

# **FACULTY SENATE**

## **MEETING #585 AGENDA**

**SST 050**

**THURSDAY, January 18, 2018**

**12:50 PM to 2:20 PM**

### **Call to Order**

- 1. Approve Faculty Senate Meeting #584 Minutes from December 9, 2017**
- 2. Accept FSEC Report from January 11, 2018**
- 3. Administrative Reports**
- 4. Report by Dr. Clay Ryan, Vice Chancellor for Government Affairs at the UA System**
- 5. Officer and Committee Reports**
  - **Faculty Handbook Chapter 5**
  - **Bill 417**
  - **Bill 419**
  - **Bill 420**
- 6. Miscellaneous/Additional business**

### **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 LAUREN BAKER: [facsen@uah.edu](mailto:facsen@uah.edu)

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**FACULTY SENATE EXECUTIVE MEETING**

**January 11, 2018  
12:50 P.M. in CTC 104**

***Present: Carmen Scholz, Laird Burns, Monica Dillihunt, David Johnson, Mike Banish, Kader Frendi, Anne Marie Choup, Tim Newman***

***Absent: David Stewart***

***Ex-Officio: Provost Christine Curtis***

***Guest: President Bob Altenkirch***

- Faculty Senate President Carmen Scholz called the meeting to order at 12:50 pm.
- **Meeting Review:**
  - **Faculty Handbook Chapter 5 passed first reading and placed on agenda for faculty senate meeting.**
- **Administrative Reports**
  - President Bob Altenkirch
    - Commencement is May 6<sup>th</sup>. It looks like it will be split into two ceremonies. We exceeded the fire code last time. The VBC has let us know that if it isn't split, after 6,200 in attendance, it will be stopped. There are a number of ways to split. We thought about using the concert hall and the arena. The issue there is added cost. If we have back to back ceremonies, there isn't any extra cost. If you start at 2:00 it will end too late. The earliest you can start on Sunday is 1:00. We looked at Thursday, Friday, Saturday, and Monday, the VBC isn't available. We can't push to Wednesday due to final exams. The question is how to split it?
      - Monica – Have we looked at tickets?
      - Bob – I have looked at it and it isn't popular.
    - We could split it undergraduate/graduate, college/college. The other question is the speaker. We figure the ceremony time split by college would be about an hour and a half plus clearing out. That would then make the next starting at 4:00. That is a very long day for the staff. I don't see another choice than splitting it.
      - Kader – I know other colleges our size split into colleges after PhD. That in return allows a graduation happen all the time for the colleges.
      - Provost – That doesn't help us any.
      - Kader – The parent would only come to the one their child is at.
      - Provost – Where would we have it?
      - Kader – Greenway is an option.
      - Laird – What about rain?
    - The most logistic way is splitting. The question is how and the decision on the speaker.

- Christina – So we are eliminating two simultaneous graduations because the concert hall is extra cost and the speaker?
- Bob – I don't think the same time is an option for those that have to attend all.
- Christina – If you do one in the concert hall you wouldn't have to wait until one is completely over to get to the next.
- Mike – How much is the concert hall?
- Bob – I don't know but I am thinking \$10K plus extra staff to tear down and set up.
- Kader – I think maybe consider Christina's idea for this year, and then look into this next year.
- Laird – How much time would it take to start with the graduate program? Would it be quicker than the undergraduate?
- Bob – You have to flush out the arena.
- Laird – That is constant. The graduate program would be shorter due to the number of students.
- Bob – The time wouldn't change much.
- Carmen – I think the clearing out takes longer than just a half hour.
- Bob – If it were a Saturday, we could start earlier. The VBC isn't available for that option.
- Laird – Can we plan for next year and book now?
- Provost – I think we will always interfere with A&M.
- Kader – Maybe it needs to be moved back to campus.
- Laird – We don't have the facilities.
- Tim – You would have to do it by college.
- Mike – You could move it back to Spragins and run by college.
- Bob – First December I was here we had three ceremonies in Spragins.
- Christina – Was it a different speaker for each ceremony?
- Bob – I spoke at all three that year.
- Kader – Under Williams, the speaker just spoke at the first.
- Laird – They could come into this building for the reception.
- Anne Marie – What is the drawback to doing it on campus?
- Bob – The size and outside is the rain.
- Anne Marie – But it has worked before?
- Mike – Doing them simultaneously with the same speaker starting at 2:00 done at 4:00, you could easily do that Saturday through Spragins Hall.
- Laird – You would have to do five sessions for each college to meet the same amount of room the VBC offers.
- Kader – We save money.
- Provost – No you don't. The cost is about the same.
- Mike – How?
- Provost – The setup and everything that has to be done.
- Mike – That doesn't make sense if you have to rent the concert hall.
- Provost – That is only what I was told. I haven't seen the book.
- Mike – I think logistically it's easier to do the arena and split it. Tuscaloosa doesn't have a speaker. Without a speaker, you gain back about half an

hour. The ceremony takes two hours with a speaker. We could be done under an hour and a half without a speaker.

