible until the first day of the semester. Classes marked with an asterisk (*) require proctored exams which may be taken in the on-campus Distance Learning Testing Lab (Stevens Hall 101) or, at the discretion of the instructor, through an off-campus proctor service. Students may be required to use a third-party service to verify the student's identity for off-campus proctoring purposes, and to minimize the risk of academic dishonesty on course assignments. If instructors require the use of third party services, the student will incur additional charges to pay for the service.

RECOMMENDATION 3:

When instructors use a third-party service to verify the student's identity for testing purposes or to minimize the risk of academic dishonesty on course assignments, these guidelines must be followed:

1. The instructor must clearly disclose this information in the course syllabus, including the costs for each test and the number of tests for which third-party proctoring services are required.
2. The instructor must post an announcement in the course management system at the earliest date the Learning Management System (Angel or E-College) is available to students.

FACULTY ATTESTATION

I certify that the information included with this faculty development leave application is true and correct. I shall return to UNA at the termination of the leave to serve for at least one academic year. Further, should I receive a faculty development leave, I agree to all the terms and conditions in the University of North Alabama Faculty Development Leave Policy.

Applicant's Signature

Date

Application is to be sent to Department Chair by October 1.

I recommend this application for faculty development leave be approved/disapproved (circle one). If disapproved, please explain and attach documentation. Chairs will attach documentation verifying applicant's eligibility and comments specific to program and curriculum matters only as they pertain to the faculty member's application.

Department Chair's Signature

Date

Application is to be sent to College Dean by October 10.

I recommend this application for faculty development leave be approved/disapproved (circle one). If disapproved, please explain and attach documentation. Academic Dean will attach documentation with comments specific to program and curriculum matters only as they pertain to the faculty member's academic department.

College Dean's Signature

Date

Application is to be sent to Faculty Development Leave Committee by November 1.

I, upon the recommendation of the Faculty Development Leave Committee, recommend this application for faculty development leave be approved/disapproved (circle one). Faculty Development Leave Committee Chair will attach documentation supportive of the Committee's decision and forward such documentation to the Vice President for Academic Affairs and Provost.

Chair, Faculty Development Leave Committee

Date

Application is to be sent to the Vice President for Academic Affairs and Provost by December 1.

I recommend this application for faculty development leave be approved/disapproved (circle one).

Vice President for Academic Affairs and Provost

Date

Decision for actual awarding of development leave will be December 5, and applicant will be notified of decision.

Note: The name and address of the chair will be communicated to the faculty during an academic year.

3.2.6 Interim Periods

Courses and workshops are offered from time to time in the interim periods of May, August, December, and the spring recess. Interim session courses may be assigned to and taught by any qualified member of the faculty, subject to the concurrence of the ~~Vice President for Academic Affairs and Provost and the approval of the President~~department chair and college dean. Instruction for such courses may be requested at additional payment. Interim credit work through ~~foreign tours (Intercultural Experience)~~study abroad is arranged with individual faculty members through the chair of the department and the dean of the college.