

# **FACULTY SENATE**

## **MEETING #560 AGENDA**

### **THURSDAY, SEPTEMBER 24, 2015**

#### **12:30 PM to 2:00 PM**

#### **NURSING BUILDING, ROOM 205A**

#### **Call to Order**

- 1. Approve Faculty Senate Meeting #559 Minutes from August 27, 2015**
- 2. Accept FSEC Report from September 17, 2015**
- 3. Administration Reports**
- 4. Officer and Committee Reports**
- 5. Miscellaneous/Additional business**
  - Standing Committee ballots 2015-2016**

#### **Adjourn**

Proxies for Senate meetings must be a Senate-eligible individual from the same academic unit. No individual may carry more than one proxy.

PLEASE SEND PROXIES TO KALA BURSON: [facsen@uah.edu](mailto:facsen@uah.edu)

---

**FACULTY SENATE MEETING #559**

**August 27, 2015**

**12:30 P.M. in BAB 114**

**Present:** *John Schnell, Ivey MacKenzie, Eric Fong, Anna Devlin, David Stewart, Diana Bell, Joe Taylor, Irena Buksa, Christine Sears, Carolyn Sanders, Anne Marie Choup, Eric Seemann, Kyle Knight, Michael Banish, Ramon Cerro, Richard Fork, Kader Frendi, Ken Zuo, Casey Norris, Ann Bianchi, Azita Amiri, Cheryl Emich, Lenora Smith, Udaysankar Nair, Luciano Matzkin, Debra Moriarity, John Shriver, Jeff Weimer, Peter Slater, Tim Newman, Grant Zhang, Ming Sun, Vladimir Florinski, Monica Dillihunt*

**Absent with proxy:** *Xuejing Xing, Joe Conway, Babak Shotorban, Mark Lin, Larry Carey*

**Absent without proxy:** *Wai Mok, Nick Jones, Ying-Cheng Lin, B. Earl Wells, Junpeng Guo, James Swain, Monica Beck*

**Guests:** *President Altenkirch, Provost Christine Curtis*

- Faculty Senate President Kader Frendi called the meeting to order at 12:34 pm.
- Approval of Faculty Senate Meeting #558 Minutes from April 16, 2015  
Eric Seemann **motions to approve** Minutes 558. Michael Banish seconds the motion.  
Ayes carried motion  
No oppositions  
*Motion to approve Faculty Senate Minutes 558 passes*
- FSEC Report from August 20, 2015  
Tim Newman **moves to accept**. Michael Banish seconds the motion.
  - Ramon Cerro: On page 2, I believe I said that the stipends of the GTAs were lowered—not that they were being used by the dean.
  - Tim Newman: Also, change Charger Union to Charger Village.
  - Ramon Cerro: I think the president said that the changes to the budget were very small, not that the budget was small.All those in favor as amended? Ayes across the room. No oppositions.  
*Motion to accepted Faculty Senate Executive Committee Report August 20, 2015 passes.*
- Administration Reports
  - ❖ President Altenkirch
    - Policy Website**  
The Staff Senate, SGA, and Faculty Senate were sent a memo about the new policy website, which is in draft form on myuah. We have incorporated the comments on the policies and we have produced a website that will now be public. Policies for review are still on myuah. All draft policies and interim policies go there. The Policy on Policies allows for interim policies to be made when necessary. Policies that are driven by SACSCOC or law forces interim policies to be made.

The public website will be made over the weekend. Each division has a number (e.g., the President's Office is 01, Academic Affairs is 02, etc.). Each division has a subdivision, which is the second number. The policy number is the third number. You will see dates that look old—this is because the policy was an existing policy with only formatting changes made to it.

[President Altenkirch showed how the site works.] The search bar searches for only titles. Search word(s) must be in the actual policy title. The search bar will be populated in the future with popular search terms for easier searches. All interim policies are on this list and the public list.

### **Incubator Building**

An incubator building for startup companies is being built on campus. The architectural rendering has it placed next to BAB (between Wilson Hall and BAB). We started looking at existing incubator buildings in Huntsville and found that there were very few that focus on a technology basis for the physical sciences. This one will be linked with Hudson Alpha. We submitted a proposal to US Economic Development Administration (USEDA) for \$3 million and it was awarded. We received \$1.5 million from the state, which has promised another \$3 million. Our proposal submitted to the Alabama Innovation Fund for \$500,000 was approved. We are receiving additional money from additional sources as well.

We pitched this idea as a regional project in order to get money from the USED A since there is intellectual property just sitting on Redstone that needs an output.