- Laird – We can't hear the speaker regardless. The sound is so bad.
  - Kader – If you don't have a speaker would you not give honorary degrees?
  - Bob – You can and have them not speak.
  - Laird – Can we address the sound?
  - Provost – It was better last time.
  - Carmen – I am not so willing to let go of the speaker. They make it more festive and memorable.
  - Anne Marie – You are sold on the VBC idea, so you are asking us how to split it?
  - Bob – Yes, I think that's the best option. How you split it is the question.
  - Kader – I think long term we need to bring it to campus. I think it will look festive on campus. I think it's nice to have ceremonies along campus.
  - Provost – We have an understanding with the VBC, and then enter a contract. We have done this for May.
  - Kader – I am not saying this May, but in the future.
  - Bob – We will look at splitting non-doctoral/doctoral; doctoral going first. What about a speaker?
  - Carmen – Who was the candidate of choice for May?
  - Mike – I would say Doug Jones.
  - Provost – I have been at commencements where a board member speaks for a few minutes and the main speaker at another.
  - Carmen – Depending on the speaker, you could see if they would give the speech twice.
  - Kader – Or forego the speaker.
  - Bob – I won't ask Doug Jones because of it being election year.
  - Provost – The list we received for potential candidates doesn't include Doug Jones.
  - Laird – Do you have a speaker for the first session and record it?
  - Bob – I will just go down the list and see what the response is.
  - Tim – We could always look at someone locally.
  - Bob – So it will be split in two and I will work on a speaker.
- You may know or not know but Ray Vaughn and Delois Smith is retiring. We are starting the search process. There is an extra step through the board now. We have to provide a search plan. The first is written, we are working on the second now. They are retiring the end of spring. We could have someone in place for Delois but Ray's will be harder. Tuscaloosa went through a search for the same position and it worked well.
  - Christine is going to talk about the drop/add period. Fall 2017, head count enrollment at the 10<sup>th</sup> day, was 9,101. A tuition table starts in July. The tuition table at one point in time had 9,598 students in it. In the fall semester there was 8,962 students that didn't have zero tuition in the tuition table. Tuition table starts and the number was 9,598, on the tenth day it was 9,101. During the fall, it was 8,962 that showed paid. The issue is keeping as many people in the tuition table as we can. Part of looking at the drop/add date is to maximize the number of people we

maintain in the table. The thought is to move the add/drop date less than ten to keep them in the tuition table.

- Kader – Bob, I am coming back to the tech hall issue. They started fixing the tiles in the hallway. They took some out and never came back. There are some spots with no tile on the third floor. You can easily trip. Some of the hallways it is crunchy. It is long overdue from the traffic.
- Carmen – Bob, I was reminded that the memorial was never put up for the shooting victims. Are there plans?
  - Bob – I will check into that.
  - Carmen – Faculty wanted signs that say no weapons allowed.
  - Bob – There is a bill at the legislature to allow weapons.
  - Laird - That is regardless?
  - Bob – Yes, it is a state law.
  - Monica – You can have them in the car.
  - Bob – We are working against the bill.
  - Mike – They just started.
  - Bob – This pops up every now and then.
  - Carmen – I think it was a hot topic and the shooting shut it down. If this is a state law and they can bring a gun to class, am I giving F's?
  - Bob – I don't think the chance of it passing isn't high.
  - David J. – I think it passed in Georgia and Texas.
- Carmen – The pedestrian crossing lights on Technology Drive by Tech Hall worked before Christmas, but I think it went out again.
- Tim – I read your response back on Appendix G. I ask that you moderate people on that. The rule says we just have to have the same language not in the same place. I hope this isn't making us a clone to our sister institutions.
  - Bob – The policy is in two places because it applies to everyone. If it is only in the faculty handbook students shouldn't have to look there.
  - Tim – I understand the logic on 108 is strained. The IT policies have been in an interim status for two years. I thought they are unworkable. I found out that they are. All of our computers purchased as to run Banner. Native Banner will not run on newer computers. We have policies that network services can't even live under. They are requiring us to be up to date on everything; we can't be on Native Banner.
  - Bob – What is the genesis of these IT's policies?
  - Provost – The genesis is certain policies had to be in place for SACSCOC. IT put forward those policies. They have been in interim status and the conversation is ongoing. Because of Board Rule 108, I have asked them to look at UA and UAB policies.
  - Laird – Is there an allowance for not being in sync?
  - Provost – Yes. Your reply from start to beginning isn't possible because we don't have the personnel right now. Maybe in the summer we can get to it.
  - Tim – These policies were used to take my personal computer out of my lab. That is over the top. That is theft. I had old equipment that ran a device that was personal property that wasn't on the internet. One computer was hacked, and they came in and confiscated my personal equipment. The one

who did it stated that IT told them to. If it isn't connected to the internet what is the issue with that?

- Laird – If there is an issue with the equipment, can they at least be ordered to talk to Tim first?
- Bob – What happened to it?
- Tim – It was taken to surplus. I said go get it and they said it was gone. I am letting that be water under the bridge. We have to have policies to do the job and not over the top things.

○ Provost Christine Curtis

- The policy that Bob was referring to is the recommendation from Clear the Path Committee. It was to change the add/drop date to the same. If you bring them together, the recommended dates are listed out in the policy. There aren't any issues so far. I wanted your thoughts.

- Laird – I don't have an issue matching. I think we need to remind the students that have been here each semester of this date.
- Anne Marie – Can they add/drop with the same amount of credits?
- Provost – The same rules will apply.
- Anne Marie – Academic and Financial match?
- Provost - Yes.
- Anne Marie – If the student finds out that the schedule doesn't work but just need some adjustments.
- David – Can they do this with a late fee?
- Provost – Yes.
- Mike – The only problem I have is we start so soon after the first of the year. Has Alabama started?
- Monica – The day after the game.
- Mike – We have already been going a week. I had many students miss the first day of class because they weren't back from the game. If we are on the tenth day and Alabama is sixth day, we are the same calendar day due to our start day.
- Provost – We have to start early because of the 40.5% in the summer.
- Mike – My concern going down to the sixth day is some students would only be in class two or three days. We could say that is their problem, but to keep our return rate high, we may not want to be harsh.
- Carmen – We are also a university. The students who usually have to figure this out are freshman; they should be here the first day. More seasoned students should know how to put together a schedule. I don't have a problem with it.
- Laird – They are going to be late regardless of when it starts.
- Carmen – They are adults let's treat them like that.
- Laird – Are we agreeing to send this to faculty senate for agreement? What is the protocol?
- Provost – We are seeking advice. If you are ok with it, then we will go through the process.
- Kader – At this point, we follow policies on policy.
- Christina – Is this a cost saving motivation?

