

FACULTY SENATE MINUTES

December 5, 2019

Call to order:

A meeting of the University of North Alabama's Faculty Senate convened in Room 136 of the Mitchell Burford Science and Technology Building at 3:30pm. with President Renfroe presiding (NOTE: 2020 meetings will convene in the Gunn Commons Building)

I. Proxies:

Chiong-Yiao Chen for Aaron Benson (Department of Visual Arts and Design), Gretchen Windt for Thomas Lukowicz, Jonathan Sullivan for Ravi Gollapalli (Department of Engineering Technology), Jian Chen for Sunhui Sim (Geography), Lindsey Sherrill for Wes Davenport (Department Management and Marketing), Jason McCall for Katie Owens-Murphy (Department of English)

Members in attendance:

Lori Alford, Rae Atencio, Stephanie Barger, Lisa Ann Blankenship, Tabitha Blasingame, Cory Cagle, Lisa Clayton, Wes Davenport, Frank Diaz, Diaz, Sarah Franklin, Ravi Gollapalli, Leah Graham, Scott Infanger, Christopher Klein, Ian Loeppky, Thomas Lukowicz, Janna Malone, John McGee, Janet McMullen, Prema Monteiro, Eric O'Neal, Katie Owens-Murphy, Gary Padgett, Cheryl Price, Jason Price, Lee Renfroe, Craig Robertson, Leigh Stanfield, Kevin Stoltz, Jessica Stovall, Jill Stupiansky, Alexander Takeuchi, Jason Watson, Laura Williams, and Pete Williams.

Members not in attendance (without proxy):

Trudy Abel (Department of Elementary Education) and Tim Butler (Department of Management and Marketing).

II. Approval of agenda:

President Renfroe requested approval of the Dec. 5th meeting agenda.

Senator Stovall motioned to approve the amended agenda. Senator Richardson seconded the motion.

The agenda was approved.

III. Approval of the Minutes

Senator Richardson motioned to approve the minutes from the November 7th, 2019 meeting of the Faculty Senate with a second by Senator Pete Williams.

The minutes were approved.

IV. Remarks from President Kitts

President Kitts announced his intent to keep his report short so the Senate could hear from guest presenters Dr. Butler Cain and Dr. Justin Bergh of the Department of Communications. Dr. Kitts indicated they would speak about efforts underway to strengthen student media at UNA and noted that Dr. Cain is leading the workgroup that advises him on reengagement with the College Media Association.

President Kitts then updated the Faculty Senate on current Project 208 activities. He presented a PowerPoint identifying central political figures in Montgomery that he and others (specific reference was made to Mr. Jason Cochran, UNA’s Executive Director, Governmental Relations and Economic Development) maintain contact. President Kitts then identified several individuals and House/Senate Committees memberships on his PowerPoint discussing the importance of each in turn to UNA’s funding (see Tables below).

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SENATE FINANCE AND TAXATION EDUCATION COMMITTEE, 2019	
Senator	District # and County/Counties Represented
Orr, Arthur, Chair (R)	District 3: Limestone, Madison, Morgan
Melson, Tim, Vice Chair (R)	District 1: Lauderdale, Limestone, Madison
Albritton, Greg (R)	District 22: Baldwin, Clarke, Escambia, Monroe, Washington
Allen, Gerald (R)	District 21: Lamar, Pickens, Tuscaloosa
Chesteen, Donnie (R)	District 29: Dale, Geneva, Houston
Dunn, Priscilla (D)	District 19: Jefferson
Figures, Vivian Davis (D)	District 33: Mobile
Gudger, Garlan (R)	District 4: Cullman, Lawrence, Marion, Winston
McClendon, Jim (R)	District 11: Shelby, St. Clair, Talladega
Scofield, Clay (R)	District 9: Blount, DeKalb, Madison, Marshall
Sessions, David (R)	District 35: Mobile
Singleton, Bobby (D)	District 24: Choctaw, Greene, Hale, Marengo, Pickens, Sumter, Tuscaloosa
Smitherman, Rodger (D)	District 18: Jefferson
Waggoner, J. T. "Jabo" (R)	District 16: Jefferson, Shelby
Wattley, Tom (R)	District 27: Lee, Russell, Tallapoosa Counties

