

Meeting: Faculty Senate
 Date: November 3, 2015
 Time: 2:02 p.m.
 Location: BA 290
 Adjournment: 4:00 p.m.

Minutes

Members present: Heslop, Taggart, Huber, Starnes, Hammack, Nipanni, Henry Ross (for Mitchell) Ava Munoz (for Ballenger), Smith, Davis, Anderson (President), Ballotti, Yan, Taneja, Webster (for Ou), Smithers, Williams, King, May, Worley
 Members absent: Jones, Slovak, Tanik, Kelly, Pierce, Sun

Issue/Topic	Summary of Discussion	Decision/Action
	October Senate meeting minutes were approved	Motioned by Nipanni seconded by Ballotti
<p>Guest Speakers:</p> <p>Dr. Carmen Salazar, Professor, Psychology, Counseling & Special Education</p>	<p>Dr. Carmen Salazar discussed the Faculty Handbook The points discussed included:</p> <ol style="list-style-type: none"> 1. A Taskforce, appointed by Provost Benavides, was charged with revising the Faculty Handbook. 2. The goal is to bring the handbook up-to-date, verify/correct for accuracy, find and remove discrepancies, remove redundant language, and make it easy to navigate. 3. The taskforce is utilizing input from campus individuals. 4. It will summarize the T&P document. 5. The taskforce is not writing procedure. Its goal is to make faculty's job easier. 6. The taskforce has evaluated several other universities' faculty handbooks (such as Indiana Univ., Univ. of Michigan, Stanford, Columbia) in terms of content, format, organization, tone of voice. 7. A&M-Commerce needs to be more clear in its handbook, summarize policy and procedure with links that point to specific policy/procedure. 8. The handbook will be mostly online, which will allow for embedding more details and it will facilitate making revisions in the future to keep it current. 9. It will include an explanation of how campus resources will make faculty work easier. 10. It will include a section over frequently asked questions. 11. It will include a section over tips for putting together a tenure and promotion dossier. 12. Dr. Salazar took questions from the Senators. Senator Smithers asked who will be in charge of future updates to 	

<p>Dr. Tara Tietjin-Smith, Professor and Department Head, Health & Human Performance and current Chair of the Council of Academic Department Heads.</p>	<p>the document. Dr. Salazar indicated that this is not known yet.</p> <p>13. Dr. Salazar handed out a sample section from the handbook and went over the handbooks table of contents.</p> <p>Dr. Tara Tietjin-Smith gave an overview of committee’s work to revise the Faculty Workload Policy. The points discussed included:</p> <ol style="list-style-type: none"> 1. Dr. Tietjin-Smith volunteered to chair the taskforce charged with making recommendations to revise the faculty workload policy. The taskforce was appointed by Provost Benavides. 2. There is a sub-taskforce which has a faculty representative from each college. 3. The taskforce has the Senate faculty workload policy, which was approved by the Senate spring 2013. It is working to balance this document with administration’s views on faculty workload. 4. The taskforce is considering several options for revisions, such as incorporating some aspects of the summer 2015 faculty salary model, where faculty within a department can share workload with each other. The taskforce is also examining credit hours generated by department in trying to quantify a department’s workload as a whole. It recognizes that all classes are not equal. The taskforce is charged with evaluating a mechanism where workload could be tied to semester credit hours instructed by a faculty member. Administration has proposed that 300 semester credit hour could constitute a full load for a faculty member. 5. The taskforce is currently in the number crunching stage. 6. The taskforce wants to propose revisions by the end of this semester, but recognize this may be an unlikely goal to meet. The work may extend into the spring semester. 7. The taskforce is not relying on numbers from Webfocus for departmental information, which is often unreliable. 8. The primary point of contact for the taskforce is through department heads. 9. The taskforce is not striving for perfection, which is not possible; instead, it is striving for consensus. 	
<p>Dr. Adolfo Benavides, Provost, and Dr. Julie McElhany, Director</p>	<p>Dr. Adolfo Benavides and Dr. Julie McElhany gave an overview of Quality Matters / Quality Assurance which included:</p> <ol style="list-style-type: none"> 1. There are currently approximately 420 online sections. 	

<p>of the Center for Faculty Excellence And Innovation</p>	<ol style="list-style-type: none"> 2. A&M-Commerce is a pioneer in online education. 3. A&M-Commerce will formerly adopt industry standards for maintaining quality in online education; it was stressed that we are already doing many of these things, however. 4. The 8 criteria of the industry standard were summarized. 5. In a proactive way, we will assure students, legislators, constituents, that the quality of our courses meet standards. 6. The cost to have every online course certified is prohibitive (\$1,000 a course). 7. It may be possible to get our own faculty certified as reviewers of courses. The Provost office can provide funding to have faculty certified by Quality Matters to then be able to review our own online courses. 8. Dr. Benavides and Dr. McElhany took questions from the Senators. One question posed, which has been discussed several times before in Senate, pertained to best practices for handling accommodations within a reasonable timeframe. It was stressed that three days notification to a faculty member is not sufficient/reasonable time to modify material for an accommodation. Senators stressed the need for a discussion with student disability services regarding the timing of accommodation requests. 9. In the future, faculty should aspire to make all courses fully accessible in the creation of all course material. <p>Dr. Benavides also took questions regarding other campus issues. One question posed centered on the staffing issues at the UCD campus and the legal issues surrounding the UCD campus which Dr. Benavides addressed.</p> <p>Dr. Benavides mentioned that a position for Director of off-campus locations has been proposed.</p>	
<p>Communications</p>	<p>President Anderson summarized several items, including:</p> <ol style="list-style-type: none"> 1. Dr. Jones recent University update is available online. 2. Dr. Jones wants all lower division courses and all core university studies courses to meet face-to-face. Students do not do well, generally, in online lower division courses. 3. There is an online webinar 11-11-15 on the Clery Act. 4. The student appeal of instructor evaluation procedure is 	

	<p>under review by Deans Council.</p> <p>5. At the recent October Texas Council of Faculty Senates meeting, Senate Bill 11 was the biggest topic. Tenure and Promotion guidelines were also discussed. President Anderson briefly mentioned that UNT-Dallas and A&M-Texarkana's T&P policy was effectively rewritten and sprung on faculty, without faculty input, at the start of the fall 2015 semester.</p> <p>6. The new A&M-Commerce website will roll out in June.</p>	
Committee Reports:	<p>1. Piper Award nominations are still being accepted.</p>	
Unfinished Business:	<p>1. The PCW report is available online.</p>	
New Business	<p>1. A question was raised regarding the administration raises, particularly at the Deans level, in comparison to faculty/staff raises. What was the amount? Where can this information be obtained?</p> <p>2. A question was raised regarding when we would know if there is a new merit pool. Since enrollment increased significantly, will this channel into a merit pool for faculty/staff?</p>	