

FACULTY SENATE MINUTES

April 14, 2016

Call to order: A regular meeting of the Faculty Senate of the University of North Alabama was held in room 330 of the University Commons on April 14, 2016. The meeting convened at 3:33 pm with President Sarah Franklin presiding.

Proxies: President Franklin recognized the following proxies: Jonathan Simms for Amy Butler, Jason Pangilinan for Mohamad Elmasry, and Gary Padgett for Felicia Harris. Keith Jones was expected to send a proxy but he was able to attend after all.

Members in attendance: Rae Atencio, Shane Banks, Will Brewer, David Brommer, Daryl Brown, Lisa Clayton, Amanda Coffman, Katherine Crisler, Paul Davison, Michele Derouen, Sarah Franklin, Bob Garfrerick, Leah Graham, Mark Greer, Clarissa Hall, Dan Hallock, Richard Hudiburg (attended but didn't sign in), Scott Infanger, Keith Jones, Lisa Kirch, Ian Loeppky, Lamont Maddox, George Makowski, John McGee, Janet McMullen, Michelle Nelson, Johnson Ogun, Alaina Patterson, Lesley Peterson, Jeffrey Ray, Lee Renfroe, Craig Robertson, Pat Roden, Richard Statom, Daniel Stevens, Jessica Stovall, Karen Townsend. President Kitts and Vice President Thornell were also in attendance.

Members not in attendance (without proxy): Doug Barrett, Alexander Takeuchi

Approval of agenda: Richard Statom moved approval of the agenda. Jessica Stovall seconded the motion. The motion carried unanimously.

Approval of minutes: Craig Robertson moved approval of the minutes of the March 10, 2016 meeting. Richard Hudiburg seconded the motion. The motion carried unanimously.

Remarks from President Kitts: The President updated the Senate on ongoing searches, projections for fall, the budget, and other campus issues. Regarding ongoing searches, President Kitts announced that the search for a Vice President of Advancement has been suspended and Dr. Debbie Shaw will be serving as interim Vice President for one to two years. He reported that there is a good pool of applicants for the Associate Vice President of Enrollment Management position. Skye interviews have been conducted, and the search is moving along nicely.

Fall 2016 numbers appear to be significantly higher over last year. Acceptances are up as well as transfer student numbers. President Kitts is expecting an increase in fall numbers if retention holds up.

There are concerns about upper division student housing and a conversation has been started with the Board. Talks continue concerning the Tobacco and Smoking Policy. Senator Lee shared the thoughts of the SGEC who feel the current policy is not working well and that we need something else. Discussions on this topic are expected to continue. Three of the four groups polled are on board; the students have not endorsed the idea yet. All aspects of the discussion will be taken into account as the topic moves forward.

The State Budget is moving forward and an increase has been in the process from \$27 million in 2016 to hopefully an increase of approximately \$1 million for 2017. The Alabama Senate has approved the request but it still must go to the Governor and then a final Senate approval.

Remarks from Vice-President Thornell: There will be one final meeting April 27th by the COAD to collect all tenure and promotion suggestions/concerns/ideas from the Deans. If all is approved, the expected date for implementation is Fall 2017.

Dr. Thornell encourages everyone to embrace small successes as they relate to “singles” in baseball. Collectively, singles can be as valuable as a few “home runs”. Embrace the value and the importance of small successes that are happening in big numbers across campus.

Reports:

Academic Affairs Committee: No report.

Faculty Affairs Committee: No report.

Faculty Attitude Survey Committee: Craig Robertson spoke on behalf of the committee. The data collection has closed and 268 surveys were started; 232 were completed. The committee is currently working on building tables and preparing the report.

Unfinished Business:

Faculty Handbook – 3.12 Leave of Absence: Richard Statom moved to postpone the item and have senators take it back to departments for further review. George Makowski seconded the motion. The motion passed unanimously. (Attachment A)

Faculty Handbook – 3.2.3 Office Hours: Richard Statom made a motion to approve the changes as proposed by COAD (Attachment B). George Makowski seconded the motion. The motion failed. Senator Statom moved to accept the draft revision presented by Scott Infanger (Attachment C). Senator Peterson seconded them motion. The motion carried.