- Deb Moriarity: What kind of interior space is planned for the building? Will there be labs?
- President Altenkirch: There will be wet labs and dry labs. It is designed to be an incubator facility. I have done this before and so has Ray Vaughan. It will be about a 50,000 square foot building.

### **Freshmen Fall Data 2015**

Enrollment has been pretty flat until this fall. The jump is due to the implementation of several things: scholarship matrix, block tuition, residence hall's 6-week trial period, etc. We also stepped up our recruiting by putting people on the road.

When we take all of our admitted students and apply last year's capture rate, we will have a 1,131 freshmen enrollment.

There were 1,048 students enrolled last week. Enrollment will probably be around 1,050 for our freshmen cohort (the tracking group for retention and graduation rates). Our out-of-state enrollment was 15% last year; this year it is 25%.

There has been an increase in total enrollment since 1997 and there was a huge jump this year with over 7,900 students enrolled. There was a decrease from 2012 to 2015 because we used to count teachers who were enrolled in a space camp course, but we have since stopped doing that.

### **Electronic Sign**

There is an electronic sign on Sparkman. We checked the security of the sign to prevent any possible hacking. The sign originally came with a wireless package, but IT security said it was not a good idea to use that, so we are wiring power to it. It will be working by early November.

Ramon Cerro asked what its purpose was. The president answered that it will announce to people driving by it what is happening on campus (i.e., theater performances, athletic games, etc.).

The budget is in good shape because of our additional enrollment. We built the budget based on a projection of 7,650 student enrollment. Enrollment is currently over 7,900. The difference produces a lot of revenue

❖ **Provost Curtis**

Congratulated everyone for doing so well. The graduation rate was 49% for 2014. Freshmen to sophomore retention rate is 80.1% unofficially (the official percentage is not out yet). I am counting on FYE to impact next year. Christy Motter, the Vice President of Student Affairs, pointed out that retention is not just from year to year, but from semester to semester.

**Clear the Path Task Force**

We are trying to clear the road blocks that students run into while they are here. We are making it simpler for students to register and get stuff other than academics done while on campus.

**Student Retention**

We still have a lot of work to do regarding retention of students transitioning from sophomore to junior and from junior to senior. The graduation rate is currently at six years. We need to keep in mind that what we do today, we will see in six years.

**Undergraduate Profile as of August 14, 2015**

57% male

43% female

30% non-white population

Over 80% Alabama residents

One thing that has changed since I have come is residency on campus has increased dramatically. About 20% of our students live on campus. Freshmen and sophomores outside of a 30-mile radius are required to live on campus. We tell parents while recruiting how important it is for students to live on campus.

**Freshmen Profile as of August 14, 2015**

60% male

40% female

Unofficial (as of yesterday) the ACT average score is up to 27.1. Last year, Auburn had a 27 average ACT score and Alabama had a 26.5 average ACT score. Graduation rates at Alabama and Auburn are between 66% and 68%.

We are getting more students from out of state: 25% are out of state and 2% are international. We will know more after the census.

**Policies**

We had several policies that needed to meet SACSCOC standards, so we now have interim policies, prescribed in terms of what we have to report to our accrediting agency, SACSCOC. Look at our process and see if it is a reasonable one. We worked with the legal office over the summer.

Online/Distance Learning Policy: Look at this policy, particularly the second appendix on intellectual property online.

We have another set of fourteen policies from IT.

A CEU policy was made interim because we needed a standard.

### **SACSCOC Calendar**

We are finalizing today the last five standards. We have a consultant we are working with and he is very good. I worked on one of the standards and Brent worked on the other four. We need all of them done by noon tomorrow. Once those are complete, we will send them to Compliance Assist (a software program) for archiving. UAB used the same software program. Our report will be available once we send it in. It will be put on myuah after September 11.

In November, ten people will go to Atlanta to review our report and two other universities', Rice University and Tennessee Tech, reports. The ten people are from various institutions across the southeast. We will get the report back at the end of November. We have until the end of December to prepare a focus report—meaning we correct anything that the offsite team found us not in compliance with. The off-site review cannot go into details in their report—they mark in compliance or not in compliance, with a reason if not compliant. We are given a chance to fix those issues that are not compliant. If we cannot fix them then we explain why to the on-site committee, which is coming March 15-17. The on-site committee will give us a list a week ahead of time of who they want to talk to. If they come across something while they are here and they want to talk to someone, they can request that person while on site. After their visit, the report goes to the SACSCOC board, where it will be reviewed in the fall. By December we will get a yes, no, or probation.

