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Faculty Senate Meeting Agenda

Friday, April 10, 2015

1:00 PM until Adjournment

DSC B&C

I. Welcome and Roll Call

II. Review of Minutes

III. Announcements

IV. Introduction of New Topics (2 min limit, no discussion)

V. Reports

A. Chancellor's Report – Joel Anderson

B. Provost's Report – Zulma Toro

C. Council on Core Curriculum and Policies – Belinda Blevins-Knabe

D. Undergraduate Council – Mike Tramel

E. Graduate Council – Kent Layton

F. Ad Hoc On-line Committee – Lisa Sherwin

G. Planning and Finance Committee – Rosalie Cheatham

VI. Old Business

None

VII. New Business

A.

- i. Motion FS\_2015\_16. Faculty Senate Executive Committee (Legislation. Majority Vote at Two Meetings – first vote) Modify Membership of FGC (no second required)

*Whereas* the Faculty Governance Committee should include both continuity of experience in handling governance matters *and* representation extending through all parts of the university; and

*Whereas* the Faculty Senate Executive Committee already has many duties; and

*Whereas* the population of past presidents fluctuates and may not be large enough to carry the load required for good functioning of this committee;

*Therefore be it resolved that* the composition of the Faculty Governance Committee be changed in the following manner:

Faculty Governance Committee: This committee acts to facilitate faculty governance and to insure that governance documents and policies are in accordance with all campus and University of Arkansas Board of Trustee policies. It monitors the Faculty Handbook insuring that approved changes are promptly and accurately incorporated into the Handbook. The committee shall establish cycles of review for the Handbook and all faculty governance documents from academic departments and schools and colleges. In the event a governance document does not reflect current campus policy(ies), the committee shall inform the unit(s) involved and assist the unit in developing needed modifications as feasible. The committee shall develop for approval by the Faculty Senate and Chancellor a generic college and a generic department governance document to be available for use by a newly created academic unit.

In the event such a new academic department or college is created, this committee shall assist the new unit(s) with the development of governance document(s). Until such new document(s) is/are created, the new unit shall operate within the framework of the generic governance document provided by the committee.

~~The committee shall consist of the officers of the Faculty Senate and all past presidents of the University Assembly who do not hold administrative appointments above the level of department chair. one member of the Faculty Senate Executive Committee elected by the Executive Committee; one past president of the University Assembly who does not hold an administrative appointment above the level of department chair, elected by the past presidents; one member from each college/school represented in the Faculty Senate appointed by the University Assembly Committee on Committees; and one Faculty Senator elected by the Faculty Senate.~~

- ii. Substitute Motion FS\_2015\_16. Faculty Senate Executive Committee (Legislation. Majority Vote at Two Meetings – first vote) Modify Membership of FGC (no second required)

*Whereas* the Faculty Governance Committee should include both continuity of experience in handling governance matters *and* representation extending through all parts of the university; and

*Whereas* the Faculty Senate Executive Committee already has many duties; and

*Whereas* the population of past presidents fluctuates and may not be large enough to carry the load required for good functioning of this committee;

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shall develop for approval by the Faculty Senate and Chancellor a generic college and a generic department governance document to be available for use by a newly created academic unit.

In the event such a new academic department or college is created, this committee shall assist the new unit(s) with the development of governance document(s). Until such new document(s) is/are created, the new unit shall operate within the framework of the generic governance document provided by the committee.

The committee shall consist of ~~the officers of the Faculty Senate and all past presidents of the University Assembly who do not hold administrative appointments above the level of department chair.~~ one member of the Faculty Senate Executive Committee selected by the Executive Committee; all past presidents of the University Assembly who do not hold an administrative appointment above the level of department chair and who are willing to serve; one member from each college/school represented in the Faculty elected by the faculty of the college/school to serve three year, staggered terms.

**Commentary:** There was some desire to make sure that a larger representation of past presidents was allowable, while retaining the flexibility so that election to president does not result in a life-time appointment to this committee. The word “insure” usually only applies to financial institutions, so the correct usage in this instance is “ensure.”

