

Armstrong State University
Faculty Senate Meeting
Minutes of September 19, 2016
Student Union, Ballroom A, 3:00 p.m.

- I. Pre-Senate Working Session (3:00–3:30 p.m.)
- II. Call to Order by Senate President Padgett at 3:33pm (Appendix A)
- III. Senate Action
 - A. Approval of Minutes from [August 15, 2016](#) Faculty Senate Meeting (Approved 31-0)
 - B. Brief Remarks from Dr. Linda Bleicken, President

I'd like to mention a few things. One is building a sense of community, which you do in the classroom and in activities out of the classroom. Twelve percent of our enrollment consists of veterans and recently we have the anniversary of the Air Force. Thank you for encouraging your students to attend these types of activities. We have increased student attendance at our Rec activities. This allows for students to interact with each other and with our faculty and staff.
 - C. Brief Remarks from Dr. Robert Smith, Provost and Vice-President of Academic Affairs

I would like to briefly mention two things. We are spinning up two committees. One is the post-tenure evaluation committee. We will be charging the committee and broadening the charge to look at evaluation in general across the colleges. We are also forming a task force to look at summer and particularly summer profit sharing. We'd like to look at a range of issues. That committee will be meeting soon once Business and Finance has set some basic parameters for summer.
 - D. Brief Remarks from Dustin Stewart, President, Student Government Association

I'd like to touch on a few things going on on campus from a student perspective. We are doing a treasure hunt this week on campus. Next semester we might expand this to faculty involvement. We are involved right now also in the Democracy All In Challenge. It's a national program aimed at engaging students in the political process, getting out the vote, etc. We will be having several events, campus conversations, voter drives, etc. Please support student involvement in these activities.
 - E. Old Business
 1. Recurrent Updates: These are available for your review.
 - i. Joint Leadership Team Summaries
 - ii. Faculty and Staff Vacancy Reports
 2. Other Old Business
 - i. FSB_2016-08-15-01_Faculty Fair Compensation Bill

Senate President Padgett: This bill was to, over the summer, pay faculty teaching lab courses based on contact hours. This bill has been remanded. This will be examined by the committee charged with

addressing summer course issues and summer profit sharing. We have a representative from PBF committee and a representative from the senate, Wendy Wolfe.

ii. Post-tenure Process Review Committee

a. Committee Membership

Senate President Padgett: The committee has been formed. It consists of the Faculty Welfare committee, a Dean, and a Senior Lecturer.

b. Committee Charges: (Appendix B)

Senate President Padgett: Are there other issues for this committee? Senator: Would this be the appropriate committee to also examine what information from SmartEvals is now being included in portfolios when a faculty member goes up for review and to make recommendations about what data should be included by everyone? Senate President Padgett: Yes, they could look at that to see what the colleges are currently doing. Senator asks: So, these are the charges? Senate President Padgett: Yes, these are the charges for that committee. Senator asks: So, they will be reviewing these questions not just for post-tenure review? Senate President Padgett: That's correct. It makes sense to look at the review process for tenure and pre-tenure review too. Hopefully we will find some way to streamline this and what is included in binders as they've grown over time with what we include.

iii. Salary Adjustments

a. New Faculty Hires Bill

Senate President Padgett: The faculty salary survey committee that met last year included several recommendations included in the report. Some of these will be presented this year as bills. The first bill has to do with new faculty hires. There was a small change made to the bill included in the senate agenda, having to do with "contingent on funds" being added. This bill addresses that we should be bringing in new faculty at market salary. Motion to approve this bill? So moved. Second. Any discussion? Senator asks: Should a phrase be added to the last paragraph to connect that passage to the previous ones, such that "Therefore," proceeds "the faculty requests..."? Change made as friendly amendment. (Approved with wording change 31-2, Appendix C)

b. Salary Inversions Caused by New Faculty Hires Bill

Senate President Padgett: This also came from the same committee. This one deals with the case where new faculty would invert salary of existing faculty. This could negatively impact morale. We also have two clauses in there, one that addresses a faculty salary member's salary being lower due to performance and a second that makes this contingent on funds. Motion to approve bill? So moved. Second. Any discussion? Senator asks: I don't really understand this inversion thing. Let's say I work at a certain salary and a new faculty is hired at a hire amount. Is that an inversion? Senate President Padgett responds: Yes. Senator asks: How is the correction taking place at the next contract period? Senate President Padgett: by the specified formula – the amount of the contract difference plus 1% of the inversion-corrected salary or \$500, whichever is greater. Senator comments: That's not clear from the way it's written. It should be stated more clearly that the 1% of salary or \$500 is in addition to the salary difference. Also, it is 1% of whose salary? Senate President Padgett: If the senior faculty member is brought up to the new hire, it would be 1% of either of their salaries. They would be the same and 1% of the new salary or \$500 would then be added to the senior faculty member's salary. Senator proposes friendly amendment to make that formula more clear. Senator notes: The "therefore" wording should be made here as well. Approved with wording changes (30-1, Appendix D)