HOUSE WAYS AND MEANS EDUCATION COMMITTEE, 2019	
Representative	District # and County/Counties Represented
Poole, Bill, Chair (R)	District 63: Tuscaloosa
Garrett, Danny, Vice Chair (R)	District 44: Jefferson
Scott, Rod (D)	District 55: Jefferson
Baker, Alan (R)	District 66: Baldwin, Escambia
Chestnut, Prince (D)	District 67: Dallas, Perry
Collins, Terri (R)	District 8: Morgan
Drummond, Barbara (D)	District 103: Mobile
Ellis, Corley (R)	District 41: Shelby
Faulkner, David (R)	District 46: Jefferson
Grimsley, Dexter (D)	District 85: Henry, Houston
Kiel, Jamie (R)	District 18: Lauderdale, Colbert, Franklin
Ledbetter, Nathaniel (R)	District 24: DeKalb
Lovvorn, Joe (R)	District 79: Lee
McMillan, Steve (R)	District 95: Baldwin
Wood, Debbie (R)	District 38: Chambers, Lee

President Kitts concluded his remarks by responding to a question from Senator McMullen who asked if it would be appropriate for faculty and staff to communicate directly with those identified in the above tables. President Kitts responded in the affirmative and that now would be the time to do so directly with the Governor’s Office.

V. Remarks from Dr. Ross Alexander (VPAA/Provost)

Dr. Alexander began his remarks by commenting on student enrollments for the Winter Session 2019 semester which are up 25% over last year. The Winter semester is an important component of the ‘finish in four’ initiative.

Dr. Alexander also discussed the potential benefits of creating a speakers' bureau/faculty expertise directory to better showcase the faculty and their talents to the news media as well as local groups/organizations that are looking for speakers.

Dr. Alexander concluded his remarks by reminding senators of the upcoming commencement exercises and asked them to encourage their colleagues to attend.

At the conclusion of these remarks, Senator Infanger motioned to support creation of a speakers' bureau/faculty expertise directory. Senator McMullen seconded the motions.

The motion was approved.

VI. Remarks from Dr. Butler Cain

Dr. Cain, Chair of the Department of Communications, aimed to update the Senate on Student Media at UNA. He has an overall positive assessment of where UNA currently is.

He mentioned that Dr. Justin Bergh has created rigorous training for all students involved with student media at UNA. Recent assessments suggested the training was well received by the involved students. The primary goal of this training was to promote greater professionalism in media practice among students.

Dr. Cain also mentioned changes to the educational curriculum in his department designed to better align the curriculum with professional journalistic practices. His department aims to identify, train and mentor students, and recruit them into student media.

Dr. Cain also mentioned enhanced financial support for student media at UNA creating increases in scholarships and supporting renovations to the student media building including new paint, lighting, furnishings, and additional renovations to production facilities.

Dr. Cain noted that UNA will host the Alabama Scholastic Press Workshop in 2020.

He concluded his remarks by discussing the work of the Student Media Steering Committee which is studying ways, with UNA's media consultant, to improve student media at UNA.

VII. Remarks from Faculty Senate President Lee Renfroe

President Renfroe began her comments by reminding the Faculty Senate of the Open Forum addressing Academic Honesty on January 13, 2020 in Room 330 of the Gunn Commons.

President Renfroe mentioned that the Faculty Senate will move its meetings back to Room 330 of the Gunn Commons beginning in January, 2020.

VIII. Committee Reports

A. Faculty Affairs Committee

Senator Klein mentioned that the Faculty Affairs Committee has concluded its work on revised language related to the proposed resolution addressing Shared Governance Committee Statements which the Faculty Senate will discuss at its 12/5/19.

