

FACULTY SENATE MINUTES

September 6, 2018

I. 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 September 6, 2018. The meeting convened at 3:30pm. with President Scott Infanger presiding.

II. Proxies: President Infanger recognized the following proxies: Jeremy Stafford for Wes Davenport (Department of Management and Marketing), Keith Jones for Corey Cagle (Department of Accounting and Business Law) and Cheryl Price for Alaina Reid (Department of English).

Members in attendance: Rae Atencio, Tabitha Blasingame, Chandler Bridges, David Brommer, Tim Butler, Lisa Clayton, Amanda Coffman, Wes Davenport, Sarah Franklin, Ravi Gollapalli, Leah Graham, Felecia Harris, John Hodges, Scott Infanger, Ian Loeppky, Thomas Lukowicz, Glenn Marvin, John McGee, Rachel McKelvey, Janet McMullen, Prema Monteiro, Katie Owens-Murphy, Ansley Quiros, Lee Renfroe, Terry Richardson, Craig Robertson, Leigh Stanfield, Jessica Stovall, Jillian Stupiansky, Alexander Takeuchi, Mark Terwilliger, Brian Thompson, Karen Townsend, Jason Watson, Laura Williams, Pete Williams, Tammy Winner, Rachel Winston and Ryan Zayac. President Kitts was also in attendance.

Members not in attendance (without proxy): Suzanne Duvall (Department of Art)

III. Approval of agenda: Faculty Senate President Infanger asked for a motion to approve the agenda for the September 6th meeting. Senator Stovall moved for approval of the agenda and Senator Zayac seconded. The agenda was unanimously approved.

IV. Approval of minutes: Senator Harris moved approval of the minutes from the May 3rd Special Session and Senator Renfroe seconded the motion. The minutes were unanimously approved.

V. Remarks from President Kitts: President Kitts began with a congratulatory announcement on behalf of Dr. Alexander's family on the birth of their daughter. He then addressed fall semester enrollments and mentioned that preliminary numbers of 7,512 students suggest that this semester's enrollments would exceed the old record set in 2016 and end up near 7,600 when all students are counted. Census date for enrollment data is October 31st.

President Kitts talked briefly about the Faculty-Staff Wellness Center in Flowers Hall and concerns that this facility may be moved out of its current location. The President said there are no current plans to do anything with that space but if this changes there will be discussion.

He proceeded to discuss budgetary matters related to state funding and Project 208. Despite increased funding for the upcoming fiscal year, UNA's historical average allocation remains far below that received by other state schools. The university intends to be strategic in increasing awareness of UNA's needs by inviting lawmakers to campus so they may see what our needs are

(e.g., Alabama Speaker of the House Mac McCutcheon will be the December commencement speaker).

President Kitts also addressed comments he has received related to speakers invited to campus. He noted that college campuses should have a variety of speakers representing different points of view on a number of current issues.

President Kitts concluded by noting the successes so far of UNA athletics in Division I competition.

VI. Committee Reports:

Faculty Attitude Survey Committee: Senator Robertson reported on behalf of the committee and noted that the final report from the 2018 Faculty Attitude Survey will be in the hands of Faculty Senate by its next meeting.

VII. New Business:

A. Election of faculty to fill recent Shared Governance committee Vacancies.

1. Research Committee (Faculty-at-large) to finish term ending 2020.

Dr. Jared Painter was nominated to serve on the Research Committee. As there were no other nominations, he was elected by acclamation.

2. Strategic Planning and Budget Study Committee (Faculty-at-large) to finish term ending 2019.

Senator Felicia Harris was nominated to serve on the Strategic Planning and Budget Study Committee. As there were no other nominations, she was elected by acclamation.

3. Technologies Advisory Committee (Library faculty) to finish term ending 2020.

Ms. Jennifer Maddox was nominated to serve on the Technologies Advisory Committee. As there were no other nominations, she was elected by acclamation.

4. Faculty Senate representative to D1 Transition Team.

Senator Jillian Stupiansky was nominated to serve on the D1 Transition Team. As there were no other nomination, she was elected by acclamation.

