

# **FACULTY SENATE**

**MEETING #555 AGENDA**

**THURSDAY, January 29, 2015**

**12:45 PM to 2:15 PM**

**BUSINESS ADMINISTRATION BUILDING, ROOM 114**

## **Call to Order**

- 1. Approve Faculty Senate Meeting #554 Minutes from January 8, 2015**
- 2. Accept December 18, 2014 FSEC Report and January 15, 2015 FSEC Report**
- 3. Administration Reports**
- 4. Committee Reports**
- 5. Any additional business**

## **Adjourn**

Proxies for Senate meetings must be a Senate-eligible individual from the same academic unit. No individual may carry more than one proxy.

PLEASE SEND PROXIES TO KALA BURSON: [facsen@uah.edu](mailto:facsen@uah.edu)

**FACULTY SENATE MEETING #554**

**January 8, 2015  
12:45 P.M. in BAB 114**

**Present:** *Wai Mok, Charles Hickman, Tim Landry, Eric Fong, Jill Johnson, Pavica Sheldon, Joe Conway, Joe Taylor, Linda Maier, Carolyn Sanders, Anne Marie Choup, R. Michael Banish, Richard Fork, James Swain, Kader Frendi, Ken Zuo, Mark Lin, Azita Amiri, Monica Beck, Cheryl Emich, Lenora Smith, Luciano Matzkin, Debra Moriarity, Jeff Weimer, Peter Slater, Letha Etzkorn, Grant Zhang, Seyed Sadeghi, Nikolai Pogorelov*

**Absent with proxy:** *Xiaotong Li, Babak Shotorban, Ellise Adams*

**Absent without proxy:** *Jack Schnell, Derrick Smith, John Kvach, Nick Jones, Eric Seemann, Kyle Knight, Ying-Cheng Lin, B. Earl Wells, Junpeng Guo, Kristen Herrin, Marlana Primeau, Larry Carey, Udaysankar Nair, Carmen Scholz, Lingze Duan*

**Guests:** *President Robert Altenkirch, Provost Christine Curtis*

➤ Faculty Senate President Wai Mok called the meeting to order at 12:46 pm.

➤ Administration Reports

❖ President Altenkirch

**UNIVERSITY PARK**

The city owns the park and it was going to move all of the athletic teams that played there to a different park. There aren't many kids who live in that neighborhood so it isn't really used. There are also bad things happening in the park. We worked with the city to purchase the park to keep these bad things out. So we own the park now. The neighborhood residents were upset that the city didn't tell them they were selling the park. The park is 10 acres, with softball and baseball fields. We will use it for intramurals and gatherings, like picnics. The main entrance will be closed so people can't get into the park through the neighborhood. It will cut down on the traffic into the park and keep the bad things out. People will have to come through campus to get to the park now. We are doing maintenance on the park. Come spring it will be in good shape to use. We will keep it as a park. Vehicular traffic is blocked, but you can walk to it and bicycle to it. There will be a couple of foot/bicycle paths to/from campus. There will be parking control just like any other UAH parking lot. UAH Police will patrol it. We will install cameras. We will leave the playgrounds (there's no liability with that) and the picnic areas. We will also keep the names of the playing fields. We do have to keep the noise level down, but that shouldn't be a problem. There's probably more parking than is needed, so we will probably tear that up and make it green space.

- Jeff Weimer: Are there public restrooms?
- President Altenkirch: Yes. There is a central building that is a concession stand also. No issues with it, though.

## **SMOKING POLICY**

A number of faculty asked me to amend this policy to prohibit electronic cigarettes. We amended it. It was announced in the newsletter.

## **POSTDOCS**

We compared our way to Tuscaloosa and UAB; they treat postdocs as students—not employees. Employees pay into the retirement system. It takes 10 years to be vested. Most postdocs aren't here that long. After a few years, postdocs leave and get their money back but we don't. Ray Vaughn worked with the Research Centers and came up with a policy that treats them as students, not employees. They can still opt in to the 403B and 457B plans, but it's their choice.

## **ID BADGES**

The Staff Senate proposed that we have an ID Badge system. The reasoning is for safety—to identify the people who work here. We surveyed institutions and most of them don't require the badges, but they are encouraged. They proposed this towards the end of last semester. We haven't done anything with it, though. I gave the proposal to Wai Mok.

- Peter Slater: How does that enhance safety? Most people on campus won't have badges.
- President Altenkirch: True. I think the point is that when we have visitors on campus, they can approach the people with the badges for help. There are a number of institutions that do this. We are putting in a number of these electronic entry pads, so this is convenient for that, too.

## **4-DAY-WEEK WORKWEEK SUMMER**

The Staff Senate looked at this again and want to do it now. I've given the resolution to Wai Mok. Some departments need a 5-day schedule, like Kramer Hall with NASA personnel. It will be 40 hours/week, four 10-hour days including lunch. We have the flexibility of deciding what the workweek is. It comes out to about 37 hours. Vacation and sick leave is based on a 10-hour day. We will change the observance of July 4 (Saturday) to July 2 (Thursday) rather than July 3 (Friday).

