

FACULTY SENATE MINUTES 2011-2012

Faculty Senate Minutes

September 19, 2011

I. **Call to order:** President Teresa Gardner called the meeting to order at 3:15 p.m.

Members present: Paul Beezley, Edwin Bellman, Randy Blades, Benjie Blair, Robbie Boggs, David Dempsey, Heidi Dempsey, Teresa Gardner, Curt Gladen, Larry Gray, Jimmy Griffin, Mark Hearn, Jeffery Hedrick, Gloria Horton, Tanveer Islam, Keith Lowe, Allison McElroy, Nancy Mellen, Linda Mitchell, Kerri Reese, Manabu Saeki, Jenny Savage, Yingqi Tang, Charlcie Vann, Melanie Wallace, Bryant Whaley,

Members absent: Kevin Callaway, Aaron Garrett, Douglas Gordon, Mark Hearn, Nixon Mwebi, Greg Pass

II. Welcome to new senators

In her welcome, Dr. Gardner distributed FS resources to all new and returning faculty senators (individual faculty labeled FS notebooks w/FS constitution & bylaws).

III. Guests:

Dr. Gardner introduced the following guests: President William Meehan, Dr. Alicia Simmons of OIRA, Dr. Rebecca Turner, and Bryant Whaley, SGA President

Dr. Meehan began review of OIRA materials with brief review of Fall Enrollment 2011, pointing out areas of achievement and those of concern. He made the following points:

- Greatest area of concern is drop of 6,000 graduate credit hours indicated on the handout "JSU 10-Year-Credit Analysis" among all JSU graduate programs, except nursing; a Red Balloon committee is studying this representing the entire university, with encouragement of faculty to provide input
- Currently there are 30 certificate and degree programs through Distance Education (DE); he states this is an important area of JSU growth due to increasing competition among private corporate universities providing online degrees. As an idea, President Meehan cited one on-line degree program at another university offers a masters degree by offering one course each month.
- Overall enrollment for Fall 2011 of 9,490 (down 14 students than Fall 2010), thought primarily due to the method of counting enrollment the last week of September; dorms are completely "maxed out"; more females (59) than males (41); 86% undergraduate students & 14% graduate students; 1st time freshman 1414, highest enrollment in JSU history; more honors classes are now offered more diversity in student enrollment this year as evidenced by number of foreign 1st time enrolled or transferred students, although number of countries represented is down; overall ACT scores of 1st time freshmen continues to increase overall.
- Accolades given for student presentations to the Board of Trustees from biology, chemistry, and nursing; students made excellent presentations.
- Departmental activity is increasing across university; cited Rick Bragg event had approximately 100 registered with greater than 200 attending and the Bart Starr event that increased scholarship monies available to business majors.
- Plans to continue to encourage BOT to implement faculty raise, which may be decided in the October 17, 2011, BOT meeting.

COMMENTS MADE: Heidi Dempsey offered information regarding decreases in JSU graduate credit hours. She

stated that accreditation bodies for various disciplines, including hers for psychology, emphasize *retention* of graduate students over total enrolled and credit hours, per se. David Dempsey confirmed Dr. Meehan's observation that a freshman student entered and did well in an advanced math course. Charlice Vann inquired about the mentoring program for African American males and was informed by Drs. Meehan and Turner that (1) the funding ended for that program; (2) they had no information; (3) there will be a follow-up report (no date was specified).

Dr. Rebecca Turner, Provost, was introduced and stated the following:

- The FS President is a member of the University Council, which is new and a combination of the Academic and Administrative Councils; combination made to reduce number of committees for greater efficiency.
- Focus from Academics is on offering more faculty development opportunities on campus, to be announced on the JSU newslink and faculty e-mail.
- In response to an inquiry about summer enrollment status, it was noted that scheduling summer courses must be done with what students need in mind and not what faculty want to teach; the latter resulting in more costly summer costs.

Dr. Alicia Simmons, OIRA, was introduced and stated:

- JSU received positive responses to the National Survey of Student Engagement, with an increase in 1st year and Senior students who indicate faculty assistance and engagement with them and reported feeling JSU is committed to their success.
- Faculty were encouraged to go to the OIRA site to see the complete annual data sets assessing JSU enrollment, student status, credit hours, and other areas; emphasis placed on faculty being familiar with the data sets for grantwriting.
- Faculty were encouraged to submit Quality Enhancement Proposals for SACS accreditation through the OIRA website and proposal development; Allison Newton and Robin Yarborough will present a workshop on 9-27-11 at 2 pm on the 11th floor of library on how to prepare and submit proposals; Prism and Tableau Server workshop on 9-29-11 at 3pm, Library room 1103-C, to assist faculty in digital entry of their CVs.

Bryant Whaley, SGA President, was introduced and stated:

- Homecoming packets for King/Queen nominations are now available
- Student groups can apply to the SGA for project allocations
- Student groups engaged in and offered over 5,042 voluntary hours of community service
- SGA will conduct a major/minor fair for undecided/undeclared students. Faculty are encouraged to talk to Becca Turner or Michelle Greene at Career Services if they wish to participate.

IV. Approval of Minutes: The minutes of the May 9, 2011, meeting were approved as presented, with no discussion.

V. Old Business: Dr. Teresa Gardner thanked member of the Ad Hoc Committee that met during the summer to address FS concerns expressed in the May 9, 2011, meeting.

A. FS Letter to BOT expressing concerns: Dr. Gardner discussed submission of the letter and response received from BOT; distributed a single copy to be passed around for all senators to view. BOT appeared uncooperative, according to Dr. Gardner, but had been forewarned by President Meehan that this would likely be the case, due to problems with the BOT's RPF for student health care changes. A survey of faculty feelings about the BOT was reported as no longer necessary; however, a Student Health Services survey was prepared by Nancy Chambers, hired by the BOT, to develop a comprehensive survey of faculty and students. Dr. Gardner, Paul Beezley, and

others reported satisfaction with approach by Ms. Chambers and perceived it as fair. Gloria Horton noted that the survey is now on-line and available.

David Dempsey asked about the faculty survey; Teresa Gardner responded that it was no longer necessary. Heidi Dempsey asked about the other resolutions made at the May 9, 2011, meeting. Paul Beezley stated he would pull out these resolutions and submit to Teresa Gardner for Old Business at the October 10, 2011, FS meeting.

