

## FACULTY SENATE MINUTES

December 3, 2015

**Call to order:** A regular meeting of the Faculty Senate of the University of North Alabama was held in room 330 of the University Commons on December 3, 2015. The meeting convened at 3:30 p.m. with President Sarah Franklin presiding.

**Proxies:** President Franklin recognized the following proxies: Mario Mighty for David Brommer from Geography and Lisa Darnell for Mohamad Elmasry from Communications.

**Members in attendance:** Rae Atencio, Shane Banks, Doug Barrett, Will Brewer, Daryl Brown, Amy Butler, Lisa Clayton, Amanda Coffman, Katherine Crisler, Paul Davison, Sarah Franklin, Bob Garfrerick, Leah Graham, Mark Greer, Clarissa Hall, Dan Hallock, Felecia Harris, Richard Hudiburg, Scott Infanger, Keith Jones, Lisa Kirch, Ian Loeppky, Lamont Maddox, George Makowski, John McGee, Janet McMullen, Michelle Nelson, Johnson Ogun, Alaina Patterson, Lesley Peterson, Jeffrey Ray, Lee Renfroe, Craig Robertson, Pat Roden, Richard Statom, Jessica Stovall, Karen Townsend. President Kitts was also in attendance. Guests from Staff Senate were also in attendance for President Kitts' remarks.

**Members not in attendance (without proxy):** Michele Derouen, Daniel Stevens, and Alexander Takeuchi.

**Approval of agenda:** Richard Statom moved to amend the agenda to remove "Remarks from Vice-President Thornell." Doug Barrett seconded the motion. The motion carried unanimously. George Makowski moved approval of the agenda as amended. Richard Statom seconded the motion. The motion carried unanimously.

**Approval of minutes:** Richard Statom moved approval of the minutes of the November 5, 2015 meeting. Lesley Peterson seconded the motion. The motion carried unanimously.

**Remarks from President Kitts:** President Kitts updated the Senate on enrollment, upcoming personnel changes, and the status of the capital campaign. He said that spring preregistration numbers are robust and that they are ahead of numbers for the same time last year. In relation to Dr. Thomas Calhoun's departure at the end of the current term, President Kitts discussed the plans for filling Dr. Calhoun's roles in enrollment management and as Chief Diversity Officer. In enrollment management, a search will be conducted for a new Associate Vice President. This position will initially report directly to the President. A succession plan is in place for the transition of the role of Chief Diversity Officer. The plan is to fill this role internally. Another EC member will be retiring at the end of the current academic year. A campus announcement will be sent with the details of this retirement. President Kitts said that the capital campaign has been in a "quiet phase" for the last 2-2 ½ years, but it will enter the public phase this spring. The initial goal was to raise \$25 million. As the campaign is already close to reaching this goal, a new higher goal will most likely be set. As part of the capital campaign, the faculty/staff campaign will take on added importance. There will be encouragement for faculty and staff to participate because high levels or large increases in faculty/staff giving are good tools to help fuel external giving.

## **Reports:**

**Academic Affairs Committee:** No report

**Faculty Affairs Committee:** The committee's report is addressed under old business.

**Faculty Attitude Survey Committee:** No report

## **Unfinished Business:**

**Office Hours/Communication:** Faculty Affairs Chair Lisa Kirch reported that she has received feedback on this issue from departments as well as individuals. The committee has also begun to gather data from peer institutions. Senator Statom moved to send the issue to the Faculty Affairs Committee to develop a workable draft by the February meeting and to have the committee forward tabulated comments to the Senate. Pat Roden seconded the motion. The motion carried unanimously. George Makowski moved that the Faculty Affairs Committee supply preliminary materials to the Senate by the January meeting. Doug Barrett seconded the motion. The motion carried unanimously. The committee will forward peer institutional data and redacted comments to the Senate. Senators and other faculty are encouraged to send further comments to the committee and/or President Franklin. (See Attachment A for a copy of the current Office Hours Policy.)

## **New Business:**

**Sick Leave – Handbook Section 3.11:** Richard Statom moved to approve the policy as presented (See Attachment B). Richard Hudiburg seconded the motion. The motion failed with a vote of 2-33-0. Richard Statom moved to send the issue to the Faculty Affairs Committee with a timeline to be decided at the January meeting. George Makowski seconded the motion. The motion carried unanimously.

## **Information Items:**

**Senate Procedures:** President Franklin stated that the question had been raised as to whether or not it is in keeping with parliamentary procedure for the Senate to vote on first reading. Both she and Dr. Statom, Senate parliamentarian, have reviewed Robert's Rules of Order and the Senate Constitution. It is their determination that, so long as it is the will of Senate to vote on such matters, it is appropriate to do so. There is no need to suspend the rules to do so.

**Faculty/Staff Lounge:** The administration is working to restore a faculty/staff lounge space. This is a replacement for the Faculty/Staff Commons that was previously located in the GUC but was lost because of renovations to that building. Before moving forward, administration is interested in what faculty/staff want out of the space. Senators were encouraged to talk to their constituencies and email suggestions for location/uses of the area to President Franklin.

