



## FACULTY SENATE

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### Faculty Senate Meeting Minutes

Friday, August 29, 2014

1:00 PM until Adjournment

DSC Ledbetter B&C

*Present:* **CALS**— Cheatham, He, LeGrand, Merrick, Seo, Street, Amrhein, Anson, Douglas, Ecke, Kyong-McClain, Maguire, McAbee **CB**— Funk, Mitchell. **CEHP**— Kuykendal, Prince, Layton, Evans, Faust, Hayn, Thomas. **CSSC**— Rhodes, Scranton, Jensen, Matson, Hawkins (alt). **CEIT**— Anderson, Jovanovic, Tramel, Tschumi, McMillan. **LIB**— Macheak **LAW**— none. **EX OFFICIO**— Anderson, Toro, Ford, Wright.

*Absent:* **CALS**— none. **CB**— Powell, Farewell. **CEHP**— Jones, Vander Putten, Carmack. **CSSC**— Giammo, Giese, Craw, Golden. **CEIT**— Bayruk. **LIB**— none. **LAW**— Aiyetoro, Fitzhugh, Boles. **EX OFFICIO**— Morris, McNeill.

#### I. Welcome and Roll Call

President Wright called meeting to order 1: 06 pm. Secretary McMillan called the roll.

#### II. Review of Minutes

The minutes of the May 9, 2014 meeting of the Senate were reviewed. Tschumi made a motion to approve the minutes as distributed and Tramel seconded the motion. The motion carried by voice vote.

#### III. President's Remarks – Andrew Wright

President Andrew Wright addressed the Faculty Senate. He welcomed all to the new academic year. He spoke about the challenges that are facing UALR in the 2014-2015 academic. He focused on the responsibilities of the Faculty Senate and the actions that this body should take in order to address UALR's downward enrollment and retention trends.

#### IV. Announcements

##### A. How the Senate Works – Past-past-past President Ford

Past-past-past President Ford delivered a speech on the powers and responsibilities of the UALR Faculty Senate, including a primer on appropriate parliamentary procedures and behavior.

B. It's a census year ... and there have been significant changes.

President Wright announced that this year is a census year for the Faculty Senate. He noted that we did conduct a census last year due to restructuring. The census this year is a routine census.

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

Sen. Maguire – a student contacted me indicating he/she was just admitted yesterday and needed to get into my class. This is the second week of classes. In our desperation, we are engaging in practices that do not support student success.

Sen. Funk – I signed an ethical statement in June. It states that I must behave ethically and that any unethical behavior must be reported. I am reporting that letting previously un-admitted students into classes 2 weeks into the semester is unethical. We need to revisit this ethical statement.

Sen. Jovanovic – Some students who are on scholarships have still not received their scholarships. One example – I have a student who has a financial award from ADHE. BOSS shows it pending but the award has not shown up in the student's account.

VI. Elections

A. Secretary

Beth McMillan was nominated for Secretary. There were no other nominations. McMillan was elected by acclamation.

B. Vice President

Joanne Matson was nominated for Vice President. There were no other nominations. Matson was elected by acclamation.

C. Parliamentarian

Denise Legrand and Jane Evans were nominated for Parliamentarian. Denise Legrand was elected by ballot vote.

VII. Reports

A. Chancellor's Report – Joel Anderson

Chancellor Anderson delivered a report to the Faculty Senate. His report included remarks on the enrollment decline and on the need for the Faculty Senate and the administration to work together to ensure our processes do not negatively impact enrollment. He described a meeting with a local business person who is in need of more good graduates from UALR. He remarked on the need to align professional programs with the professional communities that they serve. In

order to do so, he said we need to have more face-to-face interactions with the professional communities, and we need to be able to change curricula and or programs more quickly and provide more non-credit training.

#### B. Provost's Report – Zulma Toro

Provost Toro welcomed all to the new academic year. She reported on the most recent enrollment numbers. Although they are down, they are not as far down as originally forecast. She also noted that retention rates are improving. She reported on the Huron Consulting Group's external assessment of UALR in some detail noting their recommendations and what is being done to address each so far. The Huron Group identified four areas in need of attention: 'Student Success' – centric culture, Leadership, Collaborations (external and internal), and Communication.

On addressing student success, she reported that the procedures that resulted in the deletion of students for lack of payment on Friday, August 22 are being examined to make sure it does not happen again; work is underway to eliminate and replace the yellow card system for late enrollment; a work study pilot program (UALR Works) has been launched targeting students who get dropped for non-payment; the report from the Advising Task Force on implementing academic advising is now being reviewed by Deans; and a Student Success Comprehensive Plan report will be ready by the end of the semester (delivered from Student Success Task Force).