The provost offers a huge thanks to Suzanne Simpson, Brent Wren, and Peggy Bower. We are expecting that we will have to compile a focus report and answer certain issues.

- Deb Moriarity: What is the status of QEP?
- Provost Curtis: The next thing to be done is for me to send out a job announcement requesting that anyone interested in applying to the QEP Director position apply. We are working with Al Willhite and the committee. We worked on the job description for this position. We are preparing a report this fall, which must go in in January. At least one trial on collaborative learning was performed this summer.

### ➤ Officer Reports

#### ❖ President Kader Frendi:

The first meeting of the spring semester is an annual meeting. The Faculty Handbook says that we can invite people from the Chancellor's Office to come and speak. I intend to extend that invite. The date for that meeting is scheduled for January 28. I want the chancellor and Dr. Nash to come if possible.

I want to invite some of our local leaders during this semester as well, particularly Ray Pinner, to speak on the finance situation of the university. We do have a lot of business, too (i.e., handbook review, policies (due September 25)). I also want the whole faculty to be involved in the discussion of retention and graduation rate.

- Provost Curtis: We have to come to an agreement on all policies before the end of the semester. So the quicker we start the discussion, the better. September 25 won't really work if we are to follow this timeline.

We want to see input from all faculty, so take these messages back to the faculty in your department.

- ❖ President-Elect Michael Banish:  
Discussion on policies after reports
- Committee Reports
- ❖ Finance and Resources Committee Chair, Joseph Taylor: We are starting the RCEU program again. The application process is the same as last year—there will be a call for faculty proposals sent out next week. All proposals are due on October 15. Students will submit applications, which are due on November 28, for individual projects on the website. The completed packages will be reviewed by the F&R Committee. Offers will go out in early spring.
- ❖ Undergraduate Curriculum Committee Co-Chair, Eric Fong: We received two policies from CAHSS for review.
- Bill 381  
This is the second reading. Bill 381 passed the first reading last week in FSEC.

The first three changes are recent changes that have occurred on campus and we need to update our online Handbook. The bottom changes are changes that occurred over the summer due to SACSCOC.

The original bill had an amendment in FSEC to direct someone to make the changes.

Deb Moriarity **motions to approve Bill 381**. Carolyn Sanders seconds the motion.

- Tim Newman: We need to clarify which handbook this is seeking to amend, which is the one currently enforced. We have another handbook that has been waiting for two years to be reviewed, passed, and implemented. Doesn't this bill have to be approved by the administration? If our previous changes took two years to approve, will this be placed behind the handbook review?
- Kader Frendi: I agree with your concerns. These changes should go into the handbook now.
- Ramon Cerro: If we change the current handbook, are we also changing the next one?
- Tim Newman: My question is, will this be in line behind the other pending changes?
- Jeff Weimer: Since this bill is mainly driven by SACSCOC, are we being put into a position that we have to make these changes and have the formality in faculty senate to approve them?
- Tim Newman: I am trying to express my frustration at the continued delay for our handbook and by-laws. Also, if this is in line behind them, are we wasting our time with this bill?
- Monica Dillihunt: I ask that we do approve it because the College of Education is already in existence so we will not have a voice on Faculty Senate if we do not approve it.

- Deb Moriarity: Is it possible to look at passing this bill and then put in a request to the administration to move it ahead of the pending changes of the new handbook so that we can have these changes made; thus, we get the College of Education added and we are in compliance with SACSCOC?
- Eric Fong: I understand Tim's frustration, but I think we should fundamentally do what is right. If we agree with what this says, why don't we just move forward with it.

All those in favor of Bill 381 as written: Ayes across the room.

No oppositions and no abstentions.

*Bill 381 passes unanimously*, so it does not need a third reading. Bill 381 is now pending administration approval

➤ Handbook Revision Review Discussion

Kader Frendi understands Tim's frustration, and everyone else's. We are following a very old handbook on the web. Kader Frendi was told that our action of changing the meeting time was a problem. However, we are abiding by the by-laws—it says that our meetings begin at 12:30 pm. Also, since we typically lose quorum at the end of the meetings, we saw this time change as a good thing because it gives us more time for our business.

Kader Frendi: I decided to form an ad-hoc committee to work on the handbook revision since this is not a discussion to have in open senate. I talked individually to each committee member. Tim Newman will chair the committee—he has worked very hard on the handbook changes. Ramon Cerro, Eric Seemann, Deb Moriarity, and Carolyn Sanders will be the members. This is a big job and hopefully the five of them will work with the provost.