iv. Timeframe for Student Evaluations in Summer Courses

Senate President Padgett: This was homework for everyone from last meeting, to go back to your department to get input from colleagues. Laura Mills is here to answer any questions. Remember, this had been an issue caused by a small number of courses which might have their last class meeting and last exam earlier, which would usually result in evaluations closing before that time. Question from senator: is it possible to have it open by default, but so that some faculty could request it close early for their classes? Laura Mills: No, it's all open or all closed. Comment from senator: We would prefer it stay open longer. Question from Senate President: Do we know how many classes were affected? Response from Laura Mills: I'm not sure. I can look. Question from Senator: Could grades not be posted until after the evaluation period, even if a final exam was earlier? Comment by senator: if you're teaching a course that ends early, you could still submit grades later. Comment by senator: that's such a painfully obvious solution, that we shouldn't do it. Senator: I would recommend that we open it after the midterm because otherwise a student could

evaluate it before they are withdrawn from the course. And, leave it open for two weeks? Motion? Yes. Second. (Approved 33-1)

v. SmartEval, Student Comments

a. Update on Option for Signed Comments

Senate President Padgett: Apparently, Angeles Eames discussed it with the SmartEval company and they said they could distinguish between signed and unsigned comments, but are waiting for us to proceed with this change. Senator asks: For the sake of clarity, what do you mean by “going forward”? Senate President Padgett: That the comments would go forward to the dept head and dean, but the instructor still sees all comments. If they turn on that feature, signed comments will automatically go forward. If we don’t want this, we would need to change the faculty handbook. Question from senator: The student has to type in their name? Yes, there is no way to autofill. Senate President Padgett: So, the student could put “Mickey Mouse”, so that could be abused. Comment from senator: We would need to put something in the evaluation so that the student knows that if they sign, the instructor also will still see their comment with their name attached. Senate President Padgett: Motion is to switch to the electronic version that sends signed comments forward. Second. Further discussion? Question from senator: Do we want to see what this feature would look like? Did the committee members who recommended SmartEvals get to see it? Response from Jane Rago and Wendy Wolfe – no. Senate President Padgett: if no further discussion, let’s vote on making the proposed changes to SmartEvals (Approved 33-1)

b. Standardizing Process for Including Student Ratings/Comments on APAR’s

3. Old Business from the Floor

None

F. New Business

1. Monitoring of Active Bills

Senate President Padgett: I’ve already mentioned this problem with monitoring active bills. We hope to get a student to assist with developing a web list of active bills and creating a description and searchable function so that bills can be monitored more easily.

2. Committee Reports

i. University Curriculum Committee

a. COLA: Items 1-5 (Approved)

b. CST: Engineering Studies: Item 1 (Approved 31-0)

ii. Governance Committee

No report.

- a. Approval of Members (Approved 34-0)

iii. Academic Standards

Committee senate liaison: We met in August. Highlight is that they are utilizing the Maxient software to look at student appeals. It's now the Academic Appeals and Standards committee. This name change needs to be reflected on future committee lists.

iv. Education Technology

Committee member: I was asked to attend but wasn't prepared to report. I could read the minutes from our meeting.

v. Faculty Welfare

Committee senate liaison: We led off discussion with the post-tenure review. We will be part of that committee. We will also be addressing consistency in APARS. We've been charged with evaluating SmartEvals process of forwarding comments.

vi. Planning, Budget, and Facilities

Committee senate liaison: We discussed summer profit sharing models. New business includes submission last week of facilities projects. Consultants have presented their master plan report. Plan has to be submitted in a final report for approval.

vii. Student Success

Committee senate liaison: We elected a chair, Barbara Serianni. We talked a little about student success in advisement and some of the changes in advisement and are bringing in comments from the colleges about centralized advisement.

Senate President Padgett: If anyone has specific charges for the above committees, they should send those to the senate steering committee. Committees are also free to develop their own charges.

