

# FACULTY SENATE

## MEETING #604 AGENDA

### BAB 204

### THURSDAY, January 16, 2020

### 12:50 PM to 2:20 PM

#### Call to Order

1. Approve Faculty Senate Meeting #603 Minutes from December 12, 2019
2. Accept FSEC Report from January 9, 2020
3. Administrative Reports
4. Officer and Committee Reports

<ul style="list-style-type: none"><li>• President Laird Burns</li><li>• President-Elect Tim Newman</li><li>• Past-President Mike Banish</li><li>• Parliamentarian Monica Dillihunt</li><li>• Ombudsperson Officer Carmen Scholz</li><li>• Governance and Operations Committee Chair Lori Lioce</li></ul>	<ul style="list-style-type: none"><li>• Undergraduate Curriculum Committee Chair Laurel Bollinger</li><li>• Finance and Resources Committee Chair Jeff Weimer</li><li>• Undergraduate Scholastic Affairs Committee Chair Carolyn Sanders</li><li>• Faculty and Student Development Committee Chair Seyed Sadeghi</li><li>• Personnel Committee Chair Mike Banish</li></ul>
<ul style="list-style-type: none"><li>• Ada Advisory – Sophia M.</li><li>• Budget &amp; Planning – Jeff W./Laird B./Mike B.</li><li>• Campus Planning – Tim N./Jeff W.</li><li>• Employee Benefits – Kadar F.</li><li>• Faculty Appeals – Joe T./Monica D./Mike B.</li><li>• Financial Aid – Mike B.</li><li>• Honorary Degrees and Naming – Laird B.</li></ul>	<ul style="list-style-type: none"><li>• Library – Seyed S.</li><li>• Student Affairs Advisory Bd. – Sherri M./Lori L./Carolyn S.</li><li>• Student Conduct Board - Monica D./Lori L./Tobias M.</li><li>• Student Traffic Appeals – Sherri M.</li><li>• Faculty 180 Governing Committee – Lori L./Dilcu B.</li><li>• Title VI Diversity Advisory – President Dawson</li><li>• University Commencement – Provost Curtis</li></ul>

- Bill 438
- Electronic Signature Policy

#### 5. 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)

# Fair Use Guidelines of Copyright Law

Jeffrey J Weimer

November 13, 2019

## Background

This document presents a statement that I post to every Canvas course. It is created as a non-graded assignment (complete/incomplete). I require students to do the survey assignment at the start of each course.

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1) <http://copyright.gov/fair-use/>

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**FACULTY SENATE EXECUTIVE MEETING**

**January 9, 2020  
12:50 P.M. BAB 103**

***Present: Laird Burns, Monica Dillihunt, Jeff Weimer, Mike Banish, Tim Newman, Lori Lioce, Carmen Scholz, Seyed Sadeghi, Carolyn Sanders, Paul Whitehead***

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

***Guest: President Darren Dawson***

- **Faculty Senate President Laird Burns called the meeting to order at 12:51 pm.**
- **Meeting Review:**
  - **Bill 438**
  - **Electronic Signature Policy placed on FS agenda.**
- **Administrative Reports**
  - **Facilities Updates**
    - Morton Hall June 2020 (Targeted Construction Completion in April 2020; Targeted Furniture Installation in May 2020; Targeted Building Occupancy in June 2020).
    - Shelby Center Basement (Targeted Construction Completion in June 2020, Targeted Furniture Installation in early July 2020, Targeted Building Occupancy in late July 2020).
    - Spragins Hall Exterior (Targeted Construction Completion in March 2020. Delays are a result of structural issues that must be addressed and reworked before field measurements could be taken and materials ordered).
    - Future Projects (For the projects below, we are developing cost estimates and timelines ready for review by early February).
      - Roberts Hall (3rd and 4th floor renovations)
      - Greenway (Phase 3B – North of the Library)
      - IT Data Center (upgrades & redundancy)
        - Laird – When campus planning meets, will we have a path forward?
        - President – For Roberts, we will go to the committee. We will discuss what we can do from \$1M-\$4M. I doubt we can do all the way to \$4M. The greenway may be on hold. It will depend on cost.
        - Mike – What is the greenway north of the library?
        - President – It is the gravel path that runs north of the library.