- Provost – The motivation is keep the students. Auburn has a much later date but they charge a lot to drop at this point.
- Carmen – Is this out for a vote?
- Provost – I was just seeking input.
- Kader – I think put it out to the Undergraduate Scholastic Committee.
- Mike – It is a policy that is being changed.
- Tim – No, it hasn't been introduced.
- Provost - I will go back and send it to you officially. I think sending to the committee would be good.
- Tim – Can I propose that two pieces of information be sought? What is the date that students can drop for partial refund? We went from 9,101 to 8,459; can you provide data on when we lost those students?
- Provost – We dropped 140 after the tenth day in the fall. For the spring it is 8,459, not the tenth day.
- Kader – The other number was for?
- Provost – The summer.
- Laird – Per the website, there isn't a partial.
- Carmen – There is a new class schedule for MWF's where the times match between the 180 minute classes and the 55 minute classes. The decision making process totally missed that. Was there some discussion? Where did this come from?
  - Provost – There was a lot of problems with scheduling the classrooms. The way it was before they made the change was synced to MWF afternoons. There were issues when they weren't syncing.
  - Carmen – Don't we lose class periods?
  - Provost – Yes, but they weren't effective class periods.
  - Kader – I don't understand how the departments do the scheduling. My knowledge is they pick a class and regardless of the class size they keep me in the same room. It is very tight. I don't know if they watch that number or not.
  - Provost – Usually the Associate Deans are in contact and make the request.
  - Kader – I was put in a nicer class now. Last semester, I could see the pain. The SIE student evaluations have a section for facilities, they are not happy. They are very straight forward. I think we need to look at the student's evaluation on the facilities.
  - Carmen – Sometimes when the classes are tight, there are no other classes available. The whole discussion emphasizes the need for a classroom building.
  - Provost – What size classrooms are most important?
  - Kader – I would say 80. We move into nursing and take over their building.
  - Mike – One of the things we did was let MW takeover MWF. We have a serious problem because we have abandoned a day.
  - Provost – That was a choice of the faculty. There is the opportunity to teach MWF and MW.
  - Carmen – The faculty is that split on teaching 55 minutes and 180 minutes. There is no common ground, even in my department.

- Mike – It is a waste of facilities to abandon Friday. We have now lost another 25-30% of available classes on MWF because shifting to the same start time.
- Provost – But we weren't using those start times effectively that we lost.
- Mike – I look at the retention data sent out. When you do that data for this coming year, instructors don't really have much input on the reason of withdrawal. It all gets put in DFW regardless of health issues and them receiving an F.
- Provost – I think there are success rates with and without W.
- Carmen – With the F's and W's in some classes, they are the result of students being put into the class without the prerequisite. This isn't the instructor's problem. They get punished due to the advising office not following the prerequisite guidance. I find it unfair that the F and W's are put on the faculty.
- Provost – I feel sorry for the student.
- Carmen – I see the student go to the advising office and they get put into the class.
- Kader – I think that is a bigger problem. I think we have a very big problem with advising.
- Tim – When I started as a faculty member the graduate counsel's minutes were distributed. That has stopped. I thought they may be online, but not. I think that needs to resume. I was told that they removed an institutional requirement on graduate degrees in December. The difference now is the word "ongoing" is emitted. I am concerned we will get into SACS trouble.
  - Laird – We submitted a graduate class through the same process we always do. They came back and wanted more detail than normal. They need a set of guidelines to keep consistency.
  - Provost – Every college has representatives on the graduate counsel.
- Kader – We are hearing that there could be a Chinese branch of UAH, is that correct? Who will run the curriculum?
  - Provost- That is correct and they will teach the same curriculum. The faculty will be ones that volunteer and want to teach. A request went out for those who had interest. There will be faculty that will be interested and go. We won't be teaching full semesters. You can go for a full semester. There will also be some faculty that is hired in China. It will be open to the system faculty.
    - Laird – What is the tentative time table?
    - Provost – The Chinese government hasn't approved, nor Beijing. The hope is fall 2019.
    - Christina – You mentioned going through the Chinese approval, don't we need our approvals?
    - Provost – Absolutely. We are going through all the processes.
    - Laird – We probably need formal training for those going.
    - Kader – This senate and the senate body has never been informed of this. It is after the fact. We have a committee that looks at the curriculum.
    - Provost – It is our curriculum.



- Carmen – We hire faculty that will be ours?
- Provost – yes.
- Carmen – So they will be our faculty? What about tenure track?
- Provost – They will be our tenured faculty. No, tenure track. A renovated building will be for us to teach in on a campus.
- Tim – So are faculty from UAH going to be part of the hiring search for lecturers?
- Laird – So we may want to do electrical/mechanical study abroad?
- Provost – Absolutely.
- Kader – The faculty from UAH will be on a volunteer basis?
- Provost – Yes.
- Tim – The discussion is weird to me. Kader isn't even knowledgeable that one of his programs would be taught there. I would think the faculty senate would be in the discussion.
- Provost – The Deans were made aware and thought it would be presented to the faculty. It hasn't been approved. Faculty who teach Charger Foundation courses will have the opportunity to go teach. It will be freshman to senior with our curriculum. We have five students here on a exchange student basis from the university.
- Tim –How would we know what they are doing?
- Provost – The plan is to have as many of ours interested to be there. There will be administrative oversight there. I am sure that David Berkowitz would be glad to come speak to the senate.
- Carmen – I think we have a case of unintentional lack of communication that should have been avoided.
- Provost –We don't have approval yet.
- Mike – Coming in and telling us we have been approved to do this and hire, there has been a lack of communication passed down.
- Anne Marie – I think it is very interesting and a great opportunity, but I do think the communication should have been better.
- Provost – We can't see anything until the board approves.
- Tim – I can't buy that. We have shared governance among the campus. We should have been involved from the beginning. This is top down.
- Provost – I recommend David come speak.
- Mike – I would rather have Shankar.
- Provost – David is the Director of International Services.
- Kader – I think I join Tim. I received the email from Shankar from China about any interested. It went silent and now has surfaced again. It was quiet from summer until now. They are already refurbishing a building for us. The senate should have been informed.
- Provost – I am sorry. The President wanted to the board to be in agreement before it went public.

