FACULTY SENATE MINUTES
SAM HOUSTON STATE UNIVERSITY
October 18, 2012
3:30 p.m. – 5:00 p.m.
Austin Hall

Members present:
Nancy Baker (H&SS); Helen Berg (COE); Tracy Bilsing (H&SS); Don Bumpass (COBA); Kevin Clifton (FA&MC); Donna Cox (COE); Jeff Crane (H&SS); Randall Garner (CJ); Debbi Hatton (H&SS); Richard Henriksen (COE); Joan Hudson (COS); C. Renée James (COS); Bill Jasper (COS); Gerald Kohers (COBA); Hayoung Lim (FA&MC); Paul Loeffler (COS); Dennis Longmire (CJ); Sheryl Murphy-Manley (FA&MC); Debra Price (COE); Lisa Shen (NGL); Tracy Steele (H&SS); Stacy Ulbig (H&SS); Doug Ullrich (COS); Anthony Watkins (FA&MC)

Members not present:
James Crosby (H&SS); Diane Dowdey (H&SS); Mark Frank (COBA); Joyce McCauley (COE); Dwayne Pavelock (COS); Ricky White (COS); Pam Zelbst (COBA)

Called to order: 3:28 p.m. in Austin Hall by Chair Tracy Steele

Faculty Senate welcomes Tom Cox from CHSS, who replaces Jeff Crane.

Committee Report: Tracy Bilsing, chair of the University Affairs Committee, reported on her meeting with Norma O'Bannon from the Travel Office. Travel will eventually be administered via Banner, so when this change takes place, it might be a good opportunity to retrain faculty and administrative assistants in the various requirements for encumbering funds and requesting reimbursement. From the point of view of the Travel Office, the major problems stem from a lack of complete recordkeeping on the part of faculty and/or administrative assistants, along with a lack of timeliness (some requests for reimbursement have been made fully a year after the travel was completed). If there is a problem that arises during the reimbursement process, Molly Currie calls the department. However, Norma does want to emphasize that training is available for departments, and that administrative assistants can schedule one-on-one training anytime.

Faculty Senate was concerned that the workload is simply too great for only two employees to handle, and that perhaps some of the problems could be helped with an additional hire. This concern should be directed to Vice President Al Hooten.

Approval of Minutes: September 20th and October 4 meetings

Chair's Report:

1. Low-Producing Programs: Academic Affairs Committee has proposed a number of questions to be presented to the THECB at the TSUS CFS. The first set of questions appears to be addressed on the THECB website, but Senate would like to understand how THECB arrived at these figures. These and other concerns will be brought up at the TSUS CFS. The new standards raise the minimum numbers of Masters and Ph.D. graduates for many programs, causing obvious concern.

2. Update on Pearson/E-College: At this point, nothing has been finalized. SHSU expects to get the various Lab Tutorials, but this will likely happen after January 2013.

3. Core Curriculum: The Core Curriculum Committee is expecting numerous proposals, which will be farmed out to the various subcommittees after the October 22 deadline.

4. IDEA: The administration shares the Faculty Senate's concerns about the interpretation and use of IDEA evaluations. Dean Mitchell Muesham is coordinating a visit from IDEA representatives, and Provost Hebert is encouraging Faculty Senate to schedule time with them. In response to questions from Senate, Provost Hebert informed us that the IDEA system is a budget line in the Academic Affairs office. The visit from IDEA representatives will likely be paid by SHSU. However, most likely the IDEA representatives will coordinate a regional visit to minimize costs.

Regarding the use of IDEA, Dean Muesham is currently running pilots in COBA to determine feasibility of online implementations. Dean deCastro is currently gathering data on possible systematic differences between online evaluations and on-the-ground ones. One major concern is that some classes meet for partial semesters, and yet their evaluations are not given until the end of the traditional semester, sometimes weeks after students have last had any exposure to the class they are evaluating.

The office housing IDEA will migrate to Somer Franklin's, and will likely ultimately wind up housed in the PACE center. Somer Franklin and others believe that the processing of paperwork is currently too cumbersome, so this is another issue that will be looked at.

A number of issues have been brought up by faculty and the CAD and the Provost. Questions that will be posted to IDEA include (but are not limited to)…

a. How does IDEA group the various disciplines?
b. How does IDEA collect information?
c. With whom is SHSU compared? What about the comparisons between SHSU department x with some other department(s) in the nation?
d. What specifically is meant by "national norm?"

