

FACULTY SENATE

MEETING #559 AGENDA

THURSDAY, AUGUST 27, 2015

12:30 PM to 2:0 PM

BUSINESS ADMINISTRATION BUILDING, ROOM 114

Call to Order

- 1. Approve Faculty Senate Meeting #558 Minutes from April 16, 2015**
- 2. Accept FSEC Report from August 20, 2015**
- 3. Administration Reports**
- 4. Officer and Committee Reports**
- 5. Bill 381**
- 6. Handbook Revision**
 - Ad-hoc Committee**
- 7. Miscellaneous/Additional business**
 - Policies**

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

FACULTY SENATE MEETING #558

April 16, 2015

12:45 P.M. in BAB 114

Present: *Wai Mok, Charles Hickman, Jack Schnell, Eric Fong, Jill Johnson, Joe Taylor, Linda Maier, John Kvach, Carolyn Sanders, Anne Marie Choup, Eric Seemann, Kyle Knight, R. Michael Banish, Richard Fork, James Swain, Kader Frendi, Mark Lin, Ellise Adams, Azita Amiri, Monica Beck, Cheryl Emich, Udaysankar Nair, Luciano Matzkin, Debra Moriarity, John Shriver, Peter Slater, Lingze Duan, Seyed Sadeghi, Nikolai Pogorelov*

Absent with proxy: *Tim Landry, Ken Zuo, Marlena Primeau, Lenora Smith, Larry Carey, Jeff Weimer, Letha Etzkorn*

Absent without proxy: *Xiaotong Li, Pavica Sheldon, Derrick Smith, Joe Conway, Nick Jones, Ying-Cheng Lin, B. Earl Wells, Junpeng Guo, Babak Shotorban, Kristen Herrin, Grant Zhang*

Guests: *President Altenkirch, Provost Christine Curtis, Louise O'Keefe*

➤ Faculty Senate President Wai Mok called the meeting to order at 12:45pm.

Kader Frendi [motions to suspend the rules.](#)

➤ Administration Reports

❖ President Altenkirch

Recruitment and Enrollment Tools

We have been working the past couple of years on recruitment and enrollment. We have put a number of academic offerings in place:

1. Tuition Restructuring
2. Improved Merit Tuition Scholarship
3. Expanded AP scores—we lowered some of them, which made us consistent with UA, UAB, and Auburn.
4. 6-week Trial Housing Program—we are capturing about 85-90% of students once they try the residence hall.
5. Summer Incentive Program—a recruiting tool for us and an incentive for students. At this time last year, we had 40-something freshmen students signed up; this year we have 90-something freshmen students signed up.
6. Enhanced recruiting (AL, TN, NC, SC, GA, MS, MO, AR, TX, LA, OH, KY)—we picked metro areas that are within a one-day drive on the interstate and are targeting those areas with recruiting.
7. Division of Student Affairs
8. Honors College—also a good recruiting tool.

Board Meeting Proposals

At the last Board meeting, College of Liberal Arts proposed some name changes. All of the other colleges, except for College of Liberal Arts, had descriptive names of what they do (Engineering, Business, Education, etc.).

1. College of Liberal Arts proposed to change their name to College of Arts, Humanities, and Social Sciences, which are the three clusters of academic programs in the college. We think it provides a better description so that prospective students can look at it and see exactly what is offered. Then they can dig down within those areas and find various programs.
2. Department of Art and Art History is now Department of Art, Art History, and Design, which captures graphic design and some of the other new design programs.
3. Department of Foreign Languages and Literature is now Department of World Languages and Cultures because they think it better describes what they do.

Tuition

Part-time tuition rate is going up and full-time tuition rate is going down, which is the structure at Tuscaloosa. UAB charges by the credit hour, but at our last Board meeting, their financial officer asked me about this transition we are making. The new tuition table for 2015-16 will be out on the web by next week.

Tuition Increase

There will be one more transition in the Fall 2016, and the structure after that will remain. From 2013-14, there was a 3% tuition increase. There are decreases once you get into the 12-hour range. This year (2014-15), there was a mixture from 3% to 4% tuition increase with the dips in the 12-hour range. In 2015-16, it will be from 4% and the dips will come back up.