B. Faculty Pay Raises: Dr. Gardner requested the BOT for a 5% pay raise for faculty across the board; it appears it may be 3% and will be voted on in the October 17, 2011, BOT meeting. She stated she wants to keep the welfare of all JSU faculty on the BOT's "front burner".

VI. New Business: Teresa Gardner introduced new members of the FS for 2011-2012. She referred to the handouts provided and encouraged new and returning Faculty Senators to review the FS Constitution and By-Laws.

Committee Assignments were introduced by Teresa Gardner. She stated that every senator should be involved with one of the three most important committees: (1) Admissions/Scholarship; (2) Welfare; and (3) Policies. She reminded senators that, according to the FS By-Laws, the chairs of these and all other committees are to be elected by members of respective committees. Faculty Senators then signed up for the committees and elected Chairs.

VII. Announcements:

Gloria Horton announced that Academe will host a reception for new faculty on September 27, Tuesday, at 3:15, Library Room 1101-B; it is a "come-and-go" event. She also announced that the Academe Steering Committee is planning to offer Poetry Reading with JoAnne Gates; and other "good things," TBA. She also encouraged all faculty to make their United Way pledges by November; those who do so now will be automatically entered for a raffle in October.

Paul Beezley thanked all faculty for attending the BOT July meeting.

Charlice Vann announced a Faculty Lunch Presentation on October 6, at 12 Noon, Library Room 10-B; Robert McClain will present.

VIII. Adjournment:

There being no further business, the meeting was adjourned by Teresa Gardner.

Respectfully submitted,

Jenny Savage, Secretary

Faculty Senate Minutes
October 10, 2011

I. Call to order: President Teresa Gardner called the meeting to order at 3:15 p.m.

Members present: Paul Beezley, Edwin Bellman, Randy Blades, Benjie Blair, Robbie Boggs, David Dempsey, Heidi Dempsey, Teresa Gardner, Curt Gladen, Larry Gray, Jimmy Griffin, Mark Hearn, Jeffery Hedrick, Gloria Horton, Tanveer Islam, Keith Lowe, Allison McElroy and Bryce Lafferty (new Art Department senator), Nancy Mellen, Kerri Reese, Manabu Saeki, Jenny Savage, Yingqu Tang, Charlcie Vann, Melanie Wallace

Members absent: Kevin Callaway, Mike Davis, Aaron Garrett, Douglas Gordon, Linda Mitchell, Nixon Mwebi, Greg Pass, Bryant Whatley

II. Guests: Dr. Gardner introduced Becca Turner, Director, JSU Career Services, and Michelle Green, JSU Academic Advisement, and Bryant Whaley, JSU SGA President. Dr. Gardner stated that Janet Moore from Academic Advisement, Coordinator for Student-Athletic Academic Support Services, was unable to attend this meeting; she may reschedule for 11-11-11 meeting. Dr. Gardner states she attended a workshop by Ms. Moore on new methods of tracking athletes' grades, which Ms. Moore wishes to introduce to the FS.

Major/Minor College Fair: Becca Turner and Michelle Green made a presentation on the upcoming 11-3-2011 Academic Majors and Minors (M/M) College Fair, 2-4 pm, Leon Cole Auditorium; faculty will set-up between 8am-1pm. Door hangers (will be on every student resident dorm room door), posters, and information cards were distributed to faculty present; all were encouraged to use the materials in their respective departments and offices to promote student attendance campus wide. Ms. Turner stated an iPad™ will be given away to a student who attends the M/M College Fair, as well as other donations contributed by area businesses; she encouraged faculty to promote this aspect of the M/M College Fair.

Ms. Green stated she would send out information to Department Heads about setting-up information. This was stated in response to suggestions by JSU Faculty Senators present that doing so would present confusion and followed the typical method of delegating faculty to represent a discipline or department.

III. Approval of Minutes: Paul Beezley made a motion to accept minutes with corrections. Dr. Horton seconded the motion. The motion passed.

IV. Old/Unfinished Business:

- A. *Retrieval of Letter to JSU Board of Trustees:* President Gardner requested all Faculty Senators review their materials from 10-10-11 FS meeting. The original letter to the JSU Board of Trustees (BOT) was not returned and she wishes it retrieved as soon as possible.
- B. *Student Health Survey:* Dr. Gardner reminded faculty to promote student completion of the Student Health Survey, currently online. Dr. Beezley also encouraged faculty to complete the survey. This survey is the outcome of the FS activities and resolutions regarding the JSU BOT April-May 2011 efforts to restructure JSU Student Health Services.

V. New Business:

A. *Committee Reports:*

Welfare: Linda Mitchell, Chair, was not present with notice. Paul Beezley and Jimmy Griffin reported no activity to date. A meeting is planned.

Admissions and Scholarship: Gloria Horton, Chair, stated no activity to date. She wishes to schedule a meeting with her committee members on Monday, 10-31-11, at 3:30 pm.

Policy: Randy Blades, Chair, stated no activity to date. He will notify all of his committee members by e-mail regarding issues and activities to address for AY2011-2012.

Elections: Benjie Blair, Chair, stated no activity to date.

Faculty Honors: Dr. Gardner stated this committee needs to form and elect a Chair; activities are planned.

- B. *President's Report*: The FS Executive Committee meeting reviewed status of past FS proposals/resolutions at the direction of Dr. Gardner. She followed up on three unresolved issues, including (1) free tuition for faculty; (2) increased overload pay for faculty; (3) processing forms for intent of faculty to travel form. Dr. Gardner reported the following on the past resolutions:

Distinguished Professor: Went to Dean's Council and was approved 3-10-2010 with inclusion in the Faculty Handbook with the following requirements: (1) five (5) complete years in rank of full professor; (2) recommended as exceptional faculty by majority of his or her colleagues (not specific if colleagues can be whole department or only those of same rank); (3) continuous and sustained record of publications ; (4) presentations at regional, national, and international conferences; (5) continuous and sustained service to the university and discipline; (6) positive reviews by 2-3 outside reviews; (7) selection and recommendation by Dean; and (8) approval by Provost and President. Distinguished Professor rank will carry an \$8,000 increase in annual salary "as budgetary conditions permit". The rank lasts five (5) years and can be sustained with selection from re-application after 5 years. When this rank is no longer held, the respective faculty member reverts to salary prior to serving as Distinguished Professor.