➤ **Officer/Committee Reports**

- Carmen Scholz, President
  - For the sake of time, are there any committee reports?
    - Laird Burns, Finance and Resources Committee Chair

- The CEU has 150 positions and 149 applications. It is in good shape. Faculty receives emails now to see applicants and within a week after being done they can give us their selection.
  - Carmen – All the bills were on the agenda for December. They will go back on the agenda for this month.
    - Tim – I don't think we have to revote.
    - Kader – We need to add the guest.
    - Carmen – We have an additional item.
    - Tim – You have been emailed the Chapter 5 revisions. I would like to move that it be passed on first reading placed on faculty senate agenda. Mike seconds.
    - Carmen – All in favor. Ayes carry. Chapter 5 passed first reading unanimous and on agenda. Chapter 5, 417, 419, 420. I understood that you discussed 417 in December?
    - Mike – Right, we just didn't finish.
    - Tim – That wasn't pending when we adjourned was it? It was deferred so you don't have to pick it up first.
    - Mike – Motions to extend meeting. Ayes carry.
    - Kader moves to adjourn. Laird seconds.
- Meeting adjourned at 2:25 pm.

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**FACULTY SENATE MEETING**

**December 9, 2017**

**12:50 P.M. in SSB 201**

***Present: Chris Allport, Laird Burns, Kevin Bao, David Stewart, David Harwell, Joe Conway, David Johnson, Andrei Gandila, Carolyn Sanders, Jeremy Fischer, Anne Marie Choup, Dianhan Zheng, Kyle Knight, Fat Ho, Earl Wells, James Swain, Kader Frendi, Gang Wang, Christina Carmen, Fran Wessling, Ann Bianchi, Monica Beck, Lori Lioce, Qingyuan Han, Roy Magnuson, Jeff Weimer, Harry Delugach, Tim Newman, Shangbing Ai, Lingze Duan, Vladimir Florinski, Monica Dillihunt, Shannon Mathis, Ron Schwertfeger***

***Absent with Proxy: Milton Shen, Ryan Weber, Yu Lei, Angela Hollingsworth, Amy Hunter, Shanhu Lee, Carmen Scholz***

***Absent without Proxy: Sophia Marinova, Tingting Wu, Yuri Shtessel, Sharon Spencer,***

***Ex-Officio: Provost Christine Curtis***

***Guest: President Bob Altenkirch, Katherine Quinnell, Ron Leonard***

- Faculty Senate President-Elect/Past President Mike Banish called the meeting to order at 12:50 pm.
- **Meeting Review:**
  - **Bill 393 passes third reading.**
  - **Bill 417 was discussed and never voted on.**
- **Approval of Faculty Senate Meeting minutes.** Change Carmen called meeting to order instead of Mike. Ayes carry.
- **Accept FSEC report.** Change on page 2, that in 2017 reserve funds were \$94M to 2007. Ayes carry.
- **Administrative Report:**
  - President Bob Altenkirch
    - There will be a holiday party today at the Lowe House from 4-7 pm. Over 300 have RSVP.
    - Board Rule 108 was approved by the board. It talks about policy development and review. We are supposed to seek consistency within the policies among the other campuses. It must be consistent with bylaws and rules. We have to have a campus designee who assures the system they are consistent. The campus designee has to do that before anything is finalized. I took the policy on policies and edited it. The diagram describes the current policy we have. I included the campus designee into the diagram. Consistency is now in there three times and the designee twice. There is a meeting next week with the Chancellor and President. If it looks okay, we will put into place as an interim. The campus designee has to go back through existing policies.

- Earl – Is there any feedback from sister institutions? How do things get added into this system? Does it have to be done at all institutions?
- President- Not necessarily, just what is practical. It is new. We will have to see how it will go. When developing policies, we do look at Tuscaloosa. Sometimes we lift what they have done. I expect that to be vice versa. One of the policies we developed, I read Tuscaloosa then UAB, and they are all the same. A central group will review the policies.
- Earl – Let’s say the designee knows something we don’t know like good ideas. How do we know about the ideas? Is it an open loop?
- President – The designee will be familiar with the policies on other campuses.
- Earl – Per the chart, how does it get in there?
- President – The designee cannot be an attorney or myself. The Director of Compliance is an attorney but no legal obligation to UAH.
- We had a child protection policy. That is in the process of being revised from a risk management point. The risk management people along with compliance have been going through the risk of having minors on campus. Soon background checks with anyone who works with a minor will be done.
  - Member – Who is considered a minor?
  - Provost – Anyone 18 and under or not enrolled.
  - Laird – If we have already had a check will it count?
  - Provost – The UA policy states every year.
  - President – Tuscaloosa says everyone who works with children has to have a background check. They also have to complete training.
  - Member – In Nursing, we have to complete the training and we certify we have completed it through banner.
  - Roy – What if we find out someone is a registered sex offender?
  - President – We will handle that.
- The SGA passed a resolution regarding Veteran’s Day. It isn’t a university holiday. One reason is it occurs on a particular date, not the same day every year. It makes it difficult as far as scheduling is concerned. There is a section in the student handbook that list activities that students are excused for. They are proposing to add veteran’s who participate in veteran activities. The FSEC discussed it and all agreed it was ok. We will approve that and add it to the list of excused absences.
- David S. – In 2017, our unallocated funds were 42% of all of our expendable funds? The number now is zero. Should I be concerned of that?
  - President – No. Under Frank Franz, money left over 50% stayed in the unit allocated and 50% came back unallocated. Williams changed that to 100% stays and 0% comes back. Over time as people come wanting projects done, the money gets expended. The reason it says zero is in the building of the residence hall, we took the money out of the reserve and paid cash. While it is being built, we don’t earn revenue. You make money on the back end. That was the other reason, along with the mandate of the board, to put depreciation on the front end, not back end. Our reserve is around \$100M. The bond rating agencies do not care if it is allocated or not, but internally you do.