Graduate Tuition

We put graduate tuition in place within one year. The block tuition is from 9 hours to 15 hours. There are very few students within that area so there is little impact on finances. There are very few beyond 9 hours so there is little impact.

Admission Data

As of April 6th, we received 3,134 applications. In Fall 2014, we had received only 2,104 applications. When we looked at April 6, 2014 we did not have that many applications. If we compare this number (3,134) to April 6, 2014, the April 2015 number is 61% larger. The 2015 number will probably go up a little bit, too.

We had 2,507 number of admits in April 2015. We had only 1,726 number of admits in Fall 2014. Again, the 2015 number will go up.

1,052 people enrolled in April 2015. Only 724 enrolled in Fall 2014. The 2015 number will probably go up, as well. That jump is probably due to our recruiting efforts. There is a huge jump, though. And it is a culmination of everything we have done.

Construction

The building that is replacing Madison Hall should be done in Spring 2016.

- Deb Moriarity: Does the drawing reflect how much parking will be out front?

- President Altenkirch: It shows the shape of it for sure. That parking lot and the other parking lot add 58 spaces more than we previously had. There will be something on the order of 200 total.

The Nursing Building should be done in Fall 2015, which will clean up construction in the north end. We will extend the Greenway there.

- Charles Hickman: Are we increasing Nursing enrollment for Fall?
- President Altenkirch: Yes. They are trying to stabilize the incoming class.
- Provost Curtis: They are working very hard to recruit transfer students, too.

Campus Signs

The campus signs are in the process of being put up. If you see an error on a sign, send a message to Ray Garner. He is in contact with the contractors. The next step in this process is interior way finding.

- Deb Moriarity: The Shelby Center is now SCT. I have seen that the initials have been changes for a number of buildings. Have we changed the codes for buildings?
- President Altenkirch: In the signage project, the decision was made to go to a 3-letter code for each building because some have 2, some have 3, and some have 4, which causes the possibility for errors when entering the codes. However, if the buildings all have the same number of letters, then mistakes go down. So now each building has a 3-letter code.

ID Bades

The ID Badge Committee is about finished. They will come back with recommendations.

Trial Summer Flex Schedule

We have put in place the Trial Summer Flex Schedule. It is for 10 weeks. Some buildings will have to stay open. If you want to work on a Friday or over the weekend, you can call in and request electricity.

- ❖ Provost Curtis
Invited all faculty to the Faculty Awards tomorrow afternoon at 3:30pm until about 5:00pm.

Policy on Academic Titles and Positions

Tim Newman found the policy to be unnecessarily complicated. Since the Library, Professor of Practice, and Clinical titles all reflect an individual of practice, they can all be folded together, which would streamline things. He also thought the list of titles was long and unnecessarily complicated for a university that has only 300 faculty.

Another concern from the Senate floor was that the College of Education is not mentioned in the document. Provost Curtis was unsure if any college was referred to by name.

Michael Banish pointed out that particular sections, such as under Senior Lecturer and Distinguished lecturer, state that an initial appointment may be made only at this rank with the approval of the provost.

- Michael Banish: Aren't all positions made at your approval?
- Provost Curtis: Not necessarily. If you use that particular title, because that particular title is someone who has not gone through the ranks, then that title has to have the permission from the provost. It is different than the other positions because we will be advertising for

lecturer. Occasionally in my experience, someone comes in to the community or applies that really has a tremendous amount of experience, and if you want to bring that person in then they won't come as a lecturer, but they will come as one of the higher titles.

- Michael Banish: Right. But you are going to approve even a lecturer position, right?
- Provost Curtis: Yes, I am going to approve it. But, for example, when we advertise for an assistant or an associate professor, that exact title is in the advertisement. With a lecturer, if you want to get one of those higher titles, it would have to be approved. If you think it is redundant, I can take it out.

Michael Banish said that the faculty knows the provost approves essentially everything anyways. Provost Curtis said that she can take it out, but no one knows how the next provost will do things.

- Michael Banish: Do you really want to specify that they have to have 6 and 10 years of teaching experience here?
- Provost Curtis: That is what I have seen in other policies. Do we want them to have experience elsewhere? It just depends on how you want to do it. If you think there is no reason for the experience to be here, then it could be Calhoun or UNA.

Michael Banish suggested that the policy say "a 4-year institution" since that requires them to have institutional experience.

