

FACULTY SENATE MINUTES

May 3, 2007

The Faculty Senate of the University of North Alabama met May 3, 2007 in the Faculty/Staff Commons of the University Center at 3:30 p.m.

President Loew called the meeting to order and recognized Leigh Thompson for Senator McDaniel from Collier Library and Christa Raney for Senator Peterson from English.

Senator Adams moved the adoption of the agenda. Senator Richardson seconded. The motion passed unanimously.

Senator Maynard moved the approval of the April minutes. Senator Richardson seconded. The motion passed unanimously.

President Cale recognized Senator Richardson who will be taking a group of students to study in Belize. President Cale reported that he had sought legal counsel concerning the questions related to the FERPA requirements related to writing recommendations for students. Permission is required in writing if there will be a release of educational information such as grades, courses taken, or GPA. There is no need for written permission if writing concerning such things as attendance or inquisitiveness. He presented a sample release document from Tammy Irons. (See Attachment A) President Cale stated that he had received a letter from Dr. Blose, Chair of the Academic Affairs Committee concerning the Withdrawal Policy. He is concerned that it is continually being considered. He recommended that after discussion today that the senate trust President Cale and Vice-President Newson to make any changes needed. President Cale recalled the diversity forum which was introduced last meeting. The group has been identified from those interested and will meet for their first time next week. The group will draft a diversity plan and share their work with the university community.

Vice-President for Academic Affairs and Provost Newson reported that earlier this week President Cale called for a retreat for the Board of Trustees. Each Vice-President was asked to share what is going on in their area. He shared with the senate what he reported to Board of Trustees.

1. Honors Program progress
2. Culinary Degree Program and Powell School
3. AACSB accreditation with the College of Business
4. Accreditation for the online programs in the Fall of 2007
5. Searches for Department Chairs
6. Faculty Salaries
7. Start-up Packages – especially for the Science Faculty
8. Expansion of on-line instruction
9. Long-term dreams for capital improvement: Science Building, Theatre facility
10. Length of instructional day

11. Enrollment Management draft presented to President Cale and will work through this summer.

ANNOUNCEMENTS;

- A. President Loew welcomed the new and returning senators.
- B. Committee Reports:
 1. Faculty Affairs is still working on the Promotion Timeline. The committee was also sent the issue of a \$2000 limit for faculty research proposed by the Executive Council. The Research Committee members stated that this limit was not part of their policy.
 2. Faculty Attitude Survey was shared with the faculty after e-business vote.
 3. Academic Affairs sent the Withdrawal Policy forward on April 20.
- C. Shared Governance – no report
- D. President Loew asked for volunteers for the Faculty Picnic Committee.
- E. President Loew reported that the Faculty Attitude Survey was released following the vote by email.

OLD BUSINESS:

- A.
 1. Election of the Faculty Senate Executive Committee
President-Elect – Larry Bates
Secretary -- Pat Roden
Executive Committee-Jerry Ferry
Wendy Darby
Doris McDaniel
Lee Hurren
 2. Shared Governance Committee Nominations:

The following list indicates the nominees for the University Shared Governance Committees which were nominated by the Faculty Senate.

ANIMAL USE & CARE – Richard Hudiburg

ATHLETIC - Robert Bailey

DISTANCE LEARNING ADVISORY COMMITTEE (A&S) – Chris Maynard

DISTANCE LEARNING ADVISORY COMMITTEE (Education) – Linda Lewis

GRAPHICS STANDARDS – Amanda Hofacker

HUMAN SUBJECTS (Business) – Ron Davis

HUMAN SUBJECTS (Behavioral Sciences) – Gabriela Carrasco

HUMAN SUBJECTS (Scientific Area traditionally not using human subjects) Crescente Figueroa

INFRASTRUCTURE – Dwight Bunn

INSTITUTIONAL EFFECTIVENESS (Library) –Leigh Thompson

INTERNATIONAL PROGRAM OFFERINGS (IPO) – Lee Huron

MULTICULTURAL (A&S) – Francis Koti and Robert Adler

MULTICULTURAL (Business) – Ernest Jobe

MULTICULTURAL (Education) – Joy Brown

PARKING & TRAFFIC –

RESEARCH - Gabriela Carrasco and Pam Fernstrom

SAFETY AND EMERGENCY PREPAREDNESS (Chemistry & Industrial Hygiene) – Brent Olive

SHARED GOVERNANCE (UMBRELLA) COMMITTEE – Marilyn Lee

STRATEGIC PLANNING AND BUDGET STUDY (SPBS)- Greg Gaston, Lynn Underwood, and Tera Kirkman

STUDENT FINANCIAL SERVICES – Joan Parris and Pat Sanders

TECHNOLOGY ADVISORY COMMITTEE (Nursing) Betty Rickard

UNDERGRADUATE CURRICULUM (Business) Melissa Clark and Jeremy Stafford

UNDERGRADUATE CURRICULUM (Nursing) – Martha Rock

UNDERGRADUATE READMISSIONS(A&S) Jackie Winston

UNDERGRADUATE READMISSIONS (Education) Kathy Underwood

3. ADA panel member elected:

ADA Panel (A&S) David Cope
ADA Panels (Business) Jackie Williams

- B. The Withdrawal Policy (See Attachment B) was discussed. It was noted that there was still no ending date. The availability of a grievance was also noted. The statement that the RW and W are not charged as work attempted but may be used for financial services was discussed. Senator Gaunder moved to amend the statement to remove the phrase “or without” on the third line of the withdrawal from a course. Senator Bates moved to pass the original withdrawal policy forward to President Cale and Vice-President Newson for their tweaking to become official policy. Senator Maynard seconded. The motion passed.
- C. Senator Robinson moved to take the Faculty Handbook revision proposal back to the faculty for discussion. Senator Richardson seconded. The motion passed unanimously.

