

Meeting: Faculty Senate
 Date: February 6, 2018
 Time: 2:00 p.m.
 Location: BA 290
 Adjournment: 3:30 p.m.

Minutes

Members present: Tim Wilson, Curtis Jones, Annette Taggart, Gerard Huber, Johanna Delgado-Acevedo, Stephen Starnes, Bilal Abu Bakr, Benton Pierce, Juan Araujo, Greg Lubiani, Julia Ballenger, Sarah Mitchell, Charlotte Larkin, John Smith, Jason Davis, Sean Anderson, Susan Stewart, Yasemin Atinc, Yelin Ou, Daniel Kelly, Debra Mahoney, Kurtis Williams, Chad King (President), Benjamin May, Jiaming Sun, Rebecca Worley
 Members absent: Brandon Randolph-Seng

Issue/Topic	Summary of Discussion	Decision/Action
	<ul style="list-style-type: none"> December 2017 Senate minutes were approved with minor modifications 	Motioned by Senator Lubiani, seconded by Senator Araujo
<p>Invited Speakers:</p> <p>Dr. Madeline Justice, Associate Provost for Faculty and Administrative Affairs</p> <p>Jeremy Gamez, Business Technical Analyst</p> <p>Mike Smith, Educational Technology Innovations Manager,</p> <p>Anne Phifer, Educational Technology Developer</p>	<p>Jeremy Gamez shared the following information with the Senators:</p> <ul style="list-style-type: none"> The Course Evaluation previously known as SRTE will now be called Student Evaluations. Course Evaluations will no longer be hosted by Snap Surveys. The University purchased a new Course Evaluation software called blue eXplore. Blue will be piloted this spring semester. This software tool allows faculty to monitor responses. Faculty can see response rate but cannot see name of the students. This decision was made to protect the anonymity of the students. There is a dashboard inside the tool to see student responses. Faculty can send emails to students, and there is an automated link to prompt students to complete the evaluation. Faculty members are encouraged to set aside time during the course to allow students to take the course evaluation All Course Evaluations will be online The response rate is low, 33%. A lengthy discussion took place on how to increase student response rate. Incentives given to students for completing the evaluations were discussed. Not everyone agreed to providing incentives to student in the form of grade points to complete the evaluation. Also, the senators inquired as to who would provide the incentives and when? Students will get notified by an email through 	

	<p>MyLeo in eCollege. They will be told when the evaluations open and close.</p> <ul style="list-style-type: none"> • It was suggested that faculty allow about 10 minutes of class time for students to complete the course evaluation. Also, faculty can send an email message to students informing them that the evaluation portal is open. • The window is opened seven days before the end of the course. The window remains open for two weeks for courses that are 8 weeks or longer and 1 week for courses that are 7 weeks or shorter. • Faculty should have dedicated labs opened during the window of the evaluation for students to take the exam. • Several suggestions were provided to increase response rate: The Office of Technology develop a 2-3 minute video on the importance of completing the course evaluation and information on how to access the evaluation; design a banner entitled course evaluations, window of opportunity, and location. The banner should be placed in the Home Page Announcements of all online courses. • The completion of the course evaluation cannot be tied to student grade per policy. 	
<p>Communications</p>	<p>President Chad King shared the following information with the Senators:</p> <ul style="list-style-type: none"> • Regents Professor Acknowledgement and Presentation, April 12th, 11:00 a.m. to 12 noon. Classes will be cancelled. • President Chad King was chosen to serve as a member of the President Advisory Search Committee. This will be a National Search. One of the Board of Regents will chair the committee. • A Search Committee for the Dean of the College of Humanities is in progress. This is a national search. • The School of Liberal Arts will be combined with the Department of Liberal Arts and should be in place beginning fall of 2018. • New faculty senate elections must be held before the second Tuesday in March. The new changes in faculty senators will take place in the fall. Faculty senators were asked to bring new senators to the April meeting. • IT- Adobe Acrobat suite of software will be under one university license. Thus, all faculty will have access. 	

	<ul style="list-style-type: none"> • Recruitment and retention of new students is the responsibility of <i>all</i>. • President Keck would like the campus faculty and staff to address mental health related issues through honest and civil conversations. We want more dialogue and open conversation. 	
Committee Reports	<ul style="list-style-type: none"> • Academic Life: Senator Larkin had no report. • Academic Practice: Senator Ballenger did not have a report • Admission and Retention: Senator Kelly did not have a report. President King asked Senator Kelly to meet to Dr. Young to know what strategies the university will be using to recruit new students. • Curriculum: Senator Pierce reported that that the committee had a new round of courses to review. • Budget: Senator Starnes Academic department heads council are looking into salary data such as administration salary raises and merit payments. The Texas Higher Education Coordinating Board Salary 2017 Data set – TAMUC is fourth from the bottom. • Faculty Senate Awards: Senate May reported that the committee will meet to review and vote on the awardees. • Organization of the Senate: Senator Anderson did not have a report. 	
Unfinished Business	<ul style="list-style-type: none"> • Tim Murphy provided the senators with the Hotline classroom emergency number – 903.468.6004 	
New Business	<ul style="list-style-type: none"> • It was reported that the T.A.'s received a \$1000.00 cut in financial aid due to the February 1st start date for several programs and colleges. <p>The meeting adjourned at 3:30 p.m.</p>	