**SGA Resolution:** Recently, as per a request from the Shared Governance Executive Committee, the SGA looked into the question of office hours/communication. President Franklin read excerpts from the resolution passed by the SGA on the matter (See Attachment C for a copy of the full resolution.)

**Adjournment:** Keith Jones moved adjournment. Richard Hudiburg seconded the motion. The motion carried. The meeting adjourned at 4:45 p.m.

Amy Butler  
Secretary  
Faculty Senate

Approved January 14, 2016

- upon recommendation of the department chair, approval by the college dean and academic vice president; and
- c. summer term teaching loads are six hours whether they be graduate or undergraduate hours.
10. Clerical help will be provided to each faculty member through the departmental administrative assistant. Departmental administrative assistants are assigned according to departmental needs and are subject to university budget limitations. Generally, a full-time administrative assistant is assigned only to departments having six or more faculty members.

### **3.2.3 Office Hours**

Faculty-student interaction outside of the classroom is one of the most important relationships on a college campus. The purpose of clearly defined, publicly posted office hours is to facilitate this interaction through consultation, discussion, and advisement with individual students. In keeping with that goal, faculty members will be available for consulting and advising with students. As a part of their regular assignment, faculty will schedule a minimum of seven hours per week during the regular fall and spring semesters and three and one-half hours per week during the summer term. These hours will be scheduled at times that best accommodate student access. Faculty with reduced teaching loads may schedule a reduced number of office hours. Faculty with online courses may partially satisfy the requirement with online office hours. Faculty members are not required to have office hours on days when they do not have classes on campus. After approval by the department chair and consultation with the dean, faculty members will list their office hours on all syllabi at the beginning of each semester. The respective department chair and dean should also have a copy. Office hours shall be posted on or near office doors and made available to students.

### **3.2.4. Department Chairperson—Appointment, Workload, and Supplement**

Department chairpersons are appointed to four-year term appointments that are renewable at the option of the University. Renewals shall be on a four-year term. All department chairpersons hold "at will" appointments which are not replaced by indicating the term of appointment.

While department chairpersons are appointed by the President, they report to the respective college dean who supervises their work. Thus, the college dean has the major responsibilities in the selection and supervision of the department chairperson. This responsibility includes utilization of a standardized plan for selection of department chairpersons, revision of the generic job description for department chairpersons specific to each department, and development of a standardized plan of evaluation that will be used for all department chairpersons during the review of a completed term and before recommendations are made for the renewal of a term. Recommendations for appointment and renewal or non-renewal of a term are made by the college dean to the

### 3.11 SICK LEAVE

The full policy on sick leave can be located at <https://www.una.edu/employee-policy-manual/procedures-processes-programs/sick-leave.html>. Sick leave is granted to the faculty in relation to eight-hour workdays. When a faculty member is absent from the University for a full day, eight hours of sick leave should be reported as long as the faculty member had a class or office hour during that day. Four hours of sick leave should be reported if the faculty member is absent only one-half day and thereby misses a class or office hour. When a faculty member is absent less than one-half day and misses assigned duties, sick leave should be reported in one-hour increments.

STUDENT GOVERNMENT ASSOCIATION

Resolution 15-04

November 12, 2015

TITLE: Proposal for Faculty Handbook Section 3.2.3

AUTHOR: Senator Cooper

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RESOLUTION

**WHEREAS;** there have been instances of students reporting that they have not been able to make contact with an instructor, and

**WHEREAS;** it is undetermined whether these reports are isolated and random, or systemic across the University, and

**WHEREAS;** shared governance decided that the matter of faculty office hours should be evaluated by the Faculty Senate and Student Senate, and

**WHEREAS;** the students of the University of North Alabama recognize that faculty have made sacrifices to instruct at this institution, and

**WHEREAS;** the students of the University of North Alabama recognize that so many students make sacrifices in order to obtain an education from this institution, and

**WHEREAS;** the students appreciate the faculty that invest countless unrecognized hours to help students be successful, and

**WHEREAS;** the Student Senate respects the sovereignty of the Faculty Senate just as the Faculty Senate respects the sovereignty of the Student Senate, and

**WHEREAS;** the Student Senate realizes that those who are called to teach are dedicated to a higher moral and ethical code of conduct, and

**WHEREAS;** the Student Senate is confident that the Faculty Senate will, above all, esteem the wellbeing of the students they instruct in making their decision, and

**WHEREAS;** the Student Senate is confident that the Faculty Senate will take student reports into consideration as it makes a decision, and

**WHEREAS;** the students of the University of North Alabama wish to appreciate every member of both faculty and staff who give so much of themselves to the students, and to the cause of making this university a special institution of higher learning.

**THEREFORE;** be it resolved the SGA Senate relegates this matter of governance to the Faculty Senate

**THEREFORE;** be it further resolved the SGA Senate recommends that the Faculty Senate conduct a survey within a reasonable period of time to gather student feedback and ensure there is adequate communication between faculty and students

**THEREFORE;** be it further resolved that copies of this resolution be sent to the Shared Governance Executive Committee.

**Passed and Approved by the Student Government Association this 12<sup>th</sup> day of November, 2015**

Signed:   
(Student Government President)