B. Academic Affairs Committee

No report was offered.

C. Faculty Attitude Survey Committee

The committee met on 12/5/19 to discuss alterations to last year's survey. The committee aims to develop a survey containing questions that can help the Faculty Senate address important policy issues.

D. Faculty Handbook Oversight Committee

Senator Infanger mentioned that a discussion pertaining to workload assignments will come to the committee's attention.

IX. Unfinished Business

A. College of Arts and Sciences (COAS) Workload Reassignment Policy

See Appendix A

Dr. Sara Lyn Baird, Interim Dean of the COAS, addressed the Faculty Senate and noted that current discussions regarding the COAS Workload Policy suggested it was not in accordance with the UNA Faculty Handbook. She, with the assistance of Dr. Jeffrey Bibbee, Interim Associate Dean of the COAS, then explained the newly revised policy. Dean Vicki Pierce of the Anderson College of Nursing and Health Professions attended to address questions as a representative of the Council of Academic Deans.

The ensuing discussion regarding COAS practices and broader practices across the colleges highlighted the following:

- There are situations in the COAS and the College of Education and Human Sciences where faculty are not being paid or otherwise compensated for their labor beyond the specified 12 credit hour workload.
- There appears to be inconsistency within and across the colleges regarding how graduate teaching, grant work, and course releases relate to compensation.

- It was suggested the Faculty Affairs Committee speak with College Deans and a sample of faculty from all the colleges to ascertain workload practices, compensation, and release time.

Senator Richardson moved to assign this issue for further analysis to the Faculty Affairs Committee. Senator Infanger seconded the motion.

The motion was approved.

(Note: The Faculty Senate assigned this issue to the Faculty Affairs Committee for analysis at its November, 2019 meeting).

B. Amended Resolution Regarding Statements from Shared Governance Committees

See Appendix B

Senator Infanger motioned to accept the resolution. Senator Franklin seconded the motion.

Discussion focused primarily on the need to strike the last FURTHER RESOLVED statement:

“FURTHER RESOLVED, That any statement signed by a president of the faculty, staff, or student senates as an individual shall indicate the signature is that of the president as an individual, not a representative of their respective senate; and be it”

Following this discussion, Senator Richardson motioned to amend the resolution to strike the above “FURTHER RESOLVED” statement. Senator Robertson seconded the motion.

The amended resolution was approved by vote (18 affirmative votes, 15 opposed and 5 abstentions) and, as approved, this amended document goes to the Shared Governance Executive Committee for deliberation by other decision-making bodies.

C. Shared Governance Committee Representation Proposal

See Appendix C

Senator Infanger motioned to approve the proposal that functions to ensure appropriate faculty representation on shared governance committees. Senator Franklin seconded the motion.

Senator Richardson expressed the position that employees that are more administrative in employment status than they are faculty and/or staff are holding faculty/staff positions on shared governance committees thus compromising faculty/staff input and representation. Senator Richardson also discussed that in cases where proxies attend meetings those proxies must match the employment status of the committee members they represent.

After further discussion, the motion was voted upon and the motion was approved.

Senator Richardson subsequently expressed the view that the Faculty Senate review its by-laws/constitution to determine if updated language is needed.

X. New Business

There was no new business

XI. Information items

A. Open Forum on Academic Honesty Policy – Monday, January 13, 2020 in 330 Commons at 3:30 pm, Presentation in Faculty Senate January 16, 2020

XII. Adjourn

Senator Richardson motioned to adjourn the meeting.

The meeting adjourned at 5:22pm.