- David S. – A reserve is something that we need. It can't be at zero, right? We don't have them now, right?
- President- We will. We used it as a kick start and we will pay ourselves back. We will dump in about \$20M.
- Tim – You have expressed that it is a challenge to budget for all the depreciation. When Frank Franz came 15 years ago, budgeting for this building would be a challenge. When the incubator and charger village come online, won't our depreciation be higher? Won't that make the challenge harder?
- President – The depreciation has been handled by over budgeting some areas. The reason there are reserves out there is because of unspent money. That is how depreciation has been handled in the past, budgeted on the back end. It is unlikely that we could budget all the depreciation up front. From the audit view, we have revenue that offsets. We build up the reserve on the front end.
- Laird – The incubator is collaboration, will we pay for it?
- President –All the construction money was pulled and some leftover to operate for a little while. We own the building.
- Kader – Some units put money on the back end on purpose to by large pieces of equipment. If you do this the money goes back into the central.
- Roy – Under the prior budget model, surely maintenance wasn't budgeted on the units. Where were they budgeted?
- President – Centrally.
- Roy – If the roofs need to be replaced, and we have to go to a college, I don't understand.
- President- For years now, there hasn't been money flowing back.
- Roy – There is no money going into the central?
- President – Very little to none.
- Roy – Where does the tuition go?
- President – Salaries, scholarships, academic affairs. It is doing the same thing except on the front.
- Roy – Taxing the units isn't doing the same thing. It's totally different. This is the "you're on your own speech."
- President – Times are different. Central is still going to be open.
- Provost Christine Curtis
  - Monday the SACSCOC region conference voted on a whole new group of standards. Some were the same, some were edited, and ten were eliminated. We will be getting a notification of the new revised standards. They will also tell us what the changes are. I can let you know some things, but it would be easier to wait on SACSCOC. The vote was overwhelming, but unanimous. The QEP did not come up this time, but there is a movement from some institutions to remove it as a requirement. It doesn't affect anything we are doing. We do have a five year report due in a couple of years, we have now the list of standards.
  - The Chancellor asked the three Provost and Charles Nash to work together with the libraries. We now have a University Counsel of Libraries. At this point, they have submitted a vision and mission statement. They are also charged to go through inventory and see how we can collaborate. The end game is how we can

collaborate, cut cost. I will be updating you regularly. This will be a process. A lot of the license agreement state that they cannot be shared.

- The Dean search for the College of AHSS is underway.

➤ **Officer/Committee Reports**

- Finance and Resources Committee Chair, Laird Burns
  - The finance committee has had student applications coming in but not enough.
- Parliamentarian, Tim Newman
  - Handbook committee has met. I have talked with President about some small changes. Hopefully it will be before you soon.
- Ombudsperson, Kader Frendi
  - No report.
- Undergraduate Scholastic Affairs Committee Chair, Monica Dillihunt
  - No report.
- Governance and Operations Committee Chair, Christina Carmen
  - No report.
- Personnel Committee Chair, David Stewart
  - No report.
- Faculty and Student Development Committee Chair, David Johnson
  - We will meet January 25<sup>th</sup>.
- Undergraduate Curriculum Committee Chair, Anne Marie Choup
  - The committee met and approved five and nine are outstanding.
- Bill 393:
  - Tim – Someone motioned to untable the bill. I would like to move to untable. What was passed out was not exactly what was untabled.
  - Kader – Seconds.
  - Mike – All in favor. Ayes carry.
  - Tim – It was properly amended before it was tabled. Where it says tenth week, it was twelfth or thirteenth week. Also, the 2/3 math isn't correct.
  - Mike – I think that you will notice that you received the faculty senate discussion.
  - Tim – This bill was introduced by Ramon Cerro. I want to share what was behind this. When we went to electronic SIE's, we had hiccups. Some of those are recounted here. We didn't close them at the end of the semesters. We noticed our response rate got a lot lower. A few concerns this addresses is when we evaluate our faculty members for tenure, we look at the SIE scores. If we have SIE scores where we only have 30-40% responding, it isn't valid to use those. Small number samples do not perform like large number samples. One thing this bill seeks to do is get consistency. Another thing is let's not only rely on SIE's. Let's make sure that there are some lesson plans, exercises. This is the reason for the bill.
  - Member – It isn't not only in the number of students. Usually the type of student who receive no score, leave bad comments. Good students don't care, they don't have time. You have to give some incentive.
  - Carolyn – I have been here a long time, I don't think because of the electronic SIE changes the response rate. I appreciate the spirit of the bill. For those having been here a long time, I support having students do them in class. We also need to remember the faculty were out of the room. Tim, we do some important comprehensive moments, I wonder why the point of SIE's was placed 2/3 in the semester, not further out.

- Tim – We did have some discussion about the timing. Ramon’s point isn’t a magic number; it just needs to be consistent among the classes. Say ten weeks, that is too early in 15 week classes. I think there needs to be a point of consistency. I am open to any other number.
- Fat – We should not give the SIE too early, maybe the last two weeks.
- Member – I had some colleagues that had some small classes and the new system says they don’t have enough responses. What is the percent?
- Mike – 30%.
- Harry – I think the most important part is there are other criteria than SIE. There are ways to get good SIE scores. The problem is it’s hard to do. SIE is just a number, even if they aren’t valid.
- Jeff – Given the comment that the faculty have to be out of the room, is that somewhere? This being pulled from the archives, saying starting 2016, can we amend to say fall 2018.
- Provost - You do remember we have courses that are seven weeks.
- Mike – That is why we have  $\frac{3}{4}$ . All in favor of fall 2018. Ayes carry.
- Tim – Motions to move amendments. Kader seconds.
- Mike – All in favor. Ayes carry. 2 opposed.
- Roy – Does this specify paper or not? It specifies in class.
- Tim – This bill does not talk about paper at all. I favored paper. We had better responses. You can do the SIE any way you want; this just makes the time done consistent. I think what we have most faculty will view as good.
- Roy – Who compiles if people are making their own forms?
- Member – It will be the same format.
- Christine – SIE’s conducted outside of class hours, will they be honored?
- Mike – All this is saying is we will devote some class time for these to be done.
- David – Are we changing that to say starting fall 2018?
- Mike – All in favor of the bill with amendments. Ayes carry. 2 opposed.
- Member – It still doesn’t look fair to me.
- Mike – We are just saying here is time for you to do an evaluation.
- Jeff – I might suggest that is puts an obligation on the faculty to remind the students they have an evaluation to do. It is often the case I come up at the end that I remember I didn’t remind the students.
- Member – Paper evaluation isn’t the issue. If it is electronic, they can still do it anywhere.
- Mike – It is just me offering time to the student time to complete it. All in favor. Ayes carry. 2 opposed. Motion for third reading. Tim moves. Ayes carry. All those in favor of this bill on third reading. Ayes carry. 1 opposed. 2 abstain.
- Bill 417:
  - Mike – This was put forward by a College of Science Colleague. At one time, many of the percentage rates for F&A were set to cover specific costs. Things have changed since then. The author is this is requesting we go back and relook those numbers.
  - Kader moves to introduce this bill. Jim seconds.
  - Vladimir – My department has a number of objections. From the very beginning, the purpose is to enable the research. This is extra funding from the agency to enable the research. I read this bill to imply that the purpose is to balance academic and research activity. That is not the case, it is to support research.