Early Tenure and Promotion: Went to Dean's Council on 3-10-2010 and was denied. Dr. Gardner stated that the Dean's Council stated that this recommendation is not consistent with higher education trend in "rolling contracts and no tenure."

- C. *Remaining New Business*: Dr. Gardner asked faculty input on proposed four (4) academic calendars for AY2012-2013. Dr. Paul Beezley moved to call the question; Dr. Bellman seconded. Dr. Gardner then asked for a straw poll vote on V.1 and .2; 17 present voted for V.1 (same as present calendar) and 4 voted for V.2.

VI. Announcements: Dr. Gardner reminded all Faculty Senators that an alternate must be identified and made known to the FS as a proxy when absences occur. Ms. Horton announced Academe will meet for poetry reading in the Houston Cole Library at the *Jazzman* coffee place in the lobby.

VII. Adjournment: There being no further business, Dr. Gardner adjourned the meeting at 4:30 pm.

Respectfully submitted,

Jenny Savage, Secretary

Faculty Senate Minutes
November 14, 2011

I. Call to order: President Teresa Gardner called the meeting to order at 3:15 p.m.

Members present: Edwin Bellman, Randy Blades (alternate present, Ellen Peck), Benjie Blair, Robbie Boggs, Kevin Callaway, David Dempsey, Heidi Dempsey, Teresa Gardner, Aaron Garrett, Curt Gladen, Doug Gordon, Larry Gray, Mark Hearn, Jeffery Hedrick, Gloria Horton, Tanveer Islam, Keith Lowe, Eugene McElroy, Nancy Mellen (alternate present, Randy Mellen), Linda Mitchell, Nixon Mwebi, Manabu Saeki, Jenny Savage, Yingqu Tang, Charlcie Vann

Members absent: Paul Beezley, Mike Davis, Jimmy Griffin, Bryce Lafferty, Kerri Reese, Melanie Wallace, Bryant Whaley

II. Guests: Dr. Gardner introduced Janet Moore, Coordinator, Academic Support Services for Student Athletes, and Warren Koegle, Athletics Director; Gordon Stone and Whitney Wood, invited guests from the Higher Education Partnership were unable to attend due to death in the family and hope to reschedule. Janet Moore introduced the "Grades First" project to assist student athletes in better and higher academic achievements while maintaining their athletic activities. Information regarding a student athlete who needs assistance in maintaining satisfactory academic performance goes to Ms. Moore who then advised students and links them with various resources, including study hall/study hall management, identification of a faculty ally on behalf of a specific student athlete. The "Grades First" incorporates a web-based retention/academic advising protocol used by Ms. Moore to identify students performing at a "C" or less and to communicate with faculty, including responding to faculty progress reports and risk areas of an individual student athlete. Ms. Moore stated faculty cooperation university-wide is crucial to the success of the "Grades First" project and the retention and graduation of student athletes from JSU. She stated that faculty are able to log in at any time to inform Ms. Moore about success or problems a student athlete is experiencing.

Warren Koegle, Athletic Director, was then introduced. He spoke about the importance of faculty support of student athletes and the athletic department and all sports programs it sponsors. He stated that the "Grades First" program is important to keep JSU progressive with demands of academics by NCAA and other similar athletic organizations that are demanding better grades and graduation rates for student athletes, stating all academics are "under the gun" to help student athletes successfully complete college degrees. Severe penalties will be levied by NCAA if student athletes do not graduate at an adequate rate (above the JSU current rate), such as requiring less practice and no participation in bowl games among others. Mr. Koegle further stated that the "Grades First" program can successfully correct the "retention problem" of student athletes at JSU. Graduation success rate last year for student athletes was 76%. Mr. Koegle ended his presentation by informing faculty that, as a new faculty person, he is very interested in meeting faculty and staff in different departments and hopes to talk to all departments university wide; his nickname is "Moose".

III. Approval of Minutes: Gloria Horton moved to accept minutes, with corrections she requested that the meeting time of 7:30 pm for the Admissions and Scholarship Committee on October 31, 2011, be changed to the actual time of 3:30 pm, and corrected attendance by Nixon Mwebi and Kevin Callaway (both were present at 10-10-11 meeting) and as Paul Beezley made a motion to accept minutes with corrections. Ms. Horton seconded the motion. The motion passed.

IV. Old/Unfinished Business:

Dr. Gardner reported outcomes on the following FS resolutions/recommendations:

- (1) Free tuition for faculty was taken back to Dr. Turner, Provost who agreed that faculty may take one free course/semester and, if more are taken, 50% tuition reduction;
- (2) Increased overload pay and adjunct faculty pay, as previously recommended by FS, but never taken to administration; Dr. Gardner will pursue presentation and report back to FS; and
- (3) Intent to Travel Form appears to still be in committee, pending completion and passage by FS. David Dempsey, however, stated that it was completed and passed in April 2010.

Dr. Gardner advised FS that completion of all FS activities must be achieved, with appropriate passage, and a clear record of all activities to avoid duplicate presentation to the Academic Council for action or failure to present at all. She noted that often there is no information in Academic Council meeting minutes of FS resolutions and recommendation.

V. New Business:

A. Committee Reports:

Welfare: Linda Mitchell reported the committee is needing to do additional review before making recommendations; committee members are pursuing this.

Admissions and Scholarship: Gloria Horton stated her committee suggested FS table association with the Golden Key International group due to what she and her committee members believe is a questionable status of this organization that may not be beneficial to JSU. There was unanimous agreement among all FS present. Ms. Horton also stated that the "Good Academic Standing" FS Resolution was passed but it was never sent to administration. Dr. Gardner stated this will be done and asked Ms. Horton to add history regarding the FS resolution regarding "good academic standing" to the JSU catalogue.

Policy: No information to report at this time.

Elections: Dr. Gardner reported no information to report at this time.

Faculty Honors: Benjie Blair stated his committee approved all but one application submitted for faculty honors; all categories were awarded.

B. President's Report: Dr. Gardner stated that 2,096 texts were rented to students the Fall 2011 term; 88% of faculty turned in their textbook requests. Regarding old business, Dr. Gardner added that any recommendations/resolutions must be cleaned up and recorded passage by FS before they can go to the Academic Council. She stated that she will bring the Intent to Travel issue/form back to the FS in January 2012 for a vote. Dr. Turner also reported on the outcome of the Major/Minor Fair for students: 80 students attended; 10% of faculty attended.