On addressing leadership, she reported that a faculty mentoring program is planned; she reported on the status of our ongoing or planned searches for the Dean the Graduate School, Vice Provost for Research, Innovation, and Economic Development, Vice Provost for Student Affairs, and Dean of EIT.

On addressing collaborations, the Community Connections Center will be providing support and we will all be working on how we can strengthen the UALR team, to encourage all to work together.

On addressing communication, she reported on some specific actions. There will be a governance document report and a place on the web to indicate which documents are in effect, and where new documents are in the review process. She will make herself available for 90 minutes every month to talk about whatever is brought to her attention. Her office will be working to improve the communication process with Academic Affairs and Student Affairs.

She thanked everyone for their continuing hard work toward making UALR one of the Top Metropolitan, Community-Engaged, Research Universities among the 16 Member States of the Southern Regional Education Board (SREB).

#### C. Community Connections Center – Lillie Wichinsky

Lillie Wichinsky reported that the CCC is open and ready to go. It includes Children International, Service Learning, and Cooperative Education. She noted that the Service Learning Academy will open in the spring. Twenty faculty will be trained on how to create/conduct service learning in their courses. To begin with these faculty will be those who teach mainly undergraduate students, but it will broaden in the future to include faculty who teach graduate students. The goal is to have 50% of UALR courses to include some kind of service or experiential learning. She announced a new partnership between 6 entities (including UALR, local schools, Adobe) to deliver a pilot project nutrition program in Title I schools. She asked that the Faculty

Senate discuss requiring experiential learning in our core curriculum (similar to Tulane University).

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

Belinda Blevins-Knabe reported that all approved courses for the Core Curriculum can be found linked from the Faculty Senate website

E. Undergraduate Council – Mike Tramel

Mike Tramel reported that he was re-elected chair of the Undergraduate Council. They are in the process of revising operating procedures. They have acted on 9-items already this semester.

F. Graduate Council – Kent Layton

Kent Layton reported that he has been elected chair of the Graduate Council this year.

VIII. Old Business

- A. FS\_2014\_11. Faculty Senate Executive Committee (Legislation. Majority Vote at Two Meetings. **Second Vote**, First vote 1/19/1996) Term of Graduate Council (no second required)

Change the Graduate Council to:

**Graduate Council:** On behalf of the Faculty Senate, and subject to that body's authority, the UALR Graduate Council shall review and recommend action on new graduate courses, programs, and degrees and consider other matters related to graduate work at UALR. This Council shall report all of its actions promptly to the faculty.

In reviewing proposals, the Graduate Council shall consider the current policies and criteria of the University of Arkansas at Little Rock and those of the University of Arkansas system and the Board of Higher Education.

Proposals for graduate programs and courses which originate with department faculties shall be routed to college or school curriculum committees, to college or school faculties, and to the Graduate Council. In academic units not organized into departments, colleges, or schools, routing shall be according to analogous process certified to the Graduate Council by the vice chancellor and provost. Recommendations of the Graduate Council are subject to review by the Faculty Senate upon decision of the Executive Committee of the Faculty Senate or upon petition signed by five or more senators and delivered to the president of the Faculty Senate within ten (10) calendar days of passage by the Graduate Council. Proposals not reviewed by the Faculty Senate or having passed Senate review are routed to the vice chancellor and provost and chancellor, and for new degree programs, to the president, the Board of Trustees, and the Board of Higher Education.

The Graduate Council shall be composed of one representative from the Ottenheimer Library faculty, three representatives qualified for graduate faculty status elected from each college and school represented in the Faculty Senate, and three graduate students appointed by the Commit-

tee on Committees of the Assembly for one- year terms from nominations submitted by the Graduate Dean, the coordinators of graduate programs, and graduate student organizations. Elected representatives shall serve staggered ~~two-~~ three-year terms.

**Commentary:** only one vote was taken on a change to a faculty senate committee (1/19/1996). Review of minutes around that date did not reveal a second vote. In order to comply with the constitution, this second vote is necessary to complete the process.

President Wright made the motion FS\_2014\_11.

There was a discussion about changing some of the wording in the motion, but because this was a second vote, changes were not possible. It was suggested that changes could be made at a later date via a different motion.

The motion was adopted.

- B. FS\_2014\_12. Faculty Senate Executive Committee (Legislation. Majority Vote at Two Meetings. **Second Vote**, First vote 3/30/2012) Membership of Academic Integrity and Grievance Committee (no second required)

Change the Academic Integrity and Grievance Committee to:

The Academic Integrity and Grievance Committee hears specific grade appeals and hears, on appeal and referral, cases involving certain alleged academic offenses. ~~This committee shall be composed of~~ The Academic Integrity and Grievance Committee comprises fifteen (15) faculty and three (3) faculty alternates to be appointed each May annually in the spring by the Committee on Committees of the Assembly and seventeen (17) +5 students and three (3) student alternates to be appointed each May no later than the beginning of the fall semester by the Student Government Association. Twelve (12) voting and two (2) alternate undergraduate students will be appointed by the Student Government Association and five (5) voting and one (1) alternate graduate student(s) will be appointed by the Graduate Student Association. The term of office begins with the fall semester and continues for twelve months.