New Business:

Nominating Committee: Bob Garfrerick, Mark Greer, and Lesley Peterson were approved to serve by acclamation.

Information Items:

Shared Governance Vacancies: President Franklin sent an email reminder and a separate email with an attachment listing vacancies (See Attachment D). She emphasized the need to nominate strong faculty with a desire to serve. The nominations will be accepted from the floor and should

not be sent via email before the meeting. President Franklin thanked all those who have served and are rolling off committees.

Promotions: President Franklin Recognized senators who were recently promoted.

Elections Committee: President Franklin appointed an Elections Committee to assist with departmental elections, if needed. Elections must be face-to-face elections and not electronic. Members of the Elections Committee are Lisa Clayton, Leah Graham, Keith Jones, and Jessica Stovall.

Adjournment: Richard Statom moved adjournment. Craig Robertson seconded the motion. The motion carried. The meeting adjourned at 4:34 p.m.

Approved May 5, 2016

3.12 LEAVE OF ABSENCE

FAC REVISION (5 April 2016; 6/7 members in attendance)

~~At the convenience of the University and subject to the approval of the President,~~ A faculty member may be granted leave of absence without pay **upon the approval of the department, college, and university** for up to one year for purposes of advanced training, health or disability, ~~parenting~~ **family** responsibilities, or other justifiable cause. A second year may be granted ~~by the President~~ after review of university needs and, in the case of health or disability, a medically documented, reasonable expectation that the faculty member will be able to return to full academic activities. If a faculty member has been granted a one-semester leave of absence (i.e., one half of an academic year or 4.5 months; 6 months for faculty on 12-month contracts) and wishes to be granted a second semester of leave, he/she must request such in writing to the President by November 1 for the following spring semester or by April 1 for the following fall semester. If a faculty member has been granted a one-year leave of absence and wishes to be granted a second year of leave, he/she must request such in writing to the President by April 1. The University will hold the faculty position open only during the granted leave of absence but will not hold the position beyond two academic years. A faculty member on leave cannot return to work prior to the end of the granted leave period **except in extraordinary circumstances and subject to the approval of the faculty member's dean.** ~~Time taken as leave of absence, unless otherwise stated in writing prior to the beginning of the leave of absence,~~ **Unless otherwise negotiated by the faculty member and stated in writing by the university** prior to the beginning of the leave of absence, **time taken as leave of absence does not add to experience levels for purposes of promotion, salary, tenure, salary, tenure, promotion,** accrual of absence leave, or retirement benefits. **For details regarding benefits see <http://www.una.edu/employee-policy-manual/policies/family--medical-leave-policy.html>.**

Proposed Revision to Faculty Handbook
Approved by Faculty Senate February 11, 2016

Suggested
Changes from
Council of
Academic Deans

3.2.3 Office Hours

Faculty-student interactions outside of the classroom are among the most important relationships on a college campus. Interactions of faculty in diverse colleges require meeting needs of individual students in multiple contexts. To promote flexibility, ~~college deans and individual academic~~ departments, in collaboration with the department chair and subject to a majority vote of full-time faculty, ~~in individual departments,~~ will determine appropriate, regular hours that ~~will~~ facilitate student-faculty interaction for consultation, discussion, and advisement. ~~except that~~ Office hours in excess of seven hours per week or on days that the faculty member does not have scheduled classes is at the ~~sole~~ discretion of individual faculty members. Prior to implementation, departmental office hour policies will be reviewed and approved by the college dean. Faculty members will list their office hours on all syllabi at the beginning of each semester.

