

FACULTY SENATE MINUTES

January 26, 2006

The Faculty Senate of the University of North Alabama met January 26, 2006 in the Faculty/Staff Commons of the University Center at 3:30 p.m.

President Adams called the meeting to order and recognized Dr. Lee Hurren who will be completing the term of Senator Hunter-Mintz from the Department of Secondary Education.

President Adams recognized the following proxies:

Mr. Joseph Mosakowski for Senator Holley from Accounting,
Ms. Christ Raney for Senator Brewton from English,
LTC. Jose Atencio for Senator Fennell from Military Science, and
Dr. Christopher Maynard for Senator Ward from History and Political Science.

President Cale and Vice-President Newson were present.

The following senators were present: Adams, Adler, Bates, Blose, Brown, Bruce, Bunn, Crisler, Davidson, Flowers, Ford, Gaston, Gaunder, Gossett, Green, Hallock, Leonard, Loew, Makowski, Martin, McDaniel, Myhan, Richardson, Robinson, Rock, Roden, Takekuchi, Thorne, Turner, Wallace, Webb, and Williams.

The following senators were absent without proxy: Atkinson and Cai.

Senator Rock moved the adoption of the agenda. Senator Blose seconded. The motion passed unanimously.

Senator Gaston moved the approval of the December 5, 2005 minutes. Senator Martin seconded. The motion passed unanimously.

President Cale reported that the enrollment for spring was over 6,200. This includes over 1000 graduate students and over 500 international students. These numbers are especially significant since the fall enrollment was approximately 6400 with 400 graduating in December. He congratulated the faculty with the improvement in retention of students. He also reported that the proposal for a master's degree in history has advanced to his desk and will be presented to ACHE. The master's degree in Nursing has been approved by ACHE. President Cale reported that the students who participated in the learning communities this fall have expressed through a survey that it was a great experience. Plans are being made to expand the program this fall. He thanked the faculty for their hard work.

President Cale reported that Mr. Steen, Director of Human Resources and Affirmative Action, announced his retirement plans last week. He will begin the procedure for a national search to fill the position. He has invited representatives of the Penn State and

University of Tennessee Human Resources departments to come and conduct a workshop on the change in the structure of a Human Resources Department.

Gordon Stone from the Partnership of Higher Education reported that the Alabama economy which normally follows a cycle is now experiencing its highest upturn. There is approximately one billion dollars of new money available. We must be careful not to plan prematurely or be overly optimistic. The general tone seems to be to use a portion of the money for capital projects. He stated that the governor has proven that he respects higher education in the equitable treatment of higher education with K-12 and the funding of the mandated contributions for retirement and for retiree health care. The job of the Partnership is to advocate for fairness in the allocation of the educational budget. He stated that there are opportunities to get involved. He requested faculty participation in Higher Education Day in Montgomery on March 2. He reminded the faculty that this is an election year and the theme is "Voting to Make a Difference." He asked the senators to encourage their colleagues and students to register and vote. We need to show that we are actively involved in the process. If more information is needed concerning the Partnership, go to website: www.higheredpartners.org. At the next meeting, President Adams will discuss the benefits of membership.

OLD BUSINESS:

- A. Committee Reports: Academic Affairs will present report later in the meeting.
- B. Shared Governance Committee Reports:
 - 1. Senator Blose reported that the Strategic Planning and Budget Committee is working on a new Strategic Plan.
 - 2. Senator Makowski reported that the Shared Governance Committee regularly meets with President Cale. Vice-President Barrett is consulting with the chairs of the committees to determine if there are any needs. The office for the Shared Governance Committee will be in Bibb Grave 318. There will be a student worker and Senator Makowski and Dr. Clark will also be there during some hours of the day. They will be sending out an email soon. Senator Makowski also reported that the ACUFP meeting will be held in conjunction with Higher Education Day. If anyone has concerns which need to be discussed, please forward them to Senator Makowski.
- C. Senator Webb reported that the Vice President for Student Affairs Search Committee would meet tomorrow to finalize a list of candidates to bring to campus. Senator Blose reported that the Search Committee for the Assistant Vice-President for Advancement had also narrowed their candidates to three to be invited to campus.
- D. Senator Blose presented three versions for the revision of the Attendance and Withdrawal Policy from the Academic Affairs Committee (See Attachment A) Senator Richardson moved that the third sentence of the second paragraph of all three versions be amended to read "Official written excuses for absences are

issued only for absences incurred in connection with university sponsored activities.” Senator Makowski seconded. The amendment passed unanimously. Vice-President for Academic Affairs Newson recommended that we develop a list of accepted activities. Senator Makowski moved that version 3 be approved as amended. Senator Lowe seconded. After discussion, Senator Flowers called the question. The motion to call the question passed. The motion passed. The proposed Withdrawal Policy change raised concerns related to the **RW** notation and the procedure for a professor initiated withdrawal. The conflict of the withdrawal policy with a faculty members’ attendance policy was also discussed. Senator Makowski moved to send the issue back to the committee. Senator Roden seconded. Senator Thorne called the question. The motion passed. The motion to return the issue to the Academic Affairs passed.

