

# **FACULTY SENATE**

**MEETING #553 AGENDA**

**THURSDAY, November 20, 2014**

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

**BUSINESS ADMINISTRATION BUILDING, ROOM 114**

## **Call to Order**

- 1. Approve Faculty Senate Meeting #552 Minutes from October 30, 2014**
- 2. Acceptance of the October 23, 2014 FSEC Report**
- 3. Administration Reports**
  - Provost Curtis reserved 30 minutes to speak about retention rates**
- 4. Committee Reports**
  - Deborah Heikes: Signage Committee update**
- 5. Climate Survey**
- 6. Bill 378: Procedure for Awarding Tenure Upon Hire**
- 7. 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.

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**FACULTY SENATE MEETING #552**

**October 30, 2014**

**12:45 P.M. in BAB 114**

**Present:** *Wai Mok, Charles Hickman, Jack Schnell, Eric Fong, Xiatong Li, Jill Johnson, Pavica Sheldon, Derrick Smith, Joe Conway, Joe Taylor, Linda Maier, John Kvach, Anne Marie Choup, Kyle Knight, Mitch Berbrier, R. Michael Banish, Richard Fork, Ken Zuo, Ellise Adams, Azita Amiri, Marlena Primeau, Monica Beck, Cheryl Emich, Lenora Smith, Larry Carey, Luciano Matzkin, Debra Moriarity, Jeff Weimer, Peter Slater, Letha Etzkorn, Mark Pekker, Seyed Sadeghi*

**Absent with proxy:** *Tim Landry, Carolyn Sanders, B. Earl Wells, James Swain, Kader Frenedi, Babak Shotorban, Mark Lin, Kristen Herrin, Udaysankar Nair, Carmen Scholz, Lingze Duan, Nikolai Pogorelov*

**Absent without proxy:** *Nick Jones, Eric Seemann, Ying-Cheng Lin, Junpeng Guo*

**Guests:** *Regina Hyatt and TJ Brecciaroli*

**President Altenkirch and Provost Curtis were not present.**

- Faculty Senate President Wai Mok called the meeting to order at 12:45.
- No administration reports because Senator Shelby is in town and both the President and Provost are at his luncheon.
- Marlena Primeau **motions to suspend the rules** to change the order of the agenda—bypass approval of the minutes and acceptance of FSEC report and move to the third item on the agenda. Michael Banish seconds.  
Ayes carry the motion  
No oppositions  
*Motion to change the order of the agenda **passes***
- Student Affairs
- ❖ Regina Hyatt  
Student life on campus is unique. Approximately 130 Student Organizations/Groups, which are very active.

There are leadership programs for students. There is a residential program called LEAP for first year students. They live in central campus resident hall. 108 students participated. It's focused on getting students engaged. A first year student is partnered with an upper division student who provides mentorship to get them involved and connected. So students are getting engaged and taking on leadership roles.

We've had some transitions and challenges regarding the mental health needs of students. Talked with the Dean of Students and found this helpful. We aren't the only institution experiencing this. More students are going into higher education with diagnosed mental health issues.

[Handout: Data from a survey UAH administers every Spring semester from the American College Health Association] Related to mental health concerns. Gives you a picture of what our students are challenged with. This was a robust survey. 670 responses to this survey.

What does this mean for us? The counseling center has seen an increased need for demand. We have crisis hours, but there is a 2-week wait period. We identify a counselor for the student, but the intake will be 2 to 3 weeks post initial conversation. We are hopeful to hire more personnel, but it probably won't help. We are looking into group therapy. Possibly moving to bi-weekly sessions. Counseling/Disability has moved to Wilson Hall on the third floor. That is their permanent home. We are working to manage the flow of student needs. This is crisis time so we have hit a peak. Don't stop referring people to us—we want referrals. Be aware, though, that if a student isn't in immediate crisis, the therapist won't see them for 2 to 3 weeks.

- Jill Johnson: Are people not coming because of the wait?
- Regina Hyatt: I'm not sure of the answer. People call and think they're in a panic, but we determine they aren't, and within 2 weeks the panic has passed, so...
- Jill Johnson: We encourage people to go, so I'm wondering if it would be appropriate for us to follow up with the student.
- Regina Hyatt: It's absolutely appropriate.

If you think about the triage model, a student might have a 10-15 minute conversation with a therapist.

- Jill Johnson: Is there a co-pay?
- Regina Hyatt: No. They get 12 visits. Some students we do end up referring to mental health professionals in the community.

We are seeing a significant number of students with serious mental health issues. Depression, suicidal thoughts, schizophrenia, bipolar disorder, so you are right to be alert.

- Wai Mok: What are the warning signs for a student being a danger to others?
- Regina Hyatt: Everyone wants to know this. The truth is that I don't know unless the student has directly said he/she wants to hurt other people. That's a hard question to answer.
- TJ Brecciaroli: There is a process in place to address when to evaluate a student when there are concerns about that student, and to assess the level of threat or concern.
- Regina: If you are concerned, we want you to refer them. Through processes we have in place, we want you to determine if they are a threat to the community or to him/herself.

Regina was asked if the increase in student problems is new compared to the past, and if that is a trend nationally compared to other universities. Regina Hyatt answered yes to both. She said nationally it's the trend due to a lot of reasons. For example, people with bipolar disorder 5 years ago might not have gotten to college, but they can now.

When to refer a student? If you have a classroom issue and you've tried to resolve it, but it isn't working, call me. If you're concerned about a student's welfare (it will be the student whose behavior has changed, who is suddenly disheveled), call me. If a student comes to you with a significant crisis or an emotional problem, refer them. If you've referred them in the past and there has been no improvement, refer them. Call the counseling center, then talk to the student and tell

them you believe they should go to the counseling center. If you aren't sure why they're struggling, call me and I will work with you to figure out the referral. If it's a first year student, TJ and his team will assist you.

- Letha Etzkorn: Do you take anonymous recommendations?
- Regina Hyatt: Yes. You can either call or there's a form on our website (Student Affairs).
- Mitch Berbrier: There are more ambiguous cases than not. I've contacted Regina and she's been extremely helpful.

A senator commented that she and her staff would like more training on how to deal with students.

We do have a number of safety initiatives, such as sexual violence prevention. First year students had to complete it; it was part of a graded requirement. The Student Government has signed on to the "It's on Us" Campaign. We also offer a service for students starting on Thursday night through Sunday morning, transportation to get students off campus back on campus. It's called SafeRide. The student doesn't have to pay. It's used fairly regularly.

