

Jacksonville State University
Faculty Senate Meeting
October 16, 2023

In attendance: J. Godbey, T. Ridlen, J. Ridlen, M. Sciuchetti, P. McGrail, C. Murtagh, B. Norvell, A. Balilaj, R. Ahmed, K. Walker E. Hardy, B. Hankins, L. Ingwerson, C. Clark, C. Kirk, K. Johnson, M. Trifas, J. Dodd, D. Okimoto, C. Hosmer, S. Mikel, S. Cofield, H. Dempsey, K Wickersham, R. Overton, and M. Meacham.

Reggie welcomed all to the meeting. Completed an introduction of the executive committee. Stated that we are using CANVAS. All is very pertinent and is appreciative when people respond to the announcements. Noted that there is a better way to send resolutions. President Overton also apologized for the confusion of moving due to the BOT.

Minutes were approved by J. Ridlen and seconded by K. Kirk. J. Ridlen asked when do we share the minutes of the meeting. C. Clark stated that we had faculty senate on Monday. At the department meeting on Wednesday, they shared the information that they had. After the minutes were distributed last week, Chris sent the minutes to the group and requested that they send him any questions or concerns. Heidi asked if we are able to send out minutes when they are shared prior to being voted on. No, we are not. We can share notes taken at the meeting, but they are not published until after approved by the Senators.

Reports:

President: Met as an executive committee on Monday, October 9, 2023. Dr. Dempsey noted that these are on the University committees and JSU administration, not the Faculty Senate administration. President Overton stated that he is on 27 committees and meets with the Provost 3 times a week, as well as meets with the President 4-5 times per week. Discussed the importance of transparency and committees on which he serves that are community-based, not just university-based. These might include traffic and roads. Dr. Overton stated that he would distribute minutes as needed, but many of the committee meeting are not prudent for us each visit. However, meetings with the auditor are significant and he will send out those documents each time. Dr. Overton noted he looks at items from one perspective and Dr. Dempsey does another way, likes details, and is able to summarize.

Dr. McGrail asked about a road closure by College of Education. There are signs, but road seems fine. Dr. Overton noted that he will ask about this and he thinks it is due to skateboarders.

President-Elect:

Dr. Dempsey noted that the calendar has been approved for 7 years. Please see Appendix A for the items discussed by Dr. Dempsey. Noted that this summer the Graduate School had some items needed, so there is an "extra" week, but can continue to teach as a 12 week course.

Also, discussed the Faculty Survey. The Provost has decided to send it out in January. Wanted us to feel like there was progress and if there are things that require budget then we are in a better position to understand the issues, and the demands for the fiscal year. Dr. Dempsey wants to ensure that it is not just a "complaint" issues, but what things can we make progress on. Noted that the faculty are most

interested in faculty salaries. Having this in January will allow the committee to obtain information regarding salaries and benefits prior to measuring faculty.

6c: President Overton skipped twice on the Faculty Salary Committee. Administration and faculty realize that there are issues, but the main one is that some departments have salaries that are higher than others. When they give across the board raises of 3% occur go to everyone and there is still a gap. There is a request to obtain data on faculty summer differentials. It is not to get away from having these, but to obtain the data to know our facts. They are looking at sister institutions, national data, or just exactly which set of data would best be utilized to obtain the data for the Provost. It was questioned if there is a timeline. Dr. Overton noted that they hope to have all information into her hand by March. Then the CFO would have to review and it would have to be approved by the BOT. IF it were approved it would not take place until at least next fall. The other issue is that some want to work summers and get the summer differentials, some don't want to work. Another issue is adjuncts. Dr. Overton noted that he wants to make sure all are on same page. Dr. J. Ridlen asked why we are getting different data if we paid for a set of data last year. Dr. Overton noted that two years ago there was a salary adjustment. He questioned who made the decisions of who got what. It was answered that it was the Deans. We are trying to do this a different way this time. Dr. Dempsey rephrased what Dr. Ridlen was asking is why are we not using the data obtained with quartile in regionals. Dr. J. Ridlen noted that collectively faculty salary is the number 1 issue and we have a committee that is addressing it, but many of the committee are in administration and how are their results any different from the data we paid for a year ago which could lead to something being done this year. Karlie Johnson asked if the committee is taking minutes and if they are public. Dr. Overton stated that they do and they are. K. Johnson noted that this might alleviate the questions from faculty if we could share this with them.