The purpose of the committee is twofold: (1) it affords the student an opportunity to appeal a grade if he or she feels the grade was inequitably awarded in that it violated a faculty member's own specified grading standards, and (2) it affords a student a hearing in cases where disputes over alleged cheating, plagiarism, collusion, or similar action cannot be resolved (where the student does not admit that he/she violated an academic offense standard or that the student admits that he/she did violate an academic offense standard and the dean of students/designee refers the case for sanctioning).

Students and faculty members are urged, however, to make all ~~informal~~ attempts possible to resolve a grievance before initiating formal appeal. The administrative officer shall assign two faculty members and two students to hear academic offenses by rotation according to alphabet if possible.

For information on Operating Policies of this committee, see ~~Section V~~ the Academic Integrity and Grievance Policy.

**Commentary:** The Academic Integrity and Grievance Committee has presented an on-going problem for the faculty since the committee definition lies in the UALR Constitution, but the operating procedures lie in the Faculty Handbook. Consequently, when revisions are made to the operating procedures (which require a majority vote of the faculty senate), both editorial and membership changes are made (which require a 3/5 majority vote of the faculty senate at two meetings).

The first time this problem occurred was on 11/19/1993, and the correction to the problem occurred on 11/11/2005.

Time goes by and we have repeated the same mistake on 3/30/2012. This motion is being made to correct that mistake.

In comparing this committee to the original constitution, it was seen that an editorial change was made (“The committee shall be composed of” was changed without vote of the senate to “The Academic Integrity and Grievance Committee comprises” and also the word “annually” was inserted between “each May” and “in the spring.”) These changes have been marked in this amendment to avoid future nit-pickers from complaining.

Additional editorial changes are also proposed in this motion. Since it is horrible grammatically to lead off a sentence with a numeral (“12 voting and 2 alternate undergraduate students...”), all of the arabic numerals have been replaced with the “word name” followed by the arabic numeral in parenthesis (e.g., twelve (12)). The final reference to “Section V” was stricken, since the faculty handbook can change section numbers without requiring a constitutional amendment.

President Wright made motion FS\_2014\_12

There was a discussion on when the number of student members changed from 15 to 17. It was when UALR added more graduate programs and needed more graduate students to serve on grade appeals. It was noted that the issue of defining membership on this committee is in the UALR Constitution and that operating procedures in the Faculty Handbook include the membership for reference. It is better in the Faculty Handbook to point to the language in the Constitution within legislation to avoid problems like this in the future.

Sen. Tschumi brought up a Point of Order stating that the first motion in 3/30/2012 did not say it was a constitutional change and thus this is not a legitimate second vote and that the second motion contains substantive revisions. It needs to be voted on today as a new first vote and then again at the next meeting.<sup>1</sup>

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<sup>1</sup>Motion: The Grievances and Appeals section of the *Faculty Handbook* shall be updated and revised to accommodate graduate student representation on the AIGC, modified procedures for distance education students and delegated chair responsibilities for grade appeal hearing panels.

Proposed Revisions

#### **Academic Integrity and Grievance Committee (9-1)**

The Academic Integrity and Grievance Committee hears specific grade appeals and hears, on appeal and referral, cases involving certain alleged academic offenses. The Academic Integrity and Grievance Committee comprises 15 faculty and 3 faculty alternates to be appointed annually in the spring by the Committee on Committees and 17 15

President Wright rebutted the point of order. The constitutional language regarding amending senate committees states that “Ratification requires a three-fifths vote of the Faculty Senate at two meetings during the regular nine-month academic year provided that a quorum is present...” It does not specify how the motions must be written. All that matters is that the Faculty Senate in 2012 knew that they were modifying a Standing Committee of the Faculty Senate and that the three fifths majority could be verified. Since “The motion passes unanimously.” the 3/5 requirement is verified. The substance of the debate clearly indicated that the Faculty Senate knew it was modifying a Standing Committee.

The other changes in the motion are not substantive (e.g., using Twelve (12) instead of 12 to start a sentence) so the motion is essentially the same as the motion on the previous agenda, but with grammatical correctness.

President Wright called a vote on the point of order. A yes vote will uphold the point of order meaning this vote will be the first vote on this motion. A no vote will mean that this vote is the second vote on this motion.