Provost Curtis announced at the last Faculty Senate meeting that we have Chapters 1 through 6 and Appendices A and B already reviewed by her in our possession, so these are ready to be reviewed by the ad-hoc committee. Provost Curtis promised that once she has finished with SACSCOC, then she will move forward with the handbook review. Kader Frendi is hoping by the end of this academic year that we will have some updates to the faculty handbook.

➤ Policies

Michael Banish: Kader asked me over the summer to distribute these policies as they come through. I will read them to determine if there are any obvious problems with them and to see where they fit. Then the Faculty Senate Executive Committee will assign them to a committee as needed. If these policies have some particular bone that they strike with you then get with the committee chair of the committee assigned to that policy and tell them about it. I reviewed the interim policies we received last week at the Faculty Senate Executive Committee and sent them out to you today. I will ask other groups throughout the year to look at them if it looks like it isn't a good match for us so that we can get the best input.

- Kader Frendi: I already heard from some people in Tech Hall that they want to provide input on the Online Policy. Keep in mind that we need input in a timely fashion.

➤ Additional Business

John Schnell has a problem with the time change. He does not see the benefit.

- Kader Frendi: I had a discussion with Michal Banish and with Wai Mok. We always lose quorum at 2:00 pm, so we cannot vote on our business. I understand the issue, but the change is for the best in order to handle our business, because we have a lot of business.
- Carolyn Sanders: I have watched people leave here as the meetings got closer to ending and I understand how difficult it is to vote on something when people leave. Our class schedules have changed over the years, though. Classes in the past were held from 11:00 am to 12:20 pm, but now they go to 12:30 pm.
- Ramon Cerro: I think the custom is that whoever is elected to the senate should have this slot free. In the worst case, change the time of the class.
- Luciano Matzkin: Can we change the meeting time to 12:35?
- Kader Frendi: We will wait until we have quorum regardless. The votes and discussions come at the end of the meeting so there should not be a problem if you are a bit late.

Peter Slater suggests that we follow the order of today. Kader Frendi said that is the order we will follow. The handbook suggests this order.

Michael Banish suggested (since there were 15 minutes left) that the committees stand up and introduce themselves. Members and the chairs from each committee introduced themselves.

- Deb Moriarity **motions to adjourn**. Michael Banish seconds the motion.

Faculty Senate Meeting #559 adjourned  
August 27, 2015, 1:50 P.M.



---

**SENATE EXECUTIVE COMMITTEE MEETING**

**September 17, 2015**

**12:30 P.M. in SKH 369**

***Present: Kader Frendi, Michael Banish, Wai Mok, Tim Newman, Ramon Cerro, Joseph Taylor, Eric Seemann, Provost Curtis***

➤ Faculty Senate President Kader Frendi called the meeting to order at 12:35 pm

➤ Administration Reports

❖ Provost Curtis

**SACSCOC**

Sent out the SACS Reaffirmation report. We are putting it up on myuah website with all of the supporting documents. The public website will have the report without the supporting documents for privacy purposes.

The next steps: In November, the off-site review team looks at the reaffirmation report. They will say either compliant or non-compliant. If it is non-compliant, they will give a paragraph for why. The report will come back to us and we will write a focus report focused on areas where we are not compliant, and provide documents if any are missing. Peggy Bower scoured for all the documents we needed, so we put in everything that we found, but they may think we need something else. We will send that focus report in in January; therefore, we need it completed by the end of December.

The QEP Report goes in in January. The QEP consists of a QEP Committee, an Implementation Committee, and a Writing Group. The Writing Group is working diligently. Our QEP is on Collaborative Learning. The QEP Committee is excited about this. We have a speaker coming tomorrow, Claire, on Collaborative Learning. She is from University of Alabama. She will speak first to the leadership group, then to faculty and staff at 1:00 pm, and then to the advisors at 3:00 pm. The on-site group will be here March 15-17. ALL faculty needs to be here. We do not know who they will want to talk with. We will get a list of names that they want to talk to about one week ahead of time. We will brief those individuals. But when they get here, they can ask for anyone. The on-site committee will come back with possible recommendations. Then we have one more chance at answering these. I think we have several months after their review.

