

Minutes of the
SU Faculty Senate Meeting
Oct. 9, 2007
HH 119

Senators present –Clarke, Curtin, Diriker, Gilkey, Hammond, Hopson, Khazeh, Lawler, Ludwick, Mullins, O'Loughlin, Rieck, Ritenour, Robinson, Scott, Shannon, Shipper, Zaprowski

1. Pres. Curtin called the meeting to order at 3:32; a quorum was present.
2. The minutes from Sept. 25 were accepted as written.
3. Announcement from Pres. Curtin – the UCC recently passed a relatively minor change in the Gen Ed Group III requirements. Previously students had to take 3 courses from 3 different departments to fulfill this category; the change states that students need to take 3 courses from “3 different areas”. The change allows students to take a course from Com Arts as well as one from dance or theatre. She will send the electronic copy of the revisions to all senators. Let her know if you think we need to discuss the changes at our next meeting.
4. A word from the Administration – Bob Tardiff.
 - a. Academic Achievement Center – Bob handed out a message that Provost Jones will soon be sending out to all faculty describing the creation of and membership in a steering committee which will develop the framework and parameters of the center. The committee, chaired by Dorsey Hammond, is scheduled to give a report to the administration by Nov 15. Sen. Shannon requested that the senate be informed about the details of the report before any decisions are made. Sen. Hammond said that the committee has not yet determined the name for the center, the specific services it will include (whether remedial only or also for high achievers), and how it will interface with others, such as the writing center, math tutoring, etc. They've looked at similar centers at other schools and are seeking faculty input. Pres. Curtin reminded that if the committee uses faculty focus groups for input, to be sure that it comes back to the senate or one of the senate committees before any decisions are made.
 - b. Mid-semester report – The Provost will be e-mailing all faculty to inform them that some of them will soon be receiving mid-semester report forms for some, randomly selected freshmen. The purpose of this project is to provide data on the progress of first year students and to develop programs and support services that may ultimately help close the achievement gap. It is important for faculty to fill out any and all report forms they receive, even if they are for students that are doing well in the course. The form is intended to replace the forms currently sent out by the Athletics program and Multiethnic Students Services.
 - c. Sandra Cohea- Weible – reviewed advising questions in light of the changes in the Fulton School and Gen Ed. There are two on-line links for students, one reviewing the Gen Ed changes for Fall 2008 and one with Q&A's. Flyers directing students to these two links & reminding them that they need to be advised have been distributed throughout campus including at university housing, Sandra met with residence life advisors, especially those that work with freshmen. The advising

newsletter for faculty, which will soon be distributed, has the addresses of the various web sites, the dates & times of advising workshops and Q&A sessions. For this coming program planning, the most important thing is to tell students that are currently taking ENGL 101, to take 102 next semester. Fall 08 will be the last time that it is offered. Discussion about the program planning forms included a request for departments to find all that they have, for the registrar to supply more as needed and in the future, revising the form to better fit with advising as it is currently done (Including space for long term planning). Any suggestions or questions can go to Sandra.

5. Old Business

- a. University Curriculum Committee By-laws –Sen. Ritenour made a motion to change the name of the UCC to the Undergraduate Curriculum Committee and to make two changes in the committee bylaws to go along with that (senators received the proposed changes with the meeting agenda. The motion was seconded. Discussion included the suggestion that some grammar changes also be made to the bylaws; Pres. Curtin said she would do that.

Voice vote, motion carries. These changes will be forwarded for a full faculty vote.

- b. Report from UCC on the role of TEC in the curricular process – Sen. Ritenour - After receiving input from the TEC, the UCC will be making a change in their curriculum approval guide delineating the role of TEC in the approval process (senators received the change and a table listing the responsibilities of various groups in the process prior to the meeting). This includes a change from “must approve” to “recommendations will be forwarded” with a “detailed list of concerns if any are raised”. NCATE requires TEC be involved in the process, but it will no longer be able to block a proposal. UCC asked that TEC do their review and communicate any concerns to UCC early to give more time to respond to the concerns. Sen. Shannon made two suggestions, 1) change “University Curriculum Committee” to “appropriate curriculum committee” and 2) add “and originating department” between committee and with. Discussion included question of knowing which proposals need to go to TEC. VP Cohea-Weible reminded that the process already includes a step for any proposal that affects other department to be reviewed by that department. But there is a gray area when a course is recommended or suggested by many departments. In order for folks to be able to see what is currently under review, UCC member Cathy Beise is working on a UCC web site. Another problem is when courses in one department are required for an accredited major in another department, and the accrediting body makes certain demands with regard to those courses. At times, the only way to remedy this situation is to divide a course into two separate courses. Another problem, line k. in the table states that TEC needs to review changes to minors. Some felt it wasn’t clearly stated that it meant ALL minors (which it does) – Ritenour will discuss rewording that with committee. Also, the K-12 secondary committee is involved in the process, but not mentioned; but they advise TEC. And the checks on the table suggest the responsibilities are more cut and dry than they actually are; the table just indicates the groups that have the primary responsibility for each step.