Regina explained that they launched a food bank this fall. There has not been a tremendous usage yet, although she suspects it will go up after Thanksgiving. They don't need any food right now thanks to a generous gift from a local church. It's in their office and open daily. Students don't need to provide any documentation that they need food.

- Jill Johnson: Available for non-resident students and students with families?
- Regina Hyatt: It's available to all students. They just need their Charger ID card.

#### ❖ TJ Brecciaroli

Over the summer, through the VA, we applied for a Veterans Work Study Program, which we were granted. We are able to hire up to 15 students on campus. The program is veterans working with veterans. So we will be staffing our veterans' center in Charger Union. A lot of students will be working with OITS and undergraduate research. Some positions are still available.

Over the last few weeks, we've been working on centralizing our veterans' services on campus. In the past, financial aid has taken care of veterans' benefits, the veterans' service department was in Student Affairs, and then we had Vetnet, our student organization. A resignation allowed us to combine all of these into a one-stop shop. We are posting a position for this in the next few weeks based out of the Charger Union to help connect veterans to the campus and take care of their educational needs. Along with the change in staffing, that allows us to bring some other programs to the campus that will coordinate through that office. We will start some incentives and work with the task force on the Ace Veteran Friendly Toolkit. One of institution's goals is to get be considered veteran-friendly. But we want to do evaluations to make sure we have the procedures and policies in place before we go through the accreditation process.

The student will lead a "Got Your 6" campaign through the work-study program. It's put together by students and involves a series of workshops about how to work with veterans on campus, ways to help veterans succeed. It's an internationally recognized program. It will be professionally staff supported but veteran led. We have a large number of veterans new to the institution, so we want to have these resources for them.

#### Freshmen Intervention Team (FIT)

Colleagues from Academic Affairs, Student Affairs, Housing, Financial Aid, and a few others around campus met weekly. A team was put together to create an intervention for students who were

referred to the Dean of Students office or came to us through other means and were first year students. Students who weren't acting appropriately, etc. We've intervened with approximately 50 students and we have been highly successful with them. We get them the resources they need, whether it's connecting them with the Student Success Center, providing them with a "maturity talk," or connecting them with counseling resources, etc. to get them back in the classroom.

We are moving forward with our Freshmen, Sophomore, and Transfer series activities, which connects our students to resources, people, and places needed as they transition.

Mitch Berbrier: Can you tell us a little bit more about those veteran jobs? You said there were about 15? And then there's another more professional position. How do they find out about them?

TJ: The VA Work Study Program is any job that we create that is veterans working specifically with other veterans. It can be anything from using veteran students working front line at the center to and academic-type position (we have conversations in place with the Student Success Center for this), and Undergraduate Research has asked for a person. We were given the funding for up to 15 students at 20 to 25 hour per week. Send them right to me. They have to fall under certain criteria of their VA benefits.

- Approval of Faculty Senate Meeting Minutes 549 (August 28, 2014), 550 (September 11, 2014), and 551 (September 25, 2014)

Jill Johnson **motions to accept** Minutes 549, 550, and 551. Charles Hickman seconds.

Ayes carry motion

No oppositions

*Motion to accept Faculty Senate Minutes 549, 550, and 551 **passes***

- Acceptance of the September 18, 2014 Faculty Senate Executive Committee Report
- President Wai Mok presented Past-President Mitch Berbrier with a plaque for his service as Faculty Senate President during 2013-2014.
- Reports
  - Senate Officer Reports**
  - ❖ President Wai Mok
    - Administration is proposing 3 tiers to the lecturer ladder. Lecturer, Senior Lecturer, and Master Lecturer. Details are coming soon. After that, we give our feedback to them.

Parental Leave. The Provost has been working on it. She mentioned that she is very bothered by the fact that UAH does not provide sick leave to the faculty members.

- ❖ No other Officer Reports

#### **Committee Reports**

- ❖ Finance and Resources Committee Chair Charles Hickman
  - RCEU program proposals are due by tomorrow. We have 10 so far. We have funding for 30. Try to get them in as soon as possible.
  - Provost gave funding for 8 Distinguished Speakers for the Distinguished Speakers Series; that's the same as last year, but increased one from the prior year.

- Deb Moriarity: I talked with some faculty members about the timing of the proposal. It's probably the same for other departments. The research could change so much between now and then. It's hard to write specifics now for what they would do next summer. It would need to be broad and vague now. Will you consider that in judging proposals?
  - Charles Hickman: We went through a multi-tiered analysis last year. In my evaluations, I tried to spread among colleges and look for diversity. There's a preference for females and minorities, and honors theses. Just make it sound cool.
- ❖ Personnel Committee Chair Michael Banish  
The Personnel Committee met. We got the initial indication that there was some hesitancy regarding the Parental Leave Bill. We've done some surveys at other universities if we need it to back up this bill.
- ❖ Faculty and Student Development Chair Linda Maier  
We met and discussed a 2 tiered versus a 3 tiered Lecturer ladder. We will work on shaping it into a Bill.
- Wai Mok: My understanding is it's coming soon.
  - Linda Maier: We have a meeting scheduled next week.
- ❖ Undergraduate Curriculum Committee Co-Chair Deb Moriarity  
With the new catalogue coming out, the deadline for getting new course approvals, course changes, etc. is January 15. So we can get them in before the catalogue goes out. The committee is trying to do them electronically so they are done quickly.
- Mitch Berbrier: There's a problem with the electronic forms. The form isn't working. Amanda said they're working on it.
  - Deb Moriarity: It's supposed to be all online submission now.
- Bill 380: Climate Survey  
Wai Mok: I had a discussion with the Provost on Tuesday. She wants this to be done in a way that will improve the climate of the university. If the Bill is passed today, most likely I will form an Ad-Hoc committee to look at it. She wants it to bring some change to the policy to improve the climate. She mentioned there are many openings right now at the university, and she wants to create a climate that will attract the best and brightest faculty members to UAH. The other thing, this is not supposed to be a "witch hunt." At the end of the meeting, she said that in case something bad happens, she is supposed to know. At the same time, in the Faculty Handbook, there is a Reassignment of the Dean and Reassignment of the Chair. So if this is necessary, there are procedures in place. So, this is not supposed to be a "witch hunt," but in the rare situation that that might be necessary, there are certain procedures in place that we have to follow. We are bound by the Handbook as to what cause of action we take.
- Anne Marie Choup: The Bill is very straightforward. I'm surprised we even need a Bill.
  - Deb Moriarity: At the Executive Committee, the idea was that if we passed this to do another survey, the issues related to the responding would all be addressed prior to doing another survey to make sure that all of the appropriate controls were in place so that we could get data that we could use.
  - Jeff Weimer: This has nothing to do with how it will be established nor does it have anything to do with the results once it's taken. All this says is: we approve that a survey will be done.
  - Wai Mok: That's right.