VI. Announcements: Ellen Peck, Drama, announced the presentation of *Much Ado About Nothing* and encouraged FS support and attendance. Dr. Gardner encouraged faculty to take part in the Sodexo Thanksgiving and Christmas lunch provided in the cafeteria. She also informed FS that there is no December meeting. The next FS meeting is January 23, 2012, at 3:15, 11th floor of Houston Cole Library.

VII. Adjournment: There being no further business, Dr. Gardner adjourned the meeting at 4:30 pm.

Respectfully submitted,
Jenny Savage, Secretary

Faculty Senate Minutes
January 23, 2012

I. Call to order: President Teresa Gardner called the meeting to order at 3:15 p.m.

Members present: Paul Beezley, Edwin Bellman, Randy Blades, Benjie Blair, Robbie Boggs, Kevin Callaway, David Dempsey, Heidi Dempsey, Teresa Gardner, Aaron Garrett, Curt Gladen, Doug Gordon, Larry Gray, Jimmy Griffin, Jeffery Hedrick, Gloria Horton, Tanveer Islam, Bryce Lafferty, Nancy Mellen, Linda Mitchell, Nixon Mwebi, Kerri Reese, Manabu Saeki, Jenny Savage, Yinqi Tang, Charlcie Vann, Melanie Wallace

Members absent: Mike Davis, Mark Hearn, Keith Lowe, Bryant Whaley

II. Guests: Dr. Gardner began the meeting with introduction of members of the JSU Board of Trustees (BOT). Mr. Randy Jones lauded the JSU College of Education and Professional Studies, stating he believes it is representative of the strong “brand” of JSU: producing excellent teachers, as well as other types of professionals. Mr. Jones spoke briefly about the Student Health Survey, stating that most common response was a belief among students that the BOT members were attempting to altogether eliminate student health services on campus. He stated that more open communication among all parts of the JSU community and family (students, faculty, administration, and BOT) was necessary not only to prevent misperceptions but also to promote our JSU “brand.” He encouraged faculty to watch the video of the Marching Southerners in their recent performance in London, England. Mr. Thomas Dedrick, Sr, stated that he, too, wants to see progress and continuous improvement for students, faculty, staff, and the environment. Mr. Dedrick also expects improved BOT and faculty interactions as a means of sustaining well-educated students as our product, not just in education, but in all professional fields of work. He concluded with a challenge to faculty and to BOT members to address issues directly and immediately. Mr. Jamie “Red” Etheredge reinforced the ideas of “branding” and students as “product.” He added that he wished to see a doctorate program in education at JSU. Mr. Randy Owen was the last BOT member to address the Faculty Senate. He stated he wished to impress upon faculty an understanding that we, as instructors, make a strong difference/impact on the lives of our students, evidenced to him by his own experience as a student at JSU. Mr. Owen concluded with praise of Dr. Rebecca Turner, JSU Provost, as an important resource to the BOT in understanding the needs of JSU. Mr. Owen concluded by stating that he believed Dr. Meehan is a “great ambassador” for JSU.

The BOT members then requested questions from Faculty Senators. Questions were posed about the possibility of hiring more faculty due to increased enrollment in specific academic programs and an additional raise as the last one only offset the increase in health care insurance for faculty. The Senate thanked the BOT for raising admission standards, citing conditional student enrollments have decreased. Constraints on faculty to provide prompt grading when class sizes are large and a need for a JSU Chemistry Graduate Program were addressed. Dr. Turner stated she would be happy to talk with the chemistry department about this need. The issue of no large lecture halls being available to the psychology department to accommodate larger class sizes arose. Communications stated using their program’s conference hall was being used for large education classes and there are still students in the aisles. Dr. Blair asked how the Faculty Senate can work with them. Mr. Randy Owen said to communicate with the FS President, stating that Dr. Teresa Gardner “is not bashful” about advocating for faculty needs. Mr. Thomas Dedrick, Sr., stated again that he would like the Faculty Senate to trust in the BOT because it was “frustrating when we leave family, homes, jobs and come here (JSU) to meet opposition (from faculty)”.

David Thornton addressed the faculty on completing the digital measures on-line. He encouraged faculty to complete by May 1, 2012, stating we had from 2008 until not to put in data. He recommended that faculty begin with CVs, suggesting the process would become easier afterwards. He stated that the process averaged, he believed, about one hour per year to enter data. He concluded by stating there will be a consequence if the digital measure data entry by faculty was not completed by May 1, 2012. When asked by FS what this might be, however, he did not provide an answer.

III. Approval of Minutes: Minutes for 11-14-2011 approved unanimously with no corrections

IV. Old/Unfinished Business: Dr. Gardner stated she brought forward to the University Council the request for increased salary for adjuncts and faculty overloads.

V. New Business:

A. Committee Reports:

Welfare: Linda Mitchell stated her committee is working on establishing a faculty mentoring program.

Admissions and Scholarship: The Good Academic Standing “resolution”, now called a “recommendation” per Dr. Gardner’s reminder this is the correct reference for FS actions as stated by FS By-Laws, is was previously voted upon and passed. It is now ready for presentation to the Academic Council.

Policy: Gloria Horton stated there are problems with the bookstore on campus: untimely phone response, inadequate number of books available to students, and problems with on-line orders. Paul Beezeley added that he, too, has had these experiences; he encouraged faculty to maintain documentation of problems with the bookstore. Dr. Gardner encouraged faculty to ask students to e-mail any difficulties with the bookstore.

Elections: Benjie Blair asked for volunteers for this committee to assist with a slate of officers upon which FS members can vote for AY2012-2013.

Faculty Honors: All work completed for AY2011-2012, nothing new to report.

B. President’s Report:

Dr. Gardner reported the following:

- e-verify with I-9 forms to prove U.S. citizenship is implemented for new faculty;
- Shred-It is a now being used by JSU to provide on-site shredding and recycling of documents in all JSU department offices;
- Distance Education will consider/allow course fee waiver for faculty, but not for faculty dependents;
- WiFi installation campus-wide is now completed;
- Results from the Student Health Surveys revealed only information already known, such as health services are provided free to faculty/staff and students and we are the only university in the state who offers free medical treatment

VI. Announcements:

- Gloria Horton announced a piano performance at the next Academe meeting, Monday, Jan 30, 2012, at 3:15 pm.
- The next Faculty Senate meeting is scheduled for Monday, February 13, 2012.

VII. Adjournment:

Dr. Gardner adjourned the meeting at 4:30 pm.