B. Proposed Revision of Faculty Handbook Section 3.16.1 (CV Submission Deadline)

The proposal addressed changing the due dates for updated curriculum vitae and meeting dates for faculty and department chairs to discuss faculty professional goals/faculty

performance report. Dates were to be changed from May 15 to April 15 (see Appendix A, pp. 5-8).

As a matter of procedure, it was mentioned that new business is not to be addressed by Faculty Senate at the current meeting. Senator Richardson moved that the proposal be taken up for consideration at the Sept. 6th meeting. Senator Zayac seconded the motion.

After brief discussion Senator Watson motioned to approve the proposal. Senator Renfroe seconded the motion.

The motion to approve the proposal was passed.

C. Proposed Revision to UNA Grading Scale

The proposed revision to the grading scale adjusts quality points associated with letter grades as follows: A+ and A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, F = 0.0 (See Appendix A, pp. 9-11)

Senator Loeppky moved that the proposal be taken up for consideration at the Sept. 6th meeting. Senator Monteiro seconded the motion.

Debate concerning this proposal was extensive with questions and concerns being raised that addressed the overall justification/need for this change, how such a change might affect scholarship recipients, and student entrance into specific programs. Additional comments were made defining the proposal as premature and in need of additional research from peer institutions to assess the overall effect of the new grading scale on students.

Senator Richardson moved to postpone a vote on this proposal to Dec. 6th, 2018 so additional research could be conducted in the interim. Senator Williams seconded the motion.

The motion to postpone a vote on this proposal was passed.

Related to the proposal, Senator Owens-Murphy made a motion to send the proposal to the Academic Affairs Committee for additional study. Senator Franklin seconded the motion.

The motion was passed.

VIII. Information Items

A. New Faculty Senator orientation: October 4th at 3:00pm in the Gunn-Commons Lecture Hall (room 330).

B. 2018-2019 Faculty Senate Meeting schedule was shared with Senators

C. Volunteer are needed to serve on the following standing committees: FAC, AAC, FASC, Constitution, and Elections. Interested parties should contact President Infanger.

D. Final Faculty Senate Strategic Planning Session will be Thursday, Sept. 20th from 3:30-4:30pm in Collier Library classroom 120.

IX. Adjourn

Senator Loeppky made the motion to adjourn. Senator Stovall seconded the motion. The meeting adjourned at 4:24pm.



Office of the Vice President for
ACADEMIC AFFAIRS and PROVOST

MEMORANDUM

To: Dr. Scott R. Infanger, President
UNA Faculty Senate

From: Dr. Amber Paulk, Chair *AP*
Shared Governance Executive Committee

Date: August 28, 2018

At its meeting yesterday, the Shared Governance Executive Committee considered the enclosed proposal from the Council of Academic Deans for revisions to Section 3.16.1 of the Faculty Handbook – CV Deadline. This proposal is made to allow appropriate time between CV updates and annual publication of the Profiles in Excellence document. The SGEC determined this as a faculty-only issue to be reviewed by the Faculty Senate. Therefore, please inform me of the outcome of this review with a copy to Renee' Vandiver. Thank you.

Thank you.

rv
Enclosure



Office of the Vice President for
ACADEMIC AFFAIRS and PROVOST

MEMORANDUM

To: Dr. Lee G. Renfroe, Chair
Shared Governance Executive Committee

From: Dr. Ross C. Alexander, Vice President
for Academic Affairs and Provost

Date: June 11, 2018

Enclosed with this memorandum is a proposal from the Council of Academic Deans for revisions to Section 3.16.1 of the Faculty Handbook – CV Deadline. This proposal is made to allow appropriate time between CV updates and annual publication of the Profiles in Excellence document. The proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv
Enclosure

3.16 FACULTY EVALUATION

The purpose of the Faculty Evaluation Program is to provide for a valid and reliable assessment of faculty performance based on designated areas of engagement approved by the University. Toward that end, all faculty members are expected to demonstrate continuous involvement and effectiveness in the areas of: (1) teaching/professional effectiveness; (2) research, scholarship, and/or creative activities related to the faculty member's discipline and/or professional responsibilities; and (3) service performed on behalf of and/or in affiliation with the University, professional association, or as a civic or social service in the local community. Evaluation information (e.g., vita, faculty performance report, student evaluation rating summaries, and performance evaluation) shall be stored/maintained/archived in the online database that UNA has established for this purpose. Person(s) responsible for data entry of faculty information will be determined by department. It is the faculty member's responsibility to ensure accuracy of data entered.