- Charles Hickman: How are we going to control for the “witch hunt”? If the survey provides open ended responses, people will take shots. I don’t see the purpose of this.
- Deb Moriarity: I think the purpose is to allow the people to express their opinions in a way to show valid data.
- Anne Marie Choup: There are ways to preface the survey. There are ways to phrase and present the questions. This isn’t the first time this has been done. There should be templates out there.
  
- Jeff Weimer: Who makes the survey? Who gets the results? This bill doesn’t discuss any of this. However, they impact this bill.
- Wai Mok: We will use funds from the Faculty Senate budget to hire an outside firm to guarantee the integrity of it and make sure everything is done right.
- Jeff Weimer: Are we handing off all responsibility. Or do we provide the questions?
- Wai Mok: We design the questions. We will be in consultation with a firm for the template.
- Peter Slater: The principle point is, who gets results? Will it be made public?
- Wai Mok: If it’s done right, we will disclose the results.
- Charles Hickman: If defamation occurs again, are we willing to publish it? How does it help the university? We can’t do open-ended questions.
- Wai Mok: Metric questions, maybe. There are other alternatives. This bill just allows us to go forward on the survey.
  
- Mitch Berbrier: Charlie’s point about a witch hunt is a good one. If you want good data, people will need to express themselves at some point. We won’t know by close-ended questions what the problems are, although we will get some information. It’s an inherent problem with surveys in close communities that everyone knows who is getting the surveys and everyone knows each other, so people can collude with each other to change the results. There’s only so much you can do about that. I never got a clear answer about the previous data corruption myself, but it doesn’t really matter at this point. You won’t overcome the fact that everyone who gets the survey knows everyone else and knows someone else who is getting the survey. So if there is a group of people who want to gang up on somebody or another group, or make a certain point together, that is what you’ll get. That has to be understood as part of this climate survey. Otherwise, you can’t do it. Climate surveys are done around the country all the time. It just has to be interpreted in the right framework and understanding what the limitations of it are.
  
- Wai Mok: Improving the climate is the purpose in order to recruit faculty.
  
- Derrick Smith: I have no problem with the Bill, but it is abrupt.
- Anne Marie Choup: I think if we get really specific, then it gets complicated. This is just to give a charge to do this.
- Charles Hickman: This is a public institution. Everything that’s written down can be put in the paper tomorrow. I think it’s a bad idea.

Jack Schnell **motions** to change the wording from “unreliable” to “unusable.” Mitch Berbrier seconds.

In favor: 6

Opposed: 16

*Motion to change the wording from “unreliable” to “unusable” **fails to pass.***

- Jill Johnson: If we don't want people to know the results of the survey, it means that the climate is something we don't want people to know about. And if that is the case, then it sounds like we should do something to help the climate. If there are problems here that we feel are important in terms of recruiting faculty, creating an environment that is productive, etc. don't we want to know that, or do we just pretend that everything is perfect because we don't want anyone to know that there might possibly be something wrong.
- Michael Banish: The reason this was put forward was to say that we want to do it. The details were to be worked out later. This Bill is only to answer the question, “Do we want to spend the money to do it?”
- Jeff Weimer: It also seems like a blank check, to just go to town, do things, and then never hear from them again. So I want to amend the wording.

Jeff Weimer **motions to amend the bill** to change the wording in the last line: *That the process be initiated to create another Campus Climate Survey to be administered during the 2014-15 academic year.*

This gives that we are initiating the process and so it will be brought back here with a statement of what we will learn, this is what the campus climate survey will look like, and do we now approve to give this survey. We initiate the process, we approve once, we have that on hand to review, and then it can be given. Rhonda Gadee seconded.

Ayes across the room

*Motion to amend the bill to change the wording **passes.***

Michael Banish **calls the question** on the Bill.

In favor: 31

Opposed: 4

Two-thirds majority pushes **Bill 380 to third reading.** President Mok decides to move it immediately to third reading.

Michael Banish **calls the question** on the Bill.

In favor: 31

Opposed: 4

**Bill 380 passes** by majority vote.

Marlena Primeau **motions to adjourn.** Deb Moriarity seconds.

Faculty Senate Meeting #552 adjourned  
October 30, 2014, 2:00 P.M.



*Findings continued*

Estimated average Body Mass Index (BMI): This figure incorporates reported height, and weight to form a general indicator of physical health. Categories defined by The World Health Organization (WHO) 2000, reprinted 2004. Obesity: Preventing and Managing the Global Epidemic. WHO Tech Report Series: 894.

<b>BMI</b>	<b>Percent (%)</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
<18.5 Underweight		2.9	7.6	5.5
18.5-24.9 Healthy Weight		36.8	52.1	45.4
25-29.9 Overweight		32.6	18.8	24.9
30-34.9 Class I Obesity		16.7	11.1	13.7
35-39.9 Class II Obesity		8.4	6.3	7.2
≥40 Class III Obesity		2.5	4.2	3.4
<b>Mean</b>		<b>27.28</b>	<b>25.59</b>	<b>26.33</b>
<b>Median</b>		<b>26.25</b>	<b>23.49</b>	<b>24.80</b>
<b>Std Dev</b>		<b>6.19</b>	<b>6.76</b>	<b>6.54</b>

## H. Mental Health

Students reported experiencing the following within the last 12 months:

### Felt things were hopeless

	<b>Percent (%)</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
No, never		39.5	33.6	36.6
No, not last 12 months		18.9	21.9	20.1
Yes, last 2 weeks		17.2	18.8	18.1
Yes, last 30 days		8.4	8.9	8.5
Yes, in last 12 months		16.0	16.8	16.6
<b>Any time within the last 12 months</b>		<b>41.6</b>	<b>44.5</b>	<b>43.3</b>