**Senior Administrative Searches**

- VP for Diversity, Equity, and Inclusion - Campus visits scheduled for January 13th - 17th for four finalists.
- VP for Advancement - Position closed on December 20<sup>th</sup>; 9 applicants met the minimum qualifications; next steps - search committee review of qualified applicants.

- VP for Research and Economic Development - Submitted ad template and job description to search committee on December 4, 2019 for review. First committee meeting is on January 16<sup>th</sup>.
- Director of Athletics - Position was posted on December 18, 2019; closing date January 17<sup>th</sup>. Search committee review to be scheduled shortly after closing date.

#### **Academic Affairs Dean Search and Dean Reviews**

- Dean of Science. Search Committee for the Dean of Science search will conduct airport interviews on January 24, 2020.
- Dean of Engineering, Dean of Education, and Dean of Professional and Continuing Studies are currently undergoing their five-year reviews as required by the Faculty Handbook.

#### **UAH Strategic Plan 2028**

- UAH Strategic Plan 2028 Goals
  - Goal 1: Excellence in Education: Student-centered education focused on student success
  - Goal 2. Leadership in Research, Scholarship, and Creative Achievement
  - Goal 3: Community Engagement and Outreach
  - Goal 4. College Goal—Each College may select its own goal that is appropriate to the mission and vision of the college.
- UAH Strategic Plan 2028 Timeline
  - January 6, 2020: Initiate strategic planning process at the college, division, unit levels.
  - May 15, 2020: All strategic plans are due to the Office of Academic Affairs.
  - May 16 to June 1, 2020: Strategic planning materials from the units and colleges are distributed to the University Strategic Planning Committee.
  - June 2020: University Strategic Planning Committee begins its deliberations.
  - September 2020: University Strategic Planning Committee completes a draft of the UAH Strategic Plan 2028 for distribution back to the colleges and units.
  - October 2020: UAH Strategic Plan 2028 is sent to the colleges and units for review.
  - November 2020: Colleges and units submit comments to the University Strategic Planning Committee regarding the UAH Strategic Plan 2028.
  - January 2021: UAH Strategic Plan 2028 is complete and submitted to University of Alabama System Office for approval at the Board of Trustees April meeting.
  - January 2021: Colleges and units will select metrics and finalize their strategic plans in concert with the UAH Strategic Plan 2028.
  - March 2021: Colleges and units submit their strategic plans to the Office of Academic Affairs for final review by the University's Strategic Planning Committee and posting on the University's website.
  - April 2021: Present Mission of Strategic Plan 2028 to the Board of Trustees.
  - April 2023, 2025, 2027: University Strategic Planning Committee reviews, updates, and monitors the progress on key performance indicators of the UAH Strategic Plan 2028
- UAH Strategic Plan 2028 Format for Division/Unit/College
  - College/Unit Vision
  - College/Unit Mission
  - College/Unit Values
  - College/Unit Value Proposition
  - Goals

- Objectives (Limit of three objectives in addition to required objectives which are related to Outcomes-based Funding)
- Actions (Limit of three or fewer actions per objective)
  - Laird – I think this is a good step forward. I have done strategic plans for 30 years. When we talk about products, in our case undergraduate and graduate degrees, our business plan doesn't talk about any of those. To me, you have to have your products in there as well. How do we know that we are paying attention to those degrees? What are the metrics? I strongly believe we should pay attention to those in our strategic plans.
  - Jeff – I have a couple of thoughts and questions. I think a resource the college needs is a person/webpage, so they can go to and see how to put together a plan.
  - Carmen – What is the strategic planning committee?
  - Provost – We don't have that yet. The Faculty Senate President, Staff President, and SGA President will serve.
  - Mike- How far down in the organizational structure can the strategic plan go? Can different departments within a college have different goals and objectives?
  - Provost – The colleges submit their strategic plans. The college has to come to an agreement on the plan.
  - Mike – Can mechanical engineering have a different set of objectives than civil?
  - President – I would say in general, yes.
  - Tim – At UAH we have had a number of structural challenges. This has affected us in US News and World rankings. We are horrible on alumni giving. I think we have tried to address these issues with a piece mill process. To meet our retention goals, we are meeting with individual students. We are looking to see what courses they are missing to get them out in six years. This doesn't address the structural issues. I think you have some opportunities to address these core issues. I think there are some trends that are fighting against our relationship with our students. Online education will limit their connection with a faculty member. I think we need to hire top notch faculty. We have invested a lot in buildings, we need to in faculty. I think we have another opportunity for you to connect with the students. Your talks with the faculty was so engaging. If you can bottle that and present it to the students, I think that is a great path forward. You have such an opportunity to relate to the students by being from the area.
  - President - We need to get better in our ranking but there are some that don't care about that. We are double minded here. We need to decide what we want to be.
  - Mike – I think you are correct in that the number of our ranking isn't important to everyone. We should have a better giving rate. Our opinion from high school counselors should be better

than it is. People need to think of UAH as a great institution to go to. I think we need to take a serious look at those numbers.