3.16.1 Components of the Program

Updated Curriculum Vitae. The vitae shall contain detailed background and professional achievement data – educational background, degrees, teaching and other professional experience, scholarly and creative activities, service to the department, university, and community – and any information deemed relevant to the department or faculty member. The vitae shall be updated yearly by ~~May~~**April** 15.

Faculty Performance Report. Each full-time faculty member will establish professional goals for the upcoming year. The faculty member will contact the department chair to establish a meeting date **prior to ~~May~~**April** 15** in order to discuss professional goals for the coming year (See Appendix 3.D). During the conference, the faculty member and department chair shall come to a consensus on the following year's goals. If the faculty member was employed the previous year, he/she will also complete and submit electronically on this form (Appendix 3.D) a statement of accomplishments relating to the prior year's goals. The faculty member and the department chair will, during the meeting, discuss the specific goals and the improvements made which the faculty member has documented. This form will be transmitted electronically to the appropriate academic dean for review.

Student Rating. Student rating of faculty will be used university-wide (except Kilby School and university libraries/educational technologies) to collect information about students' perceptions of courses and faculty. Departments may add items to the campus form (See Appendix 3.D). Student evaluations will be administered online by the Office of Institutional Research, Planning and Assessment (OIRPA) every semester in each class section enrolling five or more students. Student comments should be collected and given to the faculty member in a format to ensure anonymity. Departments may use alternatives to the campus form in laboratories, studio courses, and other courses taught in non-lecture format. The OIRPA will process the online evaluation in a timely fashion

and forward results to the department chair. The summary of the ratings shall be shared with the faculty member.

Performance Evaluations. Using the faculty member's updated curriculum vitae, Faculty Performance Report, student ratings, and other appropriate information, department chairs will provide each faculty member a written performance evaluation on the following schedule: by **September 15** every year for nontenured faculty and every two years for tenured faculty. Performance evaluations may be provided more frequently at the discretion of the department chair or upon request by the faculty member or the dean of the college. The evaluation will be signed by the department chair, dean, and the faculty member. The faculty member has the option of submitting a written response to the department chair by **September 30**.

For department chairs, performance evaluations will be conducted in accordance with the above process and scheduled by the dean of the appropriate college and will include evaluation of administrative performance as well as the elements specified above. Deans are expected to consult department faculty and staff in conducting evaluations of the chair.

3.16.2 Use of the Results of the Program

The Faculty Evaluation Program is an integral component of the University's institutional effectiveness program. Departments will use information collected through the Faculty Evaluation Program in their departmental and academic program reviews with special care to document use of the program to improve teaching, research, and service.



Office of the Vice President for
ACADEMIC AFFAIRS and PROVOST

MEMORANDUM

To: Dr. Scott R. Infanger, President
UNA Faculty Senate

Mr. Chase Holcombe, President
Student Government Association

From: Dr. Amber Paulk, Chair *AP*
Shared Governance Executive Committee

Date: August 28, 2018

At its meeting yesterday, the Shared Governance Executive Committee considered the enclosed proposal from the Council of Academic Deans for a Revised Grading Scale. The SGEC determined this as an issue to be reviewed by the Faculty Senate and the SGA. Therefore, please inform me of the outcome of this review with a copy to Renee' Vandiver. Thank you.

Thank you.

rv
Enclosure



Office of the
PRESIDENT

MEMORANDUM

To: Dr. Amber Paulk, Incoming Chair
Shared Governance Executive Committee

From: Dr. Ross C. Alexander, Vice President
for Academic Affairs and Provost

Date: July 24, 2018

Enclosed with this memorandum is a proposal from the Council of Academic Deans for a revised grading scale. This proposal is provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv
Enclosure

PROPOSED GRADING SCALE FOR THE UNIVERSITY OF NORTH ALABAMA

<u>Letter Grade</u>	<u>Percent Grade</u>	<u>4.0 Scale</u>
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	60-66	1.0
F	Below 60	0.0