
SENATE EXECUTIVE COMMITTEE MEETING

**August 21, 2014
12:45 P.M. in SKH 369**

Present: Kader Frendi, Mitch Berbrier, Deborah Heikes, Michael Banish, Azita Amiri, Deb Moriarity, Charles Hickman, Linda Maier

Guests: Provost Christine Curtis, Associate Provost Brent Wren

- President-Elect Kader Frendi called meeting to order at 12:45 pm. He received an e-mail from President Altenkirch that said he won't be here. Provost Curtis is here, though.
- Report from Provost Curtis
 - ❖ The Board of Trustees Athletics Committee is meeting today.
 - ❖ Searches

There is an offer out to the Director of Institutional Research. The candidate we've chosen will say yes, hopefully. We are waiting to see. We think she will.

In the second week of September, we will have the Vice President of Student Affairs airport interviews. We hope to bring people on campus towards the end of September, early October. The President is ready to finish the process.

VROP positions have been released (positions that were released out of the retirement plan). Pending Board approval of a program I will mention to you, 2 to the Department of Education, 4 to Engineering, 2 to Science. Those are the most recent. Others have been released in the last 4-5 months since I've been here. Department of Education has had 3 total, 1 was a replacement. The other totals were higher.

- ❖ Board

3 Master's Degree Programs were approved by the Executive Committee of the Board last week. They are at ACHE and on the December meeting. Programs in Supply Chain. 1. Management and Logistics. 2. Human Resources. 3. Management Science, which has a focus on Business Analytics. All three will be taught dually in class and online. These are programs that the President is interested in getting on board quickly.

Bachelor's Degree of Science in Kinesiology. 2 options: 1. Exercise Science, 2. Bachelor's Degree with teacher's certification in physical education.

Bachelor's Degree of Arts in Theater. Notification of intent to present a proposal will be going to the Board in September.

The President talked about the incorporation of the RISE School into the Department of Education. It's going to the Board. There was an event in July about the RISE School and 3 or 4 Board members were there. We are sure it will be accepted.

We are also asking them to establish a College of Education. 13 of the 14 universities in this state (we are the 14th) have the name of "Education" in a college. We don't, so people don't even know we have an Education program. We have secondary licensures in Biology, Biology/General Science, Chemistry, Physics, Math, History, History/Social Studies, English, and Foreign Languages. There is one in Music but it is from Primary through 12, so it's broader.

- Michael Banish: Do we actually have a Master's Degree in Education?
- Provost Curtis: Yes we do, and it's growing dramatically. It started this summer.
- Brent Wren: 25 enrolled immediately. There are 3 tracks. 1 equips teachers to handle and teach children with autism spectrum disorders. 1 equips teachers for differentiated teaching instruction model (not all students learn the same). 1 is collaborative education—kids helping kids and how teachers lead that.

So one of the things College of Education does is to get students out into the communities around us.

- Mitch Berbrier: I'm in favor of this College of Education, but others aren't. We don't have a Realignment Policy, where we change or merge programs or departments or colleges. It's been brought up before.
- Provost Curtis: The board had an early deadline this time, so we had to get it in by August 15, but the President will present next week to the full Faculty Senate.
- Mitch Berbrier: So it's too late to bring up objections.
- Provost Curtis: I wouldn't think that. One can always raise objections.
- Deborah Heikes: But the objections there won't lead to any action.
- Provost Curtis: I would think that there's always the possibility that if those objections are sound and bring forth ideas that haven't been thought of before.
- Mitch Berbrier: I know it will be brought to the Faculty Senate, but the issue is when. I think there's an issue of procedure.
- Provost Curtis: There wasn't really an opportunity to talk to the Full Senate over the summer. The President did make an effort to talk to you over the summer. He was trying to follow procedures. Some institutions have one Senate meeting in the summer, even though people aren't on contract, so to speak.
- Mitch Berbrier: We might need to look at finding ways to accommodate that. We don't want departments being moved around without proper procedures, and it's our own fault we don't have a procedure in place to accommodate situations like this. We were going to try and write one this past year, but didn't get to it.

- Michael Banish: What are we talking about? Because I was on the Faculty Senate's Realignment and Restructuring Ad Hoc Committee back in Karbhari's days.
- Mitch Berbrier: That's what the policy was supposed to be based on. The President liked that.
- Deborah Heikes: What Mitch is trying to say is that we have a history of policies and procedures being pushed through during the summer time without people being aware or being informed, and it's a very sore issue.
- Provost Curtis: Well the President did try to reach you; there was an effort made. And I tried to reach others to ensure that they were fully informed. But I do agree with you that it would have been much better if we had a full Senate meeting, but that wasn't available.
- Kader Frendi: We did have some summer sessions of the Senate a few years ago. The Education College, where will it be housed?
- Provost Curtis: The Department of Education is in Roberts Hall right now, on the 3rd floor.

There are 2 other programs going to the Board. A Master's and a Ph.D. in Space Science.

- ❖ Department of Education is interested in having a MAT program. It's basically a Special Education program; it would match up very well with the RISE School. Special Education programs don't tend to have a lot of students enrolled. It takes people with a calling or a mission to teach that effectively. So that won't begin with high enrollment, but it will be directly linked with the RISE School.
- ❖ [Handout] UAH LEAD Program. Announcement of leadership program that Ray Vaughn and I are working on. When I went to USC, one of my first jobs was to set up for the SEC an academic leadership program. It was modeled after the CIC, which is in the Big Ten. I went to one of the CIC meetings and talked with people there, saw how they did things. We had liaisons from each of the SEC schools, and we developed this program. We met at one SEC school twice a year (so we would have 2 schools in one year—one in the Spring and one in the Fall). The program ran from Fall to Spring. The two schools would divide the topics, and the home institutions would their own programs. USC and Mississippi State were both participants. Ray ran the program at Mississippi St. I ran the whole program for 5 years, and then also the school program at USC.

So we are combining our ideas and experiences with this program. We will start off with 10 people plus the President-Elect of the Senate. We did that at USC and it was really helpful. It was helpful for everyone to get to know the inner workings of the university, as well as to prep the President-Elect of the Senate for the job ahead.

So we are looking for self-nominations and applications. It's open to all faculty and senators. We are hoping to get a lot of people interested. It's an annual program. We can only have

10 people this year, but over the years we should be able to include almost anyone who is interested. It's fun because you get to know people and you get to learn about the institution; you get to hear the President talk (which at USC wasn't available to many people), the Provost talk, and all the Vice-Presidents talk, about their areas. It's a confidential setting, so what is said remains confidential between the members and isn't repeated outside of the group.

- Deb Moriarity: Is there a limitation on current rank/position? Is there a preference for tenured faculty? Can non-tenured faculty apply? Can a Department Chair apply? Can Associate Deans apply?
- Provost Curtis: Department Chairs and Associate Deans are more than welcome. It doesn't say anything about limitations. It just says intended for faculty. We didn't have a specific rank. It's for high level research and staff. We didn't want it to be too limiting, nor be too broad.
- Mitch Berbrier: I have a philosophical problem with some of this. The term "leadership" is used too widely and too loosely. "Leader" is not a position, but given by those whom they lead. Bosses can be hired, but they can't be made leaders. It's a quality given by leading. It's not appointed. I think it's a philosophical issue. With the way I see it, people who are ambitious, self-nominating, get the benefit of inside knowledge and conversation, but others aren't comfortable with those people in that position. I would think you shouldn't be able to self-nominate, but you should be nominated by your colleagues. Ideally it wouldn't be your boss, but he or she could try to get colleagues and work with them to nominate. I think that process of nomination is a lot more suitable.
- Provost Curtis: The progression at USC. First, we started with nominations, and it could be either self or others. Then we went to Deans nominating, because we had trouble getting some letters. That didn't work too well, so we went to the Provost selecting. I don't know that there's any perfect way. If we want to have others nominate or groups of others nominate, we can try that next year. My guess is that we will go through a progression of various ways of nomination.
- Mitch Berbrier: I'm not trying to find a way to get as many people involved or nominated.
- Provost Curtis: No, but there's not good way to get the best or the most deserving or the right people into the leadership roles. Another thing we found interesting is that there were people who wanted very much to be involved in learning the skills and the principles of leadership that had no desire to get into a formal leadership position. We often selected those individuals at USC because we desperately needed leaders among the faculty.
- Mitch Berbrier: My related concern is that there are certain people who are good managers, but not good leaders and will be in this program.

- Provost Curtis: I'm sure there will be people selected who as a group we will not agree upon. I don't know if the selection group will agree on everyone because we see the world from different points of view.
- Kader Frendi: The concern I heard is that these chosen people should not have an inside track into administrative positions. People have concerns that this might look like a wiring into administrative positions.
- Provost Curtis: That thought has entered my mind. It's not a wiring in. This is an opportunity to learn.
- Mitch Berbrier: Is there any way that the committee would be in collaboration with the Office of Academic Affairs, the Office of Research, and the Faculty Senate?
- Provost Curtis: If y'all want to participate.
- Mitch Berbrier: I think it would be better for the program.
- Deborah Heikes: There would have to be representatives.
- Deb Moriarity: Whether certain people are selected or not, it comes down to who gets along with whom, personality clashes, and issues like that. And that may not be the best way to do this. My feeling is that you really don't want somebody in a leadership role who you had to push to nominate themselves because they weren't really interested. Only people who are interested in bettering things and being involved are going to be there. Are some of them going to be more effective or have more of the university interest at the forefront? Probably.
- Mitch Berbrier: The program would work better if it appeared that people who were selected were supported by others and not just themselves.
- Deborah Heikes: We won't get around that problem.
- Provost Curtis: We never know their personal motives: whether they want to eventually be Chair or if they want to be part of the leadership program.
- Brent Wren: There are folks on this campus who would be tremendous leaders, but they don't think of themselves that way, and this would give them a great introduction into it. I'm on the other side of Mitch's point. If someone has character flaws that are feared, this could shine a light on them that could guarantee they would never be selected for a position.
- Mitch Berbrier: I'm not opposed to the program, but I have a problem with the selection mechanisms. But like you said, it's not set in stone.
- Provost Curtis: It's definitely open to discussion. The other institutions around the SEC had autonomy in how they chose their people. Most members were selected in the beginning by the Provost or a small group. The problem with that is that there may be a person with lots of potential who is very interested, but you don't know them.
- Mitch Berbrier: I suggest in the future that we look at a model where faculty choose who goes in. Similar to how we make nominations for faculty awards; it's much more ground-up.

- Provost Curtis: How long does that take?
 - Mitch Berbrier: There will have to be deadlines.
 - Provost Curtis: If we want to get started and have the applications in by September 10, then we would need to have the elections done in the Spring right?
 - Charles Hickman: What is the process? I notify the nominee and have them fill out an application?
 - Provost: Yes.
- ❖ We have a leadership workshop on August 11 and 12. I have a presentation that I would like to present, but a much shorter version, to the full Faculty Senate. It's 10-15 minutes. I'll show the same data, but in an abbreviated form.
- Kader Frendi: What is the presentation about?
 - Provost Curtis: Our students and their success, or lack thereof.
- ❖ Also had a new faculty orientation this past Monday; we have a good group of faculty coming in.
- ❖ We are pushing to clear the wait lists to get students into class. At the various orientation and charger previews, etc., pushing 15-16 hours. We have more freshmen and more hours. We are pushing Chairs to get wait lists cleared.
- Deb Moriarity: One of the issues we are looking at is lab space. We can't get them in because of a lack of space. These labs are only set up for 24 people. We can only have a certain number of sections, we can only have a certain number of people who can teach, we need GTAs to teach. We need to look at this for next year. If we are pushing to grow, then we need to have these kinds of resources.
 - Provost Curtis: We had a similar discussion with Deans yesterday.
 - Michael Banish: For the Chemical Engineering classes, we are now going to Technology Hall for class. Some of these freshmen don't have cars. If they have class before and after, then it's hard to get from one to the other. So now we come back to the retention problem. They miss class and their grades go down.
 - Deb Moriarity: There aren't enough classrooms on campus.
 - Provost Curtis: Do we have any buses?
 - Michael Banish: No we don't. I asked.
 - Brent Wren: We did a few years ago, and they were never used.
 - Provost Curtis: You have to build a culture around using buses.
 - Brent Wren: There are several freshmen classes that meet in Tech Hall so it's not unheard of to make that trip.
 - Charles Hickman: Time is an issue, but this isn't that large of a campus.
 - Brent Wren: UAB's solution is a classroom building right in the middle of campus. It has no faculty offices, administrative offices, or anything. Just a lot of a variety of classes, most freshmen classes, held there. We don't have many classrooms that can hold more than 50, an even smaller number that can hold more than 75, and maybe

a handful that can hold 100.

➤ Officer and Committee Reports

❖ President Mok (absent)

❖ President-Elect Kader Frendi

❖ Past-President Berbrier

Passed around the plaque for Peggy and a copy of the accompanying Sense of the Senate Resolution.

❖ Parliamentarian Heikes—No report

❖ Ombuds Officer Sanders (absent)

❖ Governance and Operations Committee Chair (VACANT)

❖ Personnel Committee Chair Banish—No report

❖ Undergraduate Curriculum Committee Co-Chairs Moriarity and Amiri—No report

❖ Finance and Resources Committee Chair Hickman

- I'm getting started on the RCEU already. Calls are going out at the end of this semester instead of in the Spring. Christine has asked me for a specific proposal for funding from her office. Vaughn and Bernhard contributed \$36000 last year together. I want them to put in more this year. How much more? Enough to fund 2 more?
 - Michael Banish: How many students applied?
 - Charles Hickman: Received 69 or 70 applications and we funded 27. They funded 20 together, 10 each. The Chemistry Department funds their own. The Alabama Space Grant Consortium has said that they will fund 5 if we get the application in next month.
 - Deb Moriarity: Ask for 2.

❖ Undergraduate Scholastic Affairs Committee Chair Seemann (absent)

❖ Faculty and Student Development Committee Chair Maier—No report

➤ Discussion Items

❖ Policy on Policies

- Kader Frendi: One of the concerns I have is that some of these policies will not concern faculty, so do we want to get bogged down with every policy to be reviewed?
 - Charles Hickman: Yes. We don't need to get bogged down, but there needs to be a gate keeper who decides if we should look at it. We don't have to respond

if it doesn't apply. If the entire Senate has to look at every policy, then we will get bogged down. Somebody on the Senate should look at something.

- Michael Banish: What you might not think applies, I might think does apply, such as Internal Accounting (because it is relevant to contracts).

- Charles Hickman: This is how the states do it, i.e. the government. They are published someplace in the State Registrar of Alabama. Anybody can make a comment, whether it's on the new Treasury regulation or the Department of Labor regulation, etc. That's what I recommend; is that they get published and we need to designate somebody to keep track of them. It's not effective for them to decide which ones we see and which ones we don't. They need to be available to everybody and then we decide which ones we want to comment on and which ones we don't. That's why I suggested that perhaps somebody, or a group of people, is assigned to review these things. They need to review every policy that comes through. If it looks like it's a concern to faculty then it gets assigned to a committee, who takes a closer look and responds.
- Deb Moriarity: I agree with that. Having it available to everyone means no one is getting screened or censored out of it.
- Michael Banish: One of the issues on the Policy on Policies is that certain things are supposed to go through the Faculty Senate and it's different in that sense in that there's a difference of delineation between things to comment on and/or are you making a policy that influences these things. There are some things we might want to just comment on, but other things we need to actually look at.
- Deborah Heikes: Such as Academic Policies, those really need to go through Senate.
- Deb Moriarity: To clarify, I meant things would be out there to comment on either simultaneously or after they have been reviewed by the designated body (Faculty Senate, Staff Senate, SGA, etc.). But before it became a policy, everyone had a chance to see it. I think the Faculty Senate Executive Committee is one of the places to look at these policies. We could either put the extra step in with the committee, which will take a while, or we could say that the Faculty Senate Executive Committee is the committee that reviews it and determines.
- Deborah Heikes: There are some policies that the university has that don't need to be up for public comment.
- Charles Hickman: Everything needs to be available for public comment. Right now at the end of the day, Bob decides.
- Mitch Berbrier: What's the process? What's the input? Does everyone get to have their say? Is it all public and transparent? In the Faculty Senate Handbook, we are the body in charge of faculty policy, of reviewing it, and that's nowhere in the Policy on Policies. And that's glaringly obvious.

- Charles Hickman: I thought the timeframes were short. 2 weeks is really short.

- Kader Frendi: For senate input, it's one month.
- Deborah Heikes: It has to be one month because that's when the Senate meets.
- Mitch Berbrier: We should be able to at least request an extension.
- Deborah Heikes: A request can be denied.
- Mitch Berbrier: But if it gets to the Faculty Senate, it might take a year to decide.
- Deborah Heikes: If the Faculty Senate can't resolve it within a month, that's too bad for us.
- Kader Frendi: I think a subset committee of the Faculty Senate Executive Committee will review it and then present it here for screening and then at the full Senate if needed.
- Michael Banish: 1 month should be sufficient. A policy or a draft policy will come out. Then it will come to us. We will tell our committees and decide if it's in our purview. If it's important, then someone says so at that moment. So 1 month is enough time.
- Mitch Berbrier: You're talking about individuals. Not the body of the Faculty Senate, which has rules. As the Executive Committee, we can't make decisions. Everything has to go through the full Senate. If that's the case, then we have to wait until the next Senate meeting, and then there's the issue of time to consider in that Senate meeting.

- Deborah Heikes: We may need a Senate Policy on this. We can't do this through bills because then it's never getting done.
- Mitch Berbrier: There's also too much else to discuss in the full Senate.
- Deborah Heikes: We need a Policy Committee. And if they think something is really important, then they should be able to bring it to the full Senate.

- Charles Hickman: Once we have passed a bill, that is a proposed policy and it goes through this process, and that's been a recurring complaint I've heard in Faculty Senate (that we've passed a bill and it's gone to administration and then nothing happens). We are really concerned about getting our bills made a part of the policy. This goes back to reenacting all of the policies. For SACS purposes, we don't have time to go through every policy.
- Deborah Heikes: No, but there are policies that we will need a committee for because we will need the Senate to stop the process to take some time with it.
- Kader Frendi: If there's a policy we feel strongly about and it will take more than month to review, we will ask administration to have it as the interim policy and that will give us time to have an input.
- Charles Hickman: We can respond and say there's a problem here and it needs to be considered by the Senate.
- Deborah Heikes: I think some of us are concerned because we won't always have the same President and the same Provost.

- Charles Hickman: I'm looking at it more from their perspective of having an immediate need to get these existing policies through in a timely manner. I see this as a benefit for the longest periods of time possible for deliberation and comments.
- Mitch Berbrier: My issue is: what are the official procedures of the Faculty Senate that are going to cause problems for timeliness.
- Deborah Heikes: We need something in between a bill and a sense of the senate resolution.
- Mitch Berbrier: We also need something between the Faculty Senate and nothing, so the Faculty Senate could delegate some powers to a committee to make a decision.
- Deb Moriarity: A recommendation that it goes forward. If there's something that we could find that is a recommendation of the Faculty Senate and how that is worded, even if that's by as majority vote.
- Mitch Berbrier: We've done this informally, but we could do it formally saying that we've sent out this stuff by email and we don't have to wait for a meeting or a quorum and they have a week to respond. If there's enough response that it requires a meeting, then we have other procedures.
- Kader Frendi: We will hear more next week from the full Senate. I think the idea of floating in the Senate some kind of a resolution to empower to some committees to make initial screening is good.
- Mitch Berbrier: But that also has to be part of the negotiation with the Provost and the President.
- Michael Banish: We made a resolution and a bill, this is the committee that screens all policies before they go out, and they get 2 weeks to turn it down or not.
- Kader Frendi: #6 says "entities" and you can fit a lot of things under entities. It's very vague. You can fit the Senate into entities.
- Deborah Heikes: You can, but you can also leave them out.
- Mitch Berbrier: I want the words "Faculty Senate" in there.
- Deborah Heikes: I want specific mention of faculty in there. If it's the Senate, that's fine, too.