Respectfully submitted,

Jenny Savage, Secretary

Faculty Senate Minutes
February 13, 2012

I. Call to order: President Teresa Gardner called the meeting to order at 3:15 p.m.

Members present: Paul Beezley, Edwin Bellman, Benjie Blair, Robbie Boggs, David Dempsey, Heidi Dempsey, Teresa Gardner, Aaron Garrett, Curt Gladen, Doug Gordon, Larry Gray, Mark Hearn Jeffery Hedrick, Gloria Horton, Tanveer Islam, Bryce Lafferty, Keith Lowe, Nancy Mellen, Linda Mitchell, Nixon Mwebi, Kerri Reese, Manabu Saeki, Jenny Savage, Yingqu Tang, Charlcie Vann, Melanie Wallace

Members absent: Randy Blades, Kevin Callaway, Mike Davis, Jimmy Griffin, Gregg Pass, Bryant Whaley

II. Guests: Dr. Lori Owens, Chair of the AL Higher Education Partnership introduced Dr. Gordon Stone, Executive Director of the Higher Education Partnership, stating he is “our advocate in Montgomery.” She stated that Dr. Meehan, our President, was a founding member of the Partnership, which is “about equity and funding for higher education.” She stated that there are buses and free breakfast and lunch available for faculty and students. This will be a university excused absence for faculty and students. Last year, Dr. Owens stated, over 2,500 students and faculty attended the Higher Education Partnership rally in Montgomery. She also advised faculty that membership to the Partnership is no longer allowed as a payroll deduction as it was considered “unethical” by last year’s legislative; faculty will have to independently rejoin. Faculty can call the Partnership to renew membership by calling 334-832-9911 or on the Partnership website at <http://www.higheredpartners.org/>.

Dr. Stone was able to report activity in the AL legislature, since his visit with the JSU Faculty Senate is later than usual and the legislature is now in session. He stated the legislature is now considered a “2-party” system, which may affect the legislative process concerning higher education. Dr. Stone stated that this issue, long with the issue of less print and more electronic media providing information about government activities and issues, compromises public awareness about higher education and general fund issues. He encouraged faculty to be informed advocates of accurate information about the legislative process.

Dr. Stone stated that the Governor’s budget, presented on the 2nd day of the legislative session, was described as “dead” by both parties. There is a clear crisis in the general fund. Dr. Stone stated that Alabama is one of about 4 states with 2 budgets; however, he is an advocate of two budgets because it provides protection for all education needs in Alabama. He stated there is “absolutely zero interest” in creating new revenue by the legislators, except for a possible increase in the tobacco tax. He stated that he believed this is because our legislators do not want to be aligned with sensitive national and/or state issues, and particularly related to increased taxes for citizens and businesses in particular that could impact Alabama state funding. Legislatures who are strong advocates for higher education include AL House Speaker, Mike Hubbard, and Senators Marsh, who represents our area, and Waggoner, Major Party Representative in the Senate.

Dr. Stone stated that the difficulties in the state budget in both the educational and general funds are related to the Rolling Reserve Act passed in 2011. This allows the legislature to avoid continued pro ration of agency and education budgets. The Act looks back at a “15 year window” of “average growth in the Educational Trust Fund” to make funding decisions, which does not include funds universities received through the 2009 American Recovery and Reinvestment Act (ARRA). The current average growth, therefore, is down and thought to be related to decreased revenues due to the ongoing recession, in spite of a national and state economy he believes is “slowly creeping up.” The state’s economy is “a problem now”, with the General Fund in “bad shape”, that can affect the Educational Fund. The legislature is considering moving \$185 million in Medicaid monies from the General Fund to the Educational Trust fund to avoid massive budget cuts in all levels of education statewide. If this occurs, however, he stated that the state could lose as much as \$1 billion in matched federal funds. This is particularly problematic, according to Dr. Stone, due to our state’s ranking as 11th out of 16 southeastern states in per capita spending, high poverty rates, high drop out rates, and changing job markets.

Dr. Stone discussed the need of higher education to respond to the modern workforce needs in the state and the nation. Specifically, a workforce shortage to fill jobs requiring advanced technology skills, which are gained primarily through higher education, makes higher education not just valuable but vital. He stated that “knowledge-based economies are where entrepreneurs are moving today,” and higher education is essential to prepare a workforce to successfully engage in competition for new industry jobs. Dr. Stone encouraged faculty to “help students believe that higher education will double their income over their lifetime” and to reassure them that “the state is not going to make higher education unreasonably expensive.” He concluded that if students do not have the “ability to understand, think, decipher, and use knowledge”, that the state is incapacitated by continued inadequate workforce that will compromise the state’s ability to compete for and win job-producing new industries.

Dr. Stone concluded by asking faculty for questions. Faculty asked about tuition assistance and state employees in general. No specific information was available regarding federal legislation concerning tuition assistance; he noted, however, that BOT members for respective universities track that information. There are some conservative legislatures interested in increased tuition, but there is little widespread legislative momentum at this time. Dr. Stone stated whereas there were cuts in the RSA benefits and increased PEEHIP costs for faculty, there is also “no momentum” presently in the legislature to make additional cuts in those systems. There appears to be great support to not

make additional RSA cuts. Dr. Stone advised faculty to consult the Birmingham News as the “best source of information about educational issues considered and/or acted upon by the AL legislators.”

III. Approval of Minutes: Minutes for 1-23-2012 were passed as amended.

IV. Old/Unfinished Business:

Dr. Gardner forwarded Faculty Senate comments concerning Distinguished Instructor and Distinguished Professor to Dr. Turner for consideration by the Dean’s Council when it meets in March.

V. New Business:

A. Committee Reports:

Welfare: Dr. Mitchell has met with many of her committee members and requested members who had not met with her to meet her before leaving the meeting today.

Admissions and Scholarship: Gloria Horton asked if her committee recommendations were forwarded to the Deans; Dr. Gardner stated the recommendations were not received and asked that she resend the recommendation. Mrs. Horton stated her committee is scheduled to meet in March.

Policy: Randy Blades was absent. He sent information to Dr. Savage. His committee is working on a proposal for providing faculty with instruction on developing and conducting on-line courses. The Policy Committee is scheduled to meet next week.

Elections: The committee is soliciting nominations for Faculty Senate offices for AY2012-2013.

Faculty Honors: The committee should be getting some applications soon. Dr. Gardner encouraged faculty to apply.