- Mike – Its how the university chooses to use it. They are asking for a review.
- Provost – The way the indirect cost is calculated is the agencies assigned to the universities ask us to determine the direct cost of research. The agency then looks at the total cost and cuts it.
- Vladimir – That is the point I was making, to support research. The bill states other.
- Mike – If you have a NSF grant that is part of the grant.
- Tim – Calls for the orders of today.
- Guest Speakers Ron Leonard and Katherine Quinnell present on OER.
- Meeting adjourns at 2:19 pm.



# CHAPTER 5

Jan. 10 2018 DRAFT

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## 5. Research Organization

### 5.1. Introduction

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The senior administration of the university should facilitate the success of faculty-led efforts by encouraging, assisting, recognizing, and rewarding research-related endeavors. The Vice President for Research and Economic Development (VPRED) is charged with providing leadership and support of research and economic development throughout the University. The Vice President for Research and Economic Development should also foster the development of working relationships with local, state, and federal governments, as well as with business and industry.

The content and conduct of research and scholarship are primarily the responsibility of the faculty and research staff. The guidance of students, at both the graduate and undergraduate levels in these projects, is considered an important part of faculty responsibilities, and, under the guidance of faculty, research staff research involvement in research.

### 5.2. Research Council

The Research Council provides a forum for the interchange of information on research activities of broad interest, advises on long-term collaborative research venture developments, reviews recommendations by the Vice President for Research and Economic Development for the creation, continuation and ~~discontinuance~~ dissolution of research units, and annually reviews the Research Centers for fiscally sound management and performance, advises on the performance of research administration units and research-support operations. The Research Council is comprised of representatives of the research units appointed by the Vice President for Research and Economic Development, the deans of schools and colleges, and two faculty representatives elected by the Faculty Senate. The Research Council is chaired by the Vice President for Research and Economic Development (or Associate Vice President

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for Research and Economic Development in the Vice President's absence) who provides a written annual report on the research performance of the university's ~~research~~ Research centers Centers and/or institutes and economic development to the university community.

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### 5.3. Organized Research Administration

The administration of ~~university~~ research contracts and grants is carried out under the direction of the Vice President for Research and Economic Development, ~~and the Associate Vice President(s) for Research and Economic Development, and the Associate Vice President for Contracts and Grants.~~ Several offices, institutes, centers, consortia, and laboratories report to the Vice President for Research and Economic Development. An organizational chart is available from the Office of the Vice President for Research and Economic Development's office.

#### 5.3.1. Sponsored Programs - Office of Sponsored Programs

The Office of Sponsored Programs (OSP) primarily provides pre-award and limited post-award services in support of sponsored research programs. Pre-award assistance may include identification of potential sponsors and the preparation of non-technical portions (e.g., budget preparation and the business/management aspects) of proposals. The research administration staff assists principal investigators in complying with the policies and procedures of the University and the external sponsor. It is the responsibility of this office to review all proposals, as well as to negotiate changes in the terms and conditions of existing research programs. The technical content of proposals for contracts and grants is the prerogative and responsibility of the faculty and appropriate research staff. After a contract or grant is awarded, the OSP staff and the ~~Office of~~ offices of the Vice President for Finance and Administration Contracts and Grants Accounting ~~office~~ provide post-award contract administration services, in accordance with sponsor policies and procedures, and assist the principal investigator in resolving administrative problems related to the project. The Offices of Sponsored Programs and Contracts and Grants Accounting ~~Administration~~ works closely with the ~~appropriate staff within the Office of the Vice President for Finance and Administration~~ Associate Vice President for Contracts and Grants to insure that contract and grant work is accomplished in accordance with the rules and regulations of the sponsor.

**Comment [RV4]:** I updated this to reflect the transfer of C&G Accounting to my organization and both OSP and C&G reporting to AVP for Contracts and Grants

#### 5.3.2. Technology Commercialization and Intellectual Property - Office of Technology Commercialization ~~(also, Intellectual Property Note)~~

UAH encourages the commercial development of intellectual property, including patents, copyrights, and trademarks, that will benefit the public as well as the faculty and staff of the University. The Vice President for Research and Economic Development, acting through the Office of Technology Commercialization, has general responsibility for the evaluation of inventions in which the University has an interest.

Rule 509 of The Board of Trustees of the University of Alabama and established UAH policies set forth the procedures to be followed when an employee or student develops employment-related inventions or copyrightable material, as well as the guidelines for distributing the revenue from such intellectual property to the employee and the university. (~~The relevant appendices~~ Appendices G and H contain details on the Patent Policy, and ~~and~~ the Copyright Policy, ~~and the Income Distribution Policy~~.)

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In accordance with Board Rule 509, “any invention or discovery (1) which is the result of research carried on by or under the direction of an employee of a campus of the University and/or having the costs thereof paid from funds provided by, under the control of or administered by a campus of the University, or (2) which is made by an employee of a campus of the University and which relates to the employee's field of work, or (3) which has been developed in whole or in part by the utilization of resources or facilities belonging to a campus of the University, shall be the property of the applicable campus of the University. The applicability of the above stated criteria to any invention or discovery will be -determined at the sole discretion of the President of the respective campus of the University or his/her designee.”