- President- We can schedule some additional meetings to discuss these ideas.
- Carolyn – I would add that we have always said that we are comprehensive university. To me that is the biggest question to address. Are we or aren't we? Actions aren't always indicating that. I don't want faculty to stay where it isn't a fit for them.

### **Outcomes-based Funding**

- Increase of 500,000 adults with a credential/degree by 2025
- Possible Metrics: None of these metrics are yet determined or defined. However, the ones that might be used for Outcomes-based Funding are given below.
  - Number of degrees: BA/BS, MA/MS, DNP/PhD
  - Progression toward degree: for example, 30, 60 and 90 credit hours
  - 100 degree/ FTE
  - High demand degrees: possibly education/teaching, nursing, STEM, etc. degrees
  - Retention (undefined)
  - Research (possibly research expenditures or possibly a ratio of expenditures to number of faculty or state appropriations)
  - Underrepresented groups such as underrepresented minorities, low income, first generation, adults, etc.; a premium for enrollment as well as degree completion is possible
- Financial Model: to be discussed at January meeting

### **Chapter 9 of the UAH Faculty Handbook**

- Chapter 9 revision prepared by the Faculty Senate is being reviewed by
  - Office of Human Resources
  - Academic Deans

### **➤ Officer/Committee Reports**

- Laird Burns, President
  - January meeting with Provost Curtis, and President-Elect Newman (President Dawson out of town)
  - Subsequent meeting with Provost and VPRED on Chapter 5 – later discussions
  - Chapter 5 – language agreement, to FSEC and FS, too late to make January meeting
  - Ch 9 update
  - Strategic plan update
  - Workforce development metrics for state funding
- Committee and other submissions for FSEC and FS – suggest Friday noon or Monday 10 am deadline so we have time to consider and process
- Bylaws review – just received, February meeting
- Proposal from Faculty and Student Development Committee and Candace Lanius on UAH counseling website – introduce during committee report, consider for February meeting
- Committee votes – must be in person per Robert's Rules, remove voting not per Bylaws
- FS elections?
- January meeting – Chancellor St. John, Ron Gray, Britt Sexton
- Links on Faculty Handbook webpage do not work
- Campus planning committee – meeting on Roberts Hall? Greenway?
- Budget committee – Todd Barre, February?

- Benefits – FAQ's – do we want February Q&A?
- PTAC/URB members – are Research Center Directors in an administrative position?
- Academic Misconduct
  - Interim policy extension – removed student agreement
  - In SGAs hands
  - Response from Deans – agree with all except Academic Misconduct Monitor
- Add Research Council reports to University reports on FSEC/FS Agenda
- BETA (Behavioral Evaluation and Treat Assessment) team – activities and understanding
- Add Research Council to University Committees
- \$5 million shortfall on I<sup>2</sup>C – source of funds? – budget committee?
- Open issues
  - ISR data on faculty positions and rank – need to analyze for Faculty Senate representation, trends over time for tenure/clinical/lecturers/instructors, diversity
  - Staff Senate – joint resolutions conversations
  - Reclassification of senior lecturer to clinical positions without posting the position not allowed per Faculty Handbook, violation of shared governance
  - COS – imposed metrics schemes without faculty collaboration and voting, not ties to FAR, biased toward some and against others
  - Activating University committees – in progress, need to continue
  - Continue to improve communication between Faculty Senate and Administration
- Lori Lioce, Governance and Operations Committee Chair
  - We currently are using remote voting for certain committees.
    - Tim – Our bylaws specific say we can elect members by remote ballots. Committee have to meet and vote in person unless our bylaws are specifically written to state that.
    - Monica – The curriculum committee has been doing that since I have been at the university. I motion that the Governance and Operations committee would look at adding a bylaw change to state that committees can vote electronically. Jeff seconds.
    - Tim – I have been on curriculum committee and we did not vote electronically. If you want to do it electronically, you have to have the bylaws state that. Senate is a deliberative body.
    - Jeff – The directive is that the committee consider adding a bylaw. Until then, you can't continue voting electronically.
    - Laird – All in favor of the committee considering to make the draft change to the bylaws. We will specify how that will be. 6 in favor. 2 opposed. Passes.
- Tim Newman, President Elect
  - On Faculty 180, reappointment committee members aren't anonymous. With that, we feel comfortable adding non-tenure. Was there an intention in that changing?
    - Provost – In the colleges, the letters go to the faculty.
  - TIAA-CREF contributions have been showing up a week late. They usually showed 3-5 days after pay date. The last one December 27<sup>th</sup> showed twelve days later. I have had several questions about that.
  - I have heard comments on registration holds from faculty and students. Some students were bounced out and put on a wait list. They were frustrated to know what their classes were going to be. On the faculty side, there are a lot of issues