President-Elect Dempsey: Continued with #3 Grades Project Update (Appendix 1).

It was questioned what would happen if you are arrested and not convicted. Dr. Dempsey noted that since the reporting period is 5 days, anything that is not minor, would need to be reported. Dr. Overton noted that this is not "big brother", but holding all accountable because of insurance. Dr. Dempsey noted that this coincides with the policy of completing the training for driving safety. It was confirmed that you only have to complete the form and the trainings once.

Dr. Overton noted that he has bombarded Faculty Senate with lots of policies. This is because SACS-COC requires that we update policies every 5 years, but some of ours are from 1980s. Therefore, lots of policies have been updated and Dr. Overton has been sending out as they are revised.

President-Elect Dempsey: 7. Continued with Scholar's Code Appeals (see Appendix 1)

11. Recruitment and Selection Policy: The only wording change was the relocation was taken out of it.

12. Relocation Policy: There has not been funding available consistently previously for faculty relocation. Non-tenure faculty will be in level 5 and Tenure-track faculty will be in level 4. This will be offered to people that are being interviewed. It is part of your salary, given ahead of time, and will have tax papers.

Unfinished reports:

- DSS and Testing Accommodations: There are students who want to take it in the testing center and some that don't and currently there are issues with taking it in the testing center. Dr. Wickersham noted that they are currently looking for someone to cover this position. Different faculty noted times when students choose not to use their accommodations.
- Tenure and Promotion Resolution Response by Dr. Shelton: Noted that the Deans have been given a directive to create guidelines with rubrics and metrics for tenure and promotion. Department Heads should work with tenured faculty to create these. Dr. Overton noted that Provost Shelton is very vested in this and now it is on the agenda for the Deans' meeting each time. Dr. Overton also stated that senators can also send him questions anonymously.
- New Business:
 - A. J. Ridlen proposed we accept the recommendation and it was seconded by Dr. Ingwerson.
 - Committees—divided into committees and elected chairs.
- Faculty Commons: Mica Meacham noted that Faculty Commons are available to help. Noted that we need judges for the Faculty Research Symposium.

Meeting was adjourned following committee meetings at 4:45pm.

Submitted by:



Dr. Kimber Wickersham
Faculty Senate Secretary

Appendix A

Report

Heidi L. Dempsey, Ph.D.

Faculty Senate President-Elect

October 16, 2023

1. **The Calendars** for 2024-2025 to 2030-2031 have been approved by the Academic Calendar Committee, Provost, and President. Thus, they have been officially adopted and Dr. Shelton sent them to all faculty. Revisions that were made in the Academic Calendar Committee from the last time the calendar was presented to the Senate include:
 - a. Changing the wording from “Faculty Return” to “Faculty Available” to reflect that this may be a virtual availability (via phone/email) not necessarily a physical availability (sitting in offices), although physical availability may be required by some programs/positions.
 - b. “Fall Break” was changed to “Advisement/Grading Days.” This reflects that classes will not meet in person on these days so that faculty can work on midterm grades. However, the university will remain open and staff will report to work as usual.
 - c. Midterm grades are still due at 11:59 pm on Sunday after the “Advisement/Grading Days,” but the calendar was modified such that midterm grades will be released to students at 10:00 am on Monday (to give the registrar time to run the grades Monday morning).
 - d. Fall A/Block 1 grades are due at noon on Friday of the “Advisement/Grading Days” because they have to be run on Friday as final grades to allow registration for Fall B/Block 2 which starts on Monday.
 - e. The money people are still debating whether to remove late fees for registering for Fall B classes on Monday (this was recommended by the Provost).
 - f. The Block schedules (for Academic Partnerships—MBA program) were adjusted to match Fall A and Fall B and Spring A and Spring B.
 - g. In Summer terms, we moved the start date for Summer I back from a Monday to a Thursday to better accommodate online classes (adds 4 online days) and the Block schedules. However, this means there is less than 1 week between graduation and the start of Summer terms.
 - h. Summer I end and Summer II start is affected a lot by Juneteeth holiday, so these dates move the most. There is at least 1 full business day to grade Summer I, Summer II, and June-4 classes now with grades due the following day.
 - i. The Full Summer term is now 1 week longer (13 weeks instead of 12) because of the need for the Block schedules to be longer (the Block terms can’t go past the Full Summer