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Board Rule 509 further states that “as a condition of their employment or continued employment by or enrollment at a campus of the University, each faculty member, employee and student agrees that he/she is contractually bound by this patent policy as implemented by the respective campuses of the University and shall report to” the officer designated for that purpose by the President of the campus “any invention or discovery which such faculty member, employee or student has conceived, discovered, developed and/or reduced to practice by them or under their direction at any time following their initial appointment by, employment by, or enrollment with that campus of the University.”

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### 5.3.3. Security - Office of Research Security

UAH is engaged in work that is subject to U.S. Government export control regulation and work that is of a classified nature. The Office of Research Security reports to the Vice President for Research and Economic Development and is responsible for overseeing the protection of research-related classified projects and artifacts, export control enforcement, ~~mandatory~~ training for UAH faculty and staff related to research security and export control laws enforced by the Department of State through its International Traffic in Arms Regulations (ITAR) and by the Department of Commerce through its Export Administration Regulations (EAR), advising research faculty and staff on matters of research security, and maintenance of security clearances of UAH employees and students. The Office of Research Security serves as the liaison between UAH and external government organizations with respect to security and ~~export~~ export control related concerns.

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### 5.3.4. Proposal Development - Office of ~~Proposal Development~~ Office

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The UAH Office of Proposal Development ~~Office~~ reports to the Vice President for Research and Economic Development and is charged with identifying research opportunities for UAH faculty and staff, assisting with large-scale proposals involving significant effort and multiple collaborators, management of limited submission proposals, and proposal development training for faculty and staff.

#### 5.3.5 Environmental Health and Safety - Office of Environmental Health and Safety

The Office of Environmental Health and Safety is a professional advisory and service oriented division that promotes occupational and facilities safety and environmental stewardship in support of the University mission. This office reports to the Vice President for Research and Economic Development and is responsible for safety training, hazardous/regulated waste pickup, laboratory inspections, and chemical disposal.

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#### 5.4. Internal Support

The Vice President for Research and Economic Development provides a variety of internal grant programs for advancement of faculty research capabilities in all academic disciplines including a program that focuses on junior faculty research and creative activities. The Vice President for Research and Economic Development will announce such opportunities to the faculty and staff at UAH and will be responsible for evaluating responses and making awards. ~~Internal grants programs are contingent on the financial ability of the Vice President's office to fund.~~

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Awards in internal grant programs offered by the Vice President for Research and Economic Development ~~VPRED~~ are made by the Office of the Vice President for Research and Economic Development ~~PREDE~~ based on a review process established by the VPRED. The program focusing on junior faculty research and creative activity makes decisions based on recommendations from a review committee that includes one senior faculty member from each of the colleges or schools that has tenured faculty members. The faculty committee member for a college or school is appointed by the college or school's dean. Guidelines on eligibility, content and format of the proposal submissions will be published by the Office of the VPRED.

#### 5.5. Research Units (Institutes, Laboratories, Centers and Consortia)

Research units may be formed within colleges or as separate entities with UAH university resources beyond and above those available to chairs and deans. A consortium will typically have strong industrial participation in its operation as well as in allocation of resources. Research units report either through a dean or directly to a Vice President. The reporting route will be established at the initiation of a research unit.

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At the end of each fiscal year, research units submit to the responsible administrator a detailed report on research achievements, publications, interaction with faculty and

students, teaching provided by center personnel, sponsored research funding, and short-term as well as long-term goals.

## 5.6. Establishment, Review, and ~~Discontinuance~~Dissolution of Research Units

Proposals for new research units are submitted through the appropriate chairs and deans, or directors, to the Vice President for Research and Economic Development prior to submission to any approving authority and/or potential sponsors. Proposals must include the following: a mission statement for the proposed research unit; a discussion of the advantages and disadvantages of establishing the unit, including the potential impact on the University's academic and research programs; and a detailed five-year plan outlining the space, equipment, and budgetary resources required together with existing and potential funding sources. All proposals for establishment or discontinuance must conform with the Board of Trustees Board Rule 503.

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Comment [JOC10]: Was this name change adopted?

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A new research unit may require approval by The Board of Trustees of The University of Alabama according to Board Rule 503~~47~~, Establishment of Designated Centers and Institutes:

*Any center that has a major involvement in instruction or research must be approved by the Board of Trustees after being reviewed and approved on the campus. Centers that are primarily focused on providing service will follow the same internal campus review and approval procedures but will be submitted to the Board of Trustees as an information item, unless creating them requires a significant commitment of institutional funds and/or physical resources. In that case the proposal for creating the center will be submitted to the Board of Trustees for approval rather than as an information item.*

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In the interest of promoting cooperation and interaction between colleges and research units, a large percentage of the senior research staff employed by research units should be eligible for faculty appointments. Research staff may also be appointed as research faculty within a department. Details on the research faculty appointment process are in Chapter 7.

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Jan. 10 2018 DRAFT

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Faculty Senate Bill No. 420

**Importance of Vacant and Vacated Faculty Positions to Sustain  
the Educational Mission of the University of Alabama in Huntsville**

**WHEREAS** a core mission of UAH is to educate individuals in leadership, innovation, critical thinking, and civic responsibility; and

**WHEREAS** this educational mission is provided primarily if not exclusively by faculty and staff in academic departments; and

**WHEREAS** the ability of an academic department to fulfill its role in the educational mission of UAH depends directly on its ability to assign teaching duties to qualified individuals; and

**WHEREAS** academic departments as a whole are the best judges of the qualifications that individuals must have to teach to the needs of the respective department; and

**WHEREAS** the process that an academic department must undergo to fill vacated or vacant faculty lines with qualified personnel often if not always takes at least a year to complete; and

**WHEREAS** when a faculty position is vacated, the absence of immediate, reliable, coherent, and consistent statements to assure the position will be filled undercuts the ability of the affected department to plan how to meet its educational requirements in the short term; and

**WHEREAS** as long as a faculty position remains vacant, the sustained absence of reliable, coherent, and consistent statements to assure the position is to be filled undermines the ability of the affected department to maintain its educational mission and negatively impacts the morale of the affected department over the long term; and