Some buildings can shut down 3 days in a row instead of 2. Employees save on commuting costs, as well.

- Deb Moriarity: I brought this up with my faculty. Classes aren't going on on Fridays, but faculty still do a lot, like work on proposals and such.
- President Altenkirch: If I need to come in when the university is closed, I have my assistant call facilities and ask them to turn the power on in the building that I need to use.
- Deb Moriarity: Can we do that at the individual faculty level?
- President Altenkirch: Yes, if that's what you want

HR has worked this out and we are working on making a decision by the end of January/early February so there's enough time. I'm thinking about doing it for only 10 weeks, so not the entire summer. We will start after the Spring semester ends and before the Fall semester begins.

- Charles Hickman: Is cost of utilities the principle savings?
- President Altenkirch: Correct. Electricity.
  
- Luciano Matzkin: Have you thought about productivity loss? Staff is used to being here 8 hours day; now they'll be here 10, but they will only work 8 hours because that's what they're used to.
- President Altenkirch: I think that's an issue. Based on personal experience when I've done this before, it didn't seem to be an issue in general overall.

- Kader Frendi: You mentioned moving 4 July holiday to Thursday, but there will be summer classes. So will we shut down the campus on Thursday?
- President Altenkirch: We could say it's just Friday and forget about giving Thursday, but this is the HR proposal at the moment.

We thought about giving 80 hours in 2 weeks with one Friday off. That's another possibility.

### **POLICY ON POLICIES**

The way policies have been developed, someone comes up with an idea, the Vice President brings it to the other Vice Presidents, and then we check with the attorneys to see if it's okay. If it looks like a good idea, I sign it and it becomes a policy. The Policy on Policies codifies this and puts them in a consistent format and helps with SACS accreditation. There were several drafts of this. The original draft was July 28. Faculty Senate provided input and adjusted it to make a revised draft on August 22. It split the constituent groups and made Faculty Senate their own entity. On August 26 I fixed a mistake. On December 15 I made another draft. This is modeled after the policy at Tuscaloosa. I think we need to put one of these in place and move on. I'm fine with either one. Once we get this back, we will compile all of the policies into one format. We will give them to you and have you review them. Then we will put them on a policy website. There are certain policies that we don't want public that will go on myuah.

- Charles Hickman: We've been expecting a big group. Is that what you're talking about?
- President Altenkirch: Yes.

This also keeps people from self-generating a policy.

### **QUESTIONS**

- Peter Slater: With the parking lot that has been shut down—I think we need a few more handicap spots in Shelby Center, for short-term.
- Deb Moriarity: When I asked Mike Fennigan about it, he thought there would be some put in the garage, but I haven't seen them.

### ❖ Provost Curtis

We had a week of assessment with our consultant, Mary Herrington. We had a final review session today before noon. She gave us a compliment that she hasn't been to a place where people have come so prepared. We need to show 2 cycles. We are developing outcomes right now. We are gathering data and assessing it in May. Many of you have been doing this all along so you can use the data from the Fall or before if you have it. The visit by the review team is in March. We hope that all of the information we have from the past, all accreditation that our colleges and departments go through, we will make the case that we have rejuvenated our assessment process and we will continue to do that. Mary made a good point: the overall goal we are trying to do is to improve ourselves and this is a very clear way to do it. She's provided us with a lot of information, so if you need it, let us know.

We are working with the QEP Committee. We are currently planning to have them present at the leadership workshop on January 26. Student Success Collaborative will be at workshop as well. The workshop is centered on retention, student success, and student learning.

Mary strongly recommended that we set up an assessment committee university-wide to review assessment plans. Wai, if you would be able to give me some recommendations from the academic side.

- Wai Mok: How many names?

- Provost Curtis: She recommended 7-10 people. So 4-5 names.

The First Year Learning Experience course is currently being reviewed. We hope to have the results soon. I made the decision to put the FYE into the colleges. There will be a number of topics that will be the same throughout, by federal requirement, as well as for student success, such as time management. Students will be in their college and communicating with their faculty who are in the college. For many of our students, though, there is a lapse between the first year and later on in their majors when they see their professors. This gives us the opportunity to get our students engaged with us. I've asked Carolyn Sanders to direct this project. She's studied this and is very knowledgeable about it. She will lead and direct the General Studies, as well.

President Altenkirch: We really picked up on the recruiting this cycle. Applications are up 50% over what they were at this time last year. Admissions are up over 50%. The question now is how many we will capture. We are doing everything we can to get them here and then keep them here.

- Jill Johnson: In our department, we know our students, and I've always thought it would be useful if we could get a list from the registrar's office and follow up with the students who were enrolled the previous semester but haven't registered for the current semester.
- Provost Curtis: We've had several requests for that and I think we are working on it.
- Carolyn Sanders: This idea of having faculty or staff who already have a relationship with the student is critical, instead of Student Success following up.
- Jill Johnson: I think it's a good idea to just know the reason why the student can't register and encourage them to come back.