5. The Provost has requested that the Committee on Committees appoint a chair to the Faculty Evaluation Committee, as this is a committee that does not meet without being called by the chair, and the chair is an appointed member of the committee. The Provost would like to see this Committee focus on IDEA.

a. Gather Information over a semester or two. This information gathering will include meeting with each Dean to see what each is doing
b. Faculty Evaluation Committee may work with Somer Franklin
c. Identify procedural problems in implementing IDEA
d. Address the various pilot studies begun on campus.
e. Discuss overall evaluation of teaching
f. Discuss how IDEA is used and/or misused in Faculty Evaluations with the hopes of initiating an honest conversation about faculty evaluations

6. President's Roundtable – Customer Service
Provost Hebert said that both he and President Gibson believe that customer service (i.e.,giving quick, responsible service to students) should NOT be on the academic affairs side, but instead should be limited to such services as Financial Aid and other offices where students can expect a quick, useful answer. However, students are should not be seen as customers of the academic side. Senate and Faculty have identified a few issues reflective of poor customer service: delay on grade input and F's on transcripts; honors students in CHSS who reported biggest problem was Financial Aid (loved their professors!); inadequate information about relevant opportunities

Provost agreed completely with Faculty Senate regarding problems with Degree Works and Banner. Banner has produced some good in regard to finance in part because the university invested money hiring a Banner Finance expert. VP Eglsaer is now hiring a Banner Student Expert (not a student, but someone whose expertise is in the programs involving students).

7. The transition from adjunct positions to tenure track lines.
The Provost confirmed this week that increased enrollment generated $2.2 million in new revenue. However, $1.1 million paid for Hazelwood, while $744,000 paid for adjuncts who taught approximately 270 new sections that were added to meet student demand. The Provost would like to see adjunct positions convert to tenure track. His office will take a close look at this during the next budget cycle. They will study the percentage SCH generated by of adjuncts compared to tenure/tenure track faculty (not including labs or developing courses). Each college is exhorted to determine what its balance should be. For example, CHSS traditionally is 60% Tenure/Tenure-Track, so they should consider the question: Should that drop to 52%? Should it remain the same or be higher? The Provost believes that with this information, it will be easier to argue for needed tenure/tenure track lines.

8. Emergency Exit in Austin Hall
This issue is being followed up on, but it is agreed that having signage to indicate an emergency exit, along with a common-sense method to unlock a door is important.

9. Travel
Provost Hebert said it was unacceptable for faculty to be denied legitimate travel expenses and asked specifics of the cases in question. Since then, the faculty member who brought this issue to the Senate has said that the junior faculty members who were impacted were grateful and more confident that they would be reimbursed. It was decided that they should be told that the Provost would intervene *if necessary*.

10. Clickers
There is a committee investigating the feasibility of common clickers for every SHSU class that uses the device. Thus students would have a single common piece of equipment, rather than different ones for different classes, adding to confusion, cost, and the possibility of getting the wrong one.

11. Report of Hate Crimes on Campus
The Provost explained that it has not yet been clearly determined whether the reported attacks were "hate crimes," but also explained that the terminology did not matter to him, that any attack on campus for any reason is completely unacceptable. UPD is still investigating. Sheryl Murphy-Manly has spoken with Penny Hasekoester (Theater) and indicated that the administration is being extremely supportive in curbing and investigating possible hate crimes on campus.

There is a UPD crime log, and more details on these events and others can be found at http://www.shsu.edu/~upd_www/upd/dailypolice.html

SHSU is considering placing an emergency box near the fine arts buildings and along the route where the crimes took place, which is a walking route not often trodden until the building of the new residence hall. If any faculty member or student is ever threatened, even verbally, he/she should call the UPD and make a formal report. This will help give the administration a clearer picture of how widespread this issue might be.

CORE Report: Debbi Hatton updated Senate on the meeting of the Core Curriculum Committee on 17 October. Faculty were asked to get completed applications to their respective Deans by Friday, 19 October so they can get to the Core Curriculum Committee by Monday, 22 October.

Committee Reports:

Academic Affairs Committee
See attached report.

Committee on Committees
There are vacancies for Research Council that need to be filled. Faculty members on this committee are required to be part of the graduate faculty.
In addition, the Curriculum Committee needs a chair-elect to be appointed by Faculty Senate.
The handbook committee needs to look over handbook for outdated policies, but currently needs to have an additional faculty member appointed.