The voice vote was inconclusive, so President Wright called for a show of hands. The point of order failed, 8-18.

The motion carried unanimously on voice vote.

## IX. New Business

- A. FS\_2014\_14. Faculty Senate Executive Committee (Legislation. 3/5 Majority Vote at Two Meetings. First Vote) Restructuring changes to administrative titles of committees (no second required)

Throughout all committees of the Faculty Senate, change “Provost” or “Vice Chancellor and Provost” to “Executive Vice Chancellor and Provost.”

Throughout all committees of the Faculty Senate, change all references to “Vice chancellor of information services” to “associate vice chancellor of information services and chief information officer”.

Throughout all committees of the Faculty Senate, change all references to “ associate vice chancellor for academic affairs” to “associate vice chancellor for academic programs and institutional effectiveness.”

Throughout all committees of the Faculty Senate, change all references to “Office of Admissions and Records” to “Office of Records and Registration.”

Throughout all committees of the Faculty Senate, change all references to “Office of Admissions and Financial Aid” to “Office of Financial Aid.”

Throughout all committees of the Faculty Senate, delete all references to “the associate vice chancellor for technology and instructional support.”

Throughout all committees of the Faculty Senate, change all references to “the vice provost for Research and dean of the Graduate School” to “Vice Provost for Research, Innovation, and Economic Development.”

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students and 3 alternates to be appointed no later than the beginning of the fall semester. 12 voting and 2 alternate undergraduate students will be appointed by the Student Government Association and 5 3 voting and 1 alternate graduate student(s) will be appointed by the Graduate Student Association. The term of office begins with the fall semester and continues for twelve months.



Throughout all committees of the Faculty Senate, change all references to “campus director for American Humanics” to “campus director of Nonprofit Leadership Studies.”

Throughout all committees of the Faculty Senate, change all references to “the director of campus and community partnerships” to “the director of the Community Connections Center.”

**Commentary:** Some administrative titles have changed under the restructuring efforts. This motion corrects those title changes.

In discussion, it was stated that change of titles should be taken care of through a modification of the bylaws rather than through a constitutional amendment each time administrators changed titles.

President Wright withdrew the motion on condition that the Faculty Governance Committee should bring a motion to change the by-laws at a future Faculty Senate meeting.

- B. FS\_2014\_15. Faculty Senate Executive Committee (Legislation. 3/5 Majority Vote at Two Meetings. First Vote) Faculty Research (committee) name change (no second required)

Change “Faculty Research” to:

Faculty Research Committee

This committee shall make recommendations to the Faculty Senate concerning research policies of a general nature and methods of encouraging research activity. Under the authority of the vice chancellor and provost, it shall award the faculty research grants. The committee shall consist of one full-time faculty member from each college and school represented in the Faculty Senate to be appointed by the Committee on Committees. Each member shall serve a two-year term, with the terms to be staggered to insure experienced representation.

**Commentary:** The committee which is referred to colloquially as the Faculty Research Committee does not include committee in its name, going back to the 1988 constitution.

President Wright made motion FS\_2014\_15

No discussion

The motion passed unanimously.

This motion will appear on a future Faculty Senate agenda for the second vote.

## X. Open Forum

Sen. Cheatham thanked Pres. Wright for all of his work this summer. He went through all legislation back to 1977 and is getting it all on the website. The Faculty Governance Committee is going to get governance documents online.



Sen. Maguire stated that adding students without asking us is not good. Students added to our classes without our permission is not right. This again is a case where we are setting students up to fail.

Pres. Wright commented that we've got to get our house in order. We need to help students get in the course in the first place. If we get the late add legislation sorted out, this will help sort this out.

Sen. Anson stated this was not a faculty error. This was central administration that screwed this up. There are some serious problems in the administration area.

Sen. Tschumi stated that some of the administrators think that they are implementing policies that we want. He asked, or are we implementing policies incorrectly?

Sen. Jovanovic stated that there is a legitimate need for some sort of yellow card procedure. I had a student come to my class intending to be registered but could not until late for legitimate reasons. We need the policy for legitimate reasons, but not for abuse of the system.

Sen. Douglas asked what is official communication mechanism? I know nothing about the deletion of students. She stated she is not on FACFOCUS – we need to know this. Why was the information not sent out this weekend – to the entire official communication list?

Pres. Wright – when the Provost makes communications to the faculty, she needs to use the Provost list – I will ask about official line of communication.

Sen. Macheak asked if committee lists are correct on the website?

Pres. Wright replied that they sort of kind of are. The Committee on Committees vote closes today. The website will be correct/updated in the very near future. By the end of the semester we will have all committees populated

VP Drale noted that the Provost will donate the cost for brownies for Senate meetings this year.

XI. Adjourn

The meeting was adjourned.