President Altenkirch said they've been tracking block tuition and the hours of enrollment have gone up, so we should see the graduation rate go up.

- Approval of Faculty Senate Meeting Minutes 553 (November 20, 2014)

Kader Frendi **motions to accept** Minutes 553. James Swain seconds.

Ayes carried motion

No oppositions

*Motion to accept Faculty Senate Minutes 553 **passes***

- Accept FSEC Report (November 13, 2014)  
Accepted

Jill Johnson volunteered to sit on the SACS university-wide assessment committee.

- Committee Reports
- ❖ Senate Officer Reports  
President Wai Mok

I met with the President to talk about the Policy on Policies. And I met with Christine. She said the lecturer ladder should be coming back to us soon. Once it does, I will return it to the Faculty and Student Development Committee Chair, Linda Maier. The Provost is also working on the Parental/Maternity Leave Resolution. One thing with that is that we don't have a uniformed

policy across campus, so she's working hard on it because we need one. She said we should have it the next time the Executive Committee meets.

President Mok asked for a volunteer for Parliamentarian since Deborah Heikes is now on sabbatical. (No response from the floor.)

❖ Senate Committee Reports

Undergraduate Curriculum Committee Co-Chair, Deb Moriarity

The Undergraduate Curriculum Committee is now using the electronic course change and course approval forms, so if your department is submitting anything, please use electronic ones. It's speeding things up.

Governance and Operations Committee Chair, James Swain

We now have a chair.

➤ Smoking Policy

Wai Mok: The policy now is no smoking within 25 feet of the building. Some people want an entire campus ban.

How many want a full campus ban?

19 ayes

5 oppositions

5 abstentions

- Carolyn Sanders: We know how much work the bills are, so maybe we should get a sense of the President's thoughts and positions first.
- Jill Johnson: My feeling is who will enforce this. We can change the policy, but the current one isn't even being enforced.
- Wai Mok: When I talked to Bob, it seemed to me that the new policy was a stepping-stone towards a full campus ban. If there are sentiments of a full campus ban, then I will communicate that to him.
- Anne Marie Choup: Who is in charge of enforcement? Is it facilities?
- Charles Hickman: I would assume.
- Unidentified Senator: Are we going to have input from SGA on their opinion? Especially for those students who live on campus?
- Wai Mok: That's a good question. I will ask.
- Eric Fong: What's the penalty?
- Deb Moriarity: Under the code of conduct, there is a judicial section.
- Eric Fong: That is a huge hurdle.
- Letha Etkorn: Why don't we look at Tuscaloosa's policy?
- Deb Moriarity: If there's a university-wide ban, the police could issue tickets. I think that's what they said Tuscaloosa was doing.
- Unidentified Senator: How many are being affected by this? I.e., military, etc.
- Carolyn Sanders: Letha's point is great—we have models.

➤ Discussion of Policy on Policies

Wai Mok: July 29 is the day I received this. There was a Faculty Senate Executive Committee meeting where it generated a lot of comments. The August 26 version had very minor changes.

- Charles Hickman: In the first version, the objections that I made were regarding the flow chart and the time frames. He extended it to one month and explicitly in the most recent draft, it provides that they would be sent to us, SGA, and Staff Senate. They're also posted, so once a proposed policy has been initiated, there will be a website, so it's available to see. Then it came to the Faculty Senate, where we added a lot of language regarding shared governance. The President seemed to have some opposition to that language, but what he did do was add another committee that included us, SGA, and Staff Senate. At the end of the day, though, the President, under the BOT, has the power to accept any policies. Before this, if someone wanted a policy, then it was accepted and it was a policy. What the President wants is for policies to be codified and organized and us have a formal policy.

Wai Mok: Back in September, we responded to the August 26 version, and then several months after that, he gave us this version. There is now a President's Policy Advisory Council, which is the President's Executive Council plus the Faculty Senate, Staff Senate, and SGA.

- Charles Hickman: At the December Faculty Senate Executive Committee meeting, we preferred the August version.
- Kader Frendi: If we accept this later version, then we might have faculty arguing with students over an academic policy.
- Jeff Weimer: I read number 9 as a discussion process, not necessarily an approval or voting process.

*Deb Moriarity **calls to question.***

Carolyn Sanders asked if Wai Mok recommends either one. Wai said no. Kader Frendi said that the Executive Committee preferred the original version.

- Eric Fong: We are putting in a policy that will be here for all administrations. If we put forth a policy, it will stand for all future administrations as well.

**Vote:**

Accept this with Item 9: 9 votes.

Accept without Item 9: 21

Rejections: None.

➤ Deb Moriarity **motions to adjourn.** Kader Frendi seconds the motion.

