
SENATE EXECUTIVE COMMITTEE MEETING

**August 4, 2014
11:00 A.M. in SKH 369**

Present: Mitch Berbrier, Charles Hickman, Deb Moriarity, Phillip Bitzer, Michael Banish, Linda Maier, Carolyn Sanders, Kader Frendi, Deborah Heikes, Azita Amiri, James Blackmon

Guests: Provost Curtis, Honors Dean William Wilkerson

President Altenkirch was not present.

- Mitch Berbrier called meeting to order at 11:00 am
 - ❖ Passed around the plaque for Peggy. Everyone thought it was really nice.

- Honors Dean William Wilkerson
 - ❖ Priority Registration

[Attachment A] One of the things charged with as I took over this position is to get Priority Registration in place. Currently, seniors with 96 hours register first. There are 3 other groups that need priority registration. The first is the Honors College. It is a very common benefit at all other colleges. It is constantly asked by Honors College parents and students. They have complicated schedules, so it is not just a perk. Only a few courses are offered every semester. In order to make progress and graduate, they need to take those courses, so they have to arrange the rest of their schedule around it. Most of the work is done in the first 2 years.

The second group is student athletes. They represent the University. Their scholarship is tied to academics and athletics. They have complicated schedules too, with practices and games.

The third group is students with disabilities. Janet Waller hand registers them (there are about 10 that she knows of). There are probably more, but we don't know how many. We need to work with Disability Services and get a list and put it into Banner.

The technical feasibility is easy. There are indicator attributes attached to A numbers; we just need to switch it on in Banner.

We will try to do it this coming Spring semester on a trial basis to find any technical problems. It would be nice to have one semester to see if it works, and we can gather data on students who take advantage of it. I spoke with Janet at length. In order to get the codes, we need to make a decision by September 2. We feel like we needed a discussion in the Executive Committee.

 - Carolyn Sanders: It makes sense.

Mitch Berbrier said that the Executive Committee can't really make decisions, so if Dean Wilkerson wants to take the Executive Committee as a group of faculty representatives then he can, but they don't officially represent the faculty body. Dean Wilkerson said that he was just looking for opinions.

- Mitch Berbrier: You could speak to the Faculty Senate informally and get their feedback. But if you want formal, then that's going to ruin your schedule.
- Dean Wilkerson: I don't want anything formal.

Deb Moriarity was concerned if this should go through either the Undergraduate Curriculum or the Undergraduate Scholastic Affairs Committee. She thought it sounded perfectly reasonable and fine. She also said that there are a lot of students on campus with handicap parking, and perhaps they aren't aware that they can register with disability services.

- Mitch Berbrier: Is it limited to students with physical disabilities? Or disabilities of any shape or form, i.e. students with dyslexia.
- Dean Wilkerson: We will need to work that out with disability services.
- Carolyn Sanders: It makes sense, common sense. It's not really controversial so I don't think you need to get anything official. Maybe just summarize it for the Faculty Senate.

Charles Hickman expressed a concern that decisions for who gets priority registration within Disability Services becomes subjective and a burden for the administration. He asked Dean Wilkerson if he has talked to the other deans.

- Dean Wilkerson: No
- Provost Curtis: You can talk to them on Wednesday.

Michael Banish asked Dean Wilkerson to clarify what he meant by "priority" registration.

- Dean Wilkerson: They register with the seniors on the first day of registration and then can continue to register after that.

Mitch Berbrier explained that there might be an issue with this because there was one expressed in the past when Brent made a similar proposal for the student athletes, but that it is a valid issue. What about students with children? They have schedule constraints, too. So where does it end?

- Deb Moriarity: The difference is that we have asked the other groups to represent the University.
- Dean Wilkerson: Or we've advertised to them for this benefit.
- Mitch Berbrier: But it's an issue to be aware of.

- Dean Wilkerson: I agree. It's a slippery slope. Where do we draw the line? The problems are based on the population of the University, but the athletes represent the University, and the Honors Students come because of this program and then they can't take advantage of it. I think it's a question, but that's the answer.
- Deb Moriarity: What is the appropriate procedure (policy of policies) for getting this in place? Will the Provost's office say this is how we will do this?
- Provost Curtis: If we decide to make it a policy, we have an interim policy that allows us 6 months to get the policy in place. I suggested a test case to try it out. That would give us time this fall to talk with the Senate, possibly go through a Committee, and still be testing for issues.
- Michael Banish: Most schools with Honors Colleges do this? So why are we going through hoops that something the majority do that we compete with?
- Mitch Berbrier: The same applies to athletes, too.
- Dean Wilkerson: In the interest of shared governance, so that people know what's going on.
- Mitch Berbrier: As a general rule, in case someone has an objection that no one has thought of. Get with Kader to schedule a meeting in front of the full Senate.