Approved by the Faculty Senate April 14, 2016

Proposed Revision to Faculty Handbook

3.2.3 Office Hours

Faculty-student interactions outside of the classroom are among the most important on a college campus. To facilitate these interactions, faculty hold regular office hours each week during semesters and terms in which they have teaching assignments. Faculty office hours may be held physically, virtually, or a combination of both as best fits the needs of the course(s) and academic program. Working with the department chair and subject to approval by the dean of the college, the full-time faculty members in each academic department are responsible for determining the office hour policy for the department. Scheduling office hours in excess of seven hours per week or on days that the faculty member does not have scheduled classes is at the discretion of individual faculty members. Faculty members will list their office hours on all syllabi at the beginning of each semester.

Faculty Vacancies on Shared Governance Committees Beginning in Fall 2016

A red asterisk () next to a name indicates the person has served the maximum of two consecutive 3-year terms as allowed by the shared governance document and therefore, is not eligible for reappointment.*

Committee	Incumbent Faculty Member w/Term Expiring Aug. 2016	Representation per Shared Governance Document	Person Selected (or Re-elected) for Vacancy
Academic and Student Affairs	Leah Whitten	Education	
Academic and Student Affairs	Cameron Gren	Faculty at large	
Animal Care and Use	Jeff Ray*	Practicing scientist experienced in research involving animals	
Animal Care and Use	Ryan Zayac	Faculty at large	
Athletic	Doris McDaniel	Faculty at large	
Faculty/Staff Welfare	Brent Olive	Faculty at large	
Graphics Standards and Web Communications	Dhrumil Patel	Education	
Graphics Standards and Web Communications	Clarissa Hall	Nursing	
Human Research Participants	Jill Englett	Education	
Human Research Participants	Eric O'Neal	HPER	
Human Research Participants	Wendy Darby	Nursing	
Human Research Participants	Janet Jenkins	Business	
Human Research Participants	Ryan Zayac	Behavioral sciences	
Human Research Participants	Ulrich Groetsch	Non-scientific area	
Human Research Participants	Frank Diaz	Scientific area that traditionally does not use human subjects	
Human Research Participants	Amanda Coffman	Chemistry, Biology, or Physics	
Human Research Participants	Glenn Marvin	Chemistry, Biology, or Physics	
Infrastructure Development	Patricia Roden	Faculty at large	
Institutional Effectiveness	Mark Foster	Faculty at large, but person w/institutional effectiveness reporting requirements	
International Programs/Offerings	Dhrumil Patel	Education	
International Programs/Offerings	Santanu Borah*	Business	
International Programs/Offerings	Clarissa Hall	Nursing	

Committee	Incumbent Faculty Member w/Term Expiring Aug. 2016	Representation per Shared Governance Document	Person Selected (or Re-elected) for Vacancy
International Programs/Offerings	Pat Sanders*	Faculty at large, but person who led credit-bearing study abroad program in last 3 years	
Multicultural Advisory	Chong Qiu	Arts & Sciences	
Multicultural Advisory	Doug Barrett	Business	
Multicultural Advisory	Sean Collin	Business	
Multicultural Advisory	Chanho Kang	Education	
Online Learning Advisory	Jill Englett	Education	
Online Learning Advisory	Larry Bates	Arts & Sciences	
Online Learning Advisory	Ryan Zayac	Arts & Sciences	
Parking and Traffic	Lynn Underwood	Faculty at large	
Parking and Traffic	Felecia Harris	Faculty at large	
Research	Frank Diaz	Faculty at large	
Research	Cameron Gren	Faculty at large	
Safety & Emer. Preparedness	Chong Qiu	Chem/IndstrHygiene	
Shared Governance Executive	Kristy Oden	Tenured faculty at large	
Strategic Planning & Bdgt Study	Wayne Bergeron	Faculty at large	
Strategic Planning & Bdgt Study	David Brommer	Faculty at large	
Strategic Planning & Bdgt Study	Miranda Bowie	Faculty at large	
Student Financial Services	Mark Lawrence	Faculty at large	
Student Financial Services	Prema Monteiro	Faculty at large	
Technologies Advisory	Helen Coronel	Nursing	
Undergraduate Readmissions	Frank Diaz	Arts & Sciences	
Undergraduate Readmissions	Lisa Clayton*	Education	

