

**FACULTY SENATE STEERING COMMITTEE MEETING  
FEBRUARY 10, 2009 – 3:00 PM – 206F SHELBY HALL**

**APPROVED MINUTES**

**ATTENDING:** Karen Steckol, Clark Midkiff, Jeanette VanderMeer, Lowell Baker, Marcia Barrett, Melondie Carter, Carolyn Cassady, Marci Daugherty, Rona Donahoe, Margaret Garner, Steven Hobbs, Deidre Leaver-Dunn, John Mason, Ed Stephenson

**ABSENT:** Michael Martone, Katrina Ramonell, John Vincent

**GUESTS:** Lorne Kuffel, Office of Institution Technology; Cresandra Smothers, Dialog

Roll call and quorum check by Faculty Senate Secretary Jeanette VanderMeer.

The Faculty Senate Steering Committee meeting minutes of January 20, 2009 were approved.

The Faculty Senate Secretary is responsible for requesting statistics from the Office of Information Technology to determine the number of senators representing each college/school. Lorne Kuffel, Office of Institution Technology, attended the Steering Committee meeting to put in place the correct categories/criteria to be used each year for senator elections and faculty referendum voting.

The **Faculty Senate Constitution** states:

**“Article III. Apportionment of Senate Representation—**

Each division of the University, including colleges, schools, and the University Libraries, is represented in the Faculty Senate by one senator for each twenty persons, or fraction thereof, serving on the date of the election under a regular appointment as an instructor, assistant professor, associate professor, or professor engaged in teaching or research at least half of a normal load during the regular year, or a librarian having corresponding rank and professional engagement”.

The **Faculty Senate By-Laws** states:

**“Section 8. Faculty Holding Regular Appointments—**

A faculty member holding a regular appointment is someone who is tenured, tenure earning, or a temporary full- or part- time instructor at The University of Alabama. Temporary full- or part-time instructors are individuals who teach six hours or more per term on a continuing basis (three or more consecutive academic-year terms, including the most recent completed term) who do not hold tenure or are tenure earning at another institution of higher education”.

The payroll data base used as an indication of regular faculty in the OIR report does not use the “regular faculty member” definition used by the Faculty Senate to determine representation. “Temporary faculty member” falls into the category of not tenured or on tenure track which does not translate into an accurate statistic for the Faculty Senate’s standard.

The information submitted by the Office of Information Technology -- “**Table I** – All Faculty Holding a Faculty Appointment, **Table II** – All Regular Faculty Plus Temporary Faculty Teaching Six or More Hours On a Continuing Basis and **Table III** – Regular Faculty Plus Temporary Faculty Teaching Six or More Hours On A Continuing Basis Less Faculty With .50 FTE Or More In Administrative Activity”. The College of Continuing Studies (CCS) will be eliminated from the search per an earlier request from Dean Carolyn Dahl to exclude CCS in the calculations to determine the number of senators for her college. A list of faculty names broken down by department and division will be emailed to Jeanette VanderMeer to be distributed for verification as follows: Honors College data to Karen Steckol, ELI data to Marci Daugherty, CCHS data to Margaret Garner and Library data to Marcia Barrett. Table III by adding correct information from Libraries, CCHS, Honors College and ELI and changing the percentage to .51 FTE will be the information used for senator elections. The Faculty and Senate Governance Committee will review this issue and return with recommendations for any changes needed.

**President’s Report** – (*Karen Steckol*) The **Course Inventory Form** and the updated **Faculty Handbook** are in the process of being posted online. The Provost has proposed minor changes in the Evaluation of Deans and Chairs document for consideration by the Steering Committee. A copy of this document will be emailed to the Steering Committee.

The Board of Trustees approved the naming of Fourth Avenue in front of the Stallings Center and the Speech and Hearing Center the “**Johnny Stallings Boulevard**”. This was done without notification of those affected and could cause some major problems including the expense of reprinting brochures, stationery, invoices and other business paper products. This change in the street name will be confusing for speech and hearing clients attempting to locate their building. There was discussion concerning the correct location of a walkway connecting the new nursing building to a crossing of University Boulevard to DCH Regional Medical Center.