**B.**

- i. Motion FS\_2015\_17. Faculty Senate Executive Committee (Legislation. Majority Vote at One Meeting) Modify Changes to Withdrawal Date (no second required)

Whereas there have been changes in the withdrawal date in the past two academic years due to inclement weather, and

Whereas there have been several changes in other calendar dates during the academic year, and

Whereas the Constitution delegates legislative authority over Calendar and Schedules to the Faculty Senate, and

Whereas the need to make changes may not be able to wait until a regularly scheduled Faculty Senate meeting, and

Whereas the current language in the Drop Policy restricts to a signed form which must be physically presented to the Office of Records, and

Whereas the term “drop” is a colloquialism that should not be reflected in university policy, and

Whereas there are several Faculty Senate policies related to Calendar and Schedules which are buried in the Faculty Senate archives,

Therefore Be it Resolved that the title of Policy 404.11 shall be changed to “Calendar and Schedule Policies”

And Be it Further Resolved that all existing Faculty Senate legislation on Calendar and Schedule policy be added to this policy with appropriate correction to the revision history as they are rediscovered,

And Be it Further Resolved that the drop date policy be changed,

Withdrawal Date

A student can ~~drop~~ withdraw from a course up to the 5th day of classes through the schedule change process. ~~Dropping~~ Withdrawing from a course in this time period will not result in a record of the ~~drop~~ withdrawal on the student’s transcript. From the 6th day through the 41st day of classes, a student wishing to ~~drop~~ withdraw from a class ob-

tains acknowledgement from the course instructor ~~a signed acknowledgement of the drop~~ and completes the course ~~drop~~ withdrawal process by submitting the ~~form~~ acknowledged request to the Office of Records and Registration. A student cannot withdraw from a course ~~Courses cannot be dropped~~ after the 41st day of classes. The cut-off dates in this paragraph refer to the day of classes in a 15-week semester (five days=one week). In shorter semesters the cut-off dates will be adjusted proportionately. ~~See the "Academic Calendar" for course drop dates.~~

And Be it Further Resolved that the paragraph be added,

Changes in Calendar Dates

*During an academic semester, the Faculty Senate Executive Committee may legislate changes to calendar dates for that academic semester on behalf of Faculty Senate.*

And Be it Further Resolved that the paragraphs be added at the end of the Policy,

Citation and Modification

*This policy must be cited in curricular documents that excerpt it (such as the Undergraduate Catalog) and the Faculty Senate Executive Committee (or their designee) should review those documents before they are finalized. Wherever there is a substantive conflict between the document which quotes this policy and this policy, this policy shall be followed.*

*The policy can be modified through legislative action of the Faculty Senate (see Article III of the Constitution of the Assembly of the University of Arkansas at Little Rock).*

And Be it Further Resolved that the custodian of this policy shall be the Faculty Senate,

And Be it Further Resolved that the source be changed to Faculty Senate Minutes (3/13/2015),

And Be it Further Resolved that the revision history be 3/30/2012; 3/13/2015,

**Commentary:** After modification, the Policy would appear as shown in Attachment 1.

- ii. Motion FS\_2015\_17. Faculty Senate Executive Committee (Legislation. Majority Vote at One Meeting) Modify Changes to Withdrawal Date (no second required)

Whereas there have been changes in the withdrawal date in the past two academic years due to inclement weather, and

Whereas there have been several changes in other calendar dates during the academic year, and

Whereas the Constitution delegates legislative authority over Calendar and Schedules to the Faculty Senate, and

Whereas the need to make changes may not be able to wait until a regularly scheduled Faculty Senate meeting, and

Whereas the current language in the Drop Policy restricts to a signed form which must be physically presented to the Office of Records, and

Whereas the term "drop" is a colloquialism that should not be reflected in university policy, and

Whereas there are several Faculty Senate policies related to Calendar and Schedules which are buried in the Faculty Senate archives,

Therefore Be it Resolved that the title of Policy 404.11 shall be changed to "Calendar and

Schedule Policies”

And Be it Further Resolved that all existing Faculty Senate legislation on Calendar and Schedule policy be added to this policy with appropriate correction to the revision history as they are rediscovered,

And Be it Further Resolved that the drop date policy be changed,

Withdrawing from an Individual Course (Drop Date)

A student can drop a course up to the 5th day of classes through the schedule change process. Dropping a course in this time period will not result in a record of the drop on the student’s transcript. From the 6th day through the 41st day of classes, a student wishing to drop a class obtains acknowledgement from the course instructor ~~a signed acknowledgement of the drop~~ and completes the course drop process by submitting the ~~form~~ acknowledged request to the Office of Records and Registration. A student cannot withdraw from a course after the 41st day of classes. The cut-off dates in this paragraph refer to the day of classes in a 15-week semester (five days=one week). In shorter semesters the cut-off dates will be adjusted proportionately. ~~See the “Academic Calendar” for course drop dates.~~

And Be it Further Resolved that the paragraph be added,

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*During an academic semester, the Faculty Senate Executive Committee may legislate changes to calendar dates for that academic semester on behalf of Faculty Senate.*

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*Citation and Modification*

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And Be it Further Resolved that the custodian of this policy shall be the Faculty Senate,

And Be it Further Resolved that the source be changed to Faculty Senate Minutes (3/13/2015),

And Be it Further Resolved that the revision history be 3/30/2012; 3/13/2015,

**Commentary:** After modification, the Policy would appear as shown in Attachment 1. The reason for the substitution is that concerns were raised that the term “Withdrawal from a course” versus “Dropping a course” might have been embedded in policies and that scrutiny and modification of those policies might take more time than is left in the semester to implement these changes. With the large number of changes on campus, it was considered more reasonable to delay the change in naming of the date until next semester, when the impact on policies could be minimized.

