

FACULTY SENATE MINUTES

September 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.

I. Proxies:

Xiaonon Zhu for Jill Stupiansky (Math), Erin Vaughn for Lisa Clayton (Elementary Education), Andrew Potter for Mark Terwilliger (Computer Science and Information Systems), Michelle Nelson for Laura Williams (Nursing and Health Professions – Graduate Programs), Keith Jones for Corey Cagle (Accounting), Brenna Wardell for Cheryl Price (English), and Jana Beaver for Wes Davenport (Management and Marketing).

Members in attendance:

Trudy Abel, Lori Alford, Rae Atencio, Stephanie Barger, Aaron Benson, Lisa Ann Blankenship, Tim Butler, Frank Diaz, Sarah Franklin, Ravi Gollapalli, Leah Graham, John Hodges, Scott Infanger, Christopher Klein, Ian Loeppky, Thomas Lukowicz, Janna Malone, John McGee, Janet McMullen, Prema Monteiro, Eric O'Neal, Katie Owens-Murphy, Gary Padgett, Jason Price, Ansley Quiros, Lee Renfroe, Terry Richardson, Craig Robertson, Sunhui Sim, Leigh Stanfield, Kevin Stoltz, Jessica Stovall, Alexander Takeuchi, Brian Thompson, Jason Watson, and Pete Williams.

Members not in attendance (without proxy):

Tabitha Blasingame (Nursing and Health Professions – Undergraduate Programs) and Frank Diaz (Chemistry and Industrial Hygiene)

II. Approval of agenda:

President Renfroe requested approval to amend the meeting agenda to include a request for formation of an ad-hoc committee to look at the possible location for a faculty club.

Senator Davenport moved to approve the amended agenda and Senator McMullen seconded the motion. The Faculty Senate approved the amended agenda.

III. Approval of minutes:

There were no minutes from the May 19th Faculty Senate election meeting.

IV. Remarks from President Kitts

President Kitts' remarks focused on enrollment data for the Fall 2019 semester, changes to UNA's Board of Trustees, and recent discussions regarding UNA's need for its own football stadium.

Enrollment: Enrollment appears up 3.87% in student headcount (approximately 300 more students) compared to last year at this same time. A purge of non-paying students will take place on Sept. 5th so enrollments will decrease somewhat but still remain in positive territory. Following that, the reporting of first and second 8-week sessions between now and census on October 31st will reinforce UNA's positive growth. Reports from other Alabama institutions indicate that we are among a handful of universities experiencing a significant enrollment increase. UNA's final enrollment for Fall 2019, which will reflect an increase in freshmen and both undergraduate and graduate students, should be a record (somewhere between 7,900 and 8,000 students).

Board of Trustees: In June, UNA added an eleventh appointed seat to its governing board with the appointment of Dr. Wendell Gunn. Dr. Gunn is a welcome addition to our board in every way, and it continues to be important for UNA that the board closely resembles the demographics of our student population and alumni base. President Kitts added that work is still needed to improve gender diversity and geographic diversity on the board.

Stadium: Through SGA, our students are an important part of the shared governance system at the University. The current talk about a stadium is occurring because the students have asked us to make this a matter of administrative concern. The University Stadium Workgroup was empaneled in response to a direct request from SGA last November. That group finished its work over the summer and submitted a report which is now available on the UNA website. President Kitts prepared and made public a response to that report which has been shared through local media outlets. President Kitts is open to receiving questions regarding this issue.

V. Remarks from VPAA/Provost Alexander:

Dr. Alexander's comments touched on a number of issues including facilities, new programs, and faculty excellence.

Speaking to UNA facilities and ongoing renovations and projects, Dr. Alexander discussed the progress of work on Laura M. Harrison Hall. The nursing building may be completed by March 2020. A renovation of Norton should be completed by end of summer 2020. The University Success Center will be moving to the Collier Library and be in place by Spring 2020. Other changes involving ITS and ETS will be forthcoming and involve both Collier Library and Stevens Hall. Renovations of the GUC and GUC Performance Center will commence during the Fall 2019 semester. The university is exploring making use of a UNA property (a house) on Seminary Street as a Faculty Club. Faculty and Staff changing rooms in Flowers Hall have been moved to the building's ground floor.