Faculty Senate Meeting #554 adjourned  
January 8, 2015, 2:03 P.M.

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**SENATE EXECUTIVE COMMITTEE MEETING**  
**December 18, 2014**  
**12:45 P.M. in SKH 369**

***Present: Wai Mok, Kader Frendi, Deborah Heikes, James Swain, Debra Moriarity, Azita Amiri, Charles Hickman, Eric Seemann***

***Guests: Provost Curtis***  
***President Altenkirch was not present.***

- Faculty Senate President Wai Mok called the meeting to order at 12:45 pm
- Administration Reports
- ❖ Provost Curtis

**Travel Scholarship Program**

It is the same program as before but with some changes. The first change is instead of applying the scholarship every two years, faculty members can now apply every year. The Provost office matches the travel funds from the college, department, or the Humanities Center, up to the \$500. Startup funds, funds that come from contracts and grants, are not matched. What if the department or college doesn't have money? Those are the ones who put in the most requests. So it's being used. If money isn't being used, we try to call and make sure they know about the opportunity for matching funds.

Kader Frendi asked about the amount of the scholarship. Provost Curtis said up to \$500. If the department only has \$300, then they will match it.

**College of Education**

We have a Dean of College of Education, Beth Quick. She's been working as the Department Chair of Education in the College of Liberal Arts and then in the Department of Curriculum and Instruction in the College of Education.

Kader Frendi asked if there can be a differentiation made between the College of Engineering and College of Education in regards to the initialism "COE." Deb Moriarity suggested College of Education use COEd. Provost Curtis agreed.

**5<sup>th</sup> Year Reviews**

There are two 5<sup>th</sup> year reviews going on, one in Business Administration and one in College of Engineering. The Senate Personnel Committee worked with me in terms of the survey to go out. It's with the fifth year review committees now. The committees are seeking external review letters as is required in the Faculty Handbook. I believe the surveys are going out by mid-January.

- Charles Hickman: That's our target. Dean Adams asked for our response by the 19<sup>th</sup>. It seems to be moving.



## **FYE Program**

South Carolina was the birthplace of the First Year Learning Experience. It started at Auburn in the 1990s. It's been proven around the country to work. I made the decision this past Fall that it would continue to be mandatory, with classes of 25 students instead of 50, as it was the year before, and they worked with Student Life to develop the curriculum. They are assessing it at this point. Several focus points of students and faculty. It has gone through this process. I haven't seen the results. Retention is our main concern. After listening to the Deans, I decided it might be more of an experiment to put the FYE in the colleges. Put the core curriculum in the colleges.

- Wai Mok: What do you mean by core?
- Provost Curtis: All FYEs have to have a certain core. And then within the colleges, they become more specific. So each discipline's study skills vary. Each discipline's faculty knows what they are.

I have visions of this not working, so how do we make sure it will work? I've asked a faculty member to take on the leadership of this and take on the leadership of the general studies sections of students who haven't declared. The Deans will be responsible. Some will want to call upon certain staff. Some will want to do the whole thing themselves. I won't tell them how to do it. Faculty stipends will remain the same.

There's an issue of the clickers to check attendance. Provost Curtis said she doesn't know much about them. Deb Moriarity said she used them in her large classes. Charles Hickman said he is going to start using them in his classes. Azita Amiri said she uses them.

Provost Curtis continued to talk about this being a work in progress and the experiment lasting for several years.

- Charles Hickman: There's been some discussion about transfer students because a lot of students in the College of Business come from Junior Colleges.

## **SACSCOC**

We went to a regional meeting in Nashville. Reports are due January 20. We've engaged with a person who is an expert on assessment and SACSCOC requirements and we are about to work with another individual who does a lot of the reading, he's read Alabama's. We will be talking with him about ours and he will help us with clarifications. We should have started a year before we actually started so we are trying to get help. Because we don't have all of the career documentation in many areas, like ABET, Business, and Nursing, our consultant, who is from Mississippi State, is coming January 5<sup>th</sup> through 8<sup>th</sup>. She says we need to have 2 assessment cycles done before March 2016, which is why we are doing this the first week of January, and those cycles are Spring 2015 semester and Fall 2015 semester.

- Kader Freni: Our main problem is data.
- Deb Moriarity: Yes, it's going to be a big rush with the workshops and the data not coming in until next Fall.

- Provost Curtis: We now have Suzanne Simpson who is our Institutional Research and Assessment Director. We are trying to build a foundation so we don't go through this again.