3. Other New Business

Senate President Padgett: USGFC is meeting in October (29th) and have asked what issues we'd like to send forward. They are discussing faculty salaries, concealed carry, Title IX, school mergers, Hiring of University Presidents (process). Please send other issues to Dr. Elizabeth Desnoyers-Colas who is our USGFC rep.

4. New Business from the Floor

Senate President Padgett: We had a recent anonymous email about the percentage of lecturers and BOR policy. This person said that their dept may be over this. This standard is at the university level, not dept level. Last year we checked and we were close to the recommended limit (percentage), but will check on the status for this year. We also discussed earlier the practice of

the Dean in CST observing classes for those up for review. I can forward the email sent out to faculty in CST addressing this concern.

G. Senate Information and Announcements

Senate President Padgett: Update on Campus Campaign data (Appendix E). Senate President-Elect Bringman: Please go back to your constituents and ask them to donate. The percentage of those who contribute is what matters when engaged in community fund raising. You have until Wednesday at 3:00.

Staff council is doing their annual book drive (Appendix F).

1. Search Committee Updates

The Dean for CST search: Dr. Robert Smith, Provost provides update – 25 applicants as of Friday. Search committee has set a timeframe of Skype interviews in early October and on campus interviews in late October.

2. Webinar: Move Beyond Civility: How to Facilitate Difficult Dialogues in the Classroom, September 27th from 2:00-3:30 in UH 158

3. School Safe Lock Down Devices

Senate President Padgett: These have been installed in classrooms. There is an instructional video, but the device is easy to use. If you flip the device down and close the door, the door locks.

4. Technology Fee Proposals

Senate President Padgett: They are due October 12th and are open now.

5. Office 360 – Faculty Access

Senate President Padgett: Full version of office – available to faculty.

6. Send Committee Meeting Dates and Minutes to

faculty.senate@armstrong.edu

7. Send Changes in Committee Chairs and Senate Liaisons to

governance.senate@armstrong.edu

8. Announcements (from the floor)

None

IV. Adjournment at 4:34pm

V. Minutes completed by:

Wendy Wolfe

Faculty Senate Secretary 2016-2017

Appendices

A. Attendance Sheet

B. Faculty Review Process Committee Charges

C. New Faculty Hires Bill with Change

D. Salary Inversions Caused by New Faculty Hires Bill with Changes

E. Campus Campaign Data

F. Staff Council Book Drive Flyer

Appendix A

Faculty Senators and Alternates for 2016-2017 (Senate Meeting 9/19/2016)

Department	College	# of Seats	Senator(s) and Term Year as of 2016-2017		Alternate(s)	
Adolescent and Adult Education	COE	2	Brenda Logan (1)	x	Anthony Parish	
			Greg Wimer (1)	x	Rebecca Wells	
Art, Music and Theatre	CLA	3	Rachel Green (3)	x		
			Emily Grundstad-Hall (1)		Mia Merlin	
			Benjamin Warsaw (1)	x	Pamela Sears	x
Biology	CST	4	Jennifer Broft Bailey (2)	x	Sara Gremillion	
			Brian Rooney (1)		Michele Guidone	
			Aaron Schrey (3)		Michael Cotrone	
			Jennifer Zettler (3)	x	Jay Hodgson	
Chemistry and Physics	CST	3	Brandon Quillian (2)	x	Catherine MacGowan	
			Donna Mullenax (3)	x	Lea Padgett	
			Clifford Padgett (3)	x	Will Lynch	
Childhood and Exceptional Student Education	COE	2	LindaAnn McCall (1)		Jackie Kim	x
			Robert Loyd (1)	x	John Hobe	
Computer Science & Information Tech	CST	1	Hongjun Su (2)	x	Frank Katz	
Criminal Justice, Social and Political Science	CLA	2	Dennis Murphy (2)	x	Michael Donahue	
			Kevin Jennings (1)	x	Laura Seifert	
Diagnostic and Therapeutic Sciences	CHP	2	Shaunell McGee (3)		Rhonda Bevis	
			Pam Cartright (3)		Christy Moore	
Economics	CLA	1	Maliece Whatley (1)	x	Yassi Saadatmand	
Engineering	CST	1	Wayne Johnson (3)	x	Priya Goeser	
Health Sciences	CHP	2	Lesley Clack (2)	x	Joey Crosby	
			TimMarie Williams(1)	x	Rod McAdams	
History	CLA	2	James Todesca (2)	x		
			Michael Benjamin (3)	x	Allison Belzer	
Languages, Literature and Philosophy	CLA	5	Jack Simmons (1)	x	Will Belford	
			Carol Andrews (3)	x	Carol Jamison	x
			Jane Rago (3)	x	Annie Mendenhall	x
			Christy Mroczek (2)		Julie Swanstrom	
			James Smith (3)		Rob Terry	
Library	CLA	1	Aimee Reist (2)	x	Ann Fuller	
Mathematics	CST	3	Selwyn Hollis (2)		Sean Eastman	
			Sungkun Chang (1)	x	Duc Huynh	
			Kim Swanson (1)	x	Greg Knofczynski	
Nursing	CHP	3	Sherry Warnock (2)		Carole Massey	
			Gina Crabb (2)	x	Luz Quirimit	
			Katrina Embrey(1)	x	Jill Beckworth	
Psychology	CST	1	Wendy Wolfe (3)	x	Nancy McCarley	
Rehabilitation Sciences	CHP	2	David Bringman (2)	x	AndiBeth Mincer	
			Jan Bradshaw (1)	x	April Garrity	

