

**FACULTY SENATE MEETING
FEBRUARY 17, 2009 – 3:30 PM – 150 SHELBY HALL**

APPROVED MINUTES

ABSENT WITHOUT ALTERNATE: Sheila Black, Martin Evans, Douglas Lightfoot, Timothy Murphy, Katrina Ramonell, Harold Stowell, Chase Wrenn, Doug Cook, Lonnie Strickland, Karen Burgess, Janis Edwards, Angela Benson, Steve Thoma, David Arnold, Srinath Viswanathan, Vicki Peeples, Norm Stein, Lee Pike

ABSENT WITH ALTERNATE: Bronwen Lichtenstein/Rona Donahoe, Thad Ulzen/Jim Leeper, Melondie Carter/Marsha Adams

GUESTS: Adam Jones, Tuscaloosa News; Cassandra Smothers, Dialog; Rosalind Moore, Director of Graduate Student Services

Roll call and quorum check by Secretary Jeanette VanderMeer.

The minutes of the January 20, 2009 Faculty Senate meeting were approved as amended.

The meeting began with a presentation by Rosalind Moore, Director of **Graduate Student Services**, Honors and Awards. This office is part of the Dean of Students Office located within the division of Student Affairs and has the responsibility for the development and support of graduate and professional students on campus. These students are usually trying to balance academics, employment and family responsibilities. An article in the Chronicle of Higher Education refers to the issues facing graduate and professional students including mental health, publishing, research and support. Handouts included “The Graduate Student Services Network (GSSNet)” and “GradFest ‘09”. A network of individuals, department representatives and students to meet twice a semester to discuss and consider some action items is being proposed. The Career Center has a one on one contact available for graduate and professional students through Tiffany Gooden. The email address for Rosalind is rlmoore@sa.ua.edu. “Grad and Professional Student Appreciation Week” is a national week of celebration held April 13th through the 17th. This week begins with a kickoff at Ferguson Plaza and is open to students and faculty. A complete list of events will be on gradservices@sa.ua.edu as of March 1st. Recognition of graduate and professional students was encouraged through various events, special recognitions or activities. Graduate Student Services should be informed of the particular event to make the information available to the students. Input and suggestions should be forwarded to Rosalind Moore in the Graduate Student Services office.

President’s Report – (*Karen Steckol*) The Course Inventory Form and the updated Faculty Handbook are being posted online. There will be a yearly Dean and Chair evaluation this spring.

Vice President’s Report – (*Clark Midkiff*) No report.

Secretary's Report – (*Jeanette VanderMeer*) No report.

Academic Affairs – (*Marcia Barrett & John Vincent*) The Academic Affairs Committee met with Judy Thorpe, Office of Disability Services (ODS). Increased enrollment has caused concern about the availability of adequate testing accommodations for special needs students. In some cases faculty members must provide a separate test, site accommodation and time for students with documented disabilities. Renovations were made in ODS this past summer, however, the size of the facilities and staff do not adequately meet the needs of students and faculty. ODS can detain a special need student who takes an early final exam in order to avoid the distribution of any information pertaining to the exam to students who sit for that exam an hour or two later. There has been a 200% increase in accommodation requests from this group of students this year. Accommodations cannot be requested retroactively by a student. Students must give adequate notice of their need for special accommodations. Career Service has offered their office space to ODS for use as special accommodation for students during testing.

Faculty Life – (*Deidre Leaver-Dunn & Lowell Baker*) No report.

Financial Affairs – (*Katrina Ramonell & Steven Hobbs*) No report.

Research & Service – (*Ed Stephenson &)* The Research Misconduct Policy document has been received by the Research & Service Committee and will be discussed at their March meeting.

Faculty Senate Governance – (*John Mason & Michael Martone/Marci Daugherty*) The addition of an Information Technology Committee to the list of Faculty Senate Standing Committees in the Bylaws Article II. Organization, Section 3 was approved unanimously by the Faculty Senate. The document is attached with additions in bold. A suggestion was made that those serving on this particular committee might not be a senator but someone with expertise related to information technology. Information can be sought by committee members in any particular area needed. In addition to the election of Faculty Senate officers in March two faculty members will be elected to the Committee on University Committees. Ten faculty members expressed an interest in this committee on their online preference form. An Ombudsperson nomination from Arts and Sciences is needed. The CUC did ask for those interested in serving on the Mediation Committee to indicate this as their first, second or third choice. Nine faculty members so indicated. It was suggested to also list all the Standing committees the Senate votes on to have a list of names to be considered.

Student Affairs – (*Melondie Carter & Carolyn Cassady*) The Student Affairs Committee met with Dr. Kathleen Cramer and Stacy Jones of the Office of Student Affairs to discuss methods connecting faculty members with student organizations in need of advisors. Suggestions by the Office of Student Affairs included sending a letter or email to recruit faculty as advisors, developing individualized training materials and courses, and breaking down organizations into scholarship, leadership and service

categories. The training could possibly be done online. A letter of recognition from the Office of Student Affairs to the faculty member that could be placed in their dossier as academic citizenship could be an incentive to serve as an advisor. More information should be available concerning the commitment of time and the length of their term as advisor for each individual organization. Seth Panitch served on the Alumni Outstanding Senior Award Committee. The nominations are made by faculty with few applications this year. More support from the faculty is needed to increase the pool of nominees. Next year an announcement and reminder will be made for an increased number of student nominees.

Legislative Agenda – (*Margaret Garner*) The Legislative Breakfast was held last Friday, February 13 and attended by approximately seventy people. Senator Bobby Singleton, Representative Robert Bentley and Representative Gerald Allen were speakers for the event. One of their recommendations was to continue spreading the message of the many ways higher education benefits the State of Alabama. A question was asked concerning the effects of the stimulus package on education. At this point the distribution is not known. Higher Education Day will be held in Montgomery on March 5th. Buses will depart the Moody Music Building parking lot at 7:00 A.M. and return at approximately 4:30 P.M. An alumni task force representing all thirteen state institutions will meet the evening of March 4th.