### **Board Proposals**

MA in Professional Communication

BA in Writing

Two proposals in Education:

MA Teaching (various disciplines with no background in Teaching)

Bachelor's Early Childhood and Early Childhood Special Education (Samford, Auburn, and Alabama are only other 3 that offer this in Alabama)

### **Community College Agreements**

We are working with community colleges on three agreements: Articulation Agreement; Reverse Articulation Agreement, which means that if the student comes here before they finish their Associates degree then they can ask that the courses they take here that would go towards an Associates degree be articulated back and that they be awarded an Associates degree at a community college and count them as being successful; Pathways Course (there are courses taught in the freshmen and sophomore year that once articulated after 64 hours, they lose; our goal is to be teaching our courses at a community college so the students are jointly enrolled. They will be our courses, we will be teaching them, either online or on campus, jointly with the community college courses). Drake State, Calhoun, Wallace State, Rainsville Northeast Alabama Community College, Gadsden (hopefully), and Motlow State (hopefully).

- Deb Moriarity: How will we work on which courses to teach?
- Provost Curtis: Email Brent so we can gather that information.
- Eric Seemann: Do we need to look at reverse courses that they offer there that we don't accept here because they are offered on a different level? So they teach the same course at a 200-level there but we don't accept here because we teach it at a 400-level.
- Provost Curtis: Talk to your Dean and then have them email Brent.

### ❖ President Altenkirch's Report (delivered via Wai Mok)

#### **University Park**

City asked for \$1.2 mill. Talked down to \$900,000. Rec'd a 5-0 vote.

#### **Smoking Policy**

Wai asked if this was a stepping-stone for a full campus ban. The President didn't really answer. We can tell him that's what we want if that's what we want.

- Deb Moriarity: There were emails pro and con.
- James Swain: Several faculty asked if this would include chewing tobacco.
- Charles Hickman: The policy mentions that.
- Kader Frendi: I think we should bring this to the full Senate.
- Deb Moriarity: And let them go back to their faculty and discuss.

## **Postdocs**

He doesn't want them to contribute to the pension system. The postdocs would get their money back, but the university would not. So he already made that move.

## **ID Badges**

This is coming out from the Staff Senate.

- Deborah Heikes: Why do we need these?
- Eric Seemann: It makes the place less welcoming.
- Kader Frendi: I see the benefit on the staff side, but not the faculty side.
- Deb Moriarity: I don't see it at all except for maintenance guys.
- Deborah Heikes: And IT guys.
- Kader Frendi: I see it being good for Staff. If a student is lost in the hallway they know who to ask for directions.
- Eric Seemann: If we ask staff to wear them, and not faculty, then there will be hard feelings.
- Deb Moriarity: And what do you do if someone isn't wearing a badge?
- Eric Seemann: It will be the same with someone smoking in front of the door. It also makes sense for maintenance or IT who ask for access to locked doors and sensitive materials.

Everyone was in general agreement that this idea came from the Staff Senate so it seems the staff wants the badges. The faculty is not opposing the staff having ID badges, but the faculty does not want them, and they do not want the badges forced upon them. If there are criticisms about faculty not having ID badges, then the response will be that faculty did not request them—only staff did, so only staff got them. The faculty will not oppose staff getting ID badges.

## **4-days Workweek**

The Staff Senate passed this 21-2, so it will happen. He said there are some buildings that won't shutdown. There will be no salary reduction for the staff. It's about 10 weeks.

- Charles Hickman: 40 hours still?
- Deb Moriarity: Four 10-hour days?
- Kader Frendi: He mentioned that the core hours will be 9:00am to 4:00pm, and then the extra hours can be individually adjusted. I suggested this be done on a trial basis for one summer.
- Eric Seemann: We also want to make sure we aren't setting up a bad environment where some people come in and get all their work done quickly in the beginning, but others are pushing it.

- Discussion Items
- ❖ Ad Hoc Committee on Research Faculty/Staff
  - Ray Vaughn's email re: the Committee and the Charter

Ray Vaughn sent me an email about the Ad Hoc Committee for the RCEU program and Research Faculty/Staff being included. That Committee, as far as Vaughn knows, never met, and there were never any recommendations.

- Charles Hickman: The committee's charge was broader than that. It was to look at the role that research centers play at the university. He sent me an email over the summer and I forwarded it on, who told me they would have their work finished. My perception was that Ray wanted there to be a closer relationship between the centers and the university. He's a get it done kind of guy and this isn't getting done. His funding wasn't contingent on this committee; it was on them being included. That may have changed now.
- Deb Moriarity: That's only item 4 on this Charter. Is he looking for them to have specific designations within departments?
- Charles Hickman: The ones who are affiliated with departments are research faculty; the ones who aren't are research scientists, right?
  
- Wai Mok: There are 4 things on the Charter and the last one includes the RCEU. Can we remove the RCEU so there's no issue of funding?
- Charles Hickman thinks we should keep the RCEU. Deb Moriarity said it's only a concern to review the RCEU, not fund it.
  
- Wai Mok: Should we form another Ad Hoc Committee? Or talk to Ng first?  
Charles Hickman said they should talk to Ng first and find out what happened. Everyone agreed. Wai Mok will get in touch with Ng.

❖ Policy on Policies

Everything is the same except item 9 on page 3. Now he has 2 councils: Executive Council, footnote 1 on page 2, and Advisory Council, footnote 2 on page 3.