- C. Motion FS\_2015\_18. Ad Hoc Baccalaureate Degree Requirements Committee (Legislation. Majority Vote at One Meeting) Minimum Requirements for Minor (second required)

Be it resolved that a minor shall consist of at least 15 hours of which at least 6 hours be upper-level coursework,

And, Be it further resolved that this requirement will apply to all minors making a program change that takes effect after Fall 2015.

**Commentary:** The Ad Hoc Baccalaureate Degree Requirements Committee conducted a full review of minors currently offered at UALR. We found that most minors require between 18 to 21 hours of coursework, but that Marketing requires as few as 12 hours and Advertising/Public Relations, Applied Design, Digital Graphics, Photography, and Studio Art require 15 hours. We additionally found that most (and we believe all other) minors except Sign Language minimally require 6 hours of upper-level coursework. In conversations with the Interpreter Education program, we found that the revisions that they had made to their Sign Language minor involve a very thorough rethinking of how it worked with their majors and various tracks. Based on these findings, we recommend that 15 hours be the minimum requirement for minors with 6 hours at the upper-level. This will align the minimum requirements with those programs that currently have few required hours while allowing most minors with 18 hours to compete with these minors without feeling the pressure to change their current requirements. To respect the departmental and program prerogatives of the Marketing and Sign Language minors, we propose that this legislation will apply to all future minors and any minor that passes a program change form after Spring 2015.

**D.** Motion FS\_2015\_19. Ad Hoc Baccalaureate Degree Requirements Committee (Legislation. Majority Vote at One Meeting) Minimum Requirements for Minor (second required)

Be it resolved that Policy 507.1. Baccalaureate and Associate Degree Requirements be modified as follows:

Except in majors that must adhere to standards established by national accrediting agencies, students must select at least 12 elective hours outside their program or complete a minor, in addition to the UALR Core Curriculum.

**Commentary:** As the Ad Hoc Baccalaureate Degree Requirements Committee discussed its charge to evaluate and propose minimum requirements for minors, we discovered that some departments were confused by whether the 12 elective hours would be additional hours that would be required even if a program selected to require a minor of students in a given major. As we interpret FS\_2014\_19., minors meet both the letter and spirit of the legislation. Our proposed emendation makes this explicit and seeks to minimize any possible confusion.

VIII. Open Forum

IX. Adjourn

## Attachment 1. Drop Date Policy Revision

<b>Policy Name:</b> <del>Drop Date Progress Report Calendar and Schedule Policies</del>
<b>Policy Number:</b> 404.11 (formerly 432.0)
<b>Effective Date:</b> <del>March 30, 2012</del> March 13, 2015

Policy:

### Changes in Calendar Dates

During an academic semester, the Faculty Senate Executive Committee may legislate changes to calendar dates for that academic semester on behalf of Faculty Senate.

### Withdrawing from an Individual Course (Drop Date)

A student can drop a course up to the 5th day of classes through the schedule change process. Dropping a course in this time period will not result in a record of the drop on the student's transcript. From the 6th day through the 41st day of classes, a student wishing to drop a class obtains acknowledgement from the course instructor ~~a signed acknowledgement of the drop~~ and completes the course drop process by submitting the ~~form~~ acknowledged request to the Office of Records and Registration. A student cannot drop an individual course ~~Courses cannot be dropped~~ after the 41st day of classes. The cut-off dates in this paragraph refer to the day of classes in a 15-week semester (five days=one week). In shorter semesters the cut-off dates will be adjusted proportionately. ~~See the "Academic Calendar" for course drop dates.~~

### Citation and Modification

This policy must be cited in curricular documents that excerpt it (such as the Undergraduate Catalog) and the Faculty Senate Executive Committee (or their designee) should review those documents before they are finalized. Wherever there is a substantive conflict between the document which quotes this policy and this policy, this policy shall be followed.

The policy can be modified through legislative action of the Faculty Senate (see Article III of the Constitution of the Assembly of the University of Arkansas at Little Rock).

Source: Faculty Senate Action, ~~3/30/2012~~ 3/13/2015

Revised: 3/30/2012, 3/13/2015

Approved By: Chancellor

Custodian: ~~Provost~~ Faculty Senate