➤ Policy on Policies

- ❖ Mitch Berbrier: President Altenkirch's cover letter asked us to get him comments by August 22. We might have a number of questions, and he's not in town today, so Provost Curtis is filling in for him.
- ❖ Provost Curtis: When I first heard of the Policy on Policies I was at USC. It actually gave framework for SACS reaffirmation. It set up a ways and means to accomplish review. As new policies came forward, we had a very structured way to get them through. It made it cleaner and clearer on what the process should be. I'm an advocate on this because it provides a pathway and accomplishes the vetting of policies as they come forward from anyone through the Vice President. It means that someone who is working in an office or college, faculty or staff, can bring forward a good idea and it goes all the way through, and isn't hindered anywhere. I think it's a good idea. There may be some things that need to be changed, but I encourage a Policy on Policies. It makes it fair and open.
 - Mitch Berbrier: I think this is long overdue. This facilitates getting all policies written down.
 - Provost Curtis: We have one, but it's a decade old and not all policies are listed, and no process is listed.
 - Deb Moriarity: One of the things I like about this policy is the inclusion of purpose. People ask all the time why a certain policy was put in place. So having some idea what a policy is addressing to start with is crucial, especially 10 to 15 years later in review. I did have questions pertaining to the procedure. Number 4: if it's academic,

does it ever get to the deans? Number7: I assume within a 2 week period, if it's academic, it would need to go to the deans and the deans need to get it to the department chairs within that short period of time? That was some concern—that it's such a short period of time.

- Provost Curtis: It says all reviewers have 2 weeks, so once it's sent out, the clock starts ticking.
- Deb Moriarity: We will need special meetings then. Some people have ideas with no idea of the academic impact. Also, after it got through all of that, before it was officially approved, there's nothing here for an open comment from a University Committee. Is it sufficiently covered in the reviewing steps?
- Provost Curtis: I don't believe this policy has an open comment.
- Deb Moriarity: Does it need to be there?
- Provost Curtis: If the Executive Committee believes that, I believe put it forward.

- Mitch Berbrier: My immediate concern is that the Faculty Senate is nowhere in here at all.
- Provost Curtis: I wrote in some bodies, but not all of the bodies. It was changed to the respective constituencies that it would impact, and later on it states that it will be sent to those whom the policy impacts. So I was told that if you have one senate, you have all 3 senates, which is fine. The President felt like having the respective constituencies would cover sufficiently. Again, my recommendation is that if you want to try to ensure that the Faculty Senate sees all policies that are drafted and going out for review, then suggest all 3 senates and that would be better accepted.
- Mitch Berbrier: I think there's a separate issue here, though. It's more about there is nothing here about shared governance. There is a history of shared governance between the administration and Faculty Senate, and this policy doesn't address that. As I see it, this policy denies that.
- Deborah Heikes: The Senate was excluded for quite a while about policies, so they will be sensitive. During the past administration, the Faculty Senate was bypassed constantly, and our only recourse was to use previous policies.

- Charles Hickman: If this goes before the Senate for approval, it will never get done. If we are given the opportunity to comment, with deadlines, it won't get done. If we have to approve...
- Mitch Berbrier: Since it says need 2 weeks, we are the parliamentary body and it will take much longer.

Deborah Heikes asked if the Faculty Handbook was affected by this policy.

- Provost Curtis: These are policies and the way I understand, it does nothing to the Faculty Handbook.

- Mitch Berbrier: According to the Handbook, when we pass resolutions, it falls under this policy. So we already follow this policy.
- Deborah Heikes: But at the moment, we have an entire document of procedures that's outstanding that would fall under this in the same way.
- Mitch Berbrier: How will this be implemented with existing policies?
- Deborah Heikes: If we standardize UAH policies with this, then we must go through all existing policies.
- Provost Curtis: We are doing that. The Deans are reviewing all academic policies to be sent out to the faculty as whole to review. There was a question about the purpose on some, and some are very narrow. So we are trying to make them more comprehensive and address a major point, not just a minor one. As soon as the Deans get through them, we will send out all revisions to faculty to review and they will come back to us with comments.