**WHEREAS** academic departments at UAH have had positions vacated and have positions remain vacant even as the duties and responsibilities required of the affected department to meet their educational missions have remained constant if not increased over that period; and

**WHEREAS** the administration has taken upon themselves to capture vacated and vacant faculty lines from academic departments to a central pool of positions; and

**WHEREAS** the administration has also indicated that it plans to disburse vacant and vacated positions later according schedules that they set; and

**WHEREAS** the administration has given reasons for taking this approach that appear non-committal toward or ignorant of the needs of the affected departments to meet and sustain their own constant or growing educational needs;

**BE IT RESOLVED THEREFORE** that actions taken wherein vacated or vacant faculty positions are captured back to and held within a central pool of positions above department level, especially without giving due diligence to provide immediate, reliable, coherent, and consistent

information back to the departments to plan to fill the positions, are deemed to be counter to sustaining the educational mission of UAH. In the short term, such actions immediately undercut the ability of the affected department to plan, assign, and implement its teaching responsibilities with an account to meet its educational standards. In the long term, such actions undermine the ability of the affected department to maintain its educational standards and also damage the morale within the affected department.

## **Senate Bill 419**

### **Compensation of faculty with increased teaching levels**

**WHEREAS** past UAH policies included increased compensation and acknowledgement of faculty with either teaching loads above their College normal levels and/or class sizes above 35 students, more specifically at levels of 35, 45, and 55 students,

**WHEREAS** these incentives were set to encourage and reward faculty who responded to the needs of the University,

**WHEREAS** these incentives have been removed with no explanation,

**BE IT THEREFORE RESOLVED**, that the University of Alabama in Huntsville re-establish both class teaching overloads and compensation for teaching classes above 35, 45, and 55 students,

**BE IT FURTHER RESOLVED**, that for courses where class size is limited by Federal, State, or Accrediting Bodies that instructors of such courses be compensated at the extra compensation level for a 35 student course, if the said course enrollment is at 90% of the starting class takes the final examination for that course.

**BE IT FURTHER RESOLVED**, that these teaching overload and class size incentives be applied retroactively back to, and from, the 2015-2017 academic year.

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## FACULTY SENATE

### **Senate Bill #417: Modification of Indirect Cost Recovery**

WHEREAS, Indirect Cost Recovery (ICR) is one of the primary mechanisms for support and reinvestment in university research and scholarly activities; and

WHEREAS, ICR can, and should, provide an important incentive to researchers and their academic and/or research units to explore, enhance, and expand university research and scholarly activities; and

WHEREAS, the existing ICR distribution scheme differs from that employed at other institutions within the University of Alabama System and other peer institutions; and

WHEREAS, the existing ICR distribution scheme is 47% to General Fund, 23% to Office of the Vice President for Research and Economic Development (OVPRED), 11% to Office of Academic Affairs (AA), 15% to a researcher's College or Research Center, 0% to a researcher's department, and 4% to the researcher's "PI account"; and

WHEREAS, the existing ICR distribution scheme may not represent the most effective or productive use of funds supporting or stimulating university research and scholarly activities, including the education and training of students, investments facilitating the development of expertise, timely investments that facilitate flexibility and creativity, or costs associated with research competitiveness and productivity; and

WHEREAS, the existing ICR distribution scheme may not balance, and in fact may increase the disparity between, the academic and research goals of the University as represented by the AA and the OVPRED, respectively; and

WHEREAS, a reevaluation of the ICR distribution scheme and its effectiveness in facilitating research and scholarly activities has not been performed for at least 20 years; and

WHEREAS, a modified ICR distribution scheme may empower academic units to serve their faculty, students, and staff more effectively, while simultaneously enhancing the success and productivity of researchers/scholars and their associated activities; and

NOW THEREFORE BE IT RESOLVED:

That the Faculty Senate, on behalf of the faculty of the University of Alabama in Huntsville, request a review of the existing ICR distribution scheme by the relevant officer(s) of the University of Alabama in Huntsville including, but not limited to, the Office of the President, Office of Academic Affairs, Office of the Vice President for Research and Economic Development, and the Office of Finance and Administration ("Administration"),

AND BE IT FURTHER RESOLVED:

That as part of this review the Faculty Senate request that the Administration evaluate the feasibility and impact of a modified ICR distribution scheme including, but not limited to, a distribution ("Proposed Distribution") as follows: 30% to General Fund, 15% to OVPRED, 15% to AA, 20% to a researcher's college or research center, 10% to a researcher's department, and 10% to the researcher's "PI account",

AND BE IT FURTHER RESOLVED:

That a report summarizing the findings of this review be submitted to the Faculty Senate no later than 3 months following passage of this bill, to include one or more of the following: a) a plan, including schedule, to implement the Proposed Distribution; b) a proposal for another ICR distribution scheme consistent with the approach employed at UA (Tuscaloosa) and its corresponding percentage distributions to college/center, department, and PI; or c) an explanation as to why a change should not be implemented, including an analysis of the effectiveness of the existing ICR distribution.

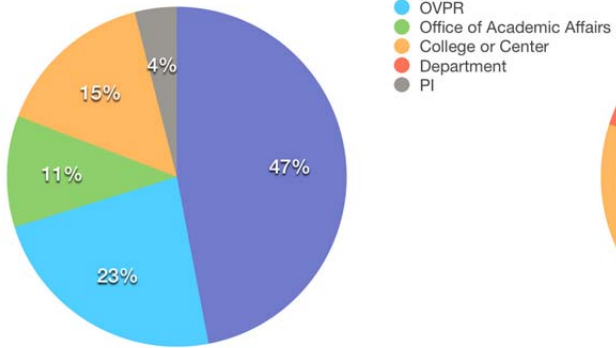
***Graphics attached illustrating the existing ICR distribution and the Proposed Distribution.***



Existing ICR Distribution

UNIT	ICR %
General Fund	47
OVPR	23
Office of Academic Affairs	11
College or Center	15
Department	0
PI	4

Pie Chart



Proposed ICR Distribution

UNIT	ICR %
General Fund	30
OVPR	15
Office of Academic Affairs	15
College or Center	20
Department	10
PI	10

Pie Chart