NEW BUSINESS:

Senator Richardson pointed out that the Class Attendance Policy as proposed on Jan. 26, 2006 and the policy which appears in the new bulletin are not the same (See Attachment C). Senator Richardson moved to suspend the rules for a vote of the issue. Senator Adams seconded. The motion passed unanimously. Senator Adams moved that we send the amended policy to the VPAA for policy consideration. Senator Richardson seconded. The motion passed unanimously.

ADDITIONAL ISSUES:

Senator Richardson discussed the problem with policies sent to Shared Governance are not just considered and passed on or passed back. Instead, they change the policy and send it forward and it gets implemented without the Senate having any more input. We don't know if the problem is with Shared Governance, the handling of the documents or the Faculty Senate. It was recommended that this issue be further studied.

Senator Adams moved to adjourn. Senator Maynard seconded. The motion passed unanimously. The meeting adjourned at 5:25 p.m.

ATTACHMENT A
UNIVERSITY OF NORTH ALABAMA
STUDENT REQUEST FOR LETTER OF RECOMMENDATION, EVALUATION OR
OTHER RELEASE OF INFORMATION
AND
FERPA RELEASE

Student name (please print): _____

Student Identification Number: _____

I request _____ to: (check all applicable spaces)

- _____ write a letter of recommendation
- _____ complete an evaluation form
- _____ release information verbally
- _____ other (specify) _____

The purpose(s) of this request are: (check all applicable spaces)

- _____ application for employment
- _____ scholarship or honorary award
- _____ admission to another education institution
- _____ other (specify) _____

The disclosure is to be made to: (check all applicable spaces)

- _____ All prospective employers OR
- _____ All educational institutions OR
- _____ All organizations considering me for an award or scholarship OR
- _____ Only to the following: _____ (specify)

I authorize the above person to release information and provide an evaluation or recommendation about any and all information from my education records at the University of North Alabama (“University”), including information pertaining to my GPA, grades, courses, performance, class rank and my education at other institutions I have previously attended which is a part of my education records at the University, deemed necessary by said person to comply with the above request.

I understand further that: (1) I have the right not to consent to the release of my education records; (2) I have a right to receive a copy of any written reference, letter of recommendation or evaluation form upon request unless such right is waived below; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to the University, but that any such revocation shall not affect disclosures previously made by the University or prior to the University’s receipt of any such written revocation.

I waive (), do not waive () - check one – my right to see the recommendation or other information prepared pursuant to this release now or in the future.

Student's Signature

Date

ATTACHMENT B

Withdrawal from the University. Students who wish to withdraw from the University up to and including the Friday that falls one week after the designated midterm date must *first notify the Office of the Registrar and follow official procedures*. Failure to comply with the requirements seriously prejudices the student's academic standing as well as future readmission.

When a student withdraws from the University during the period of registration grades of **RW** (Registered-Withdrew) will be reported. After registration and up to and including the Friday that falls one week after the designated midterm date grades of **W** will be reported.

In determining the scholastic standing of a student who has officially withdrawn from the University, a grade of **RW** or **W** are not charged as work attempted and are not awarded quality point credit. Incomplete work must be made up in the following semester or term. An **I** which has not been removed within the period prescribed automatically becomes an **F**.

Withdrawal from a Course. A student may withdraw from a course with a grade of **W** up to and including the Friday that falls one week after the designated midterm date by bringing a completed withdrawal slip to the Registrar's office, with or without an instructor's signature. After this deadline, the student must initiate the withdrawal process by obtaining the permission and signature of the instructor. Withdrawal will be permitted only at the discretion of the instructor after this deadline.

Notes and Exceptions to this policy include the following:

1. The policy does not apply to clinical courses taken in the College of Nursing. Students who are failing a clinical class in the College of Nursing at the time they withdraw from the class will receive an F for that class.
2. The policy does not apply to students who have committed academic dishonesty in the course in question. A student will not be allowed to withdraw from a course in which he or she has committed academic dishonesty. If a student is accused of academic dishonesty, he or she will not be allowed to withdraw from the course while the case is pending.
3. A student may not withdraw from a class if he or she has exceeded the allowed number of absences for a particular course without consent from the instructor. A faculty member's attendance policy supersedes the Withdrawal from a Course policy.
4. Students who are called to active military service during an academic term may choose one of the following options:

- a) The student may request retroactive withdrawal to the beginning of the semester with a full refund of tuition and fees.
 - b) If at least 75% of the term has been completed, the student may request that the faculty member assign a grade for the course based on the work completed, but the final grading decision is left to the faculty member.
 - c) A student may be assigned a grade of I and will be subject to university policies regarding the disposition of the incomplete.
5. Students should be aware that withdrawing from one or more courses may have substantial adverse effects on, including but not limited to, financial aid, scholarship award, health insurance, and athletic eligibility.
6. Students may use the official grievance procedure which is initiated through the Office of Student Life.

ATTACHMENT C

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 required 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—excused 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**.

Policy Approved by Faculty Senate on January 26, 2006:

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 ~~ultimate dismissal~~ from class ~~with a failing grade~~. Official written excuses for absences are issued only for ~~group~~ absences incurred in connection with ~~required~~ 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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