Michael Banish refers to the Research Faculty section, 4th paragraph down: "Research Faculty may serve as directors of research centers." He thought that was against the direction that the university (and its faculty) was trying to go in their association with the research centers. He made the point that if a research faculty serves in that position, then a tenured professor no longer serves in that position. Provost Curtis said that tenured professors do not serve in all of the research centers now. Michael Banish said this is a question that is always being asked: "How much association do we want to have between the various centers and the academic departments?" Provost Curtis is concerned that if the university does not allow research faculty to serve as center directors, then they are taking a group of talented people away from the institution. Some of the research centers may or may not have tenured faculty in that particular area. Provost Curtis said requiring tenured or tenure-track faculty in those positions would force them to hire in particular areas and departments and they may not have those funds. Michael Banish suggested that the university builds on its strengths. Provost Curtis does not see how the university can limit the centers in how they hire their directors. Michael Banish disagreed with placing this issue in the Faculty arm and believes it would be better to leave it unsaid in this policy. Provost Curtis thinks research put this in.

Michael Banish refers to the Adjunct Faculty section, in the last sentence: "They do not earn tenure...and may not participate in matters relating to curricular matters."

- Michael Banish: We are hiring them in a lot of cases to deal with curricular matters.
- Provost Curtis: You are using adjunct as a temporary faculty member who is teaching a class. An Adjunct Faculty member here is defined as a professional position.
- Deb Moriarity: We bring people in as adjuncts to serve on committees, but they are not teaching. But I understand what Mike is saying. Sometimes they do want to teach a class.
- Provost Curtis: You can ask for their advice, but I do not think they can vote.

Michael Banish thinks the word "participate" is causing the problem. Provost Curtis asked if "vote" would be better. No one disagreed.

- Tim Newman: Some of our discussion here may be because there is a slight shift in the definition of an Adjunct Faculty. We have to adapt our own minds to the titles we are going

to give people. We might have situations where someone who is both an Adjunct Faculty and another position. What we have done in the past is want one label for them so that they can come help us serve on a committee. If we are going to go with this policy, then we need to think carefully about when people come in they may have multiple titles put on them. And if we do that, then I would want this policy to spell out what happens if someone is both an Adjunct and a Temporary, for example. If someone has another appointment, then I do not want someone to exclude them from those privileges.

- Provost Curtis: They would have all of the appointments that apply to them.

Tim Newman had a fundamental issue with the policy because the Faculty Handbook already defines classes of personnel.

- Tim Newman: It looks like this policy is put forward with the thought that it will replace the Faculty Handbook's statements on what the different positions are. It also looks like this is put forward with the idea that it will be reviewed every 5 years, and that it will be reviewed without faculty involvement.
- Provost Curtis: The Policy on Policies does not allow a review without faculty involvement. The Policy on Policies requires that all units and entities that are involved in the policy review it.
- Tim Newman: A review is different than the process in our Faculty Handbook. In the past, policies were instituted arbitrarily with no faculty involvement, and recently the BETA Policy was brought forth to the Faculty Senate after it was already approved by administration. We expressed reservations and some were heard but some were not. I think that is a serious problem with the policy process. It is a problem that we do not have within the Faculty Handbook because changes to the Faculty Handbook need to be instituted if this Senate can agree and sign them. So the Faculty Handbook is unique over all other policies on campus because there can be no institution of an arbitrary policy on the part of the administration. Every policy must be approved by the Senate, must also meet the administration approval, and must have Board approval. This seems to be a weakening of that. It is hard for me not to see this as a reduction in faculty's rights and responsibilities.
- Provost Curtis: I did not see it that way at all and that was not my intent. I was trying to answer the Senate in terms of the lecturer ladder and the librarian ladder. I am also working on Chapter 7, which will come back to you in the fall, so it made more sense to think of it collectively. I went to the Faculty Handbook and used that as a basis. My intent would be that this goes into the Faculty Handbook and it also remains a Policy because Policies tend to be reviewed and implemented more quickly whereas the Handbook takes a long time to be reviewed. As we suggested in the Executive Committee, one would refer to the other. They go hand in hand. It also allows for flexibility.