- E. President Adams reported that the Faculty Development Leave Policy is in the hands of the Faculty/Staff Welfare Committee and the Strategic Planning and Budget Committee.
- F. President Adams presented the Slate of Candidates to serve in the Grievance Committee Pool: Anna Lott, Tom Osborne, John Turner, Doug Barrett, Paulette Alexander, Wanda Bradford, Ernestine Davis, Dennis Tunell, and Debbie Chaffin. Senator Richardson moved the approval of the slate. Senator Adler seconded. The motion passed unanimously.

NEW BUSINESS:

Senator Lelon Davidson was elected to serve as the Senate Representative on the Search Committee for the Dean of the College of Education.

Senator Thorne moved that the meeting be adjourned. Senator Roden seconded. The motion passed unanimously. The meeting adjourned at 5:05 p.m.

ATTACHMENT A

DRAFT PROPOSAL FOR CATALOG REVISION OF ATTENDANCE AND WITHDRAWAL POLICIES

The Academic Affairs Committee of the Faculty Senate proposes a revision of both the Attendance policy and Withdrawal policy. For the attendance policy, we provide the original catalog text (page 51 of the 2005-06 catalog) as well as three (slightly varying) versions of proposed wording. For the withdrawal policy, we provide the original text and a proposal for a change in wording. **Bold** letters indicate changes in wording. In addition, we recommend that the category labeled “Withdrawal from a course” precede the category entitled “Withdrawal from the University” in the catalog.

I. Attendance Policy – (2005-06 catalog)

GENERAL REGULATIONS

Class Attendance. Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit.

Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and makeup work are established for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades or ultimate dismissal from class with a failing grade. Official written excuses for absences are issued only for group absences incurred in connection with regularly scheduled university-sponsored activities such as intercollegiate athletics (see *University of North Alabama Athletic Manual* for further requirements) and special performances. For all other types of group or individual absences, including illness, authorization or excuse is the province of the individual professor.

Whenever a student’s cumulative absences for any reason – excuses or unexcused - exceed the equivalent of four weeks of scheduled classes and activities (one week in each four-week session or two weeks in the eight-week summer term), no credit may be earned for the course. When extended absences are caused by illness or similar extraordinary conditions, the student has recourse to the official withdrawal procedure and the **W** option provided therein; otherwise the grade reported will be **F**.

II. Proposed Change to Attendance policy

(Version 1)

Class Attendance. Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit.

Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and makeup work are established **in writing** for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades or ultimate dismissal from class ~~with a failing grade~~. Official written excuses for absences are issued only for group absences incurred in connection with regularly scheduled university-sponsored activities such as intercollegiate athletics (see *University of North Alabama Athletic Manual* for further requirements) and special performances. For all other types of group or individual absences, including illness, authorization or excuse is the province of the individual professor.

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(Version 2)

Class Attendance. Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit.

Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and makeup work are established **in writing** for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades or ultimate dismissal (**professor-initiated withdrawal**) from class ~~with a failing grade~~. Official written excuses for absences are issued only for group absences incurred in connection with regularly scheduled university-sponsored activities such as intercollegiate athletics (see *University of North Alabama Athletic Manual* for further requirements) and special performances. For all other types of group or individual absences, including illness, authorization or excuse is the province of the individual professor.

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(Version 3)

Class Attendance. Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit.

Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and makeup work are established **in writing** for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades or **professor-initiated withdrawal** from class ~~with a failing grade~~. Official written excuses for absences are issued only for group absences incurred in connection with regularly scheduled university-sponsored activities such as intercollegiate athletics (see *University of North Alabama Athletic Manual* for further requirements) and special performances. For all other types of group or individual absences, including illness, authorization or excuse is the province of the individual professor.

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III. Withdrawal from a Course (2005-06 Catalog)

Withdrawal from a Course. Students who wish to withdraw from a course during the registration period will have a grade of **RW** (Registered – Withdrew) noted on the transcript. From the ninth week of classes until 14 calendar days prior to the beginning of final examinations (class weeks are counted from the first day that regular classes begin as announced in the schedule of classes each semester), a student may withdraw from the course with a grade of **W**. Students who wish to withdraw from a course after the registration period and before 14 calendar days prior to the beginning of final examinations must initiate the process by obtaining the signature of the instructor.

IV. Withdrawal from a Course – Proposed catalog revision

Withdrawal from a Course. Students who wish to withdraw from a course during the registration period will have a grade of **RW** (Registered – Withdrew) noted on the transcript. From the ~~ninth week of classes~~ **end of the registration period** until 14 calendar days prior to the beginning of final examinations (class weeks are counted from the first day that regular classes begin as announced in the schedule of classes each semester), a student may withdraw from the course with a grade of **W if the student initiates the process by obtaining permission from and the signature of the instructor.**