The Institutional Effectiveness issues that were put in place in January weren't done as completely as necessary, so we have been working with the deans in those areas. We asked for the assessments to be in by October 5<sup>th</sup>. Our consultants strongly encourage us to put together the 5-year summaries. There are some who did not comply, so we are working with them to get these completed. Those are due October 21. We have to have those for our focus reports. For the Fall assessment, we suggested, although it is up to the individual unit, that they use the same Learning Outcomes they did for Spring. Those are due to the deans on 18 January and to us on 25 January. We need those in place ready to show the on-site group in March. Then we go into a year-long cycle, instead of a semester-cycle. We are

asking the deans to decide between either October or February for the annual reports to be due. The deans are talking to their faculty about this.

We appreciate all the work that has been done. The last review was done ten years ago.

- Ramon Cerro: I have been through several of these reviews, but this one was more difficult. Why?
- Provost Curtis: They have changed over time. They are a lot more detailed now. Eric Seemann is on the assessment committee and said that the committee had trouble with individual units formatting their report in the way needed. It is a lot more demanding now. He suggested that the administration direct the individual units to do what needs to be done.
- Provost Curtis: I have asked each unit to provide me with an assessment person. The dean of that unit will evaluate that person. It also becomes part of the dean's evaluation, merit raises. The dean can be the assessment person, but I asked them to choose someone else. The dean holds that person responsible and I hold the deans responsible. We need an assessment culture. We cannot begin the assessment again in five years. We need a consultant, especially to clear up some of the demands. UAB and UA are one year ahead of us. UAB passed with no recommendations. UA had two recommendations after their on-site review. They both set a high standard. There was a discussion among everyone about various push backs and misunderstandings from departments and possible reasons behind those push backs and/or misunderstandings.

➤ Officer and Committee Reports

❖ President Kader Frendi

I will be going down to Tuscaloosa after this meeting for the Board of Trustees meeting, which is tomorrow morning. I will ask the chancellor, etc., if they will visit. We might not get the chancellor, though, because word is that he is stepping down. The Faculty Senate President at UA emailed me to talk about some things. I will have lunch with her and the Faculty Senate Chair from UAB.

Some senators emailed me reminding me about the discussions last spring of a possible smoking policy. I emailed the president and asked for a follow up about this. President Altenkirch did do a survey of policies at in-state schools. Last semester, there was not really a strong feeling about this in the Senate. The current trend is a smoke-free campus. Within the area, we have two neighbor institutions who are smoke-free: Calhoun has been since 2010, and A&M is also smoke-free.

- Tim Newman: Is smoking defined? Does smoking include electronic cigarettes? Do these other places specify that they are e-cig free?

Kader Frendi is not sure.

- Tim Newman: Are we considering smoke-free or tobacco-free?
- Eric Seemann: A&M is smoke-free only and that includes electronic cigarettes. They do not regulate chewing tobacco, etc. Troy is all tobacco-free. Athens is smoke-free and they include e-cigs, too.
- Kader Frendi: We have a policy coming next week for a smoke-free campus. President Altenkirch is drafting a cover letter, and then it will be sent to the Faculty Senate, Staff Senate, and SGA.

Tim Newman has a fundamental issue with this policy and with the Policy on Policies. He thinks we need to revisit the Policy on Policies. He thinks if we have a policy on

smoking, then the students need to be involved in that, as well as the faculty. There are policies being put out these days that are too administration-generated. He welcomes this policy, but he also thinks that there are a lot of smokers on this campus and we need to think about their concerns and interests before we put forward a policy. Tim Newman wonders what the students at these universities said after the policy was implemented.

Ramon Cerro said that this is something done in many industries and companies; there are weather-protected, designated places/shelters for smokers, though.

- Eric Seemann: Smokers are already used to not being able to smoke in most places, so I think they would be able to hold it together until they get to where they can smoke. Shelters were implemented at the arsenal, but people did not use them. It is not effective.
- Ramon Cerro: At places where I have been, the shelters are useful.

Eric Seemann said it is a discipline issue. Joseph Taylor asked who enforces the rules if we do have shelters. There was a discussion on the discipline issue of a smoke-free policy like this and/or with shelters. Eric Seemann said the students know there is no enforcement. All you can do is ask them to follow the rules. He said he has had issues with people who smoke too close to the building—he asks them to move, but they do not listen to him.

Kader Frendi: Tim’s point is that there is a 30-day review. President Altenkirch said we can always ask for an extension.