The Faculty Handbook states that **new faculty** must be evaluated every year. New faculty members beginning employment each August are currently required to turn in their dossier in by October 1. These new faculty members are organizing teaching classes, labs and other duties. The requirement to submit a dossier after only a few weeks of employment is not realistic and should be changed. The Academics Affairs Committee was charged with looking into the elimination of the first year evaluation.

**Vice President’s Report** – (*Clark Midkiff*) The Research and Service Committee should elect Shane Street before adding his name as co-chair. It was noted that projectors are being left on in shared classrooms resulting in burning out the projector bulbs which costs approximately \$500 per bulb.

**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**, to address testing accommodations and arrangements for special need students. ODS staff and facilities have not grown to keep pace with UA’s increased enrollment. In addition to addressing special need students the role of ODS is to protect and make certain faculty members are aware of available resources to meet their responsibilities.

Notification and disclosure of a special need by a student must be made by the student in a reasonable amount of time. Discussion included suggestions of available space on campus and student requests for accommodations cannot be made retroactively.

**Faculty Life** – (*Deidre Leaver-Dunn & Lowell Baker*) The Faculty Life Committee will meet with Bob Smallwood next Wednesday concerning the **climate survey**. An article from “The Chronicles of Higher Education” concerning maternity leave was emailed by Natalie Adams to several faculty members.

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

**Research & Service** – (*Ed Stephenson & )* This committee has received and will review the final draft of the **Research Misconduct Policy** document. Shane Street has been nominated and will be voted on as co-chair of this committee.

**Faculty & Senate Governance** – (*John Mason & Michael Martone/Marci Daugherty*) Adding the **Information Technology Committee** to Faculty Senate Standing Committees in the bylaws Article II. Organization, Section 3 - Standing Committees has been proposed and will be voted on by the full Senate at the next meeting. There was a friendly amendment proposed to include “personnel policies and procedures”. The document is attached. Nominations for Ombudsperson are needed. The nominee must be from Arts & Sciences and not a member of the Faculty Senate.

**Student Affairs** – (*Melondie Carter & Carolyn Cassady*) The Student Affairs Committee met with Dr. Kathleen Cramer and Stacy Jones to discuss enlarging the faculty pool for student organization **advisors**. There is a need to correlate available faculty as advisors and student organizations in need of advisors. It was suggested faculty be given an opportunity to indicate their preference of serving in a leadership, service or academic role. Organizing individualized training sessions for each advisor was suggested. This could possibly be done online. Recognition letters from Student Affairs could be sent to the faculty advisor to be placed in their dossier under academic citizenship. Impediments to serving would be time involved particularly by junior faculty members. Awards and award committees were discussed.

**Legislative Agenda** – (*Margaret Garner*) A **Legislative Breakfast** will be held Friday, February 13<sup>th</sup> at 7:00 AM at the Hotel Capstone. Speakers will be Senator Bobby Singleton and Representative Gerald Allen. Everyone was encouraged to attend. Contact Carolyn Benton for reservations. **Higher Education Day** will be held on March 5th in Montgomery. Jeanette VanderMeer and Karen Steckol will be on the buses with students. Notes will be distributed listing discussion points.

### **Reports from Other Committees**

The Vice President for Research Search Committee has recommended and forwarded three candidate’s names for consideration.

### **Announcements**

The University of Alabama has set Family Day on Friday, September 18th and Saturday, September 19<sup>th</sup>, which conflict with the Jewish High Holiday Rosh HaShana. Services will be held at the Temple on campus and other accommodations are being made to deal with this difficult situation.

Meeting adjourned 5:10 PM

## Article II. Organization

### Section 3. Standing Committees.

1. There shall be standing committees on:
  - o Academic Affairs (12)
  - o Financial Affairs (12)
  - o **Information Technology (IT) (6)**
  - o Research and Service (6)
  - o Student Affairs (6)
  - o Faculty Life (6)
  - o 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.**