Speaking to new academic programs at UNA, Dr. Alexander mentioned the following initiatives:

- M.S. in Sport and Recreation Management (Fall, 2019 – online)
- Micro-credentials (Spring, 2020) involving Spanish for Clinical Settings, Instructional Design, Professional Accounting and Healthcare Simulation
- Executive Doctor of Business Administration (Fall, 2020)
- Ph.D. in Exercise Science and Health Promotion (Fall, 2020)
- Master of Social Work (Fall, 2019 – online)
- Bio-Engineering option as part of the B.S. in Engineering Technology (Fall, 2020)
- M.S. in Applied Manufacturing Engineering (Fall, 2020 – online)

Dr. Alexander discussed recent faculty accomplishment and focused those remarks on a number of major awards involving faculty and their work with Mr. Nathan Willingham (Director of Grants and Sponsored Programs). The following three awards nearly double the total amount of grants and sponsored programs funding at UNA:

- National Science Foundation grant for \$671,966 for a project titled *Collaboration Research: Collaborative Partnerships to Teach Mathematical Reasoning Through Computer Programming*. The project involves the work of Dr. Cyndi Stenger, Dr. Jessica Stovall, Dr. Janet Jenkins, Dr. James Jenkins, Dr. Mark Terwilliger and Mr. Jay Jackson.
- U.S. Department of Energy grant involving Dr. Amanda Coffman and UNA alum Dr. Jim Davis to conduct research as part of a broader 10-member team examining ionic liquids.
- National Science Foundation grant for \$647,613 for a project titled *Creating STEM Opportunities for High-Achieving Rural Alabama Students*. The project involved the work Dr. Melissa Driskell, Dr. Amber Paulk, and Dr. Carmen Burkhalter.

Dr. Alexander recognized Dr. Ansley Quiros who received the 2019 Award for Excellence in Research Using the Holdings of Archives from the Georgia Historical Records Advisory Council for her book titled *God with Us: Lived Theology and Freedom Struggle in Americus, Georgia, 1942-1976*. Dr. Alexander also recognized Dr. Andrea Hunt for her work in organizing and administering the new Mitchell-West Center for Social Inclusion which is now open in Rice Hall.

Dr. Alexander closed his comments by discussing a new learning agreement with the U.S. Space and Rocket Center and UNA's work over the last several months to expand learning agreements with several diverse regional organizations. He mentioned that work will be ongoing for accreditation reviews and related SACS campus visits. He discussed the ongoing work to develop a search committee and processes related to the COAS Dean's search. Finally, Dr. Alexander recognized Dr. Gary Padgett as the new Director of the Center for Student Research.

VI. Remarks from Faculty Senate President Lee Renfroe

President Renfroe discussed her priorities for the academic year and linked identification of those to use of the Faculty Attitude Survey data/results. The data suggest that facilities at UNA remain an important issue as does ADA compliance related to academic traditional/online instruction. She mentioned that visitors would certainly be welcomed to attend Faculty Senate meetings to discuss these issues. President Renfroe also discussed the UNA Employee Wellness Program and asked the Senate members to discuss the program with their colleagues and encourage them to sign up.

VII. Committee Reports

A. Faculty Affairs Committee

Senator Klein mentioned that the Faculty Affairs Committee is working on the proposed resolution addressing Shared Governance Committee Statements (please see Faculty Senate minutes Appendix C from the April 11, 2019 meeting).

B. Academic Affairs Committee

No report was offered. Dr. Tim Butler will chair the committee this year.

C. Faculty Attitude Survey Committee

Senator Robertson spoke to the Senate and presented to the body the completed report from the 2018-2019 Faculty Attitude Survey with a motion that the report be released and the Senators be responsible for releasing the report to their departmental faculty.

Senator Richardson approved the motion and Senator Owens-Murphy was the second.

The Faculty Senate voted to release the report.

Dr. Jason Imbrogno will chair the committee this year.

D. Faculty Handbook Oversight Committee

Senator Infanger will chair the committee this year. As this is a new standing committee, Senator Infanger reinforced to the Senate the committee's responsibility: to ensure that edits to the Faculty Handbook are valid relative to approved language in actual proposals.

VIII. Unfinished Business

There was no unfinished business

IX. New Business

A. Revision to Section 2.5.3 of the Faculty Handbook – Appointment Date of the University-Wide Promotion and Tenure Portfolio Review Committee

(See Appendix A)

Senator Graham made a motion to discuss this new business item. Senator Richardson seconded the motion.