Appendix A

MEMORANDUM

To: Dr. Sara Lynn Baird, Interim Dean, COAS

From: Dr. Jeffrey Bibbee, Interim Associate Dean, COAS

RE: Faculty Workload Assignment Process

The current policy as outlined in the faculty handbook is a 4-4 teaching load with few exceptions for course releases (see attached). These exceptions are limited to pre-approved work assignments (chair, graduate coordinator, etc.), graduate courses, and approved research projects. The approval of such releases has been vested in the VPAA but has been devolved to the college deans. The current policy of providing \$2400 in research funds instead of compensation or a course release may be interpreted as a violation of the faculty handbook which does not provide for research funding as a substitute for overload compensation when the 12 hour teaching load is exceeded.

All faculty will be assigned 12 hours of work/teaching as outlined in 3.2.2 of the Faculty Handbook. Lecturers and Senior Lecturers will be assigned 15 hours of work/teaching. (*Needs to be addressed in the faculty handbook*) All work assignments and other teaching responsibilities will be credited using the following chart:

Workload Equivalency*

Graduate Course	+3 hours
Graduate Coordinator	+3 hours
Large Format Courses **	+3 hours
Program/Center Director**	+3 or +6 hours
Department Chair	+6 hours
Associate Dean	+9 hours

*With each of the following administrative or teaching assignments, the listed number of hours will be added to the faculty teaching workload. Independent studies and lab hours will be calculated according to the faculty handbook.

**With permission from the VPAA and COAS Dean

All faculty who exceed 12 hours of work assignments will be compensated at the adjunct/overload rate (currently \$2400 for three credit hours). Faculty will only be eligible for one faculty overload payment per term. Faculty will no longer be provided research funding in the place of compensation. All faculty will have an opportunity to seek research funding, outside of their departmental resources, from the COAS Faculty Research and Development Grant Program. The transfer of research funds allocation to the COAS Research and Development Committee provides a peer-reviewed process for research funding and travel. Additionally, this transfer makes the distribution of funds more efficient and insures accountability through a reporting process. The Department Chair may recommend to the

dean and VPAA release time to support faculty research projects. The provision of release time will remain at the discretion of the department chair, COAS Dean and the VPAA.

With implementation, the current faculty workload reassignment form will no longer be used. All overloads will be paid via EPAF. The justifications for such payments will be provided to the COAS Dean's Office by the EPAF spreadsheet.

UNA Faculty Handbook:

3.2.2 Faculty Workloads and Teaching Loads

The full-time teaching assignment will be 12 credit hours per semester. Each hour of scheduled lecture is to be considered an academic credit hour with laboratory, studio, clinic, field, and activity courses being equated on the basis of each contact hour being equal to three-fourths academic credit hour. Thus, the full-time teaching assignment in contact hours is 16 hours. Each student teacher assigned shall be equivalent to three-fourths academic credit hour. Normal class assignments may include evening, weekend, or off-campus classes, and alternate schedules may be made for faculty who have these assignments and/or other university-related responsibilities.

In the calculation of the faculty teaching load, the following conditions will be observed:

1. The faculty or department chair workload will exclude independent study courses or other special arrangement courses with enrollments of fewer than 10 students. Full-time or adjunct faculty or departments chairs with advanced approval may be compensated for such special courses for credit on an overload basis at the rate of \$40 per credit hour generated in such courses.
2. Full-time faculty teaching regular class overloads and adjunct faculty teaching regular classes will be compensated at the rate of \$800 per class credit hour or \$700 per class contact hour, except for applied music lessons where the rate will be established administratively in accordance with availability of funds, principles of equity with respect to other university wide adjuncts and overloads, and rates of pay for adjunct faculty teaching applied music at other institutions in the region.
3. Full-time faculty are restricted to no more than one class overload in any semester (normally three semester hours or equivalent contact hours). Exceptions must be approved by the college dean.
4. In the calculation of faculty workloads, cross-listed courses will count as one course.
5. When faculty offer courses taught concurrently even though the numbers of the courses are different, they will count on the faculty workload as one course.
6. Team-taught classes will be credited to only one faculty member and will rotate faculty members being given the credit each semester the course is offered.
7. With exceptions for small departments, activity classes, other one-hour credit courses, and special occasions, faculty workloads normally should not exceed three different class preparations.
8. Released time beyond the 12-hour teaching load will not be routinely granted unless it follows conditions involving graduate courses or approved released time research.