B. President’s Report:

The Student Health Center Committee met. The committee requested additional information and decided to visit several universities to learn about their university health care service models before making final recommendations. The BOT appears to be “amenable to input” from faculty concerning the final decisions concerning reorganizing the Student Health Center. The BOT requested faculty input regarding insurance co-pays and medical insurance billing. Dr. Gardner stated she advised the BOT that she believed it would be unreasonable for JSU staff to pay for services due to their generally low wages. The BOT asked what faculty would be willing to pay for health care on campus. The majority indicated a preference for \$15 per visit. Discussion among some faculty senators indicated they would prefer to use their own doctors if required to pay the current PEEHIP \$30 co-pay. Dr. Gardner stated she would report this response to the BOT and the Student Health Center Committee.

Dr. Gardner also reported additional considerations by the BOT include contracting a physician to staff the campus health center 40 hours per weeks and adding exams rooms for a total of six instead of the current three. The Health Center report yielded the following: JSU is median in our average expenditures; in comparison to other universities in the state, fewer students are seen by our center. The BOT is considering the following: (1) extended hours to avoid missed classes and increased accessibility of 24-hour emergency care for students and (2) inclusion of mental health with primary health care, and (3) a university plan to manage a pandemic crisis.

VI. Announcements:

- SGA President Bryant Whaley requested faculty be reminded of the AL Higher Education Partnership rally on Thursday, March 1, 2012. Buses will leave at 6:30 am in front of the TMB. Breakfast and lunch will be provided. This is a free event for students; faculty are encouraged to advise students to sign up with the SGA office.
- The Drama Department production of *Rent* is currently presented; faculty are encouraged to attend and to encourage attendance by their students.
- Academe meets tomorrow, Tuesday, 2-14-2012, 3:15 pm, at Houston Cole Library, Room 1103 A&B. Dr. Harvey Jackson is going to talk about the *Redneck Riviera*.
- The next Faculty Senate meeting is scheduled for Monday, March 12, 2012, at 3:15 pm, 11th Floor Conference Room.

VII. Adjournment:

Dr. Gardner adjourned the meeting at 4:30 pm.

Respectfully submitted,

Jenny Savage, Secretary

Faculty Senate Minutes
March 12, 2012

- I. Call to order:** President Teresa Gardner called the meeting to order at 3:15 p.m.
- II. Members present:** Paul Beezley, Edwin Bellman, Randy Blades, Benjie Blair, Robbie Boggs, David Dempsey, Heidi Dempsey, Teresa Gardner, Aaron Garrett, Curt Gladen, Doug Gordon, Larry Gray, Jimmy Griffin, Jeffery Hedrick, Gloria Horton, Tanveer Islam, Bryce Lafferty, Linda Mitchell, Nixon Mwebi, Kerri Reese, Manabu Saeki, Jenny Savage, Yinqi Tang, Charlcie Vann, Melanie Wallace
- Members absent:** Kevin Callaway, Mike Davis, Mark Hearn, Keith Lowe, Nancy Mellen, Gregg Pass, Bryant Whaley
- III. Guests:** Mr. Vinson Houston, Vice-President for Information Technology (IT), presented first and discussed issues and components of IT at JSU. He stated that he serves on several university committees, including the University Council, and is a member of the President's staff. Mr. Houston stated the following goals of his department: (1) improve communication between IT and faculty and (2) increase IT in the classroom environment to ring JSU "up to par" and consistent with programs at other universities. Mr. Houston discussed briefly discussed the iPad learning project in two classes this semester, paid for through his departmental budget. He stated that the JSU wireless network should be completed by the end of Spring 2012 with WiFi in all classrooms. He described the following projects: (1) capital project to include installation of a gas generator for unplanned outages due to power outages, including shut down of JSU Internet, which occurred in early January 2012; and (2) establishing unified messaging with better access to voicemail through other electronic communication forms (date pending, but anticipates university-wide launching soon). Faculty asked multiple questions with Mr. Houston answering the following: (1) OSX & IOS devices are increasing with two people currently on the JSU IT Help Desk, one of whom is a MAC expert; (2) bandwidth will be increasing from 250 to 500 megs by the end of this semester; (3) difficulties logging in will be explored and reported back to faculty; (4) Banner issues were referred to Dr. Gardner to explore with Provost Turner; (5) replacement computers are the purview of Department Heads (IT budget currently insufficient to assist departments across campus); (6) students may be required to have mobile devices in the near future, but IT is working with OIRA and Distance Ed on feasibility; (7) encouraged faculty to integrate IT in the classroom to advocate for improved IT in departments; (8) exploration needed to assure that all students have access to IT, including equipment, whether they are capable of providing it for themselves or not; and (9) plans are underway to extend IT and WiFi to campus at Ft. McClellan.

Dr. Charles Lewis, Vice-President for Institutional Advancement, followed. He stated that since arriving at JSU months ago from Mississippi where he worked 10 years in Institutional Advancement, he plans a name change for his department to University Advancement. His goals for JSU include (1) increasing alumni relations and contributions to the JSU; (2) development of discipline or organization affinity groups, such as the JSU alumni association for the Marching Southerners; (3) increase scholarships; (4) encourage alumni recruitment of students to attend JSU, including engagement of JSU Career Services; (5) enhance JSU social media presence; and (6) launching a foundation development and fund raising campaign in Fall 2012. He stated that his department is working enhancement of an "external brand," citing the Red Chair Campaign as an example and encouraging all faculty to contribute their expertise to expand this campaign. In response to faculty questions, Dr. Lewis stated, (1) The most immediate

fruitful effort will in the area of scholarship development; (2) communication must be open and expanded, including use of a campus-wide calendar with contributions by individual faculty who know of events that do not make it to his Department; and (3) University advancement and increase of funding is needed and can be enhanced by linking his department with Marketing and the Print Shop.

IV. Approval of Minutes: Minutes for 2-13-2012 were passed as amended.

V. Old/Unfinished Business: Dr. Gardner stated the Dean's Council has met and on 2-8-12 published final decisions on recommendations made by FS for the Distinguished Instructor and Distinguished Professor recommendations made by the Faculty Senate. Copies were distributed to all FS members.

VI. New Business: Dr. Blair noted that due to the length of guest presentations, there was no longer a quorum present to engage in motions or votes for any issues, suggesting all further action be tabled until the April meeting.