- Ramon Cerro: We have 30 days but the administration has all the time in the world. And we have policies to be reviewed by the administration, but they have not been approved yet.
- Kader Frendi: It is a flexible boundary
- Wai Mok: The Lecturer Ladder Policy still has not been approved.
- Michael Banish: We have had responses to it.
- Joseph Taylor: The policies are currently being sent to SGA, Staff, and Faculty Senate. Do you [Tim Newman] want a town hall type of meeting for them?
- Tim Newman: Not necessarily. I would like input at the beginning instead of at the end. Our Handbook Chapter 7 lays out titles, so why do we now need a policy to do so? Do we still have shared governance? I see the Policy on Policies as being an end-run around the handbook. I am interested to hear SGA’s input.

Ramon Cerro: Who are the councils? They approve everything and are crucial to every policy. But some members of these councils are not even on the university.

- Michael Banish: A concern of mine is that we have had a lack of proactive faculty, staff, and students for a lot of stuff. So these issues become dependent on us. My understanding between the Faculty Handbook and the policies is this: we can make a change to the handbook, which has to go all the way up to the Board of Trustees, and some will not get approved up there. But with a policy, it only goes to the administration here at the university. “That which is not prohibited is allowed”; we can use this to our advantage.

There was a discussion on the handbook versus policies. There was also discussion on the Parental Leave Policy.

- Kader Frendi: We need to have a bills website similar to the policy website.

Ramon Cerro: More and more we are employees of the university instead of part of the university. There was not a single signature from an academic person on the signature page of the Policy on Policies.

- Kader Frendi: There was so much discussion on the Policy on Policies last year that we finally just accepted the August version. We tried very hard to include the Faculty Senate President, or simply someone from the Faculty Senate, on the council, but it did not fly.
- Wai Mok: President Altenkirch added one more step at the bottom of the policy that included the Faculty Senate with SGA and Staff Senate, and the Faculty Senate was not happy with that.

Kader Frendi emailed Provost Curtis about the climate survey from last year. She said there was not much interest from the committee and the Faculty Senate last year. So, do we want to revisit that?

- Wai Mok: Some wanted to do it again last year, but I have not heard from them since.
- Kader Frendi: Provost Curtis is open to it if we want to do it again.
- Eric Seemann: It is a good idea when there are certain issues. The issues being raised in this meeting can be specifically put into the survey.
- Ramon Cerro: We are the ones doing the survey.
- Joseph Taylor: The survey is good for junior faculty, too, because it is not as easy for junior faculty to raise issues within.
- Kader Frendi: Last year the idea was to go with an outside firm to ensure the quality of the data.

Everyone was in agreement that this is a good idea. Faculty and Student Development Committee and Governance and Operations will work on it.

This year the Vice President of Research cancelled IIDR. If we have a budget problem, why take it to \$0 funding directly instead of just lowering it? We had \$365,000 last year.

- Tim Newman: Who is our representative on the research council where this is discussed?
- Eric Seemann: The cancellation has a real world impact because of this. That funding greatly helped the Psychology Department.

❖ **President-Elect Michael Banish**

Michael Banish is concerned with the budget issues. He does not understand why we are cutting programs like this when our enrollment is greatly improved and hit a record this year. He would like to know what are our average class sizes really are. He is interested in this issue.

Are there any Committee reports on the **Online Distance Education Policy**?

- Eric Seemann: Our main concerns are: How this is adjudicated in terms of faculty load? Does it count as a regular class? Do you get paid extra? My suggestion for these questions is that we look at other institutions' policies, such as West Alabama.
- Tim Newman: One query/concern that I get from a lot of my colleagues is what happens to their materials when the term is over (in regards to intellectual property)?
- Michael Banish: This policy protects that—it says that the materials belong to the faculty member and the university cannot use it without permission. These policies are more a sense of admission than a sense of intention.

## **Communicable Diseases Policy**

No reports.

- Tim Newman: Because of our time-limit, it becomes incumbent for the Faculty Senate President to keep a close on the many situations that occur. We can't let any of these policies fall through the cracks.

## **Substantive Change Policy**

Ramon Cerro: This looks like a mild policy. It has some problems, such as changing the clock hours to credit hours.

- Joseph Taylor: That bit is taken directly from the SACSCOC site. It looks like they're just cutting and pasting some things.
- Ramon Cerro: As long as it is reporting, there is not a problem. The problem is that at the end of this policy, there is a procedure for making substantive changes. That procedure involves closing a department and closing a program. If this is a policy for reporting, then it should be a policy for reporting. We propose two changes: (1) to remove any indication that the faculty, staff, and students will be told, because they were already participating in it; (2) to take out the entire section regarding a procedure for substantive changes. This is not a policy to make changes; it is a policy to report changes to the higher administration.

Michael Banish asked Ramon Cerro to send those changes to him.

