

**FACULTY SENATE STEERING COMMITTEE MEETING**  
**August 18, 2009 – 3:00 pm – 206F Shelby Hall**

**APPROVED MINUTES**

**ATTENDING:** Karen Steckol, Clark Midkiff, Jeanette VanderMeer, Lowell Baker, Marcia Barrett, Melondie Carter, Marcia Daugherty, Rona Donahoe, Steven Hobbs, Deidre Leaver-Dunn, Michael Martone, Katrina Ramonell, Ed Stephenson, Harold Stowell, John Vincent

**ABSENT:** Margaret Garner, Chapman Greer, Jim Hall, Ray White

**GUESTS:** Cresandra Smothers, Dialog

The Faculty Senate Steering Committee minutes of June 16, 2009 were approved with one correction.

**President's Report** – (*Karen Steckol*) The Faculty Senate letter of commendation sent to President Robert Witt will be updated and forwarded to the media.

New faculty orientation was held Monday, August 17<sup>th</sup> with a large number of new faculty members on campus.

The high school football playoffs will rotate between The University of Alabama and Auburn University. The playoff dates are scheduled at UA during study week. Parking and noise will be problematic for those students and faculty members in the stadium area. Campus parking was discussed including the lack of parking during football games and being towed if the lot is not cleared by 5:00 PM on Friday afternoons of home football games. Parking fees, rules and regulations on other campuses were discussed.

Tim Murphy has asked to be replaced as a senator due to personal reasons. Alternates Brian Evans and/or Donna Meister will be contacted to complete his term.

President Steckol will be meeting with Michael George, Registrar, to discuss methods to involve more faculty members in **commencement**. Some options and ideas being discussed are a room for faculty members to robe and have refreshments, a faculty member walk holding the college flag and place in a flag stand, outfitting the marshals in different attire, a faculty member lead in the students from their college, and relocating faculty seats to place them near those being hooded. Steering Committee discussion included having a small number of caps and gowns available for faculty, cost of purchasing robes, limiting attendees and the number of commencement ceremonies needed.

Tom Zeiler and Lowell Baker are rotating off the **Deans and Chairs Committee**. Karen Steckol and Martin Evans remain on the committee. Lowell Baker agreed to rotate back on the committee. Jill Grogg, Libraries, will be contacted to fill the vacant position.

Karen asked the Steering Committee to email any names to her for this position. It will also be on the agenda for the full Faculty Senate meeting next week. The names will be sent to the Provost.

The Faculty and Senate Governance Committee was assigned to determine if Kim Bart has been or should be replaced on the **Mediation Committee** and to address the December retirement of Mike Dugan as **Ombudsperson** with his term ending in 2011. The other Ombudspersons are Bryan Hobson (A&S) (2006-2009) and Ken Wright (HES) (2007-2010).

**Vice President's Report** – *(Clark Midkiff)* Accessing current information on UA's web page when conducting a Google search seems to be a problem. This will be brought to the attention of the Provost. There was discussion concerning the responsibilities of several technical offices on campus, current and correct email addresses for faculty members and methods to have direct access to current information on UA's web page. The Provost's office has the responsibility of maintaining an accurate faculty email list.

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

**Academic Affairs** – *(Marcia Barrett & John Vincent)* The Academic Affairs Committee presented a "**Resolution on Course Syllabi**". The current Faculty Handbook does not accurately state what is currently required and anticipated to be required in course syllabi. The current policy in the Handbook does not include the Statement on Academic Misconduct or the Statement on Disability Accommodations which are required. A list of course goals is also not included which will ultimately be required. Those are already required by some colleges. An incorrect statement of syllabi requirements was sent to all faculty members two weeks ago. Marcia Barrett made the point that an incorrect Faculty Handbook undermines and is frustrating for faculty members. The electronic version of the Handbook is available online, however, hard copies are not available. There was a call to question by Lowell Baker. The resolution was approved with one opposing and one abstaining. The resolution will be forwarded to the Provost. Marcia Barrett suggested that a follow up be done on Handbook corrections already submitted to the Provost and to completely update the Handbook.

The **Core Curriculum Committee** was reconstituted three years ago and met, did not meet for a year, and began meeting again last year. This year the committee has been combining a list of requirements for core course and renewal course proposals.

**Faculty Life** – *(Deidre Leaver-Dunn & Lowell Baker)* The Faculty Senate Steering Committee members were given a copy of the proposed and revised **maternity/maternity leave policy** to review. There was some confusion in the number of weeks allowed for twelve month faculty members. Some wording and composition changes were suggested and will be brought back with the revisions at the next Steering Committee meeting.

**Financial Affairs** – (*Katrina Ramonell & Steven Hobbs*) Dr. Lynda Gilbert will meet with the Financial Affairs Committee during October or November. The new policies put in place by the Purchasing Department to make purchases and receive reimbursements are not clear. A Purchasing Department representative will be invited to address the Faculty Senate.

**Research & Service** – (*Ed Stephenson & Harold Stowell*) The Research Misconduct Policy has been received and will be discussed at the next meeting of this committee.

**Faculty & Senate Governance** – (*Marci Daugherty & Michael Martone*) The Faculty Senate Bylaws state the serving Ombudspersons will name someone to fill a vacant position. The Faculty Senate assisted with qualified nominees for the last vacancy. One Ombudsperson will be retiring from the University before his term is completed creating a vacancy. The Faculty and Senate Governance Committee will be following up on the Mediation Committee.

**Student Affairs** – (*Melondie Carter & Chapman Greer*) Melondie Carter will contact Chapman Greer to make certain meeting notifications are being received.

The Faculty Senate will meet next Tuesday, August 25 at 3:30 PM in the Forum Room at the Ferguson Center.

There was discussion concerning paperwork for grants.

Meeting adjourned 4:40 PM