Tim Newman thinks that is a mistake because flexibility cuts both ways. He is in favor of changing Chapter 7 to give the Librarians a seat. He said capable colleagues there have sat on the Senate floor before and many want them back. He said there is a simple solution to this laid out in the current policy that does not require so many changes. They could have been given the title Clinical Faculty, and if they did not like that, then Faculty Senate could have put forth an amendment to give them the title Library Faculty.

- Tim Newman: It is my understanding that many of my colleagues there are happy with the title Clinical Faculty, at least while we work on a title. With the structure we have, we have adequate flexibility to name people on a permanent or temporary basis as circumstances change. Adding something like Library Faculty is not something we need to debate for a long time, it is something that can be put forward quickly.

- Provost Curtis looked at it comprehensively and understands there is disagreement with her approach, but says that it had nothing to do with undermining. She was trying to make everything as clear as possible, and the approach she took helped her get started with her review of the Handbook.
- Anne Marie Choup: The concern and the lack of ease with the documents is that the Faculty Handbook is hard to change and we like it that way. There is this difficult balance between being gridlocked and having too much flexibility (allowing administrative decisions without faculty input). That is the balance we are trying to get here. We want the stability in the faculty governance at the same time that allows administrative flexibility.
- Provost Curtis: The Policy in Policies that we have all agreed upon and follow will allow us to either change or keep this policy as it is. The changes in the Faculty Handbook have been ongoing for many years and we are nowhere near finished.
- Michael Banish refers to the Part-time Faculty section: "...cannot participate in matters related to curricular, hiring, and personnel decision." He wants to change that to "vote" as well. Also, Clinical Faculty can serve in the Faculty Senate and he said that is not clear in this document.
- Provost Curtis has been told, though she has not looked it up, that in order to be represented in the Senate, a unit has to have a tenured-track or a tenured faculty member in it, but she was not sure where to start to look that up.

Tim Newman said this brings up another problem. The Faculty Senate sent Chapters 1 through 9 and Appendix L of the Faculty Handbook to the administration for review. Provost Curtis confirmed that she has Chapters 1 through 9 and all of the Appendices.

- Tim Newman: We modified Chapters 1 through 9 and Appendix L. Appendix L is the Appendix that governs the Faculty Senate. This policy has no right to impose anything on the function and structure of the Faculty Senate. That is covered in Appendix L, our Faculty Senate by-laws. We, administration and faculty, have already agreed that this Senate is delegated the responsibility to determine its own function and its own structure. I am disappointed that Appendix L has been with the administration for two years now. This Senate is tasked year by year with revisiting our by-laws. Our Governance and Operations Committee is tasked with that on an annual basis. That task has been on hold on an annual basis because our by-laws are being held captive by the administration. I do not understand why this is, and why this Senate cannot change its function and its structure as we, administration and faculty, have already agreed is right. This Senate has been enormously efficient with giving things back. I understand the changes in personnel affecting the chapters of the Faculty Handbook, but I do not understand Appendix L. We have already decided the Senate has the authority to change its function and its structure.

Tim Newman asked Provost Curtis to look at Appendix L that the Faculty Senate has sent to the administration, and if she shares his belief that there are only matters in it related to the function and structure of this Faculty Senate, he asked if she would release the administration's claim to be able to modify the Faculty Senate's by-laws, since the administration has no such right to do so. This Senate has the exclusive right to its by-laws for its function and its structure. It is unprecedented in parliamentary history for an organization to wait this long for a change in its by-laws to be able to be published to the public, and for the institution to adjust to those new by-laws and to institute them.

- Provost Curtis: I have to look to your leadership on this. You have not said anything about Appendix L. I had no idea this was an issue. I did not know I was supposed to review Appendix L before I reviewed any other parts of it.

- Tim Newman: If all the changes are to our function and structure, can we agree that we can pass Appendix L and publish it?

Provost Curtis has not read it. She started at the beginning of the Faculty Handbook. She said that she will not approve anything until she reads it. Tim Newman asked Provost Curtis when she will read it. Provost Curtis answered that she is not sure, but she will get to it as soon as she can.

Carolyn Sanders agrees with Tim, but also points out that this has not come up in the Senate or in the Executive Committee this year. She makes the point that this review has taken too long, but thinks this issue is just a matter of miscommunication.

Peter Slater suggests that the Provost make this a priority.