There was little discussion regarding the proposed changes in dates from October to June to select members for service on the University Wide Promotion and Tenure Portfolio Review Committee.

Senator Graham moved to accept the proposed revisions to Section 2.5.3 of the Faculty Handbook and Senator Franklin seconded the motion.

The motion passed.

B. Revision to Section 2.5.3, Appendix 2D and 2E of the Faculty Handbook – Appointment Date of the Peer Promotion and Tenure Committee

(See Appendix A)

Senator Robertson made a motion to discuss this new business item and Senator Infanger seconded the motion.

There was little discussion regarding the proposed changes in dates from October 1 to September 1 for Department Chair forming the peer promotion and/or tenure committee and from October 15 to October 1 for the candidate to present application and portfolio to the Department Chair.

Senator Graham moved to accept the proposed revisions to Section 2.5.3, Appendix 2D and 2E of the Faculty Handbook and Senator Owens-Murphy seconded the motion.

The motion passed.

C. Academic Honesty Policy

(See Appendix B)

Senator Franklin spoke to the Faculty Senate and outlined the history of the policy as well as the extent of academic dishonesty among students. She emphasized that lack of a structure and process create liabilities for faculty and the institution. Faculty cannot operate as accuser, judge and executioner in academic honesty cases involving students.

The review committee arrived at the position that a new policy and set of procedures should be developed. Relative to what has been provided to the Faculty Senate presently, the Senate is asked to discuss and vote on the actual paragraph on the Academic Honesty statement titled “Policy”.

The policy statement is to be taken back to the academic departments for discussion and brought back to the Senate floor as “old business” at its October 3rd meeting.

D. Faculty Club

This item was presented to inform the Senate that the UNA property (a house) on Seminary Street, Florence could possibly be used as a Faculty Club but that much work is needed to define the space, its availability, use, etc.

Senator Richardson moved that President Kitts develop an ad-hoc committee to examine the property and identify issues affecting its proposed purpose and use. Senator Infanger seconded the motion.

The motion passed.

X. Information Items

President Renfroe discussed the following items

- New Senator Orientation on October 3rd at 3:00pm
- Change of location for Faculty Senate Meeting through December, 2019
- New faculty may serve on Faculty Senate but to serve on a Shared Governance committee, new faculty must have one year of service at UNA.
- Diversity and Inclusion presentation immediately following the September 5th meeting

XI. Adjourn

The Faculty Senate’s meeting adjourned at 4:39pm.

Appendix A



Office of the Vice President for
ACADEMIC AFFAIRS and PROVOST

MEMORANDUM

To: Dr. Felecia Harris, Chair
Shared Governance Executive Committee

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

Date: August 21, 2019

A handwritten signature in blue ink, appearing to be "Ross C. Alexander", is written over a horizontal line.

Enclosed with this memorandum are the following proposals from the Council of Academic Deans for revisions to the Faculty Handbook:

1. Section 2.5.3. – Appointment Date of the University-Wide Promotion and Tenure Portfolio Review Committee; and
2. Section 2.5.3, Appendix 2D, and Appendix 2E – Appointment Date of the Peer Promotion and/or Tenure Committee

These revisions are proposed to allow adequate time to develop the Digital Measures workflow of all review groups in advance of the October 1 portfolio submission deadline. Therefore, they are provided for consideration by the Shared Governance Executive Committee.

Thank you.

rv
Enclosures

Responsibility of the University-Wide Promotion and Tenure Portfolio Review Committee

The University-Wide Promotion and Tenure Portfolio Review Committee This committee is to be drawn from all five faculty constituencies (four colleges and Library/Educational Technology Services faculty). The committee will have nine (9) members consisting of a minimum of one (1) member from each constituency plus at-large faculty to total nine. The committee will select a vice chair to serve as assistant to the chair during the first year of a two-year term and to assume the role of chair during the second year. Annually, the Faculty Senate will identify a pool of at least fifteen (15) eligible members to serve in this pool. Appointment to the pool and service on the committee is limited to faculty who are tenured and hold rank as Associate Professor or Full Professor. From this pool of candidates, the President of the University will annually, in ~~October~~June, select members to serve for two (2) academic years. No faculty member from a faculty constituency will be appointed for additional terms until the entire pool from that constituency has been exhausted. Only then may professors be appointed to serve another term. Exemptions from service should only be granted in extreme circumstances and then only for one (1) term. Faculty may not serve on the committee while applying for promotion and/or tenure.

indicates which of the areas in item 3 should be weighed more heavily or less heavily than others.