Faculty that are to teach less than a full load because of other assignments should have such arrangements approved in writing well in advance through the department chair, college dean, and the Vice President for Academic Affairs and Provost.

9. The following teaching loads apply when faculty teach graduate courses.
 1. nine credit hours if only graduate courses are taught;
 2. faculty who teach at both the undergraduate and graduate level may have an appropriate reduction in workload if scholarly activity supports the reduction and, 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.

Appendix B

Resolution on Statements Provided by Shared Governance System Committees

WHEREAS, the three main constituencies of stakeholders of the University are the Faculty, Staff, and Students; and

WHEREAS, the three constituencies have their own respective governing bodies in the Faculty Senate, the Staff Senate, and the Student Government Association (SGA) that operate under constitutions and bylaws adopted and approved by those constituent groups; and

WHEREAS, the Faculty Senate, Staff Senate and Student Government Association serve as the sole representative bodies and voice for each of their respective constituents; and

WHEREAS, the Shared Governance System at UNA was created for the legitimate involvement of the three main constituent bodies in the planning and decision-making processes of the University; and

WHEREAS, the Shared Governance System at UNA is used as a means of university management in which each of the three main constituents in the university community participates in policy and decision making in the areas of strategic and budget planning, faculty and staff welfare, selection and retention of academic and administrative officers, campus planning and development, and organizational accountability; and

WHEREAS, the role of Shared Governance is to ensure that UNA jointly involves faculty, staff, students, and administration in the development of university policies; and

WHEREAS, the Shared Governance Committees, including the Shared Governance Executive Committee, are advisory and not governing bodies or committees; and

WHEREAS, the role of Shared Governance Committees, including the Shared Governance Executive Committee, is limited to the communication of deliberations and findings related to the development of university policies to the President, and after discussion with the President, to the university community; and

WHEREAS, the membership of all Shared Governance Committees is appointed by the President of the University and do not serve as representative bodies of the three main constituents; and

WHEREAS, the presidents of the respective senates are by-position members of the Shared Governance Executive Committee and serve at the will of their constituencies; now, therefore, be it

RESOLVED, That all Shared Governance Committees shall refrain from making statements unrelated to their respective charge; and be it

FURTHER RESOLVED, That the presidents of the faculty, staff, and student senates shall not sign any statement from a Shared Governance Committee without the express consenting vote of their respective senates; and be it

FURTHER RESOLVED, That any statement signed by a president of the faculty, staff, or student senates as an individual shall indicate the signature is that of the president as an individual, not a representative of their respective senate; and be it

DECLARED, That this resolution, once ratified by the three governing bodies, be added to the Shared Governance Document.

Approved this _____ day of _____, 2019.

Signed:

_____ (Faculty Senate President)

_____ (Staff Senate President)

_____ (Student Government Association President)

Appendix C

Fw: Proposal for Revisions to SG Document on Committee Representation

Cc: Harris, Felecia Yvonne <fyharris@una.edu>

Subject: FW: Proposal for Revisions to SG Document on Committee Representation

On behalf of SGEC Chair Felecia Harris, I wish to inform you that at its meeting earlier today, the Shared Governance Executive Committee considered the enclosed proposal for revisions to the Shared Governance Document relative to committee representation. The SGEC determined this as an issue to be reviewed by all three Senates. Therefore, please inform Dr. Harris of the outcome of this review with a copy to me. Thank you.