### Felt overwhelmed by all you had to do

	<b>Percent (%)</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
No, never		20.7	7.1	13.2
No, not last 12 months		6.6	2.4	4.6
Yes, last 2 weeks		40.7	61.4	51.9
Yes, last 30 days		15.4	13.9	14.3
Yes, in last 12 months		16.6	15.3	16.1
<b>Any time within the last 12 months</b>		<b>72.6</b>	<b>90.5</b>	<b>82.3</b>

### Felt exhausted (not from physical activity)

	<b>Percent (%)</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
No, never		21.8	6.8	13.8
No, not last 12 months		7.5	4.1	5.7
Yes, last 2 weeks		43.5	55.8	50.2
Yes, last 30 days		15.9	16.7	16.0
Yes, in last 12 months		11.3	16.7	14.3
<b>Any time within the last 12 months</b>		<b>70.7</b>	<b>89.1</b>	<b>80.5</b>

### Felt very lonely

	<b>Percent (%)</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
No, never		32.8	24.1	28.3
No, not last 12 months		21.2	25.8	23.6
Yes, last 2 weeks		18.7	22.7	20.8
Yes, last 30 days		11.2	7.5	9.0
Yes, in last 12 months		16.2	20.0	18.3
<b>Any time within the last 12 months</b>		<b>46.1</b>	<b>50.2</b>	<b>48.1</b>

*Findings continued*

**Felt very sad**

Percent (%)	Male	Female	Total
No, never	32.0	18.7	24.7
No, not last 12 months	22.0	20.1	20.7
Yes, last 2 weeks	20.3	26.2	23.4
Yes, last 30 days	10.4	11.2	11.0
Yes, in last 12 months	15.4	23.8	20.1
<i>Any time within the last 12 months</i>	46.1	61.2	54.6

**Felt overwhelming anxiety**

Percent (%)	Male	Female	Total
No, never	39.0	25.5	32.1
No, not last 12 months	14.9	16.0	15.4
Yes, last 2 weeks	18.3	26.9	23.1
Yes, last 30 days	10.8	13.3	11.9
Yes, in last 12 months	17.0	18.4	17.6
<i>Any time within the last 12 months</i>	46.1	58.5	52.6

**Seriously considered suicide**

Percent (%)	Male	Female	Total
No, never	79.7	72.9	76.2
No, not last 12 months	11.2	17.6	14.6
Yes, last 2 weeks	2.5	2.7	2.6
Yes, last 30 days	2.5	0.7	1.5
Yes, in last 12 months	4.1	6.1	5.1
<i>Any time within the last 12 months</i>	9.1	9.5	9.1

**Intentionally cut, burned, bruised, or otherwise injured yourself**

Percent (%)	Male	Female	Total
No, never	85.8	79.7	82.6
No, not last 12 months	10.8	12.5	11.5
Yes, last 2 weeks	0.8	2.0	1.5
Yes, last 30 days	0.8	1.4	1.3
Yes, in last 12 months	1.7	4.4	3.1
<i>Any time within the last 12 months</i>	3.3	7.8	5.9

**Felt so depressed that it was difficult to function**

Percent (%)	Male	Female	Total
No, never	47.9	39.3	43.6
No, not last 12 months	19.2	27.8	23.6
Yes, last 2 weeks	15.8	11.2	13.4
Yes, last 30 days	5.0	7.5	6.2
Yes, in last 12 months	12.1	14.2	13.2
<i>Any time within the last 12 months</i>	32.9	32.9	32.8

**Felt overwhelming anger**

Percent (%)	Male	Female	Total
No, never	42.1	38.2	40.3
No, not last 12 months	24.2	24.2	23.9
Yes, last 2 weeks	13.8	14.3	14.2
Yes, last 30 days	6.7	8.2	7.4
Yes, in last 12 months	13.3	15.0	14.2
<i>Any time within the last 12 months</i>	33.8	37.5	35.7

**Attempted suicide**

Percent (%)	Male	Female	Total
No, never	92.5	88.1	90.3
No, not last 12 months	5.0	11.3	8.3
Yes, last 2 weeks	0.8	0.3	0.6
Yes, last 30 days	0.0	0.0	0.0
Yes, in last 12 months	1.7	0.3	0.9
<i>Any time within the last 12 months</i>	2.5	0.7	1.5

*Findings continued*

**Within the last 12 months, diagnosed or treated by a professional for the following:**

	Percent (%)	Male	Female	Total
Anorexia		0.8	0.3	0.5
Anxiety		10.4	15.6	13.2
Attention Deficit and Hyperactivity Disorder		6.2	7.5	6.8
Bipolar Disorder		3.3	1.0	2.0
Bulimia		0.8	1.0	0.9
Depression		10.5	11.9	11.0
Insomnia		4.6	5.8	5.3
Other sleep disorder		5.4	3.1	4.2
Obsessive Compulsive Disorder		3.3	3.7	3.5
Panic attacks		4.1	7.8	6.2
Phobia		1.2	0.7	0.9
Schizophrenia		1.2	0.0	0.5
Substance abuse or addiction		2.1	1.0	1.5
Other addiction		1.3	0.0	0.6
Other mental health condition		3.3	2.1	2.6
<i>Students reporting none of the above</i>		81.3	75.3	78.1
<i>Students reporting only one of the above</i>		5.0	8.8	6.9
<i>Students reporting both Depression and Anxiety</i>		7.1	9.5	8.2
<i>Students reporting any two or more of the above excluding the combination of Depression and Anxiety</i>		8.3	7.1	7.7

**Within the last 12 months, any of the following been traumatic or very difficult to handle:**

	Percent (%)	Male	Female	Total
Academics		45.4	54.9	50.2
Career-related issue		29.6	29.2	29.5
Death of family member or friend		13.3	16.9	15.2
Family problems		21.2	36.1	29.3
Intimate relationships		22.4	34.0	28.8
Other social relationships		17.8	23.4	20.7
Finances		32.4	40.7	37.1
Health problem of family member or partner		12.4	22.2	17.8
Personal appearance		13.3	26.1	20.5
Personal health issue		13.0	18.6	16.3
Sleep difficulties		27.4	31.3	29.7
Other		8.4	8.0	8.4
<i>Students reporting none of the above</i>		35.3	21.7	28.0
<i>Students reporting only one of the above</i>		8.7	11.5	10.2
<i>Students reporting 2 of the above</i>		12.9	12.5	12.4
<i>Students reporting 3 or more of the above</i>		43.2	54.2	49.4