- Joseph Taylor: One of my issues with it is that it is vague. Also, a related question, in the handbook, there was some issue with the removal of the AAUP Guidelines. They have been totally removed from the revised handbook, chapter 4, section 4. Will we talk about this? We did not get to it last year.
- Michael Banish: The reporting and approval should be separated. There should be two policies here. I will take those comments.

New policies (17):

### **Extension of the Tenure Clock**

Tim Newman: This needs to be in Chapter 7 of the handbook. I want to formally object to this policy. It should not be put forward in this form. If they want this, the procedure for this is a bill coming to the Faculty Senate. Anyone can submit a bill to Faculty Senate.

- Michael Banish: I will send this policy to our Parliamentarian, then, so that you can submit a response. It also needs to go to the Personnel Committee and to the Faculty and Student Development Committee.

### **Modified Duties for Faculty**

This one is definitely a policy. We need to look at some of this stuff as it needs to be a policy and also included in the handbook. Or the possibility of it passing handbook procedure versus policy procedure. Tim Newman, Personnel Committee, and Undergraduate Scholastic Affairs Committee will receive the Modified Duties for Faculty Policy to review. Wai Mok asked if this was the response from Provost Curtis on the Faculty Senate's Parental Leave Bill that Rich Miller submitted. Joseph Taylor noted that this includes the language from the new handbook.

- Tim Newman: The administration gives the Faculty Senate an answer on bills—yes or no. They do not formulate a policy from them.

### **Emeritus Faculty Privileges**

This policy will go to the Parliamentarian, Faculty and Student Development Committee, and Personnel Comm. Michael Banish wants this one to include senior faculty that maybe are not emeritus.

- Joseph Taylor: The handbook says if a faculty member is retiring and served at least ten years, they are automatically granted emeritus status.

### **Faculty Separation**

This policy goes to Undergraduate Scholastic Affairs, Faculty and Student Development Committee, Governance and Operations Committee, and Personnel Committee.

- Ramon Cerro: If this is a termination policy, then we are in real trouble because we are talking about dismissal of tenure.
- Michael Banish: This only concerns what happens to your stuff (i.e., emails, etc.)
- Ramon Cerro: There should not be a policy about how to terminate people.
- Eric Seemann: I think we need to change the name of this one.

### **CEU Reporting Policy**

Goes to Governance and Operations Committee, Undergraduate Curriculum Committee, and Finance and Resources Committee.

### **OIT Policies**

Go to the entire Department of Computer Science (Tim Newman will circulate among the faculty), Governance and Operations, and Finance and Resources.

Tim Newman **motions to suspend the rules** and extend the meeting. Eric Seemann seconds. Ayes across the room.

*Motion to extend the meeting passes*

Any IT policies concerning email privacy goes to the Personnel Committee.

- Michael Banish: I think students and faculty should keep their UAH email forever, instead of moving to alumni email. It is a financial advantage to us.

### ➤ Committee Reports

#### ❖ Ad-Hoc Committee (Handbook) Chair, Tim Newman

Our handbook committee has met. We are currently focused mostly on the issue of chair appointment and retention. We hope to have a report on that issue soon. This issue is covered in Appendices A and B.

#### ❖ Personnel Committee Chair, Ramon Cerro

We met. We will look at these policies in the next meeting. I will also talk to the committee about some information in the Appendices. We are also looking at the budget issues in terms of where it goes and who decides where it goes. The department level does not have any say-so but that is where the real work occurs.

#### ❖ Undergraduate Curriculum Committee

(Report from Eric Fong via Kader Frendi) Received ten course reviews; approved seven of them; currently reviewing the other three.

- ❖ Finance and Resources Committee Chair, Joseph Taylor  
RCEU proposals for faculty went out. We only have two right now. Those are due October 15. We want to make offers in January (before other community proposals go out) so we can get more undergraduate participation. Our committee asked Ray Pinner to present the new budget in one of our committee meetings. I have not heard back from him yet. We want him to present by the end of October. We usually go through the budget report and review that information.
  - Kader Frendi: I plan to invite Ray Pinner to a full Senate meeting to present, too.
- ❖ Undergraduate Scholastic Affairs Committee Chair, Eric Seemann  
We received one petition for readmission. We are reviewing it. We will probably see a bunch of these in November. We are reviewing policies as well.

Kader Frendi will ask during the full Senate for a volunteer on the Charger Green Recycling Committee.