3. Current Resume or Vita (limited to 10 pages)
 - a. Education (Institution, major, minor, degrees awarded, and dates degrees were awarded)
 - b. College/university teaching or library/educational technology services experience as appropriate to field (include position and dates)
 - c. Other teaching or library/educational technology services experience (describe and include dates)
 - d. Other related experience (describe and include dates)
4. Supporting information for the following items, as outlined in section 2.5.1 (optional – electronic submission of supporting information is preferred; if submitted in hard-copy form, references to these materials must be made within the electronic portfolio)
 - a. Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Faculty
 - b. Effectiveness in Research, Scholarship, and Other Creative Activities
 - c. Effectiveness in Rendering Service
 - d. Any other relevant information pertaining to the college or department

Responsibility of the Peer Promotion and/or Tenure Committee

When a faculty member applies for promotion and/or tenure, it is the responsibility of the department chair to form a peer promotion and/or tenure committee by ~~September 1~~September 15. In Library and Educational Technology Services, the dean serves the functions of chair and dean. The department chair shall convene a peer promotion and/or tenure committee, consisting of all tenured faculty not applying for promotion in the department. No committee shall consist of less than five tenured faculty. When that number is not possible at the departmental level, the chair will complete the committee membership from among all tenured faculty not applying for promotion from other departments in the college or in a related discipline. The department chair or designee will supervise the election of a chairperson. It is the responsibility of the peer promotion and/or tenure committee chair to complete an evaluation form (Appendix 2.G) on each candidate, with a copy to each committee member, that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure and to recommend for or against the granting of promotion and/or tenure. In addition, the peer promotion and/or tenure committee will then submit through the department chair to the dean all of the information relating to the promotion and/or tenure recommendation by November 15. The evaluation form, composed by the candidate's peer promotion and/or tenure committee chair and copied to each committee member, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include discipline specific accomplishments relative to effectiveness

TIMELINE FOR PROMOTION AND/OR TENURE

TASK	TARGET DATE*
Candidate submits by e-mail to Department Chair, Dean, and VPAA/Provost notification of intent to apply for promotion and/or tenure.	May 1
Dean verifies, with the Office of the VPAA/Provost, whether the candidate is eligible for promotion and/or tenure and notifies the candidate.	May 15
Department Chair forms Peer Promotion and/or Tenure Committee. Candidate presents application and portfolio to Department Chair and promotions@una.edu.	September 1 October 1
Candidate presents application and portfolio to Department Chair. Department Chair forms Peer Promotion and/or Tenure Committee.	October 1 October 15
Peer Promotion and/or Tenure Committee reviews portfolios, completes evaluation for candidates, and provides Promotion and/or Tenure Evaluation Form to department chair.	November 15
Department Chair reviews portfolios, completes evaluation for candidates, and provides Promotion and/or Tenure Evaluation Form to dean.	December 1
College Dean reviews recommendations of peer committee and department chair and portfolios, completes evaluations for candidates, and provides all information relating to the promotion and/or tenure recommendation to VPAA/Provost and promotions@una.edu.	February 1
University Tenure/Promotion Committee reviews portfolios, completes evaluation for candidates, and provides Promotion and/or Tenure Evaluation Form to VPAA/Provost.	March 15
VPAA/Provost reviews portfolios, completes evaluations for candidates, and provides evaluation to the President.	April 15
President or his/her designee makes final decision and informs VPAA /Provost.	April 22
VPAA/Provost informs deans of final decisions. Candidates are notified by deans.	May 1 (promotions become effective on the first day of the following fall semester)
Portfolios are picked up from dean.	May 15

*If target date falls on a university non-workday, the next workday applies.

qualified, or less qualified), to which promotion is recommended or not recommended and be recorded on the Promotion Recommendation Form no later than November 15. This written evaluation, composed by the candidate's peer committee, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include, but not be limited to, the quality of academic journals in which scholarly works appear, as well as the prestige/quality of presentations/performances (musical, theatrical, other as categorically appropriate).

For departments in the Colleges of Arts and Sciences, Business, Education and Human Sciences, and Nursing where two or fewer tenured faculty are eligible for the peer promotion committee, the department faculty will complete a committee of three, adding to that department's tenured faculty (not applying for promotion), other tenured faculty from the college.