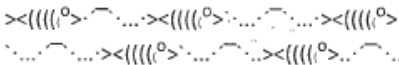
Renee' Vandiver

From: Richardson, Terry D
Sent: Monday, October 28, 2019 10:46 AM
To: Harris, Felecia Yvonne <fyharris@una.edu>
Cc: Vandiver, Renee P <rpvandiver@una.edu>
Subject: SGEC Proposal

Please find attached a proposed addition to the SG Document. The proposed addition is important and timely as it has recently become common for faculty (and perhaps staff) to be assigned full-time administrative duties (e.g., currently, the Associate Deans of the Colleges of Arts and Sciences and Education both hold faculty positions on SG committees). When this happens, this effectively removes a faculty or staff representative position from the SG committee occupied by such an individual. Presumably this could also result in the removal of an administrative position should an administrator be assigned full-time faculty or staff positions. The precedent for such an inclusion has already been set in the same paragraph where it is stated that "Proxies must represent the same constituency as the shared governance committee member represents and from which the member was appointed." Shared Governance is structured to be inclusive and to maintain specified representation of the four primary constituency bodies on campus: faculty, staff, students, and administration. Adding the proposed statement, or some form of it, will ensure that appropriate and designed representation is maintained in Shared Governance structure.

Because the attached proposed addition involves faculty and staff, as well as Shared Governance structure in general, and in keeping with SG transparency, I recommend this proposal be sent to the Faculty, Staff and Student senates for consideration. Thank you for your consideration of the attached proposed addition.

Sincerely,



Terry D. Richardson, Ph.D.
University of North Alabama
Box 5048
Department of Biology
Florence, AL 35632-0001

2. The Academic and Student Affairs Committee reports through the VPAA and Provost.
 3. The Institutional Effectiveness Committee reports through the VPAA and Provost.
 4. The Faculty/Staff Welfare Committee reports through the Vice President for Business and Financial Affairs (VPBFA).
 5. The Facilities and Infrastructure Committee reports through the Vice President for Business and Financial Affairs (VPBFA).
- C. The Task Committees report to the President through the senior administrator as indicated in the reporting structure portion of the charge of the specific committee for each of these task committees and in the Shared Governance Organizational Structure in Appendix B.
- III. All committees are advisory to the President. As provided by the Bylaws of the Board of Trustees, the President and the Board of Trustees retain final decision-making authority on all issues presented via the governance structure.
- IV. Membership on all committees, other than membership by position and student members, is for staggered, three (3) year terms, with approximately one-third (1/3) of the members having terms expire each year. An individual may serve a maximum of two (2) consecutive three (3) year terms. After two consecutive terms on a committee, an individual must sit out for at least one (1) year before being eligible for re-appointment to that committee. Student members will serve one (1) year terms and may be reappointed. Adjunct faculty are not eligible to serve on shared governance committees. The SGEC will recommend appointments to the President for membership on all committees. Terms expire the day preceding the first day of the fall semester.

New terms begin on the first day of the fall semester. The President shall appoint all committees prior to the first day of each fall semester. Persons appointed to vacated positions will serve until the normal expiration of the term to which they were appointed. Students and non-voting members will not count towards quorums. A quorum at meetings is defined as a majority of the number of appointed members in attendance. If a voting member of a shared governance committee cannot attend a meeting, the member is responsible for selecting a proxy for that meeting. Non-voting and student members may also select proxies as needed. Proxies must represent the same constituency as the shared governance committee member represents and from which the member was appointed. If a committee member is absent and fails to provide a proxy for three consecutive scheduled meetings (within one year beginning the first day of the fall semester), the committee chair can request of the Shared Governance Executive Committee that the position be declared vacant and a replacement be elected to complete the unexpired term. If a shared governance committee member's University position changes prior to completion of her/his appointed shared governance committee term such that the committee member no longer represents his/her constituency (e.g., faculty or staff accepting full-time administrative positions, staff becoming full-time faculty, or administrators becoming full-time faculty or staff, etc., including interim appointments lasting longer than one semester), that committee member shall forfeit their committee appointment. The committee chair shall declare the position vacant to the Shared Governance Executive Committee and request a replacement be elected from the appropriate constituency to complete the unexpired term.