- dates). However, the Provost said that faculty could continue to schedule 12 weeks of courses within that by taking more time around holidays or ending early if they wished.
- j. Because Full Summer is 1 week longer, Summer Commencement moved back 1 week. There is now less than 1 week between Summer Commencement and “Faculty Available” dates. The Provost is aware that these two weeks between the end of Summer II and return dates for Fall are when many faculty take vacations. She said she would be understanding if 9-month faculty choose to not attend Summer Commencement because of this and would encourage department heads or 12-month faculty to step in and attend these ceremonies to fill this gap. However, some 9-month faculty may want to attend because this is when most of their students graduate or because it is typically a shorter ceremony.
2. **Faculty Survey** – Dr. Shelton and I decided to postpone the Faculty Survey until January (with results presented at the March BOT meeting). We made this decision because:
 - a. There have been a bunch of surveys sent out and which are going to be coming out soon.
 - b. The administration is aware that faculty salaries are the number one concern of faculty and wanted the Faculty Salary Review Committee to be able to make some progress this year before they asked for feedback.
 - c. If there are priorities that we have which will require funding, then we want to be able to work this into next year’s budget when it is being created in the spring.
 3. **Grades Project Update** – this is in reference to the Project begun last year to allow faculty to export their grades from Canvas directly into Banner.
 - a. This functionality should be in place Summer 2024.
 - b. Your Canvas courses will have slightly different names but nothing major (semester first then title).
 - c. From my discussions with Shelena Cofield, there will be a special grade column that will be the column that gets copied into Banner. It will automatically populate this column with the grades in the “Total” column in Canvas. However, if you want to modify these grades (e.g., add in extra credit), you will be to adjust these grades in any way that you want. It will not recognize the “Override” column if you use that functionality in Canvas – you will have to manually enter the grades from the Override column into the new column.
 - d. The new column will be able use the university grading scheme rather than the default Canvas scheme (basically getting rid of the + and – grades that show up in Canvas now).
 - e. It should not affect merged courses or the additions of GAs to the courses.
 - f. If you do not use Canvas for grading or need to adjust grades outside of Canvas, you will still be able to enter and adjust grades in Banner the way we do now.
 4. **Solicitation Policy** – Greg Harley has made adjustments to this based on our feedback at the direction of Dr. Shelton.
 - a. Based on our feedback this was adjusted to specifically exclude JSU-sponsored activities and organizations, so we can continue to advertise and promote JSU clubs/organizations.
 - b. Some clarification was provided about work time and work areas. Thus, you can post on your personal social media that you are selling candles for your child’s band trip and deliver these during yours/their “lunch break” or “after work” and that is fine. We just

are not supposed to use JSU email for non-JSU solicitation or approach people to solicit during their working hours or in their workspace (“break rooms” are apparently excluded).