Mitch Berbrier thinks it's good that they are doing this. Provost Curtis said Business and Finance are even trying to transcribe old handwritten memos. Charles Hickman asked if existing policies are going through this process.

- Provost Curtis: They are. My job is to work on Academic Policies, all Academic Affairs and working on those with the Deans. They get one a week and they come in and review with us. I work with Brent on them and then send them back out. Once we are satisfied, we will send out to the faculty. If we send out all at once, we will give more than 2 weeks. If we send out in groups, then we will give 2 weeks.

Michael Banish asked about contracts in ground and James Blackmon commented that that have no policies in some cases.

- Charles Hickman: As a way to get Faculty Senate involvement without coming before full the Faculty Senate, we need to come up with a committee.
- Mitch Berbrier: If the deadline is August 22, there is no way to discuss it.
- Provost Curtis: There is an opportunity for an extension.
- Mitch Berbrier: We will discuss that.
- Mitch Berbrier: The way it's written, the only approval is the President's. Everything else is recommended.
- Deb Moriarity: Right, which is why we don't need to have full faculty approval.
- Deborah Heikes: I still want to know how it affects the handbook.
- Mitch Berbrier: Is your question whether the Handbook as a whole is a University policy?
- Deborah Heikes: Yes.
- Mitch Berbrier: It's faculty senate.

- Deborah Heikes: Individual changes to the handbook are Faulty Senate, but not the handbook itself.
- Mitch Berbrier: When talking about the handbook, you mean review.
- Provost Curtis: I don't believe it applies to the Faculty Handbook. The Handbook is more than a policy, it goes through a stringent process all the way through the Chancellor, so it's completely different from a policy. When we make changes to the Handbook, it goes through an internal process of review. First, it's developed by the Faculty Senate. Then, it goes to the Provost for review, then the President, then the System Office, then the Chancellor for approval.
- Mitch Berbrier: That doesn't happen with every single resolution.
- Provost Curtis: No, just the Handbook.
- Deborah Heikes: What about the by-laws?
- Provost Curtis: They go through the approval process. That's been made very clear by the System Office, even minor changes.
- Deborah Heikes: So basically, the Handbook isn't policy.
- Mitch Berbrier: It's not a UAH policy covered by this Policy on Policies. We should talk about which elements of the Handbook are policies and which are not. There are a lot that we treat as policy.
- Provost Curtis: I have yet to find policies concerning the faculty outside of the Faculty Handbook. It's in the Handbook, that's where it lies. All policies read so far deal with students, classes, etc.; not faculty, tenure and promotion, etc.
- Mitch Berbrier: The policy numbers are assigned by the Vice President of Administration, and is that the end of the process? So you have to go to the Vice President and get a number?
- Provost Curtis: The information on policy numbers is on the back. Once it goes through the process, it gets a number.

- Mitch Berbrier: #6, the draft policy is sent to all entities impacted: I would argue that Faculty Senate or shared governance should be a part of this. I think 2 weeks is something we will have to deal with once Faculty Senate is included. It depends on how Faculty Senate is included.
- Deborah Heikes: In the past, we would have 2 days to give our input. So 2 weeks can be a problem because it gives someone a short time to review a lot of things, and people aren't paying attention to all of the moving parts.
- Provost Curtis: I don't know if 2 weeks was debated much. USC has one week. A comment could be made that 2 weeks is too short, but the other problem is that it is too much time when no comments are ever made.
- Mitch Berbrier: Could there be something within the clause that says if more time is needed, it will be given?
- Deborah Heikes: We have that in the Handbook.