There was discussion of the Faculty Senate being separate from the Staff Senate and the SGA due to shared governance, which is laid out in the Handbook. Faculty Senate is ahead of SGA and Staff Senate in that it has shared governance and it isn't just a group organized for a specific purpose. The point isn't to exclude Staff Senate and SGA, but to formally recognize that the Faculty Senate has shared governance, and they can do so in this policy by putting us in the Executive Council.

- Deb Moriarity: Part of the problem is logistics. The Executive Council meets and discusses other things not related to Faculty Senate, so the Faculty Senate representative would have to be in and out of the meeting. At this point, I'm in favor of taking this and moving forward because it incorporates most of what we've asked for, and they're putting out policies left and right that aren't going through this.
- Deborah Heikes: I think when it comes to academic policies we could ask for a specific role.

- Charles Hickman: Have the Faculty Senate President be a voting member on the Executive Council. Do they vote?
- Wai Mok: I think they vote.
- Charles Hickman: Get rid of the rest of it and only put the Faculty Senate President in the Executive Council.
- Deborah Heikes: He explicitly rejected that.
- Charles Hickman: When it concerns university governance affecting the faculty. If this is going to generate controversy, which he doesn't want, then that is a compromise. That seems to me like the biggest step towards shared governance that we could have.
- Kader Frendi: That was the intent of the modifications we made.
- Charles Hickman: I found the changes we made to be very precatory. What if we simply ask him to include the Faculty Senate President in the Executive Council, and do away with this other stuff?
  
- Wai Mok: When did we give this back to him?
- Deborah Heikes: By September 30.
- Wai Mok: It's been on his desk for 3 months. But this is what we asked for.
  
- Deborah Heikes: I didn't think we would get everything, but the gist of the point we were making is that we aren't equal to Staff Senate and SGA, and that wasn't incorporated. We need a track changes document on this.
- Charles Hickman: I would ask you to ask him if that is in the realm of possibility—to have the Faculty Senate President sit on the Executive Council.
- Eric Seemann: If it did, I think that would solve a lot of our problem.
- Charles Hickman: If we frame this the right way—that the issue is about shared governance and faculty are concerned about this—then we can ask for it.
  
- Eric Seemann: The only real problem I can see with this from his point of view is that the Faculty Senate President changes yearly and if they're working on something that takes longer than that, then there's a problem with continuity.
- Kader Frendi: There will also be issues that the Faculty Senate President won't be invited.
- Charles Hickman: I don't see why. I don't know what other universities do, though.
- Wai Mok: I heard that you'll find an example of everything everywhere else.
- Charles Hickman: One of the biggest objections might come from the Deans.
  
- Kader Frendi: The drawback from item 9 is that he is putting us with the SGA and that is a disillusion of our power.
- Eric Seemann: It's also limiting us from serving our departments and doing our job.
  
- Deborah Heikes: It's important this be written down.
- Wai Mok: I have expressed this concern to him.

- Deborah Heikes: It needs to be communicated that we aren't happy with this. I have a major objection with Item 9. If we are talking about academic policies, most of them don't concern Staff Senate and they shouldn't be going to SGA as a whole.
- Kader Frendi: I think the first version is better than this one.
- Deborah Heikes: I agree.

❖ Agenda for Faculty Senate Meeting #554, January 8, 2015  
Approved

Meeting adjourned at 2:10 pm

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**SENATE EXECUTIVE COMMITTEE MEETING**  
**January 15, 2015**  
**12:45 P.M. in SKH 369**

***Present: Wai Mok, Kader Frendi, Carolyn Sanders, James Swain, Michael Banish, Eric Seemann, Linda Maier***

***Guests: Provost Curtis***  
***President Altenkirch was not present.***

➤ Faculty Senate President Wai Mok called the meeting to order at 12:50 pm

➤ Administration Reports

❖ Provost Curtis

**Faculty Handbook Review**

I worked on the Faculty Handbook last weekend. I have gone through Chapters 1 through 6. I need to go back through my corrections and document them. Then I will send them to the President and Bob Reider. I checked with Reider to verify how he wants them. Chapter 3 lists all of the different officers of the university (Vice Presidents) so rather than me try to make sure I know all of their job descriptions and exact titles, I sent it to each of them and asked them for their own charge/ description. So they either took it and modified it or slightly changed it. It was a useful exercise for them—not just useful for the Handbook. I am putting those in now. There is a description in Chapter 1 that describes the university logo and name. It was out of date, so I sent it to Joel and got the correct description. I am going to just put the factual information in there.

Chapter 2 has a section at the end: Minority Alabama Participation Program. I am not sure why it is in there. I am going to recommend taking it out. It is in the revised version and it is a new addition.

- Wai Mok: I will ask Richard Miller about it.

Once I get that done, I will tackle Chapter 7, which looks like all of it is new. What does part-time tenure mean?