Responsibility of the Department Chair

When a faculty member applies for promotion, it is the responsibility of the department chair (or dean) to form a peer promotion committee by September 1 ~~October 15~~. The department chair will evaluate the portfolios of the candidates in his or her department and prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended and be recorded on the Promotion Recommendation Form. The department chair will forward the peer promotion committee's recommendation, and his or her own recommendation for each candidate, to the college or area dean no later than December 1. This written evaluation, composed by the candidate's department chair, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include, but not be limited to, the quality of academic journals in which scholarly works appear, as well as the prestige/quality of presentations/performances (musical, theatrical, other as categorically appropriate). The department chair will also provide written feedback to each candidate regarding the strengths and weaknesses of the candidate's portfolio when the final promotion decisions are announced in April. It will be the responsibility of the department chair to confirm the candidate meets the university's eligibility requirements (e.g., years of service) for promotion to the rank being sought.

Responsibility of the College Dean

It is the responsibility of the college or area dean to review and evaluate the individuals' portfolios as well as the recommendations of the peer promotion committees and department chairs. The dean will prepare a written evaluation of each candidate that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for advancement in rank. The evaluation, based on those strengths and weaknesses, will indicate the degree (exceptionally qualified, highly qualified, moderately qualified, or less qualified) to which promotion is recommended or not recommended and be

UNA PROMOTION PROCESS

TASK	TARGET DATE*
Candidate submits by e-mail to Department Chair, Dean, and VPAA/Provost notification of intent to apply for promotion.	May 1
Department Chair verifies, with the Office of the VPAA/Provost, whether the candidate is eligible for promotion and notifies the candidate.	May 15
Department Chair forms Peer Promotion Committee and informs College Dean of candidates. Candidate presents application and portfolio to Department Chair.	September 1 October 4
Candidate presents application and portfolio to Department Chair. Department Chair forms Peer Promotion Committee and informs College Dean of candidates.	October 1 October 15
Peer Promotion Committee reviews portfolios, completes evaluation for candidates, and provides Promotion Recommendation Form to department chair.	November 15
Department Chair reviews portfolio, completes evaluation for candidates, and provides Promotion Recommendation Form to dean.	December 1
College Dean reviews recommendations of peer committee and department chair and portfolios, completes evaluations for candidates, and provides Promotion Recommendation Form to VPAA/Provost.	February 1
University Tenure/Promotion Committee reviews portfolios, completes evaluation for candidates, and provides Promotion Recommendation Form to VPAA/Provost.	March 15
VPAA/Provost reviews portfolios, completes evaluations for candidates, and provides evaluation to the President.	April 15
President or his/her designee makes final decision and informs VPAA/Provost.	April 22
VPAA/Provost informs deans of final decisions. Candidates are notified by deans.	May 1 (promotions become effective on the first day of the following fall semester)

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Academic Honesty

Policy

Members of the University community are expected to adhere to commonly accepted standards of academic honesty. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates.

It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Acts of academic dishonesty will be subject to appropriate disciplinary action in accordance with university procedures.

The policy is the portion to be considered through shared governance.

Procedure:

Academic dishonesty Process:

Academic dishonesty is the intentional or unintentional misrepresentation or falsification of all or part of any academic work or university requirement, or intentionally assisting another to do the same. Any instance of academic dishonesty will be regarded as an offense subject to academic and disciplinary sanctions. Forms of academic dishonesty include plagiarism, cheating, falsification or fabrication, multiple submissions, complicity, abuse of academic materials, unauthorized possession of material, misrepresentation of work, or other academically dishonest conduct as determined by the university.

See Appendix A for definitions of academic dishonesty.

When a faculty member suspects an instance of academic dishonesty, the following steps should be taken:

1. The faculty member gathers information and evidence of academic dishonesty. As a part of this procedure, the faculty member may request a meeting with the student.
2. The faculty member completes and submits the online Academic Honesty Violation form through the Office of Student Conduct to the College Academic Honesty Coordinator (CAHC) who is appointed by the Dean of each college. In the event the reporting faculty member is the designated CAHC for the college, an alternate CAHC chosen from a pool comprised of CAHCs from other UNA colleges will be appointed by the Dean.
3. The CAHC requests a meeting with the student to discuss the possible violation. If the student fails to appear for the meeting, the meeting may be held without his/her presence or statements and/or the student may be charged with failing to comply.