A. Committee Reports:

Welfare: Dr. Mitchell, Chair, provided a summary of recommendations concerning a university-wide mentoring program.

Admissions and Scholarship: No report at this time.

Policy: Randy Blades stated this committee is meeting through the OIRA virtual meeting tool.

Elections: Dr. Blair stated three positions are available for the AY2012-2013 Faculty Senate Officers, including VP, Historian, and Secretary; encouraged faculty to run and/or make recommendations.

Faculty Honors: Applications are due by March 26 (noted to be during JSU Spring Break).

B. President's Report: Dr. Gardner stated that Tony Bennett, JSU Internal Auditor, will be the guest speaker for the March 2012 FS meeting.

VII. Announcements:

- Gloria Horton announced Academe meets March 19, 2012,
- The next Faculty Senate meeting is scheduled for Monday, April 9, 2012, at 3:15 pm, 11th Floor Conference Room.

VIII. Adjournment:

Dr. Gardner adjourned the meeting at 5:00 pm.

Respectfully submitted,

Jenny Savage, Secretary

Faculty Senate Minutes
April 9, 2012

- I. Call to order:** President Teresa Gardner called the meeting to order at 3:15 p.m.
- II. Members present:** Edwin Bellman, Randy Blades, Benjie Blair, Robbie Boggs, David Dempsey, Heidi Dempsey, Teresa Gardner, Aaron Garrett, Curt Gladen, Doug Gordon, Larry Gray, Jeffery Hedrick, Gloria Horton, Tanveer Islam, Bryce Lafferty, Nancy Mellen, Nixon Mwebi, Kerri Reese, Manabu Saeki, Jenny Savage, Yingqi Tang, Charlcie Vann, Melanie Wallace
Members absent: Paul Beezley, Kevin Callaway, Mike Davis, Mark Hearn, Jimmy Griffin, Keith Lowe, Linda Mitchell, Gregg Pass, Bryant Whaley
- III. Guests:** President Teresa Gardner introduced Mr. Tony Bennett, Director of the Office of Internal Audit (OIA) and External Funds Compliance. From the Institute for Research and Collaboration (IRC), Dr. Alicia Simmons, Allison Newton, Robyn Yarbrough, and Lynn Garner, were also introduced.

Mr. Bennett provided an overview of his office, stating it consists of three people: himself, Sherry Taylor, and Janis Thomas, CPA. He stated the mission of his office is to insure independence in organization and function from all other university organization and functions; complete, free, unrestricted access to everything campus-wide related to monitor ethical fiscal functioning, including risk management and responsibilities, and contributing to the JSU operational effectiveness and efficiency. He stated the “tone for the Internal Auditor is set at the top” of JSU Administration, beginning with the University President, to achieve an “adaptive approach to governance and risk compliance”. He added, however, that “everyone is an active participant in the tone.” All university employees, Mr. Bennett said, share responsibility for protecting JSU from risk and promptly addressing risks as they occur. He said that the Office of the Internal Auditor is “not management,” but only provides a supporting role for and makes recommendations to management. Finally, Mr. Bennett stated goals of his office include: (1) review and appraise capitation values of all durable assets (noting capitation level for equipment is \$5,000, meaning anything below \$5,000 in value is tracked, but not capitated); (2) mitigate risks to the university by protecting it from financial damage (particularly relating this to external funding, such as grants and contracts, which his office reviews at close-out dates but his office may “jump in at any point in time to monitor” such funding); (3) promote ethical practice throughout the university; (4) assures timely financial reports for JSU; and (5) coordinates and collaborates with other external examiners.

In his final remarks, including responses to questions/comments from faculty senators present, Mr. Bennett provided the following information:

- (1) External Funds Compliance (Grants): Robyn Yarborough does the majority of this.
- (2) Disposition of University Records: No financial documents may be disposed of or destroyed without first consulting with his office; disposal requires completion of paperwork with his office before destroying any financial records.
- (3) Tracking Equipment below \$5,000 in worth: This was asked in regards to the iPads used by the Computing Center (see March 2012 Faculty Senate Meeting Notes). These were tracked visually by identifying serial numbers on equipment inventory.
- (4) When Hardware may be Updated in Departments: Mr. Bennett stated he had no answers at present.
- (5) Travel Reimbursement: Faculty encouraged to review most recently revisions to travel reimbursement process early this Spring 2012 semester; reminded that this function was transferred

from the JSU Controller's Office to the Office of the Internal Auditor. Specific review provided by Mr. Bennett included:

- a. "Mapquest is not required" on policy reimbursement requests by policy statement, but is "expected practice" (as proof of location and mileage if mileage reimbursement is requested).
 - b. Must show aspect of registration brochure showing your presentation, if you make one
 - c. If presentation is not made by person submitting the reimbursement request, portion of the brochure showing location, dates/times, when/if meals or refreshments are provided, and registration fees, is required as attachment to request form.
 - d. JSU employees may submit travel reimbursement forms showing some travel expenses are waived, such as employees paying their own meals, lodging or registration fees; where mileage is incurred, all employees are required to receive mileage reimbursement (mileage cannot be waived).
 - e. A State imposed travel reimbursement limit of \$75.00/day includes all lodging, meals, tips, and other expenses involved in a 24-hour period of travel.
 - f. All travel reimbursement must include receipts for hotel fees, airfare, registration; all receipts must be detailed. As of June 2011, original detailed meal receipts must be attached to reimbursement forms to assure no alcoholic beverages, which are disallowed by State regulation, are included in meal reimbursements. Credit card receipts are not sufficient because they do not show enough detail to justify reimbursement.
 - g. Original receipts, if small in size individually and accumulated over a multiple day travel period, may be taped to a single 8" x 11" blank paper to prevent loss when reimbursement form is processed.
 - h. All receipts are maintained a minimum of 3 years, with appropriate paperwork completed before any destruction.
- (6) Student Travel: Dr. Mwebi noted difficulty in arranging travel for students who are accepted for conference presentation in their disciplines, thought because department heads are unwilling to use departmental credit cards to approve pre-arranged costs. Mr. Bennett asked Dr. Mwebi to send details to the Office of Internal Auditor for review, reminding faculty senators that faculty "must have travel pre-approved before you can get reimbursement."
- (7) Difference between Travel Grants and Travel Authorization: Dr. Heidi Dempsey requested clarification; Mr. Bennett requested she, too, send his office an e-mail detailing the issue.