*Findings continued*

**Within the last 12 months, how would you rate the overall level of stress experienced:**

	<i>Percent (%)</i>	<b>Male</b>	<b>Female</b>	<b>Total</b>
No stress		2.9	1.0	1.8
Less than average stress		12.1	4.4	7.9
Average stress		32.1	29.3	30.3
More than average stress		39.2	48.0	44.2
Tremendous stress		13.8	17.3	15.8

**I. Sleep**

**Past 7 days, getting enough sleep to feel rested in the morning:**

	<i>Percent (%)</i>	<b>Male</b>	<b>Female</b>	<b>Total</b>
0 days		10.8	10.5	10.5
1-2 days		28.8	31.3	31.2
3-5 days		44.6	46.9	45.3
6+ days		15.8	11.2	13.0

**Past 7 days, how often felt tired, dragged out, or sleepy during the day:**

	<i>Percent (%)</i>	<b>Male</b>	<b>Female</b>	<b>Total</b>
0 days		15.4	6.1	10.2
1-2 days		37.8	32.2	34.4
3-5 days		34.0	42.0	38.8
6+ days		12.9	19.7	16.6

**Past 7 days, how much of a problem with sleepiness during daytime activities:**

	<i>Percent (%)</i>	<b>Male</b>	<b>Female</b>	<b>Total</b>
No problem		15.8	9.2	12.2
A little problem		53.1	45.4	48.4
More than a little problem		21.6	22.7	22.5
A big problem		7.5	15.3	11.9
A very big problem		2.1	7.5	4.9

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**SENATE EXECUTIVE COMMITTEE MEETING**

**October 23, 2014  
12:45 P.M. in SKH 369**

***Present: Mitch Berbrier, Wai Mok, Kader Frendi, Charles Hickman, Carolyn Sanders, Debra Moriarity, Azita Amiri, Linda Maier, Eric Seemann***

***Guests: President Altenkirch, Brent Wren***

***Provost Curtis was not present.***

- Wai Mok called the meeting to order at 12:45 pm
  
- Administration Reports
- ❖ President Altenkirch
  - We've been accumulating **policies**. There's a draft Policy Law in Ray Pinner's office. That Policy Law contains a list of all the policies that we have accumulated, electronic copies of them, with the exception of things like handbooks, but they are in the format of the Policy on Policies. They all have numbers and are divided up by administrative division. When Lisa Strickland went through them and put them all in the same format, she fixed all incorrectness, such as titles. We are planning to give the Vice Presidents 30 days to review the whole thing. Academic Affairs has reviewed theirs; so has Research, etc. We want to make sure that things aren't missing, things aren't on there that shouldn't be, etc. Give until November 28. Then we will put them on myuah. Will send you a memo asking you all to please review them. We are thinking of giving you 60 days. We doubt if anyone will read them all. They are policies currently in place. There have only been minor adjustments of mistakes. Whatever comes back, we will make appropriate adjustments, and then make the policies official. There are some that we don't want to make public, so those will go on myuah (i.e., emergency management). The date I will put in the memo is February 13.
    - Kader Frendi: Does that exclude holidays?
    - President Altenkirch: It takes into account the Christmas break.
    - Wai Mok: They are all existing policies, right? No new policies?
    - President Altenkirch: Correct.
    - Brent Wren: They're collapsed policies, too. What once were individual policies, yet related policies, have been combined into one policy (i.e., late withdrawal, withdrawal, registration, etc. into one policy).

Finally finished the **BETA Policy** revision, and in the process of assimilating comments. Once that is finished, will send it to the Emergency Management Operations Group. That is final step.

We have hired a **Vice President of Student Affairs**, and she is planning to be here on December

1. There are projects we have to hit the ground running on. One is to make sure we have a strategy in place for deploying scholarship funds to maximize the impact of them. We need to strategically deploy scholarship money. She also has experience in deploying a customer relations management software system. We have one, but it isn't fully implemented. It should be part of the recruiting cycle.

- Eric Seemann: What is the customer service software for?
- President Altenkirch: If someone sends in an inquiry, they go in this database, and this customer relationship management software will every so often send them a message or tell a counselor to send them a note, and will keep track of the contacts and what's happened on those contacts.
- Eric Seemann: So it's a recruiting tool?
- President Altenkirch: Yes, and an information database. Tuscaloosa uses it.
- Brent Wren: Suppose we are tracking a high school student, but she chooses not to enroll here. We track her through this system and find out she goes to a community college. We know she wants to go somewhere after that, so we send her information about us.
  
- Eric Seemann: What is the anticipated implementation date?
- President Altenkirch: Not until next fall. We've had some failed attempts.
- Brent Wren: We have a history with these programs not doing things that we've wanted.
- President Altenkirch: It's in place.
  
- Carolyn Sanders: In Music, we do a lot of recruiting. We are in the process of revising our strategy. At what point do we need to coordinate with Admissions so that it doesn't appear scattered here?
- President Altenkirch: I'm guessing not until the Spring.
- Brent Wren: One of this program's capabilities is communication management.
  
- Mitch Berbrier: Is there a position open for hire?
- President Altenkirch: We don't know. We will sit down and look at the structure.
- Mitch Berbrier: But the funds are still there?
- President Altenkirch: Yes.

### **Property and Construction**

We are purchasing the city-park behind the baseball field, where Austin dead-ends with Holmes. The city wanted to sell it to use the proceeds to build a new park elsewhere since there aren't enough kids in that neighborhood who use it. We see it used for intramurals and athletic camps during the summer. The city is supposed to have a council meeting to okay the sale. The Board will approve at the November meeting. We will close shortly after that. We want to close it off to vehicular traffic, so we are looking at securing it. we can't close it off to pedestrian traffic, though. We want to look at possible access points to it from UAH.

- Mitch Berbrier: Is there a parking lot on the property?
- President Altenkirch: Yes, we want to close that off. Also, it doesn't drain when it rains, so we want to close that off. They will pave it in one day and they are about to do that.
- Wai Mok: How much?
- President Altenkirch: \$900,000. The appraisal was \$1.2M.
  
- Kader Frendi: Don't we have houses on Austin? Is there a long-term goal for owning those?
- President Altenkirch: The short term is to rent those out to faculty and staff. We will buy one at the November Board meeting, but it's not in good shape. The long term goal is to purchase them all. The ones that are inhabitable we will tear down.
- Kader Frendi: Then we are moving the campus East?
- President Altenkirch: No, we will just square it off. We have plenty of land, so there's no reason to move into that neighborhood.