- Michael Banish: Is there an administrative council? Deans, senate directors, VPs, and chairs.
- Mitch Berbrier: Not for 7/8 yrs.
- Michael Banish: So rather than 2 weeks, whatever meetings administrators and Faculty Senate has now, we may want to say 2 weeks or one cycle of these administrative bodies. That way everyone has 2 weeks or that time.
- Deborah Heikes: There has to be a time limit.
- Deb Moriarity: You're looking at some time between 6 to 8 weeks for approval.
- Mitch Berbrier: We can suggest that that be modified in some way, shape, or form.
- Deb Moriarity: The very top of page 4, conflict of authority; that doesn't necessarily mean the wisest policy will be put in place. If there is a conflict, I would rather they be reviewed together to decide which one is better, not just decide it is the newest.
- Mitch Berbrier: Because the newest policy could be made in ignorance of the old policy and the old policy is better.
- Provost Curtis: There is a history of policy changes. My recommendation is that there be a history of changes.
- Michael Banish: I think that's a great idea. Somewhere to say "this is replacing x"
- Provost Curtis: That's what we did at USC. "This policy supersedes this policy/these policies." That makes it clear that we've looked at and compared policies.
- Deb Moriarity: That's assuming those are 2 that deal with same thing. The way this is written, a policy on parking could interfere with a policy of registration, and whichever is the newest will prevail.
- Charles Hickman: It's a matter of administrative convenience. This makes it simpler in terms of administrative policies. It's assumed that whoever adopted the new policy was aware of the old policy. Usually there will be a reference to the policy history somewhere on the newer policy.

- Mitch Berbrier: Page 3, C. review and revision of UAH policy. The first sentence of the last paragraph. Whatever policy goes through a long and elaborate process, then it goes through President X, but 10 years later, President W rescinds that policy. There's nothing here about who has to know it has been rescinded. Since there's no process for that, policies can disappear. So I would like that to be elaborated. It should go through an advisory or something.
- Provost Curtis: I think there is a statement somewhere that the President has the authority to set policies within each of the System campuses. I think that's where that statement comes from.
- Mitch Berbrier: Yes, but what about rescinding?
- Provost Curtis: If you can set, then you can rescind.
- Mitch Berbrier: But shouldn't there be a policy for rescinding, if there's a policy for setting?

- Provost Curtis: So we are covered in approving or revising, but there's no process for rescinding, so that would be a comment, to include at least a review on rescinding.
- Mitch Berbrier: The bottom line is that the President approves. So it's not taking it away, but it is setting a process. I would suggest we do this: send me your thoughts on what you think needs to be revised. I ask you all, at this point: do we need an extension from President Altenkirch so that we can get Faculty Senate to see this? We, as a group, feel that Faculty Senate/shared governance ought to be included, so we feel bound to consult with Faculty Senate before deciding how that should be made.
- Deborah Heikes: I think we should at least have a way to bring it to the floor. Give them a time frame to offer comments. I think the Senate deserves to have some ability to read the document and make suggestions. Especially if it is affecting academic policies.
- Provost Curtis: Is there a way to send out the Policy on Policies to the Senate now, since you have it? Can it be sent out and you ask for comments? Or do you need to have it in discussion format?
- Mitch Berbrier: This is still technically their summer, so classes don't start until August 19. Some people aren't checking their email or in their office. So we need to present it to the full Faculty Senate. It also shouldn't be the current Senate since they're all on their summer.
- Provost Curtis: I was thinking the new Senate.
- Mitch Berbrier: They don't exist until August 19.

Michael Banish suggested that we send it out to both the old and the new senators and then discuss it within the committees, and then the committee chairs send the comments to President-Elect Kader to be the first order of business at the first full Faculty Senate meeting. Mitch Berbrier replied that the committees do not meet until after the first full Faculty Senate meeting. Michael Banish thought this was a good way to get everyone into small groups to get their thoughts down in an orderly format. Mitch Berbrier said everyone is supposed to be available on Thursdays from 12:45pm until 2:15pm since those are designated for Faculty Senate business.

Carolyn Sanders thought it is a good faith effort to have the Senate read the Policy and comment on it, and thinks there must be a way to do that in a short time span. She thinks it will be a great way to start positive. Deb Moriarity suggests sending it out by email to the new senate on August 19 asking them to get their responses back to Wai within a week, who will then make the requests before the full Faculty Senate meeting. Mitch Berbrier expressed concern that Wai and Kader will get tons of questions that Curtis and Altenkirch only know the answers to. Deb Moriarity said that the point is to get the comments back before the meeting and pass them on to the Provost and President, where at the Senate meeting, they can answer the questions.