- i. This was partly done to have explicit parameters set up about when/how the union could approach people, where they could post flyers, and reiterate that they are not supposed to be using JSU equipment for union purposes.
 - c. This policy only covers employees who are soliciting, not outside vendors.
 - d. Dr. Shelton included other university’s policies for comparison on her email. Please let Dr. Overton or myself know ASAP if you have additional feedback on this before it gets approved.
5. **Employee Mandatory Self-Reporting Policy** – this was updated because apparently there were employees who had recent DUIs but were still driving university vehicles and did not tell the university. The point of this is that you must disclose to the university within 5 business days if you have been arrested, convicted, or taken a plea deal for a variety of crimes. Please let Dr. Overton or myself know ASAP if you have additional feedback on this before it gets approved.
6. **University Driving and Vehicle Use Policy** – this policy was added because our insurance was going to cancel our coverage because we did not have records of who was driving personal vehicles on university business.
 - a. All employees driving personal vehicles for university business (e.g., if you are driving to committee meeting at McClelland, you are driving your departmental materials from South Campus to the Rec Center for Preview Day, you are taking students in a personal vehicle on field trip or to a conference) must fill out this form.
 - i. Effective Date (calendar year, academic year, fiscal year) – If you filled it out before September 1, you need to do it again (new insurer). Do the Defensive Driving module, just to be sure (it is part of the EduRisk page).
 - ii. Fill out once or yearly? I think once.
 - iii. Check all the boxes? Do you need to fill it out again if you didn’t check all of the boxes the first time? Should you just check all of the boxes so you don’t have to fill it out again? Probably should check any boxes (work vehicle for sure, maybe motor pool if you think you may ever want to get a motor pool vehicle).
7. **Scholar’s Code Appeals** – The Provost asked that Faculty Senate create a committee to deal with Scholar’s Code appeals. We discussed this in Executive Committee and came up with two proposals to present to the Provost. Dr. Shelton met with Dr. Overton and myself and agreed with the one the Executive Committee presented as the preferred option. It is as follows:
 - a. For the Scholar's Code Appeals Committee, we are planning to subsume these duties under the Admissions and Academic Progress Committee of Faculty Senate, which is a standing committee. Senators are appointed to this committee by the Executive Committee at the beginning of the year for a one-year term. The chair of this committee is elected by its members by a simple majority vote. Thus, when an ad-hoc appeals committee needs to be formed, three faculty members from this committee will be selected by the committee chair for this service. This committee would also take on the responsibility for dealing with Faculty Senate contributions to Scholar's Code policy revisions in the future.

- i. Dr. Shelton and Dr. Stone are looking to revise the wording in the scholar's code to reflect these changes which we will pass along to the Admissions & Academic Progress Committee to review.
 - ii. The only question still up in the air is who exactly should appoint the people to the ad-hoc committee (the Faculty Senate President, Dr. Shelton, or the Committee Chair) and whether we want it to be explicitly stated in the policy or leave it open (as it currently is).
8. **Outlook Calendar Invitations** – A Faculty Senator asked for there to be Outlook calendar invitations sent for Faculty Senate meetings and Dr. Wickersham did this. If anyone did not receive a calendar invitation, please let her know. Further, once committee chairs are elected today for each standing committee, we will do a calendar invitation for executive committee as well.
9. **Committee Assignments** – Everyone has been assigned a committee either based on expressed preferences or need (e.g., Faculty Honors had to have one person from each college). Dr. Wickersham has the lists if you need to know which committee you are on. I am a member of every committee, so please add me to your email list. Based on discussion in Executive Committee, we have several issues to send to committees for you to address, in addition to your own agendas (see New Business).
10. **Recommendation Regarding Required Syllabus Statements/Policies** – This was brought up as a concern from Nursing. Dr. Overton and I happened to bring up this issue with Dr. Shelton at our meeting and she specifically asked for a recommendation from Senate regarding the need for these deadlines because she also agreed this was an issue. Thus, I created a recommendation to present to Senate today based on consultation with Online@jsu as to the latest dates they would need university-wide syllabus statements/policies in order for them to be included in the Canvas course shells (see New Business)
11. **Recruitment and Selection Policy** – The Relocation Reimbursement portion of this policy was removed and a reference to the new Relocation Policy was included.
12. **Relocation Policy** – This policy is new and Dr. Shelton explained that it was created to provide parameters for the payment of a relocation allowance to new hires. The goal was to provide more consistent tiers of funding to correspond to the tier of employee entering and to also make sure the money is coming out of Foundation funds, not university funds (and to make it clear that it is a taxable benefit). Tenure-track faculty are Level IV and Non-tenure-track professors are Level V. Dr. Shelton recommended changing it such that it is listed as tenure-track faculty and non-tenure-track faculty, but excluding Visting faculty and grant-funded people.