Across from the Bevill Center, there are low office buildings, which go way back over University about 75 acres. The property has a stream. It's next to BizTech. The owner is a real estate investor in Nashville. They've allowed the land to depreciate as far as they can, so they are looking to redevelop it. I've talked with them and a developer from Birmingham and some lawyers and an investor. I think it would be nice.

- Eric Seemann: You mentioned buying churches a while back. Anything happen with that?
- President Altenkirch: Not yet. They both know they need to financially, but its an emotional decision.

Madison Hall is scheduled for demolition November 17. At that time, part or all of the Shelby Center/Madison Hall parking lot will be closed. I don't think demolition will use all of the parking lot. The parking lot by Charger Union will be done next week. That will alleviate some problems with closing the Shelby Center lot.

Student Services building should start shortly after. It will be finished Spring 2016.

What we are doing in **Admissions and Recruiting** is having an effect. Freshmen enrollment is up 12% Masters enrollment is up 4%. Applications for admissions in Fall 2015: Freshmen up 104%, admissions up 88%. We have stepped up recruiting within the state. We've gone further out with recruiting Engineering because we've saturated that field in this area. We went out of state to recruit for Engineering—all throughout the southeastern region.

- Kader Frendi: I've heard from high school students that it's because our campus is beginning to look more like a traditional campus.
- Wai Mok: So how do we advertise ourselves? As an Engineering or comprehensive?
- President Altenkirch: As a comprehensive, technologically focused institution. Science and Engineering are our biggest fields, but we talk about the comprehensive nature and

we discuss various departments.

Carolyn Sanders: Redoing the climate survey is on our Agenda today. Will you share your thoughts on this?

- President Altenkirch: I haven't found them to be particularly useful. There is enough interaction, so everyone understands the climate and culture. When you formalize it and write a report, it can be psychologically damaging. So I would be careful with it.

❖ Brent Wren

On increase in admission and applications: Our yield was really good. It was up considerably. This summer for our orientation session, 727 students attended, and 717 students enrolled. So we only lost 10 students.

- Mitch Berbrier: So not all of them enrolled?
- Brent Wren: No. We don't know if they were all the same students, but the numbers are good.
- President Altenkirch: The small things we are doing do have an impact.

[Handout] Once we get students to the campus, or they visit, it further solidifies their commitment. The challenge now for us is why was the overall enrollment down for us this fall. Two issues: one, transfer students numbers were down, and two, retention numbers were down. That was the biggest hit and we continue to struggle with this. We have a 12% increase in our freshmen class, but we have to keep them.

- President Altenkirch: If you look at national surveys, the top reason why a student picks a place is cost, 2. academic reputation, 3. campus atmosphere, and 4. personalized attention. You only get one chance to make a first impression.
- Mitch Berbrier: Do you have access to that survey?
- President Altenkirch: I'll forward that to you. I have it in a PowerPoint.

We thought we were doing well. We got up to 81% last year from year 1 to year 2 retention. Last week we got our new numbers for the students who were here in Fall of '13 and came back for Fall of '14. We dropped to 77%. So we've gone backwards from where we were in 2009-2010 for 1<sup>st</sup> year retention. Our 2<sup>nd</sup> year retention also dropped from 69% to 66%. We have to continue to work hard on keeping our students. This handout breaks the numbers out for you.

- Carolyn Sanders: Are the undeclared students going to stay in CLA?
- Brent Wren: No, they will move to "Exploratory Advising."
- Carolyn Sanders: So they won't be in a college?
- Brent Wren: No, they will be in a General Studies for ACIPCO, financial aid purposes. They won't be counted for any one college's enrollment.
  
- Mitch Berbrier: How do these break down by ACT scores at a program level? How do those numbers compare to other schools? Liberal Arts looks horrible. Is that normal?
- Brent Wren: We have that comparison to peer institutions at the overall level. It's hard



to get the detailed information from other schools. We can get the ACT information from anywhere.

- Mitch Berbrier: Also, is the survey the Task Committee is currently conducting going to help answer some of these questions?
- Brent Wren: It will help some. Their survey is going to students who have left the university of their own volition. So they're asking why they left, finding out where they went, and asking what they're doing. You'll get two pieces of information from that: there will be completion with the close-ended questions, but then you'll have some students who will take it as an opportunity to vent, but there's still value in that. We'll learn about some issues that will help with what we need to work on, like with student success and retention. The student success collaborative with education with help. We will start seeing data pulled out of that in November, and that will help. We keep looking for big things, but Bob's right: so many times, it's the little stuff that drives away students.

What's interesting about this [references the front page, "UAH Graduation Retention Summary"] is that as you start digging into the different subgroups and cohorts at the university, what matters most in terms of student success is getting them to engage in something. It doesn't matter what it is. Student athletes have a higher graduation rate than the rest of the general student body, as do students involved in Greek life and those who participate in the PASS program. Engagement and collegiality and the network that they have results from being involved.

- Eric Seemann: It's a support system.

Yes. It speaks to the value of retention being a goal of student life, and a goal of all of ours. What can we do as academic organizations within our departments to create greater engagement?

- President Altenkirch: Honors College has a graduation rate of 73%. If those students are part of the overall 46%, then when you separate them from the overall and then calculate it, it's much lower.
- Brent Wren: Take out Honors, Athletes, Greek life, Pep Band, etc., and the graduation rate is significantly lower.

President Altenkirch: ACT score this fall went from 25.8 to 26.7. GPA went 3.64 to 3.70.

- Kader Frendi: What is the occupancy rate in housing?
- President Altenkirch: It's up. Not sure of the exact number.
- Brent Wren: It's in the 85-90% range.
  
- Kader Frendi: What is our early admission date?
- President Altenkirch: We are admitting right now. They are admitted as soon as they apply.
- Brent Wren: There is a scholarship deadline of December 1. Departmental scholarships have restrictions, too.

- Eric Seemann: With the retention rates, do we know how many don't come back because they lost a Charger Scholarship due to a drop in their GPA?
- President Altenkirch: I'm sure we do.

Brent Wren: The move towards block tuition—there's a report out today that looked at the relationship between hours taken and GPA. The more hours the student takes the better their GPA is according to a national database.

- Kader Frendi: It's counterintuitive.
- Brent Wren: The reasoning is because they have to be better structured and prioritize.

➤ Officer and Committee Reports

❖ President Wai Mok: No Report

❖ President-Elect Kader Frendi

There was a bill sent to me. It is in front of you.