Charles Hickman reads the by-laws for everyone concerning Senate membership: "Each unit will have a number of members in the Senate which will assure that the unit has one member for each seven tenured, tenure-earning, clinical, or research faculty members, or major fraction thereof." So, each of those categories of faculty are entitled to representation. Right now the Librarians are not because they do not have anybody who fits into that category. This is seen, universally, as an issue that needs to be addressed. Library is listed as one of the units, but they do not have any personnel that fall into one of the four categories.

Concerns from the College of Nursing: There is inconsistency in the wording between the clinical titles (clinical professor, clinical instructor, clinical lecturer, etc.). Also, with some of the new changes, someone hired in as a clinical instructor does not have the opportunity to be promoted any longer unless they have a doctorate. In the College of Nursing, we currently have several Clinical Associate Professors who do not have a doctorate. This limits us on hiring because there are a lot of well-qualified nursing instructors in the community who we would like to hire but they do not possess a doctorate. In nursing it is typically a pay cut to come in to academia, so if we could only hire at that instructor level, that would limit us even further. We want to make sure that the wording reflects teaching, research, scholarly activities, and service.

- Provost Curtis: The clinical title is broader than Nursing now.

Michael Banish asks if the paragraph, "except where the individual has achieved equivalent status throughout standing performance," is administration's out for a faculty member not having a PhD. Provost Curtis said she pulled that from the Faculty Handbook.

➤ Guest Speaker: Louise O'Keefe

The colon cancer screening is ongoing right now. We received a grant from Alabama Department of Health. If you are over 50, you can come to the clinic and get a free colon cancer home-testing kit. We are now located in Wilson Hall. You will fill in a history form. By bringing the test back, you become eligible for a \$500 Target gift card.

➤ Approval of Faculty Senate Meeting #557 Minutes from March 12, 2015

Michael Banish **motions to approve** Minutes 557. Anne Marie Choup seconds the motion.

Ayes carried motion

No oppositions

*Motion to approve Faculty Senate Minutes 557 **passes***

➤ FSEC Report from April 10, 2015

Accepted

- Committee Reports
- ❖ Governance and Operations Committee Chair James Swain:
 - 2 candidates for President-Elect: Mike Banish and Deb Heikes
 - One candidate willing to stand for Ombudsperson: Carolyn Sanders
 - Call for any other nominations—today is the last day
- ❖ Undergraduate Scholastic Affairs Committee Chair Eric Seemann: We are looking at some bankruptcy cases.
- ❖ Finance and Resources Committee Chair, Charles Hickman: RCEU selections have been made and notifications are being sent out. Provost Curtis is sending them out.
Distinguished Speakers program: Total of 6 applications for 8 spots. Provost Curtis gave us approval to accept those 6 and re-open to fill the other spots.
- ❖ Faculty and Student Development Committee Chair Linda Maier: We will have a Committee meeting next week to discuss the proposal regarding the new Academic Titles Policy.
- ❖ Personnel Committee Chair Michael Banish: We met on the bill from Physics. We discussed it and decided that it was not in proper form, so we sent it back to the originators.
- ❖ Undergraduate Curriculum Committee Co-Chair Deb Moriarity: We are continuing to get course changes. There will be a point where these cannot be put into the new catalogue. There is training next week on the new catalogue.
 - Tim Newman: Our staff assistants and my colleagues received course write-ups. Some of the things we got were not the most recent version. They were from the catalogue 10 years ago. Is there someone who is tracking that?
 - Deb Moriarity: I am afraid it is a little confusing with regards to that. There has been some breakdown in communication of approval, too. I talked to Provost Curtis about that. They are changing how they are doing things in the Provost's office. I will find out. We will put together a report at the end of the semester of all the course results.
- ❖ Faculty and Student Development Committee Chair Linda Maier: Last year (2013-2014 Academic Year), we were charged by the President to develop a promotion ladder for lecturers. We submitted it in Spring 2014. It was limited to lecturers. I think the Provost developed this proposal to be more inclusive to deal with all positions. We have reviewed this policy in the committee. There was a range of responses; supportive from librarians to apprehension. College of Liberal Arts is supportive of this and they have the highest number of lecturers (17 out of the 35). College of Nursing has specific concerns regarding the language. There are concerns about setting up an alternate system that may pose a threat to the tenure track system. The over-riding question we need to ask is do our concerns outweigh the benefits to our colleagues?
 - Cheryl Emich: It is very different than what we have in place. If this becomes the new policy, we have to rewrite ours. And it limits promotion within the College of Nursing. It was not really presented to us.
 - Carolyn Sanders: Where else is it used besides Nursing?
 - Michael Banish: In Business. We will start using it in Engineering, also.
- Officer Reports: None

➤ Academic Titles Policy

Wai Mok: We have one month to review this. The policy was sent to me on March 3.