Carolyn Sanders offered an example: when she arrived, the music department employed the conductor of the Huntsville Symphony as part-time tenured faculty. Provost Curtis asked why he was tenured. Carolyn Sanders was not sure, but guessed that he came with tenure.

- Provost Curtis: I cannot figure out how that will work. They have the rights and privileges of all those who are full-time tenured, but they only work part-time. So I know that will be a point where I totally disagree with what is in there.

Carolyn asked if any of the other departments had any experience. No one did. Provost Curtis said that she is going to strongly suggest getting rid of that. Tenure is very valuable and the university should not do anything to undercut it within the academy.

- Eric Seemann: It makes tenure vulnerable to a slippery slope.

- Wai Mok: The Handbook has been worked on for so long that I am not sure what the intent was.

Eric Seemann said they were working on Chapter 7 back in 2007. The Provost wants to have an open-forum discussion about why things are the way they are in the Handbook. Eric Seemann suggested fact checking and tracing things first. Kader suggested asking Tim Newman.

### **Research Centers and Research Departments**

We would like to see a research faculty member assigned to a Research Center for purposes of collaboration to create a more robust environment. It would break down some barriers.

- Kader Frendi: We have a good example of that in our department with Propulsion and MAE. It is very beneficial for us because the Centers are a vehicle of recruitment for students.

### **Assessment**

“Assessment plan and Report for Academic Units” (handout)

When we hired our new director for Institutional Research and Assessment, she brought in Mary Herrington. Mary went through a lot of training and helped us develop this assessment plan.

The goal of this is improvement. We need to use this to make ourselves better. We are wasting our time if we only use this for assessment purposes.

3 Student Outcomes and 2 Operational Outcomes within an Academic Program

First you will analyze, and then you will decide what methods you will use. What are your assessment targets, what data will you collect, and how will you use the results for improvement? Do that for 3 different learning outcomes. It may be pointed or it may be general for your particular unit. We need to have these done quickly. Then we need to analyze them and get the information back to the units. 2 cycles should be done before the team gets here.

- Carolyn Sanders: So we need to be assessing this semester?
- Provost Curtis: We have to be assessing this semester. A lot of people have 8 to 10 student learning outcomes and then they select 3 from those. Then they master them. It could take a semester; it could take 3 years.

This might be able to make a big difference in the university in terms of retention and graduation rate. It has the potential to improve us. We should see a marked difference in what we do in the next 2 to 3 years.

- Kader Frendi: We are doing a lot of this for ABET in Engineering. Is it the same?
- Provost Curtis: This is more institutional.
- Wai Mok: Last time you asked for 4 to 5 names for the committee and so far I only have one name: Jill Johnson.  
Eric Seemann said he would volunteer for the committee since he has experience in assessment.



### **FYE Program**

The colleges are going to integrate FYE courses and then there will be specific FYE courses for individual departments. Carolyn Sanders is leading this program.

- Carolyn Sanders: We had a great meeting with the Deans yesterday. I thought it was very positive. The goals of the course: one focuses on content and the other focuses on making connections. We could put the content into large categories of teaching academic tools, campus resources, personal exploration, and discipline/college specific information (the way we will tie this in with colleges will vary).

In regards to developing connections, we brought in Jennifer Blume from USC. She did a lot of work with FYE a few years ago. Our goal is fostering positive interactions between the students. Pairing up small group activity, fostering connections with the instructor of the course (so students feel like they have a supportive mentor), developing connections with their major and department, and also with their college. Developing the college with the university as a whole, too. So there are smaller, specific goals, but these are the major, important ones.

- Provost Curtis: The big one is the student's connection with the faculty in the college.

### **Leadership Workshop**

We will have a leadership workshop on 26<sup>th</sup> and 27<sup>th</sup> of January. Monday and Tuesday morning from 8:30am-12:00 noon. The first is in CHAN auditorium. Anyone who wants to come is welcome. The first part is a QEP committee presentation. The second part is Carolyn's presentation about the FYE course. The third is a panel of Deans talking about intentional actions they are taking with their faculty for retention of students. The President is working very hard on retention in terms of budgeting and resources. Morally, retention is a very high responsibility because we have recruited the students here so it is our responsibility to help the students learn and succeed.

### **Lecturer/Librarian Series**

I am working on the Lecturer series and the Librarian series. I have put it in a larger context of an academic title. Each has a track with 3 levels, non-tenure track positions.

### **Sick Leave**

I cannot understand the system. I do not understand not having sick leave for faculty.

- Eric Seemann: I would rather have something written down, so that there is a policy, and people do not abuse the system.

I talked to Bob Reider. He suggested that I put together 2 documents. One is a family-friendly document and the second is a sick-leave policy. But I cannot deal with what you sent to me because I cannot wrap my brain around you having to go to a committee if you have an illness. It is a violation of HIPAA. I will come up with something, though, and we can go from there.

- Wai Mok: The biggest concern on campus is that it is different in each department across campus. Some departments offer full pay for maternity leave, but some

departments do not.