University Affairs Committee
This committee presented its report on travel issues at the beginning of the meeting. See attached report.

Faculty Affairs Committees did not present at this meeting.

Old Business:

Guests scheduled to attend future Senate meetings:
Provost Jaimie Hebert on Nov. 1
David Hammonds on Nov. 29
Norma O'Bannon, Director, Disbursements and Travel Services on December 6
Mark Adams on Jan. 24

New Business:

Senator Loeffler brought up a potential issue with certain methods of accessing the new email system and privacy. Apparently on some platforms, a fair amount of seemingly personal information is required to access the system. It is unclear how his information is being kept secure or what the purpose of entering it is. The issue was assigned to the Faculty Affairs Committee for investigation.

Senator Bumpass provided a brief introduction to the University of Texas "State of the University" speech. Time did not allow for discussion.

Adjournment: **5:06 pm**

Next meeting: **November 1 (Guest will be Provost Hebert)**

Academic Affairs Committee Report

Sam Houston State University

Submitted by Sheryl Murphy-Manley, Chair of the Academic Affairs Committee

October 18, 2012

Members: Sheryl Murphy-Manley (CFAMC), Kevin Clifton (CFAMC), William Jasper (COS), Paul Loeffler (COS), Rick White (COS), James Crosby (CHSS), Doug Ullrich (COS)

I. Online Courses

A list of questions have been sent to Bill Angrove; he is planning to reply to us by next week.

II. The issue of Graduate Support and Low-Producing Programs (LPP) in Texas is of primary concern for the Committee.

We have submitted our questions via Chair Tracy Steele to the Texas Council of Faculty Senates (TCFS) and will wait for the responses before making a plan to proceed.

III. The administration of the IDEA system and the use of its data need to be examined.

Chair Steele has requested (with the Provost and Dean Muehsam) a visit from the people at IDEA. The Provost has supplied a list of topics that he wants to see addressed. The Academic Affairs Committee would like to respectfully request that our questions also be given priority during the company's visit. We would like our questions to be given to IDEA ahead of time. The Academic Affairs Committee would like IDEA to:

1. Discuss ways to use IDEA on a campus like ours, in courses like ours, both on-ground and on-line.
2. Tell us about our comparative groups of schools, program by program.
3. Provide an update on the progress of the promised development of an assessment tool for online instruction.
4. Clarify what freedom SHSU has in restructuring the IDEA form for different class subjects and situations, and if there is a short form on which we could insert our own set of generated questions. If we are allowed to use our own questions, are we required to include a set of IDEA's questions across the board on all SHSU evaluations, and if so, which questions?

The Committee still recommends to the Provost that all Departmental Chairs be required to have training concerning the recommended ways to use the IDEA system in their departments.

IV. The Provost has been invited to speak at a Senate meeting at which time we would like to ask questions concerning faculty lines; the questions were previously submitted in our October 4, 2012 committee report.

University Affairs Committee

Travel

Meeting with Norma O'Bannon and Molly Currie

Both Norma and Molly have graciously agreed to come to Faculty Senate on December 6, 2012 to field questions.

**Norma and Molly are currently training for a new Banner program that should have been up and running on September 1, 2012.

1. On the issue of lag time between faculty turning in receipts and reimbursement:
    a. Norma noted that the major problems are the dearth of timeliness and the lack of complete record-keeping on the part of faculty.
        i. As travel record-keeping and subsequent reimbursement are complex issues, I asked about training for faculty and administrative assistants.
            1. Norma and Molly agreed that it would be a good idea to have a training session for all incoming faculty linked to the mandatory HR session.
            2. They also noted that administrative assistants could make an appointment for one-on-one training at any time.
                a. Molly noted that she offers training sessions on Mondays from 10-12.
    b. Faculty should first look to administrative assistants for answers to the issue:
        i. Norma logs in the date that the travel receipts come into the travel office
            1. Administrative assistants have access to and may check on the process at any time via BDMS
            2. *Norma noted that she has two full pages of requisitions that had not been fully completed by administrative assistants.
            3. As this office is inordinately busy, Norma noted that she has no time to call everyone
        ii. If there is a problem with reimbursement for whatever reason, Molly sends an email to administrative assistants or calls the department.
            1. Molly noted that this is a new procedure this year, and it might cut down on misunderstandings and decrease lag time.
            2. Both Norma and Molly agreed that faculty should be cc'd on this particular type of email to keep faculty 'in the loop.'