❖ Past-President Mitch Berbrier: No report.

❖ Ombuds Carolyn Sanders: 2 individuals have contacted me. I'm working with them. I'm doing some online training, too, through the international Ombuds association.

❖ Parliamentarian -----

❖ Governance and Operations Committee Chair -----

❖ Personnel Committee Chair Michael Banish (absent)

- Wai Mok: Christine asked about Dean evaluations. I checked the Handbook. I found out that the Personnel Committee is supposed to work with the Provost to come up with an evaluation form for Deans.

❖ Undergraduate Curriculum Committee Co-Chair Azita Amiri

Nothing new since our last report.

- Wai Mok: Deb is working on Bill 378.

❖ Finance and Resources Committee Chair Hickman

The Provost agreed to fund Distinguished Speakers series, increasing it to 8 total, which is \$16,000. Also funding an additional 3 for the RCEU program. Alabama Space Grant informally agreed to fund more. Please send an email out to your departments to send their proposals to [rceu@uah.edu](mailto:rceu@uah.edu), not to me personally.

- Wai Mok: Last year, we funded how many?
- Charles Hickman: About 50%. We ought to be able to fund more this year.
- Azita Amiri: What is the priority? Minorities? GPA?

- Charles Hickman: We encourage minorities and females to apply. But there is a minimum GPA of 3.0 required. GPA is judged, and then we ask the subjective merit question: “How cool does it sound?” If I was a student, how interested would I be to work on this project? We can’t set up a quota. It violates Title IV. It’s a requirement from the Alabama Space Grant to fund qualified females and minorities.
- Azita Amiri: Last year, my students didn’t qualify because of GPA, but they were both females. So I was confused.
- Charles Hickman: This program is intended to encourage students to go to graduate school. That’s the reason for the 3.0 GPA requirement. I’m not sure if it’s the criteria this year.

❖ Undergraduate Scholastic Affairs Committee Chair Eric Seemann

I emailed the committee. We talked about upcoming readmission. This semester we won’t have a formal meeting because there haven’t been that many applications. If we do, it will be in late November.

I talked to some of the members of the veterans network and got the indication that TJ in the Dean of Students office talked about a Veterans Services Center. There was a proposal put forth while I was on military leave. It’s moved forward and hopefully I’ll be working with them to find out what the next step is. We have a dedicated space for veteran students just for activity. They’re talking about hiring a full-time position in the future as a veteran’s services coordinator. They’re also talking about creating a dedicated, welcoming, office and admin space for the new veterans services center. It will be a one-stop shop for the student veteran who comes in to get information for the GI Bill, how to navigate campus, other veterans will be there to serve as mentors, etc. This is a really good thing because not having this has cost us a lot of students who would have otherwise come here. As veterans, they want to go to a place that has resources for them. They may be the same age as some of our traditional students, 21 and 22 years old, but psychologically their very different—they’re more mature and more career-focused.

- Wai Mok: How many vets are we expecting?
- Eric Seemann: About 10% of university population has veterans. That’s 750 students. Most of them are invisible. Before I went on leave, we did a big push to identify them. We identified approximately 300 in the database who were interested in receiving information, and about 15% of them participated in a veterans network, but each one we talked to told us they knew of 2-3 others who weren’t attending vetnet and weren’t in our database. So it’s probably double the number that we contacted. We are attracting a fair number of veterans here because of the VA center and Redstone, and we are building a VA Hospital. But we lose students to Troy, Alabama, and Auburn because they have a much less comprehensible, but very visible vet center. Yet those 3 are nowhere as close to military bases as we are. We are right next to Redstone.
- Carolyn Sanders: A lot of that work needs to be done with Admissions. We lost quite a few students who left UAH to go into the military. They wanted to come back to UAH, but they got lost in Admissions.

- Eric Seemann: Before I went on leave, one of the things the veterans network wanted to address with students was Transition Assistance Program (TAP), where we go to major bases in the area and talk to people getting out. We are Yellow Ribbon compliant, which is a good thing.
  - Wai Mok: I suggest you write a proposal. If you do that, and show it will bring in students, he will listen.
- ❖ Faculty and Student Development Committee Chair Linda Maier  
Our committee met once. I briefed them on the lecturer ladder proposal. We are waiting on the comments from the President and Provost.
- Discussion Items
- ❖ Policy on Policies
- Wai Mok: I turned in our suggestions to Bob. He didn't mention anything about it today.
- Charles Hickman: I think we have put him in an uncomfortable position. I don't think he will adopt it. I don't think it will be adopted as an official policy. I think it will be followed, but not become official.
  - Wai Mok: He asked us for comments. We gave him comments.
  - Charles Hickman: I think he doesn't want to fight.
- ❖ Senate Bill 380—Climate Survey, 1<sup>st</sup> Reading
- Carolyn Sanders: Are we passed the discussion of going separate from the Faculty Senate vote whether we are going to go forward on this? So this is a done deal.
  - Wai Mok: I asked for a vote for this bill.
  - Charles Hickman: When we have a discussion on this in front of the Senate, it's going to echo what Bob said: it's a bad idea. We've done it before.
  - Carolyn Sanders: Bob's points were valid. I think they are actively working on making changes.
  - Wai Mok: Do we want to withdraw this?
  - Mitch Berbrier: We can only accept it or withdraw it based on its writing. That's our privilege. Or we can send it back to a committee.
  - Kader Frendi: The Senate has to put it down.
- Kader Frendi moves to approve the Bill. Charles Hickman seconds  
Ayes in favor  
*Senate Bill 380 goes to the full Faculty Senate for a second reading*
- ❖ Handbook status  
Nothing.
- ❖ Agenda for Faculty Senate Meeting #552, October 30, 2014  
Approved

Meeting adjourned at 2:10 pm

## UAH Graduation/Retention Summary

	<u>2013</u>	<u>2014</u>
4 Year Graduation Rate:	18.00%	15.00%
5 Year Graduation Rate:	38.00%	41.00%
6 Year Graduation Rate:	48.00%	46.00%

	<u>Year 2</u>	<u>Year 3</u>	<i>Retention</i>		
			<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>
2008	76%	64%	56%	40%	16%
2009	75%	62%	59%	39%	16%
2010	79%	64%	59%	41%	
2011	79%	69%	64%		
2012	81%	66%			
2013	77%				

