

## **FACULTY SENATE MINUTES**

### **February 7, 2013**

The Faculty Senate of the University of North Alabama met February 7, 2012 in Room 102 of Floyd Science Building at 3:30 p.m.

President Lee called the meeting to order and recognized the following proxies:

Jay Jackson for Senator Stenger from Mathematics,  
Wendy Darby for Senator Austin from Nursing,  
Eddie Elsey for Senator Brown from Music and Theatre, and  
Bill Huddleston for Senator Martin from Communication.

Senator Barrett moved the adoption of the agenda with the amendments of moving Vice President Shields report to follow the adoption of the agenda and adding consideration of a Dishonesty form under New Business C. Senator Sanders seconded. The motion passed unanimously.

Vice President Shields reported on the Strategic Planning process. This includes looking at what we do now and how we can keep our identity. Because communication is important and the desire to be transparent exists, a web page is being created to send out information. The committee is currently looking at the mission and vision of the university. He stated that he will come back to speak to the senate and invited input from the faculty. He also stated that the committee's goal is to be completed by June.

Senator Statom moved the approval of the minutes from the December 4, 2012 meeting. Senator McIntosh seconded. The motion passed unanimously.

President Cale shared a number of items. He reported that Chris Maynard, Chair of the History and Political Science Department, is looking to commemorate the anniversary of the enrollment of the first black student on September 11, 1963. He also stated that the legislature is in session and the Governor's budget has been submitted which recommended a two percent increase. The university is continuing to attempt to raise additional funds for the Science Building. Changes in the manner whereby funding for Kilby comes to UNA are being considered. The method for charging distance learning fees is also being discussed.

The Science Building design is completed and approved by the State and ready to go out to bid and the university now needs to look at funding scenarios. We have refinanced to lower rates on existing loans, saving four million. More refinancing, contributions from Sodexo and Listerhill are all being used to help with the Student Commons Building.

## **REPORTS:**

- A. Standing Committees
  - 1. Senator Peterson, Faculty Attitude Survey Committee Co Chair, reported that there have only been 40 responses to date and she requested that senators encourage their colleagues to respond.
  - 2. The Faculty Affairs Committee presented recommendations related to the University Tenure and Promotion Portfolio Committee (See Attachment A). Senator Infanger moved that under Issue 2 Recommendation A be amended to say “portfolio of the recent past (last three years). Senator Barrett seconded. The amendment passed. The recommendation from the committee passed. Under Issue 4 there was discussion related to removing the statement “Whole number numerical ratings permit calculation and reporting of an aggregate score of greater precision (compared to a global verbal rating alone).” Senators were asked to take the issue back to their departments to get feedback.

## **UNFINISHED BUSINESS:**

Senator Fitzsimmons moved to send the issue related to 5.7 Grading Practices to the Academic Affairs Committee for further exploration. (See Attachment B) Senator Statom seconded. The motion passed.

## **NEW BUSINESS:**

- A. Senator Franklin moved the approval of proposed University Health Services policies. Senator Peterson seconded. (Attachment C) The motion passed.
- B. The issue of approving the Small Business Development Center, Sales Center, and Centre for British Studies was tabled.
- C. The issue of approving the Academic Dishonesty Form was tabled.

## **INFORMATION ITEM:**

There has been a request to consider moving the date of Convocation 2014 to the first week of classes during welcome week. Senators were asked to provide President Lee with feedback.

**ANNOUNCEMENTS:**

- A. There will be a Distance Learning Conference including a panel discussion on April 4 with lunch provided. Faculty members are requested to encourage colleagues to register for the conference.
  
- B. President Lee announced that Will Brewer will be replacing Senator Beckwith from the Department of Nursing.

Senator Roden moved the meeting be adjourned. Senator Gaston seconded. The motion passed unanimously

**ATTACHMENT A**  
**Recommendations from the Faculty Affairs Committee**  
**re: University Tenure and Promotion Portfolio Committee**

**Issue 2 A, B, C**

- A) A lack of consistency among applicants regarding portfolio structure at times makes evaluation difficult.
- B) With specific departmental guidelines increasing in importance, attention to these during evaluation becomes critical.
- C) Current cover page (i.e. Application page) includes repetition.

**Recommendations**

- A) Place on reserve at Collier several 'model' portfolios of past applicants (w/permission of applicants).
- B) Place on reserve at Collier a copy of all up-to-date departmental guidelines, and/or make accessible through the VPAA webpage. AVAILABLE ON THE VPAA WEBSITE
- C) Mild editorial changes are recommended on the application for promotion form. A copy of the current form is provided with edits outlined. DONE
- Related also to this issue, it is recommended by the committee that movement toward submission of portfolios in a fully electronic manner be investigated. It is noted that recent searches for positions on campus have been conducted using electronic submission.

Issue 2:

Recommendation A: Faculty Affairs suggests a minimum of 6 "model" portfolios of past applicants (w/ permission of applicants) be placed on reserve. We suggest that the Council of Academic Deans be asked to select the "model" portfolios. It is suggested that there be a minimum of 1 model from each college, with Arts and Sciences having a minimum of 2 (1 from Arts, 1 from Sciences), as well as a minimum of 1 from Library Services/Ed. Technology.