Dr. Alicia Simmons followed Mr. Bennett to introduce personnel from the Institute for Research and Collaboration (IRC). Personnel are Dr. Simmons and Mr. Bennett, in addition to Robin Yarbrough, Restricted Funds Accountant, Allison Newton, Proposal Coordinator, and Lynn Garner, Project Manager. They provided a quick overview of the IRC, including the three Centers within it: (1) Center for Innovative Learning Environments, Dr. Rebecca Turner, Director; (2) Center for Information Security and Assurance (CISA), Dr. Guillermo Francia, Director; and (3) Center for Community Resilience, Dr. Jane Kushma, Director.

Dr. Simmons stated the IRC and its respective Centers are willing to assist any faculty who wish to seek external funding in their fields. She stated the IRC wishes to double grants obtained by faculty within five years and to establish research centers within it in addition to the current three. Dr. Simmons stated IRC personnel will assist faculty from inception of an idea, locating potential funding sources, editing, submission, and in pre-award and throughout awarded grant periods. Robin Yarbrough, CPA and Manager for Restricted Accounts (including grants and contracts) and Lynn Garner, IRC Project Manager, help with getting contracts set up with the Office of the Internal Auditor. Brochures about the JSU Institute for Research and Collaboration were distributed.

- IV. Approval of Minutes:** Minutes for 3-12-2012 were passed as amended.
- V. Old/Unfinished Business:** Dr. Gardner highlighted the recommendation to create a University Governance Committee and encouraged faculty senators present to review. There being no quorum remaining at time of presentation of old/unfinished and new business, no formal activity or voting occurred on this recommendation or on remaining business. (Of 32 Faculty Senate members, 14 faculty senators remained at conclusion of this meeting.)
- VI. New Business:** Dr. Blair noted that due to the length of guest presentations and no new business, there was no longer a quorum present to engage in motions or votes for any issues, suggesting all further action be tabled until the April meeting.

A. Committee Reports:

Welfare: Further discussion pending regarding mentoring program.

Admissions and Scholarship: No report at this time.

Policy: No report at this time.

Elections: Dr. Blair stated current slate for AY2012-2013 Faculty Senate Officers includes Dr. Teresa Gardner for Vice President; Dr. Melanie Wallace for Historian; and Dr. Linda Mitchell for Secretary.

Faculty Honors: Currently waiting on applications.

B. President's Report: Dr. Gardner stated:

- Two (2) file cabinets and an iPad, for use by the JSU Faculty President and Executive Committee members, were purchased.
- There will be no food allowed or available at future faculty senate meetings.
- Elections for the FS Executive Committee on May 14, 2012.
- Trustees Meeting on Monday, April 16, 2012, on the 11th floor of the Houston Cole Library at 8:00 am.

VII. Announcements:

- The next Faculty Senate meeting is scheduled for Monday, May 14, 9, 2012, at 3:15 pm, 11th Floor Conference Room.

VIII. Adjournment:

Dr. Gardner adjourned the meeting at 5:00 pm.

Respectfully submitted,

Jenny Savage, Secretary

Faculty Senate Minutes
May 14, 2012

- I. Call to order:** President Teresa Gardner called the meeting to order at 3:15 p.m.
- II. Members present:** Paul Beezley, Edwin Bellman, Randy Blades, Benjie Blair, Robbie Boggs, David Dempsey, Heidi Dempsey, Teresa Gardner, Aaron Garrett, Curt Gladen, Larry Gray, Mark Hearn, Gloria Horton, Keith Lowe, Alexandra Martinez, Nancy Mellen, Linda Mitchell, Ellen Peck, Kerri Reese, Jenny Savage, Jason Sumner, Yingqi Tang, Charlcie Vann, Melanie Wallace
- Members absent:** Kevin Callaway, Mike Davis, Doug Gordon, Jimmy Griffin, Jeffery Hedrick, Tanveer Islam, Bryce Lafferty, Nixon Mwebi, Gregg Pass, Manabu Saeki
- III. Guests:** There were no guests.
- IV. Approval of Minutes:** Minutes for 3-12-2012 were passed; Paul Beezley moved to accept as presented; Gloria Horton seconded.
- V. Old/Unfinished Business:** Dr. Benjie Blair reported briefly on the May 8, 2012, Faculty Award Ceremony. There was no other old or unfinished business.
- VI. New Business:** Dr. Gardner opened the meeting introducing the new JSU SGA President, Jason Sumner and new faculty members, Sonny Francia from Computing (replaces Aaron Garrett), Alexandra Martinez from Language, Jim McIntyre from Finance, and Ellen Peck from Drama. She also informed members of three new JSU Board of Trustees: Clarence Daugette III; Gail May (replacing Mac Roberts); and Vivien Davis (replacing Red Etheridge). She then presented certificates to members of the FY2011-2012 Executive Committee, including Benjie Blair, Linda Mitchell, Melanie Lawrence, Randy Blades, Gloria Horton, Yangqi Tang, and Jenny Savage. She then presented certificates to all other members of the Faculty Senate for their participation during FY2011-2012. Lastly, Dr. Gardner instituted an “Oath of Office for the Faculty Senate President” to install Dr. Benjie Blair as the FY2012-2013 Faculty Senate President and passed the gavel to Dr. Blair.

Dr. Savage moved that the record show and all Faculty Senators provide an acknowledgement of Dr. Gardner’s service as FY2011-2012 Faculty President; Charlcie Vann seconded. All Faculty Senators present stood to applaud Dr. Gardner for her service.

Dr. Blair assumed the remainder of the meeting, announcing his plans for the FY2012-2013 Faculty Senate agenda, which he referred to as “homework assignments” for all FY2012-2013 Faculty Senators, to include: (1) Present ideas for creation of a 5-year plan for the Faculty Senate, with committees to be established and (2) take pictures of things seen about campus and within disciplines represented.

VII. Committee Reports: There were no committee reports for the final meeting of FY2011-2012, with all previous business for the year completed.

VIII. Announcements:

- Dr. Paul Beezley reminded faculty senators of the JSU Board of Trustees meeting, July 23, 2012, 10:00 am, in the Houston Cole Library, and encouraged all who could to attend.
- The next Faculty Senate meeting is scheduled for Monday, September 10, 2012, at 3:15 pm, 11th Floor Conference Room.

IX. Adjournment: The meeting was adjourned at 4:15 pm.

Respectfully submitted,

Jenny Savage, Secretary