### Graduation/Retention by Ethnic Origin

	<u>6 Year Grad</u>	<u>Yr 2</u>	<u>Yr 3</u>	<u>Yr 4</u>	<u>Yr 5</u>	<u>Yr 6</u>
American Indian	43%	50%	71%	75%	50%	9%
Asian	65%	83%	71%	70%	41%	13%
African American	30%	64%	54%	55%	40%	12%
Hispanic	50%	60%	71%	69%	43%	16%
International	53%	84%	60%	64%	31%	12%
White	48%	80%	68%	64%	41%	17%

### Graduation/Retention by Gender

	<u>6 Year Grad</u>	<u>Yr 2 Retention</u>	<u>Yr 3 Retention</u>
Male	43%	75%	63%
Female	50%	80%	68%

### Graduation/Retention by Financial Aid Category

	<u>6 Yr Grad</u>	<u>Yr 2</u>	<u>Yr 3</u>	<u>Yr 4</u>	<u>Yr 5</u>	<u>Yr 6</u>	<u>Yr7</u>
Fed Loan	39%	72%	70%	58%	37%	16%	10%
Pell Grant	38%	69%	55%	57%	42%	11%	7%
No Fed Ln or Pell	53%	83%	71%	70%	42%	18%	5%

### Graduation/Retention by Engaged Groups

	<u>6 Yr Grad</u>	<u>Yr 2</u>	<u>Yr 3</u>	<u>Yr 4</u>	<u>Yr 5</u>	<u>Yr 6</u>	<u>Yr7</u>
PASS Program	60%	86%	68%	72%	42%	17%	5%
Honors College	73%	93%	83%	69%	41%	11%	4%
Greek Life	51%	82%	77%	72%	30%	18%	3%

## College-Level Graduation/Retention

	<u>Still at University</u>			<u>Year 4</u>	<u>In Original College</u>		
	<u>Year 2</u>	<u>Year 3</u>	<u>Year 2</u>		<u>Year 3</u>	<u>Year 4</u>	
<b><u>Business</u></b>							
	2009	75%	59%	56%	68%	47%	38%
	2010	69%	53%	44%	62%	47%	38%
	2011	72%	63%	56%	65%	49%	44%
	2012	68%	51%		49%	34%	
	2013	77%			67%		
Grad Rate:	4yr 20	5yr 42%	6yr 46%		4yr 18%	5yr 28%	6yr 38%
<b><u>Engineering</u></b>							
	2009	81%	70%	67%	72%	52%	49%
	2010	82%	70%	67%	70%	53%	49%
	2011	83%	73%	69%	73%	61%	56%
	2012	85%	72%		73%	57%	
	2013	79%			71%		
Grad Rate:	4yr 16%	5yr 42%	6yr 54%		4yr 12%	5yr 32%	6yr 39%
<b><u>Liberal Arts</u></b>							
	2009	72%	54%	52%	63%	40%	36%
	2010	70%	55%	51%	61%	42%	36%
	2011	73%	60%	55%	58%	44%	38%
	2012	81%	63%		66%	43%	
	2013	73%			56%		
Grad Rate:	4yr 10%	5yr 40%	6yr 31%		4yr 4%	5yr 26%	6yr 23%
<b><u>Nursing</u></b>							
	2009	64%	59%	56%	62%	42%	41%
	2010	76%	63%	51%	61%	49%	39%
	2011	74%	65%	57%	69%	59%	51%
	2012	78%	65%		70%	52%	
	2013	78%			65%		
Grad Rate:	4yr 25%	5yr 47%	6yr 47%		4yr 24%	5yr 35%	6yr 39%
<b><u>Science</u></b>							
	2009	76%	61%	56%	63%	39%	31%
	2010	84%	67%	60%	69%	44%	33%
	2011	86%	72%	67%	70%	53%	44%
	2012	87%	68%		70%	49%	
	2013	76%			59%		
Grad Rate:	4yr 15%	5yr 39%	6yr 50%		4yr 11%	5yr 22%	6yr 30%



## **Senate Bill 378: Defining the Accelerated Review Process for Tenure at the Time of First Appointment**

### Bill History:

- 3/10/14 Submitted to President-Elect Wai Mok by Personnel Committee Chair Dr. Carolyn Sanders on behalf of Personnel Committee
- 3/13/14 Remanded by FSEC to Personnel Committee for revision
- 4/5/14 Resubmitted to President-Elect Wai Mok by Personnel Committee Chair Dr. Carolyn Sanders on behalf of Personnel Committee

**WHEREAS** administrators and faculty with appropriate credentials and experience are eligible to be considered for tenured status at the time of their first appointment, and

**WHEREAS** in order to ensure tenure review procedures that are fair and equitable to the entire faculty body, both the review process and minimum qualifications for tenure at first appointment must be substantially similar to that of both the tenured and tenure-track faculty throughout the institution, and

**WHEREAS** in these cases, an accelerated process of tenure review may be necessary in order to attract and hire the most qualified candidates, and

**WHEREAS** these cases might be brought forward at any time during the calendar year,

**NOW THEREFORE BE IT RESOLVED** determinations for awarding tenure at first appointment must include review by the appropriate Departmental Committee, Department Chair or equivalent, College Promotion and Tenure Advisory Committee (PTAC), Dean, as well as the University Review Board (URB) and the Provost, the only exception being for those considered for tenure into the College of Nursing (CON), where such reviews shall include the Faculty Committee, the Associate Dean, the Dean, the University Review Board, and the Provost.

**AND BE IT FURTHER RESOLVED THAT** in these cases, upon the written request of the Provost to each appropriate individual and committee, this process shall be accelerated according to the following variation from the regular process:

1. Instead of a sequential process from Departmental Committee (or CON Faculty Committee) on up the chain described above to the Provost, the application file and

*curriculum vita* shall be distributed simultaneously to all committees and individuals in the chain

AND

2. That in addition to sending recommendations to the next committee or individual in the chain described above, recommendations shall also be submitted directly to the Provost

AND

3. That all recommendations shall be submitted within five business days after distribution of the file and *vita*.

**AND BE IT FURTHER RESOLVED THAT** in order to offer the widest possible opportunity for inclusion of all faculty and administrators in the chain, whether these cases are brought forward during the academic year or during the summer, whether these cases are brought forward while classes are in session or between sessions, deliberations can include electronic (including but not restricted to telephone conferences calls, emails, and remote video communications systems), even as face-to-face meetings are preferred where possible.