- Eric Seemann: And it has not been applied consistently over time. Another concern is that we would like to see this expanded to family-leave, not just maternity leave, in case their spouse or partner is sick. It lets the employees know they are being taken care of.
- Wai Mok: And we want it to cover adoptions.
- Provost Curtis: We did that at South Carolina. For the birth/death of a child, the primary caregiver got a semester and the secondary caregiver got a reduction of their teaching load or rearrangement of their schedule. We also had a similar policy for the birth/death of a spouse, and for adoption. There was also justification for other things. The Provost could also grant a leave (e.g., in case of a major catastrophe such as in cases of tenure). We found this helped in recruitment and retention of faculty.

### **Miscellaneous/Questions**

- Kader Frendi: What does the administration think of the Obama proposal?
- Provost Curtis: We have not discussed it yet. We are trying to reach out to the community colleges, though, with the agreements. We have to get our graduation rate up in order to sell our product or else parents will say that they will send their kids to a free community college, even though community college is not for all kids. There are a lot of kids who need to be here, not in a community college.

#### ➤ Officer and Committee Reports

#### ❖ Faculty and Student Development Committee Chair, Linda Maier

Is she going to have the Lecturer Ladder Proposal to us by next week?

- Wai Mok: I don't think so. One thing to say about that is that the national trend is to reduce the number of tenure-track positions, but I see this as an opportunity for the lecturer to get promotions.
- Eric Seemann: We may want to ask if a "professor" position will be removed for a lecturer position.
- Wai Mok: And some colleges require a certain professor/student ratio for inside accreditation.

#### ❖ No other reports.

#### ➤ Discussion Items

#### ❖ Agenda for Faculty Senate Meeting #555, January 29, 2015

Kader Frendi motions to approve. Eric Seemann seconds. Agenda for Faculty Senate Meeting #555 Approved

#### ➤ James Swain motions to adjourn. Michael Banish seconds.

Meeting adjourned at 1:45 pm

## ASSESSMENT PLAN AND REPORT FOR ACADEMIC UNITS

Academic Program Name:

School/College:

Department Chair or Administrator:

Unit Mission Statement:

Link to University Goals (please check the goals your mission is aligned with):

Be nationally and internationally recognized as an institution to which government, industry, and academic leaders turn for opinions on societal issues, especially those involving technology  
Strengthen and maintain a financial, physical, and personnel infrastructure that supports continuous quality enhancement and the pursuit of excellence in research and education  
Ensure an environment where curiosity, discovery, innovation, and entrepreneurship are valued  
Graduate students able to address problems through integration of knowledge across disciplines  
Foster an environment of community service and engagement and global experience and understanding  
Be unique in opportunities to explore and experience the relationships among technology, culture, and the arts

Please complete an Assessment Plan/Report for each program (e.g., BS and MS). For any degree program that is offered at least 50% online or at a regional campus, either complete a separate Assessment Plan/Report OR disaggregate the data between the two locations/modes of delivery.

We ask that you assess three Student Learning Outcomes (i.e., statements of what students should know, think or be able to do when they graduate from your program) and at least two Operational Outcomes (e.g., retention/graduation rates, student satisfaction, faculty productivity/research) during each assessment cycle. The outcomes may be taken from discipline-related organizations (American Psychological Association), accrediting agencies (ABET, NCATE), or can be developed by the academic department faculty.



STUDENT LEARNING OUTCOME 1:

Does this outcome relate to any of the following:

General Education

Research

Public Service

1A. Assessment Method:

1A: Assessment Target:

1A: Data Collected:

1A: Use of Results:

1B. Assessment Method:

1B: Assessment Target:

1B: Data Collected

1B: Use of Results

STUDENT LEARNING OUTCOME 2:

Does this outcome relate to any of the following:

General Education

Research

Public Service

2A. Assessment Method:

2A: Assessment Target:

2A: Data Collected:

2A: Use of Results:

2B. Assessment Method:

2B: Assessment Target:

2B: Data Collected

2B: Use of Results



STUDENT LEARNING OUTCOME 3:

Does this outcome relate to any of the following:

General Education

Research

Public Service

3A. Assessment Method:

3A: Assessment Target:

3A: Data Collected:

3A: Use of Results:

3B. Assessment Method:

3B: Assessment Target:

3B: Data Collected

3B: Use of Results

**OPERATIONAL OUTCOME 1:**

Does this outcome relate to a Strategic Priority? Yes \_\_\_ No \_\_\_ If so, which one(s): \_\_\_\_\_

1. Assessment Method:

1: Assessment Target:

1: Data Collected:

1: Use of Results:

**OPERATIONAL OUTCOME 2:**

Does this outcome relate to a Strategic Priority? Yes \_\_\_ No \_\_\_ If so, which one(s): \_\_\_\_\_

2. Assessment Method:

2: Assessment Target:

2: Data Collected:

2: Use of Results: