
SENATE EXECUTIVE COMMITTEE MEETING

August 20, 2015

12:30 P.M. in SKH 369

Present: Kader Frendi, Michael Banish, Wai Mok, Tim Newman, Carolyn Sanders, Monica Dillihunt, Ramon Cerro, Azita Amiri, Eric Fong, Joseph Taylor, Eric Seemann, Lenora Smith, Provost Curtis, President Altenkirch

➤ Faculty Senate President Kader Frendi called the meeting to order at 12:30 pm

➤ Administration Reports

❖ President Altenkirch

Student Services Building

The Student Services building is going up quickly and is scheduled to be completed in February. Hopefully they will have it finished by the Board of Trustees meeting in April. The first two floors are for Student Services; the third floor is reserved for administrative offices—some people are moving from Shelbie King Hall there. There is a conference center on the left, and it is fully equipped for catering. There is a big room for the Board of Trustees meetings that can be divided into 3 rooms as needed.

Electronic Sign—Sparkman

There is an electronic sign on Sparkman that is blank right now. Hope to have it lit up by November. It is blank because we received it with a wireless connection, but later decided that makes it too prone to hacking. So we are switching to a hard-wired connection. The software for the sign was out of date, too. We are putting power to it now. It will be used for campus announcements.

Tuition

The tuition was approved at the June Board of Trustees meeting. Tuition is a different structure now. The “on-campus” tuition has further transitioned to the block system (this is the second year of the transition). The cost of credit hour between 12 and 18 hours went down. Next year it will go down to \$0 per credit hour between 12 and 18, which creates the block. From 1-12 hours, there was an increase from 3% to 4%.

Online Tuition

We now have a structure for online tuition. Over the summer, we figured out that Tuscaloosa runs all of their online courses through Continuing Education, which has its own tuition structure. We worked with the Board of Trustees to put in a separate structure for online courses. This makes us more competitive because it’s less expensive now. So, there is no more Distance Learning structure.

- Provost Curtis: It varies according to the college and from undergraduate to graduate.
- President Altenkirch: We came up with the structure by looking at our competition.
- Eric Fong: Is there a way to work with students who take both?

- President Altenkirch: Yes. An “on-campus” student means they are enrolled in a program with face-to-face course. If the student takes some courses online and just one live course, they pay on-campus tuition.

Budget/ Athletic Expenditures Cap

The budget is complete and has been submitted to the state and the Board of Trustees. At the next board meeting, there will be a resolution regarding athletics that will cap athletic expenditures going forward in AY 2016. It will affect mainly UAB. We will put in place an athletic fee for students. That’s revenue that will go into any increase that might occur. Graduate students are not assessed the fee, but they can opt in—if they pay the fee, then they will receive all of the benefits.

- Ramon Cerro: Graduate students have to pay their own health insurance now. I’ve heard that for some it’s a \$100 increase/month.
- Provost Curtis: In 2013 the IRS issued a ruling stating most insurances that universities provide for students are not in compliance with the Affordable Care Act. They then told us that we cannot provide/pay for insurance like we had been doing. So, this summer at one of the university lawyers’ legal meetings, the situation was discussed and we/the system became aware of this ruling. The basic problem if we choose to ignore this and get caught is a fine of \$100/day per employee (it is considered an employee plan although it is for the students). The fine is so stiff that we cannot afford to ignore it. We chose to provide insurance monies to students (GTAs and GRAs) via a stipend but we are not providing actual insurance. They can use the stipend to buy insurance. We took the total amount that we paid last year and divided it among the students this year.
- Michael Banish: How did the money get distributed?
- Provost Curtis: Out of the Graduate Studies office. The GTA stipend is unchanged. The GRAs’ principle investigators have been encouraged to do the same. That is a decision of each principle investigator. Some decided to do it, some decided against it.
- Michael Banish: Are the GTAs supposed to go to the Graduate Studies office to get the money?

Provost Curtis is unsure of the process, but said that David Berkowitz knows. She believes it is being made available through the colleges.

- Ramon Cerro: Yesterday, we found out that the stipends of our GTAs are being lowered. Also, this decision is really bad for international students. Provost Curtis asked the lawyers about the international students and was told that UAH has to abide by the law for everyone. UAH cannot pay for insurance for any student.
- President Altenkirch: The question is how the pot of money is flowing.
- Provost Curtis: It is being put into accounts. It is going into a bursar account, and students get it from bursar. There is a nine to ten day time-delay on it, though, before the student can access it.
- Joseph Taylor: Our students are starting to receive those.
- Eric Fong: There are some PIs making the decisions for the GRAs. Can we change that to make sure they get it? Also, what happens to the money if it is not given to the student?

- Provost Curtis: It stays in the contracted grant and used other ways. The PI is responsible for his/her budget.

[President Altenkirch continues]

Incubator Building

We are working on a project to build an incubator building for startup companies. (The president showed the artist's drawing for the building.) Funding for this is accumulating from different pots. UAH submitted a proposal for \$3 million, which was just awarded. Another proposal for \$3 million was just submitted to the US Economic Development Administration and another \$3 million from a different program is pending. \$1.5 million is legislature appropriated with a promise to appropriate another \$1.5 million for the next two years. We are not sure if we will receive the \$3 million from the second proposal. The idea came from fact that there is no tech-based incubator other than Hudson-Alpha. Ours will focus on the physical sciences only, so there will be no competition with them. College of Business has an agreement with Hudson-Alpha. We envision that these two incubators will work together with a single management structure over it. We pitched a regional economic development project to get money from the Economic Development Administration. We will run the incubator based on cash flow from the revenue. 8/10 of the most entrepreneurial states have a major incubator on a major campus in the state. We have an office of technological commercialization, but there is no facility.

- Michael Banish: How does this fit in with the offices? DOD and Redstone and Marshall have people who go around and do this already.
- President Altenkirch: They have mentoring programs, but not a location. BizTech supposedly tried this a few years ago, but there were several problems with their location. The facility was not built to be an incubator and there was a disincentive to the creator because of the management.

We have \$4.5 million in the bank and we are accumulating other pieces. It will be about 45,000 sq. ft. and maybe 3 stories.

Freshmen Data

3,348 applied and 2,696 admitted. There is a 1,131 projected enrollment based on this data. 1,059 of the freshmen are in the freshmen cohort, so the actual number is larger. We had over a 50% increase in all areas from Fall 2014. The block tuition and the increased recruitment contributed to this increase. 15% of our freshmen were from out of state last year. 25% of them are from out of state this year.

- Ramon Cerro: Who is losing students?
Wai Mok mentioned that Calhoun had a drop in enrollment.
- Provost Curtis: We aren't really worried with who is losing students. We saw students interested in a university like ours—not too small and not too big, and without the huge emphasis on football. We also saw a lot of athletes who could only play lower than Division I. Also, we noticed there was a lot of aerospace interest.
- Ramon Cerro: Is part of our increase due to the scholarships we offer—the higher a student's GPA, the more money they receive for tuition?
- President Altenkirch: Yes. If you look on the website for statistics, you will notice that the academic quality of student is increasing. The average ACT score is 27 this year (F15). Last year it was 26.7 (F14). The year before that it was 25.8 (F13). Joseph Taylor asked if UAH is sustainable with this tuition benefit if the amount of students increases. President Altenkirch said that the data will be analyzed each year; however, the benefit is a huge selling point.

- Tim Newman: Is the Army still in Charger Village?
- President Altenkirch answered that they are out.

Total Enrollment Data

There is a 500-student difference between last fall and this fall. Currently, there are 7,885 students at UAH, which is the largest enrollment ever. That is why the budget is in good situation.

Ramon Cerro asked what the state budget is. President Altenkirch stated that the changes to the budget are small.

Tim Newman asked about a contingency plan if higher education is footing the bill for the general fund. President Altenkirch said there is a cap in the education budget on how much an institution can spend. There is a proposal out to raise the cap next year. There is money there, but we cannot spend it because of that cap.

Policy Website

Last march, I sent a memo to the Faculty Senate, SGA, and Staff Senate about the policy website. The policies are posted on myuah. Since then, we have been working to populate as much as we can with all of the policies we know exist. We developed the Policy on Policies, which explains how policies start. We are accumulating all of these policies in one place and putting them in a consistent format. Each division of the university has a leading number. The President's Office is 01, Academic Affairs is 02, Student Affairs is 03, Advancement is 04, Diversity is 05, Finance is 06, and Research is 07. The second number is a subdivision. For example, 07.01 is dedicated to the Vice President's office. The last number is the policy number. All of this information is on uah.edu/policies. When we started this, we thought it would impact SACSCOC, and we found out that it definitely impacts SACSCOC. Provost Curtis will provide some information on this.

- Provost Curtis
 - I asked the deans to work on all of the Academic Affairs policies when we started this. There were some updates to some of those policies. While doing this, we came across some things we did not have (i.e., an online distant learning policy). This policy is a requirement of SACSCOC, along with several components in it. We worked with Legal and Caron St. John on it. About a month ago, we came together with the policy and submitted it to President Altenkirch and asked for it to be made interim (the Policy on Policies allows for a 6-month interim). We did this instead of passing it on to everyone for review because of the SACSCOC deadline. We are asking you all to (before the end of semester) review each policy and get it back to us. We need to have everything final before the end of this semester. SACSCOC's onsite visit is in March. Our focus report is due in February.
 - We also have 14 IT policies. We asked the directors to do the same thing with these as the deans did with Academic Affairs policies. IT decided that most of their policies were out of date and needed complete revision. They provided 14 policies, which were reviewed over the summer. We made all of them interim because of the SACSCOC standards. We need you to review those, as well. We need this finalized by the end of December.
 - We also made one more policy interim: the CEU Reporting Policy. It was referred to in SACSCOC, so it had to be made interim.
 - There is a Substantive Change Policy—required in a SACSCOC standard. It is one we need to have to be in compliance with SACSCOC and with the US Department of Education. It is now interim, as well.

- There are several other policies that are pending that are not interim, such as the Communicable Disease Policy, the Faculty Leave Policy, and the Emeritus Faculty Privileges Policy. We will have a “pending” site for these.

President Altenkirch: We are proposing to publish this site so the SACSCOC team has access to it. It is referred to in the SACSCOC documents, so they need access to it. We will add a tab for access. Right now, it is on myuah.

❖ Provost Curtis

New Faculty Orientation

We had a large New Faculty Orientation. There are a good number of lecturers because of all the freshmen coming in and the late resignations. Next year we will plan further ahead.

[The provost presented the PowerPoint from the New Faculty Orientation]

- Data from last Friday:
 - Male 57%
 - Female 43%
 - Avg. Age: 23
 - Avg. ACT: 27
 - Avg. HS GPA: 3.71
 - On-campus residents: 20%, which is fairly typical/common. There are 50-60 empty beds.
 - 1,700 graduate students

Live-on-Campus Trial

We offer students who live within 30 miles to live in the residence hall for 6 weeks. If they like it (85% did last year), then they can stay on. We encourage them to live on campus because they tend to do better.

The live-on-campus trial has declined this year from the last few years, mostly because students choose from the beginning to live on campus. Our selling point: They have their own bedroom and share a bathroom with only one other student.

- Tim Newman: The way we are growing, we may run out of beds next year. Is there a plan for that?
- Provost Curtis: I had this conversation last year. I am certain there is a plan in place now.
- President Altenkirch: This won't affect next year, but we put in a model to build more fraternity and sorority houses (2 to 3 total). Those pay for themselves. There are around 10 beds per house. The office building across from Sparkman was owned by real estate investors out of Nashville. The lender has foreclosed on it and now there is a redeveloper to redevelop the property. The plan is to make that building into a residency. They are working with us on this to ensure it is done properly. It will be 5-10 years before this is ready.

The Vice President of Student Affairs is thinking we will have a similar size class next year, if we retain these students, which is something we have to work on.

- Ramon Cerro: If students are better prepared, then we should see a higher retention.
- Provost Curtis: Retention was hitting 80% last week.

- President Altenkirch: The median average ACT for an Honors Student is 31. The GPA is over 4.0

SACSCOC Report

We have to send our report to the software company on Monday. They will package it for us. It will look like UAB's site.

1. In Atlanta, November 3-4, the off-site review team will review our standards. Their job is simply to rate compliant or non-compliant, noting issues where we are non-compliant. We have the opportunity from mid-November to early January to answer those issues in a focus report.
2. March 16-17, the on-site committee will be here. Everyone needs to be here on those dates. They will let us know ahead of time who they want to talk with. We will alert those individuals about this and brief them on the talk. While SACSCOC is here, though, they can say they want to see someone who was not on that list.
3. They will possibly come back with recommendations. We are given until summer to correct anything.

SACSCOC Off-Site Team (November)

We are grouped with Rice and Tennessee Tech. Individuals on the team are from University of Mississippi, Florida Institute of Technology, University of North Georgia, University of Miami, Louisiana Tech, Mercer, Winston Salem, North Carolina A&T, Tulane, and Emory. We will be notified later who the on-site team is (March). I have been told they do not read the report. That is done by the off-site committee.

Questions

Tim Newman: What is the status of the Handbook?

- Provost Curtis: Only what is on your website. I have been working on SACSCOC.
- Tim Newman: Can I ask that Appendix L be your priority?
- Provost Curtis: Yes, it will be next.

Tim Newman: In the online versions of our catalogs, at some point the pre-requisites were removed from our 500-level graduate courses, which require undergraduate pre-requisites. The Senate has inquired about that before. First, we heard that Banner prohibited those pre-requisites for graduate courses. Then we talked to Janet and she said Banner does allow them. The undergraduate pre-requisites for the 500-level graduate courses are gone, and the topics aren't listed. Why? The faculty in the unit has control over their own curriculum, so this seems to me like a removal of that authority. We also are not serving our students well in doing this.

- Provost Curtis: In the migration from the old catalog to the new catalog in the spring, every department from every college was involved. Was this brought up then?
- Tim Newman: Yes. We were told that leadership in our department asked and were told that we were not allowed to do it. We cannot effectively advise a student without these listed pre-requisites.

Ramon Cerro asked if the 500-level graduate course was the same across all disciplines, in regards to cross listing with a 400-level undergraduate course. Tim Newman said they all are not in the Computer Science department. Michael Banish said Chemical/Materials Engineering also has some that are stand-alone.

Provost Curtis asked if it is a problem with only the graduate catalog. Tim Newman does not know where the issue is coming from.

- Eric Seemann: We have had some problems with it in our 500-level graduate courses, too. We are having issues with pre-requisites in the undergraduate levels, too.
 - Joseph Taylor: I am on grad council and this is new to me. I know of one course in Computer Science, 547, that has pre-requisites listed.
 - Tim Newman: That one is cross-listed.
- Provost Curtis will start asking around because she does not understand the reason for this.

➤ Officer Reports

❖ President Kader Frendi

I formed an **ad-hoc committee** that will deal with the handbook revisions. I would like to have this committee work with the provost on changes. Tim Newman is chairing this committee. Ramon Cerro, Deb Moriarity, Eric Seemann, and Carolyn Sanders are members. Thank you for accepting this. I want something to be done on the handbook revision this semester.

The first Spring semester meeting, according to the by-laws, is the **annual meeting**. This year, it will take place on January 28th. I can invite someone from the Chancellor's office to speak, and I would like to do that. I would like the Chancellor to come, but if not, then I want Nash to come.

- Carolyn Sanders: I found that really informative a couple of years ago when Mitch Berbrier requested it.
- Kader Frendi: The whole campus is invited to this.
- Provost Curtis: Does it have to be one? Both could come because they deal with different things.

I wanted to ask you all about the **summer flex schedule**. From my junior faculty's point of view, it was not a good thing. It is great for staff, but we need to figure it out further.

❖ President-Elect Michael Banish

Bill 381

We are in violation of the Faculty handbook right now because we have a representative from College of Education, which is not in our by-laws. We also changed the names of College of Liberal Arts to the College of Arts, Humanities, and Social Sciences, and the College of Administrative Science to the College of Business Administration. There were a couple of other minor changes. The last one has to do more with SACSCOC. It says we evaluate academic programs every 5 years, but we really review them every 10 years. I think we have approved these changes electronically, but we have to take to the full Senate.

- Kader Frendi: We have made the changes already for some of them, but we want to change it online to the Handbook.
- Provost Curtis: When we heard back from the Faculty Senate Executive Committee over the summer, we went ahead and made the changes in other places.
- Ramon Cerro: What is the difference in 301/310 [referring to the Bill]?
- Provost Curtis: The original one had the number inverted.
- Michael Banish: It is Board Rule 301, not 310.
- Tim Newman: I would like to amend this. One problem we have had on the Senate in the past is sometimes we pass something and do not have it in the form of a proper

artifact for it to be archived. One thing that is missing here is a statement saying who is going to actually do this. I would like to amend Bill 381: add, "The senate also directs the senate staff assistant to enact these changes into the handbook site under the oversight of the faculty senate president."

- **Bill 381 passes the first reading** and moves to the second reading at the full Faculty Senate meeting, #559.

Policies

There are new policies and we need to find out what committee they go to.

1. The Communicable Disease Policy has to do with how we deal with personnel. So should it go to the Personnel Committee?
 - Ramon Cerro: I am worried because our committee already has a lot of business.
 - Michael Banish: It could go to the Undergraduate Curriculum Committee since it deals with undergraduates.
 - Eric Fong: That is fine—we will take it.

The Communicable Disease Policy has been sent to both the Personnel Committee and the Undergraduate Curriculum Committee.

2. Online/Distance Education Policy
 - Michael Banish: Faculty and Student Development Committee?
 - Lenora Smith: Sure, we will take it.

Provost Curtis thinks it should go to Governance and Operations, too.
The Online/Distance Education Policy has been sent to the Faculty and Student Development Committee and the Governance and Operations Committee.

Since they deal with intellectual property and foreign travel, I will highlight the major points and bring them to awareness in the full Senate meeting.

Tim Newman **motions to suspend the rules** and extend the meeting by 10 minutes.

Michael Banish seconds. Ayes across the room.

Motion passes

Kader Frendi thinks the Online/Distance Education Policy should go to Undergraduate Scholastic Affairs, too. The Online/Distance Education Policy has now been sent to Faculty and Student Development, Governance and Operations, and Undergraduate Scholastics Affairs.

Eric Fong: Should the Communicable Disease Policy go to Undergraduate Scholastic Affairs instead?

Everyone was in agreement with this since it deals with student policy.
The Communicable Disease Policy goes to Undergraduate Scholastic Affairs Committee and not to Undergraduate Curriculum Committee.

Michael Banish: I would like several eyes on these. I also want the Nursing senators to look at the Communicable Disease Policy. Our approval/changes are due by September 25. I would like the committees' comments by the next Faculty Senate Executive Committee meeting.

Kader Frendi: The faculty needs to be involved in the retention/graduation rate discussion.

- Michael Banish: It is coming down from the top, and we need to push back from the bottom.
- Kader Frendi: The administration is coming up with ideas instead of being told what to do to help this situation. We are teaching the classes so we know the students.

Ramon Cerro: I think we are spending too much time on the administration reports and not enough on our own business.

- Kader Frendi: Since this was the first meeting of the year, they had a lot of business from the summer. I will ask them to limit their presentations for the next meetings.
- Michael Banish: The provost is an ex-officio member of the Senate so she will stay here, but the president's presence is over at 30 minutes.

Kader Frendi: I would like to talk about reporting to campus and dismissal for faculty. We need to discuss this.

- Ramon Cerro: It has happened before.
There was some confusion in the room as to if this has occurred before, and if so—when?

For the administration reports, Kader Frendi will talk to the president and the provost about holding a special meeting just for their reports if they need more than 30 minutes.

Ramon Cerro: Is anyone on the ad-hoc committee who has been involved in the Faculty Handbook changes?

- Michael Banish: They only just came back to us in March.

➤ Committee Reports

No reports

➤ Agenda for Faculty Senate Meeting #559 August 27, 2015

Kader Frendi: We need to add Bill 381 to the agenda.

Tim Newman **motions to amend the agenda**. After administration reports, need to add Senate Officer and Chair reports. After Officer and Chair reports, we need to add Bill 381. Monica Dillihunt seconds the motion. Ayes across the room.

Motion passes

Carolyn Sanders **motions to adjourn**. Eric Seemann seconds.

Meeting adjourned at 2:20pm