- Agenda for Faculty Senate Meeting #560 September 24, 2015  
After administration reports, need to add Senate Officer and Chair reports. Tim Newman moves to accept the Agenda for Faculty Senate Meeting #560. Michael Banish seconds the motion. Ayes across the room.  
*Motion passes*

Eric Seemann motions to adjourn. Ramon Cerro seconds.  
Meeting adjourned at 2:15 pm

---

## Smoke Free Campus

---

**Kader Frendi** <frendik@uah.edu>  
To: facsen@uah.edu

Thu, Sep 17, 2015 at 3:05 PM

Kala;

Here is the email from the president about Smoking policy with the attachment....

I am also attaching my announcements.

Kader

Faculty Senate President, AY 2015-16

.....

Kader Frendi, Ph.D

Professor

Mechanical & Aerospace Engineering Department

Tech Hall N354

University of Alabama in Huntsville

Huntsville, AL 35899

Tel: (256)-824-7206

Email: [kader.frendi@uah.edu](mailto:kader.frendi@uah.edu)

Website: <http://www.uah.edu/eng/departments/mae/faculty-staff/19-main/engineering/mechanical-and-aerospace/731-mae-frendi>

.....

---



**From:** Robert Altenkirch [mailto:[raa0005@uah.edu](mailto:raa0005@uah.edu)]  
**Sent:** Tuesday, September 15, 2015 5:13 PM  
**To:** Kader Frendi  
**Cc:** Christine Curtis  
**Subject:** RE: Smoke Free Campus

Kader,

Attached is the summary for AL colleges/universities. Of the 14 state universities, 7 are smokefree. Plus, Calhoun is smokefree. Our two sister campuses in the UA System and AL A&M are smokefree.

There is a site listing smokefree campuses.

<http://tobaccofreecampus.org/campus-list-progress>

It is not completely up to date/accurate though.

I'll get the draft policy to you next week, after the Board meeting.

Thanks,

Bob

---

**From:** Robert Altenkirch [mailto:[raa0005@uah.edu](mailto:raa0005@uah.edu)]  
**Sent:** Tuesday, September 15, 2015 4:58 PM  
**To:** Kader Frendi  
**Cc:** 'Christine Curtis'  
**Subject:** RE: Smoke Free Campus

Kader,

Yes, I have the summary for AL institutions. Also, I have drafted up a smokefree campus policy, vetted by the VP's, for which I am writing a cover letter for distribution to the Faculty Senate, Staff Senate, and SGA for review per the Policy on Policies. I should get that cover letter and draft policy to you next week. I will forward to you shortly the summary for AL institutions.

Thanks,

Bob

---

**From:** Kader Frendi [<mailto:frendik@uah.edu>]  
**Sent:** Tuesday, September 15, 2015 4:51 PM  
**To:** [raa0005@uah.edu](mailto:raa0005@uah.edu)  
**Cc:** Christine Curtis  
**Subject:** Smoke Free Campus

Bob;

Last January we discussed in the full senate the "smoking policy" at UAH and you mentioned at the end of the discussion that you will have HR survey the institutions that have already implemented the smoke free campus policy and would let us know about the outcome. Has this been done? And if so can we have the results of this survey ?

Thank you.

Kader

Faculty Senate President, AY 2015-16

.....

Kader Frendi, Ph.D

Professor

Mechanical & Aerospace Engineering Department

Tech Hall N354

University of Alabama in Huntsville

Huntsville, AL 35899

Tel: (256)-824-7206

Email: [kader.frendi@uah.edu](mailto:kader.frendi@uah.edu)

Website: <http://www.uah.edu/eng/departments/mae/faculty-staff/19-main/engineering/mechanical-and-aerospace/731-mae-frendi>

---

---

**2 attachments**



**AL Smolking Policies.xlsx**

11K



**Faculty Senate Executive Committee Announcemnet.docx**

17K

## Smoking Policies at AL Colleges/Universities

Institution	Smoking Policy*
A&M	1/1/2014
ASU	9/27/2013
Athens	Not Within 50 Ft
Auburn	8/21/2013
AUM	Designated Areas
JSU	Not Within 25 Ft
UA	1/1/2015
Troy	7/22/2011
UAB	Smokefree per UAB Provost
UAH	Not Within 25 Ft
Montevallo	Not Within 25 Ft
UNA	Not Within 30 Ft
USA	8/1/2015
UWA	Not Within 50 Ft
Calhoun	8/16/2010
*A date indicates on what date the campus became smokefree.	
**"Not within XX Ft" means smoking is allowed beyond XX Ft of a building entrance	