Reports from Other Committees -

Awards Committee – Seth Appiah-Opoku reported a meeting on Friday to determine the winners of the Premier Awards. The award ceremony will be February 27th. There were no applications for two of the faculty awards. Faculty members were encouraged to take the time to make nominations for these awards.

Announcements –

Lowell Baker will be assisting in identifying traffic problems and concerns on campus. It was pointed out the Campus Security Committee is addressing the same issue.

Details were given regarding the meals and activities offered by the University Club. For faculty members the fee is \$25.00 a month which can be a payroll deduction with no initiation fee.

Meeting adjourned 4:30 P.M.

Article II. Organization

Section 3. Standing Committees.

1. There shall be standing committees on:
 - Academic Affairs (12)
 - Financial Affairs (12)
 - **Information Technology (IT) (6)**
 - Research and Service (6)
 - Student Affairs (6)
 - Faculty Life (6)
 - Faculty and Senate Governance (6)
2. Subject to reasonable exceptions to accommodate the needs of the Senate and the interests of senators, each senator ordinarily will have one Senate standing committee assignment. The number of members shall be approximately that indicated in parentheses for the respective committees.
3. After the orientation session described in Section 1, the Secretary will ask each Senator to list preferences for assignment to the Senate's standing committees. After consultation with those who served as chairs of standing committees the previous year, the Secretary will assign Senators to their first preferences, if possible, and using second or third preferences where first preferences are unavailable. Senators who have indicated no preference by the second Tuesday in April shall be assigned to committees by the Secretary. All such assignments are subject to the approval of the Senate. The Secretary will distribute the tentative assignment of Senators to committees with the agenda for the regular April meeting. The first order of business for the regular April meeting will be to debate the assignments of Senators to committees, to reassign if necessary, and to confirm the final assignments by vote of the Senate. The President of the Senate will thereupon name conveners for each of the standing committees, and following the close of the regular April meeting each convener will hold a brief meeting of each standing committee for purposes of electing co-chairs from among its membership and establishing a place for meeting, if necessary, before the next scheduled meeting of the Senate steering committee. Each co-chair of a standing committee serves as a full member of the steering committee. Each standing committee will normally meet on the first Tuesday of each month from September through November and January through March, and at other times as desirable.
4. Standing committees will inform themselves, on their own initiative or pursuant to specific instructions from the Senate or Senate officers,

- concerning matters of current concern within their respective jurisdictions. Standing committees, directly, through their chairs, or through their representatives are expected to seek and maintain continual dialogues with the appropriate administrators and University committees. The committees shall make such reports and recommendations to the Senate as they deem appropriate or as the Senate requires.
5. Senators are expected to attend meetings of their standing committees. The absence of a Senator from a regularly scheduled committee meeting is equivalent to an absence from a meeting of the full Senate. Senators who regularly fail to attend committee meetings and do not provide for the attendance of alternates may be replaced.
 6. Academic Affairs Committee. The Academic Affairs Committee is responsible for considering issues that relate to instruction, curriculum, academic standards, academic freedom, collegiality, tenure and promotion, and other issues that directly affect the learning environment of the University and the quality of its intellectual life. Questions relating directly to research and service, or financial or student issues will, however, normally be referred to the appropriate committee of the Faculty Senate.
 7. Financial Affairs Committee. The Financial Affairs Committee reviews financial issues that are pertinent to the University community. It studies the allocation of resources within the university and works to ensure communication between faculty and administration in relation to resource policies and allocations. It advances proposals consistent with Faculty Senate initiatives and priorities, and makes recommendations to the Faculty Senate, and through the Senate to the administration, regarding issues pertaining to resource policies and allocations.
 8. **Information Technology (IT) Committee. The Information Technology Committee studies and makes recommendations on matters that affect the information technology component, including computer hardware, computer software, personnel, policies, and procedures.**
 9. Research and Service Committee. The Research and Service Committee studies and makes recommendations on matters that affect the research and service component of faculty life.
 10. Student Affairs Committee. The Student Affairs Committee advises the Faculty Senate on issues related to the academic and social development of students.
 11. Faculty Life Committee. The Faculty Life Committee addresses issues relevant to the general welfare and quality of life of the faculty. These issues fall outside the teaching, research, and service roles of the faculty and outside the domain of the Financial Affairs Committee. Such issues include, but are not limited to, non-pecuniary faculty benefits, faculty rights, faculty diversity, and faculty relations with the surrounding community.
 12. Faculty and Senate Governance Committee. The Faculty and Senate Governance Committee:

- A. Is responsible for the continuous review of faculty participation in University governance, including university committee structure and Faculty Handbook compliance
- B. Is responsible for continuous review of the Senate's organization and procedures and for recommending changes it deems desirable in either the Constitution or By-laws.
- C. Considers the reasonableness of all absences in excess of two by a Senator during the April through March term, in which a Senator is not represented by a duly elected alternate. In such cases the Committee will make a recommendation to the Senate on whether the position should be declared vacant. The Committee will also be responsible for determining if a Senate seat is vacant for reasons other than absence and will make appropriate recommendations to the Senate.
- D. Interprets the Constitution and By-laws and may receive requests for interpretation from the Senate or the Senate President, or may initiate action by itself. All such interpretations must be reported to the Senate and are subject to Senate concurrence.
- E. Determines the constitutionality of any proposed changes in Senate By-laws. Such determinations must be reported to the Senate and are subject to Senate concurrence.

Note: Numbers 8 to 11 were renumbered as 9 to 12.