➤ Agenda

❖ Bills

Kader Frendi: We've postponed all of the Bills because of the Policy on Policies, but I'm going to leave Bill 378 on the Agenda just in case.

- Michael Banish: Did that come through my committee [Personnel]?
- Kader Frendi: Yes.

❖ Guest: Dean Bill Wilkerson, Honors College Dean

Kader Frendi: Bill, Dean of the Honors College, will make a quick announcement regarding registration at the next full Senate meeting.

➤ Other items

❖ Sense of the Faculty survey

Kader Frendi: We talked about the survey by email. There was data for the Sense of the Faculty survey.

- Deborah Heikes: I will do a general overview and Mitch will do the data. We will discuss it at the next Executive Committee meeting.
- Charles Hickman: Are you going to send it out to us?
- Deborah Heikes: Only the data will be released. We did discover that we need an Ombudsperson Office.
- Mitch Berbrier: And Christine is on board with that.

➤ Meeting adjourned at 2:30 pm



MEMORANDUM

To: UAH Faculty and Research Staff *Christine W. Curtis*
From: Dr. Christine Curtis, Provost and Executive Vice President for Academic Affairs
Dr. Ray Vaughn, Vice President for Research *Ray Vaughn*
Subject: Announcement of UAH LEAD Program for Academic Year 2014/15
Date: August 12, 2014

The Office for Academic Affairs and the Office of Research is pleased to announce the start of a new annual leadership program titled UAH LEAD Program. LEAD stands for Leadership Enhancement and Administrative Development.

The LEAD Program is intended for leaders (both academic and research) who aspire to increase their leadership skills and to assume or advance leadership positions at UAH in formal and informal roles. The purpose of the program is to:

- develop the knowledge needed to be a successful academic leader
- provide the opportunity to engage with the senior leadership team at UAH
- develop a network of peers across campus to assist in leading UAH
- develop a personal Career Development Plan

Each year, the program will be composed of ten members, selected on a competitive basis, and the Faculty Senate President-Elect. The group will meet monthly with leaders at UAH for approximately two hours to discuss leadership. The program will begin in September and end in April. Each meeting will typically have one or two topical presentations led by a panel or selected speakers followed by a discussion. The program will be sponsored jointly by the Office for Academic Affairs and the Office of Research.

Interested candidates should submit the attached application form with a 1-page nomination letter from their Department Chair/Dean/Research Center Director and a 2-page biography in the format indicated on the form to: Dr. Robert Lindquist, Associate VP for Research, VBRH M-17, UAH, Huntsville, AL.

The deadline for application submission is September 10, 2014. The cohort will be selected for participation in the UAH LEAD Program by a selection committee formed in a collaboration of the Office for Academic Affairs and the Office of Research.

UAH Leadership Enhancement and Administrative Development Program
UAH LEAD Program for Academic Year 2014/15

Application Form

Applicant Background Data

Name:

Home Department/Center:

Office:

Phone:

Email:

Nominee's Data

Name:

Phone:

Email:

Required Attachments

- A 1-page nomination letter from the applicant's Department Chair/Dean/Research Center Director
- A 1-page statement from the applicant outlining their reason for applying and their future leadership aspirations
- A 2-page biography of the applicant in the following format
 - Education
 - Work Experience
 - Honors/Awards
 - Leadership Experience
 - Products/Publications/Creative Works (List a maximum of 5)

Submission Deadline / Questions

Completed applications must be received by the Office of the Vice President of Research no later than **September 10, 2014**. If you need more information about any aspect of the UAH LEAD Program, please contact: Dr. Robert Lindquist, Associate VP for Research, (256) 824-2882, robert.lindquist@uah.edu