Recommendation B: This is currently accessible on the VPAA webpage.

"Related to this issue..." Currently exploring options regarding electronic submission. There are issues such as confidentiality.

**Issue 4**

The current system ("less," "moderately," "highly" qualified) lacks precision in rating candidates making differentiation difficult. A candidate whose portfolio warrants a rating better than "moderately qualified," but is not at a level considered "highly qualified" MUST be rated incorrectly – either in the candidate's favor or at a level lower than the actual subjective rating of the individual's application.

**Recommendation**

- It is recommended that UNA adopt a system offering greater than three ratings. The Tenure and Promotion Committee is aware of a system discussed recently by Academic Deans (below). The Committee supports this system but would add that there should be consideration of coupling numerical values with each descriptive rating; (Less qualified = 1, Moderately qualified = 2, Highly qualified = 3, Exceptionally qualified = 4). Whole number numerical ratings permit calculation and reporting of an aggregate score of greater precision (compared to a global verbal rating alone).

Ratings system developed at Academic Deans' meeting:

Less Qualified	Moderately Qualified	Highly Qualified	Exceptionally Qualified
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Issue 4: The committee agreed with having 4 categories.

## ATTACHMENT B

### 5.7 GRADING PRACTICES

The grades awarded by a faculty member are expected to be based on sound academic standards, on sufficient and appropriate evaluations, and through orderly procedures announced to ~~and understood by~~ the student. The university grading system is defined in the Undergraduate and Graduate Catalogs.

The faculty member is the sole determiner of the grade awarded in a course\* and is responsible for the justification of the grade. Students are entitled to an appropriate grade review on request, and students who question the grade received are referred directly to the faculty member for review. ~~Should the student, after consultation with the faculty member, wish to continue further review of the grade, he/she should contact the department chair in the department where the course is housed and request a review of the assigned grade. Should the student, after consultation with the department chair, wish to continue further review of the grade, he/she should contact the dean of the college where the course is housed and request a review of the assigned grade. At either the department chair and/or dean level the faculty member may be asked to recompute~~ reevaluate the assigned grade. In rare and unusual circumstances changes in course grades may be initiated by the Provost/VPAA in consultation with the department chair and college dean where the course is housed. In such cases, the faculty member must be notified and provided a rationale for the change. Proper grade changes are made by the instructor via e-mail to the Office of the Registrar or on the Change of Grade Form available in the Office of the Registrar. ~~All grades, and other academic appeals, shall be initiated no later than six weeks after the beginning of the next following fall or spring semester the end of the following semester after cause for the appeal occurred. If the problem remains unresolved at this level, further appeal may be directed through the established academic channels and grievance procedures. Grade distributions are prepared each term by level, college, department, and individual faculty member (coded), and the grade distributions are subject to review by the faculty member, chairs of departments, deans, and the Vice President for Academic Affairs and Provost.~~

~~Faculty members are expected to exercise proper care in the determination and recording of grades. Once submitted, a grade may be changed by the instructor only for correction of clerical or recording error. Change for other reasons requires review and approval of the Vice President for Academic Affairs and Provost. To coincide with the grade appeals procedure, faculty members are required to keep coursework one full semester year after each course is taught. These records may include but are not limited to: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. Following this time period, these course records may then be disposed of properly.~~

\*Amendment proposed by the Faculty Senate or Faculty Senate Executive

Green highlighted = language proposed by the VPAA and Faculty Affairs committee

## ATTACHMENT C

### MEMORANDUM

TO: Faculty and Staff Welfare Committee

FROM: Dr. Kyrel L. Buchanan, Director, University Health Services

RE: Employee Payment Policies for Services Received at University Health Services

DATE: November 14, 2012

This purpose of this memorandum is to outline two proposed policies regarding employee payment for services received at University Health Services. These policies address (1) future payment and (2) the process for collecting on outstanding balances. Your consideration of these policies is greatly appreciated. If approved, I would like to implement these policies beginning in January 2013. Please let me know if you have any questions or concerns.

Kyrel L. Buchanan, PhD, MPH Director,  
University Health Services

#### **Policy #1: Employee Payment for services received at University Health Services**

-Employees are expected to pay their bill in full at the time of service via cash, check, debit/credit card, or Mane card.

-Employees who do not, or are unable to, pay at the time of service will have 10 business days to pay their bill in full or it will be payroll deducted. Payments can be made at University Health Services or UNA's Business Office. In addition, a late fee of \$10.00 will be added to the charges if not fully paid within the 10 day period. Employees will be asked to sign a form granting permission for payroll deduction at the time of check-out from University Health Services.

#### **Policy #2: Process for current Health Services Outstanding Balances as of Fall 2012**

Employees who currently have an outstanding balance with University Health Services will be sent a letter from the Director of University Health Services outlining the amount owed and requesting immediate payment. Payments can be made at University Health Services or UNA's Business Office. If payment is not received within 10 business days, the amount will be payroll deducted and a \$10.00 late fee will be added.