6. New business

- a. Admissions and Readmissions Committee Bylaws change – Sen. Shannon – Because of a change in administrator titles, the committee's current bylaws regarding committee membership are no longer accurate. The committee proposes a change that will not only correct the current situation, but prevent the need for similar changes in the future. They propose changing "The Assistant Vice President of Academic Affairs, the Director of Admissions, the Assistant Vice President of Student Affairs, and Director of Counseling shall be ex officio non-voting members" to "**The Provost, the Director of Admissions, the Vice President of Student Affairs, and Director of Counseling or their designees** shall be ex officio non-voting members". Sen. Scott moved to accept the proposed changes, seconded. Discussion included whether we should make a change to the senate bylaws regarding ex officio membership on all committees, allowing such changes to be made with out a bylaws change (which necessitate a full faculty as well as senate vote). Decided to vote on this issue and then consider such a change in the future.

Voice vote, motion carries. These changes will be forwarded for a full faculty vote.

- b. Charges to three committees – Pres. Curtin
- i. To Long Range Academic Planning – to institute a process to find out what faculty think should be the 4-6 main goals for the next strategic plan. A campus-wide group will work on the plan, but we want to be sure that faculty has a strong voice.
 - ii. To Promotions – to look for ways to better recognize service, so as to encourage more faculty to get involved in a significant way. Also, to examine & eliminate inconsistencies currently in different sections of the faculty handbook regarding service.
 - iii. To Membership & Elections – to look at the various senate committees (especially those that meet only once a semester) to determine whether they really need to be a full-fledged committees, or whether they could be moth-balled and just put into service as needed.
- c. Motion to Alleviate Scheduling Crisis – Sen. Shipper, concerned about the increased student enrollments and lack of increases in classroom allocations, made a motion to allow schools the autonomy to schedule courses during the 3:30 – 5 PM all college hour on Tuesdays (& therefore also on Thursdays) until the TETC comes on line next fall. (Senators received a copy prior to the meeting). Seconded. Discussion included the indication that some departments have already done this in "emergency" situations – although these should only be course with multiple sections and sections taught by non-tenure track faculty. Although this shouldn't be encouraged, it might help in this gap until TETC opens. Also such a change would be counter to our push to try to get more faculty involved in service; we need to assert that the all college hour is important. Sen. Khazeh suggested that the all college hour be moved to Friday afternoon when there are very few classes scheduled. Sen. Shannon would also like to see a change in the all college hour, to Wed, from noon – 1:15, as the late afternoon time conflicts with faculty that need to pick up kids from school. Pres. Curtin reminded that a change in the all college hour would have to be carefully

considered as it affects course scheduling and that time slot is sometimes needed for full faculty meetings. Sen. Shannon moved to table Sen. Shipper's motion.

Hand vote, 13 in favor, motion is tabled.

Sen. Shannon then passed out a proposal for changing the all college hour to Wed., noon – 1:15; with 2 proposed ways to change course scheduling to accommodate this. For this to work, everyone would need to go on same scheduling time blocks. Senators welcome to discuss this with others in their schools.

7. Other Business – Next meeting, Alice Bahr will describe a new data base in library.
8. Meeting adjourned at 4:45 PM.

Motions made and passed at meeting-

1. A motion to change the name of the UCC to the Undergraduate Curriculum Committee and to make two changes in the committee bylaws to go along with that. This will be forwarded to the full faculty for a vote.
2. A motion to change the titles of the ex officio non-voting members of the Admissions and Readmissions Committee to correct current inaccuracies and eliminate the need to do this again as administrative titles change in the future. This will be forwarded to the full faculty for a vote.

Respectfully submitted by Ellen Lawler, Secretary