Forward these first two pages only to:

Dr. Marilyn Lee
2015-2016 Chair, Shared Governance Executive Committee
UNA Box 5127 (mblee1@una.edu)

w/copy to:

Regina Sherrill
Senior Assistant to the President
for Administration
UNA Box 5004 (rbsherrill@una.edu)

--and--

Renee Vandiver
Assistant to the Vice President for
Academic Affairs and Provost
UNA Box 5041 (rpvandiver@una.edu)

The following lists do not require Shared Governance Executive Committee review.
Please forward these last two pages directly to:

Regina Sherrill
Senior Asst. to the President for Administration
UNA Box 5004 (rbsherrill@una.edu)

Faculty Vacancies on Committees that Function Outside of Shared Governance Structure

Committee	Incumbent Faculty Member w/Term Expiring Aug. 2016	Representation per Committee Description	Person Selected (or Re-elected) for Vacancy
Undergraduate Curriculum	Corey Cagle	Business	
Undergraduate Curriculum	Jana Beaver	Business	
Undergraduate Curriculum	Martha Rock	Nursing	
Non-Traditional and Interdisciplinary Curriculum	Nick Mauriello	Faculty at large	

Faculty Pool for Grievance or Due Process Committees (if such a case arises during the coming year)

Submit the Names of 10-12 Faculty Members Willing to Serve		
1.	5.	9.
2.	6.	10.
3.	7.	11.
4.	8.	12.

Faculty Pool for University-Wide Promotion and Tenure Portfolio Review Committee

Note: Please be sure to include in your pool at least 1 faculty member from Business and 1 from Nursing, as the terms of the current representatives from those areas (Dennis Balch and Tera Kirman) expire this fall.

From Section 2.5.3 of the Faculty Handbook:

Annually, the Faculty Senate will identify a pool of at least 15 eligible members from all tenured professors at the Associate and Full Professor ranks for recommendation to the President to serve on this committee. From this pool of candidates, the President of the University will annually, in October, select members to serve for two (2) academic years. **No faculty member from a faculty constituency will be appointed for additional terms until the entire pool from that constituency has been exhausted.** Only then may professors be appointed to serve another term. Exemptions from service should only be granted in extreme circumstances and then only for one (1) term. Faculty may not serve on the committee while applying for promotion.

1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.

Those who have already served on this committee:

Bob Armstrong (*Business, 2009-2010*)
 Linda Armstrong (*At large, 2014-2016*)
 Dennis Balch (*Business, 2014-2016*)
 Larry Bates (*At large, 2015-2017*)
 Santanu Borah (*Business, 2012-2013*)
 Daryl Brown (*A&S, 2009-2010*)
 Amy Butler (*Lib/EducTech, 2015-2017*)
 Greg Carnes (*At large, 2009-2011*)
 Chiong-Yiao Chen (*At large, 2009-2011*)
 Lisa Clayton (*Education, 2015-2017*)
 John Crabtree (*At large, 2013-2015*)
 Valeriy Dolmatov (*A&S, 2011-2013*)
 Wendy Darby (*Nursing, 2009-2010*)
 Bruce Gordon (*Business, 2010-2012*)

Matt Green (*Education, 2011-2013*)
 Keith Jones (*At large, 2014-2016*)
 Tera Kirkman (*Nursing, 2014-2016*)
 Lisa Kirch (*A&S, 2015-2017*)
 Sandra Loew (*At large, 2012-2014*)
 Keith Malone (*At large, 2011-2013*)
 David McCullough (*At large, 2011-2013*)
 Brent Olive (*At large, 2013-2015*)
 Quinn Pearson (*Education, 2009-2011*)
 Celia Reynolds (*Library, 2011-2013*)
 Martha Rock (*Nursing, 2012-2014*)
 Claudia Vance (*At large, 2012-2014*)
 Kristy Van Rensselaer (*Business, 2013-2014*)
 Brenda Webb (*At large, 2015-2017*)