Michael Banish **motions to ask for an extension**. Tim Newman seconds the motion.

Ayes carry

*Motion to ask Provost Curtis for an extension for Faculty Senate's review of the Academic Titles Policy **passes***

- Charles Hickman: I am a Clinical Faculty member in College of Business. I have a concern about the contract renewal period. Christine said the lawyers said a term is a term, thus the reason for the renewal. If we have concrete proposals, she would consider other avenues. I am open to suggestions for proposals. This creates additional level of stress on Clinical Faculty.

Wai Mok called for an ad-hoc committee regarding the Academic Titles Policy that will meet over the summer and come up with a list of recommendations to turn over to the Provost. It is open invitation. Let Linda Maier know if you are interested.

➤ Handbook Revision Review Discussion

Chapter 1

- Kader Frendi: The first sentence about UAH being autonomous within the UA System has been cut. Why? Also, the sentence about “do not refer to the University of Alabama in Huntsville as UAHuntsville.”
- Anne Marie Choup: This does not fall under the Policy on Policies?
- Tim Newman: No. This is the one thing that unless the faculty goes along with it, it does not get changed.
- Michael Banish: All sorts of things have just disappeared.

Carolyn Sanders asks the Faculty Senate to extend a round of thanks to Wai for serving as President.

➤ Kader Frendi **motions to adjourn**. Deb Moriarity seconds the motion.

Faculty Senate Meeting #558 adjourned
April 16, 2015, 2:13 P.M.

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 our Dean is using the stipends of the GTAs. 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 architecture's drawings 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 Union?
- President Altenkirch answered that they are out.

Total Enrollment Data

There is a 500-student different 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 it is very small, around 1 or 2%.

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 myuuh.

❖ Provost Curtis

New Faculty Orientation

We had a large New Faculty Orientation. There are a goodly 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.

Freshmen and sophomores are required to live on campus. 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/graduate 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. 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 2:30pm



Faculty Senate Bill No. 381:

Changes to the Faculty Handbook

- (1) Add the newly formed **College of Education** to the By-Laws
- (2) Change the name of “College of Liberal Arts” to “**College of Arts, Humanities, & Social Sciences**” in the By-Laws
- (3) Change the name of “College of Administrative Science” to “**College of Business Administration**”

SACSCOC Driven Changes:

- (4) Change “**Board rule 310**” in the Faculty Handbook Section 7.3.3.1 to “**Board Rule 301**”

Evidence:

UAH Faculty Handbook reads:

“Board Rule **310** of the Board of Trustees of the University of Alabama states that:

The definition of tenure to be used in each campus policy should recognize that tenure is an affirmative commitment by the Board of Trustees to a faculty member, generally offered after a probationary period of employment, of a right to continuing employment except upon dismissal for cause, retirement, resignation, bona fide financial exigency of the campus or division in which tenure is held, or major curtailment or formal discontinuance of a program or department of instruction.”

From The Board of Trustees from The University of Alabama Board Book:

301. Tenure

The definition of tenure used in each institutional policy should recognize that tenure is an affirmative commitment by the Board of Trustees to a faculty member, generally offered after a probationary period of employment, of a right to continuing employment except upon dismissal for cause, retirement, resignation, bona fide financial exigency of the institution or division in which tenure is held, or major curtailment or formal discontinuance of a program or department of instruction.”

- (5) Change in section 4.7 of the handbook (this change was needed for SACSCOC documentation)

Before change:

“Comprehensive review to evaluate academic programs will be undertaken by the provost, normally every **five** years or in conjunction with a department's professional accreditation review cycle.....”

After change:

“A comprehensive review to evaluate academic programs will be undertaken by the provost, normally every **ten** years or in conjunction with a department's professional accreditation review cycle.....”

The senate also directs the senate staff assistant to enact these changes into the handbook site under the oversight of the faculty senate president.