Appendix B

Faculty Evaluation Committee Charges

- 1) Review the process for pre-tenure, tenure, and post-tenure review and senior lecturer 5 year review for each college. Make recommendations to streamline the process and when possible make recommendations to make the documents consistent from college to college.
- 2) Review the faculty handbook and make recommendations of the possible outcomes of the reviews (levels you can obtain).
- 3) Make recommendations / guidelines for professional development for a faculty member to improve their next review.
- 4) Generate a tiered salary adjustment scale for successful passing of the five-year review process.

Appendix C

New Faculty Hires: Market Salary Bill

Whereas hiring below market salary impairs Armstrong's ability to hire and retain quality new faculty;

Whereas the sub-market salary level of new faculty perpetuates the problem of overall below CUPA faculty salaries at Armstrong;

And, whereas the 2015-2016 Faculty Salary Committee recommended that "New hires should be offered a salary consistent with no less than 95% of the CUPA mean for that faculty member's CIP code (using the CIP code for new assistant professor if the new hire is being brought in at that rank)";

Therefore, the faculty senate requests that new faculty hires be offered a salary consistent with no less than 95% of the CUPA mean for that faculty member's CIP code, using the CIP code for new assistant professor if the new hire is being brought in at that rank, and contingent on available funds.

Appendix D

Faculty Senate Bill: Salary Inversions Caused by New Faculty Hires

Whereas discontinuing sub-market hiring of new faculty may cause salary inversions for existing faculty;

And, whereas the 2015-2016 Faculty Salary Committee recommended that “When salary inversions are discovered or caused by new hires, those inversions should be corrected at the next contract period by the greater of 1% or \$500 in the advantage of the more senior faculty member”;

Therefore, the faculty senate requests that salary inversions resulting from new faculty hires be corrected at the next contract period by the amount of the contract difference plus the greater of 1% of the inversion corrected salary or \$500 in the advantage of the more senior faculty member, unless the majority of recent annual performance evaluations indicate below satisfactory overall performance by that senior faculty member, and contingent on available funds.

Appendix E

Armstrong Campus Campaign - FT Faculty Only by College As of 9-16-16

College/Dept	Percentage
COE - College of Education	88.46%
Adolescent & Adult Education	80.00%
Childhood & Exceptional Education	93.75%
COHP - College of Health Professions	85.71%
Diagnostic and Therapeutic Sciences	78.57%
Health Sciences	85.71%
Nursing	80.00%
Rehabilitation Sciences	100.00%
COLA - College of Liberal Arts	23.53%
Art, Music & Theatre	12.50%
Criminal Justice, Social & Political Science	17.65%
Economics	88.89%
History	13.33%
Languages, Literature & Philosophy	21.62%
COST - College of Science & Technology	43.01%
Biology	62.07%
Chemistry & Physics	40.00%
Computer Science & Information Technology	44.44%
Engineering Studies	50.00%
Mathematics	14.29%
Psychology	50.00%
Grand Total	49.65%

Books

Music

Movies

STAFF ADVISORY COUNCIL

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Celebrate Armstrong
BOOK SALE

We need your books, music & movies!

PLEASE DONATE books, music and movies for Staff Council's booth at Celebrate Armstrong.

Funds raised from the sale will be used to fund the Staff Council's Staff Textbook Scholarship.

For large quantities & assistance with drop off, please contact **Katherine Arntzen** | Katherine.Arntzen@Armstrong.edu

DROP OFF LOCATIONS

- Armstrong Center Lobby
- Burnett Hall 134
- Human Resources
- Science Center 1019
- Student Union D245
- University Hall 201
- Victor Hall Lobby