- Linda Maier: My idea is similar. If you could request a short extension suggested from Faculty Senate to give them good faith to comment, but tell them that we have discussed it and these are our comments.
 - Mitch Berbrier: I'm going to write up what I think are our comments, and then get your comments on our comments.
- Librarian by-laws:
- Every committee should have a member of the library on it. This was written back when the Library had representatives. I don't know if this is still relevant.
- Deborah Heikes: This came up during the Handbook revision. This is antiquated. In the new Handbook, we have eliminated all reference to librarians.
 - Deb Moriarity: Some imply that the library member of the committee must be a senator.
- Attendance tracking:
- We take attendance at every meeting. The President has the authority to remove anyone who doesn't show up three times in a row without a proxy. Institutional memory: does anyone ever remember the use of attendance data?
- Deborah Heikes: It has been talked about repeatedly for the past 10 years.
 - Mitch Berbrier: Has anyone compiled data before?
 - Deborah Heikes: I don't think so, but there has been a lot of discussion about kicking people off. Going to the Chair has also been discussed.
 - Michael Banish: Rather than phrasing it as "kicking off", perhaps we should talk to the Chair to see if there's a schedule conflict.
 - Mitch Berbrier: I don't know what to do about it. Do we talk to the individual and ask them what's going on, and then go to the Chair? I'm not saying we kick them off, but I'm asking what has happened in past because we want to make a recommendation to the incoming Senate about tracking attendance and developing a procedure. I think we ought to have some kind of procedure. A lot of people don't think it's important.
 - Deborah Heikes: Talk to Letha and Jennifer. Those are 2 presidents in the past who were worried about it. I'm not sure if they didn't anything.
 - Mitch Berbrier: Christine? Ideas?
 - Provost Curtis: USC rarely had quorum. The President and Provost both gave presentations almost every time, so they were unofficial meetings. When general faculty, maybe 50 people showed up. I was impressed with UAH last spring. There was good representation.
 - Carolyn Sanders: I would like to see us come up with a set procedure for that.
 - Mitch Berbrier: And for the committees?
 - Carolyn Sanders: Yes. The committees were totally uninvolved.
 - Provost Curtis: At Auburn, you are called out if you missed the prior meeting.

- Mitch Berbrier: Oh, yeah. We can shame people for not showing up. It's a problem with every single committee.
- Charles Hickman: What did "calling out" consist of?
- Provost Curtis: Notifying the departments to find someone else.
- Mitch Berbrier: That's what I think we need. A document that specifies the rules.
- Deb Moriarity: Part of that is reminding the chairs, or informing the new chairs, to request the information from the Faculty Senate meetings at their department meetings. Informing them of their role with new senators.

➤ Meeting adjourned at 12:20 pm

To: Senate Executive Committee
From: William Wilkerson, Honors College Dean
Re: Priority Registration for Honors Students, Athletes, and Students with Disabilities
Date: August 4, 2014

Currently, one group of students receives priority registration: seniors, defined as any student with 96 hours. These students need priority registration to ensure that they enroll in courses necessary for timely graduation.

Three other groups of students need the benefits of priority registration. They are students in the Honors College, student athletes, and students with disabilities. Each group has compelling reasons for priority registration, although in each case the basic reason is the same: these students have additional scheduling requirements other students typically do not face.

Honors College Students. Priority registration is a common benefit for students at other Honors Colleges, and it is one of the most commonly requested benefits from prospective students and their parents. More than just a perk for being high-achieving students, priority registration is a necessity. The Honors College requires 24 hours of Honors courses, which in turn requires students to fit special Honors Sections of courses into their schedule, and adjust their other courses accordingly. This is difficult for students in their freshman and sophomore years, when many of the sections they might need have closed because juniors and seniors have taken them. Priority registration alleviates this problem.

Student Athletes. Student athletes do UAH an enormous service by representing us to the public and generating both excitement and good will toward the Chargers. Yet they have tremendously complicated lives to lead: they must juggle their class time, practices, mandatory study sessions, travel to and from games, and other events. Perhaps no other group of students has a schedule as difficult to program, which is why most colleges offer priority registration for their athletes. Many of these students receive financial assistance tied to both their involvement in athletics and their academic performance. In order to make adequate progress toward graduation and succeed academically, they must get exactly the schedule they need, which can be facilitated by registering early.

Students with disabilities. Some students with disabilities often cannot make course transitions in the allotted time of 15 minutes. Scheduling thus requires that they take very specific sections of each course they need to create a workable schedule. Without the ability to register for exactly the schedule they need, they cannot make satisfactory progress toward graduation.

In order to have Priority Registration in place for Spring 2015, we would need to make a decision by September 2, 2014, so that advisors can have the registration access codes at their regular point in the semester (60 days in advance). I believe it best if we go ahead with this on a trial basis before making it an official policy. This would allow any technical problems to be worked out, and also allow us to collect data on student usage and satisfaction with this change in registration procedure.