with that too. There was one class where fifteen showed up that wasn't on the list. There is an issue with that with fire code. There were several classroom changes too. Do we have a sense of what happened?

- Provost – I have an incomplete knowledge. They haven't completely figured it out. Malcolm has been working with the bursar. There was an error in the code that didn't happen in spring and summer but happened in the fall. My understanding is that the code picked up information from a form that caused students to be dropped in error. Some were dropped because they had balances. The issue with that is the email to those students didn't say they would be dropped if they had a balance. Many students didn't read it or didn't understand the consequences. We have taken this very seriously. We will start doing it in March for this semester and end of October for fall semester. This will remind them to check their balances. They are looking at buying a texting package for important messages like this. Danny is working with Malcolm to fix the code. We knew students had been dropped after the fact. On Thursday and Friday they worked to get the students back. We then started working with the registrar. We asked for all names that were dropped in error. We attempted to get them in class and were successful.
- Mike Banish, Past President
  - No report.
- Monica Dillihunt, Parliamentarian
  - No report.
- Carmen Scholz, Ombudsperson
  - I still have four cases before me.
- Jeff Weimer, Finance and Resources Committee Chair
  - We had 65 initial submissions. We anticipate that we will open the portal for faculty and research staff to submit their final proposals within the coming week. In the coming month, we will be visiting Deans and the Provost to finalize the funding base.
- Carolyn Sanders, Undergraduate Scholastic Affairs Committee Chair
  - No report.
- Seyed Sadeghi, Faculty and Student Development Committee Chair
  - No report.
- Mike Banish, Personnel Committee Chair
  - No report.
- Tim motions to place Electronic Signature Policy on FS agenda.
- Meeting adjourned at 2:20 pm.



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**FACULTY SENATE MEETING**

**December 12, 2019**

**12:50 P.M. LIB 111**

***Present:*** Tobias Mendelson, Sophia Marinova, Dilcu Barnes, Jose Betancourt, Amy Guerin, Candice Lanius, Rolf Goebel, Andrei Gandila, Carolyn Sanders, Joey Taylor, Jeremy Fischer, Seong Moo-Yoo, Fat Ho, Earl Wells, Sherri Messimer, Gabe Xu, Kader Frendi, Christina Carmen, Elizabeth Barnby, Sheila Gentry, Darlene Showalter, Lori Lioce, Melissa Foster, Leiqiu Hu, Eric Mendenhall, Jeff Weimer, Harry Delugach, Tim Newman, Shangbing Ai, Seyed Sadeghi, Monica Dillihunt, Paul Whitehead, Ron Schwertfeger, Laird Burns, Carmen Scholz, Mike Banish

***Absent with Proxy:*** David Allen, Kevin Bao, Shuang Zhao, Huaming Zhang, Gang Li

***Absent without Proxy:*** Jeff Neuschatz, Christina Steidl, Abdullahi Salman, Ron Bolen, Katherine Morrison

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

***Guest:*** President Darren Dawson

- Faculty Senate President Laird Burns called the meeting to order at 12:53 pm.
- Meeting Review:
  - Bill 437 passed third reading unanimously.
  - Chapter 9 passed second reading unanimously.
- Approve Faculty Senate Minutes 602. Sophia Marinova motions. Tobias Mendelson seconds. Ron suggested amendments. Tim, I would prefer that we would not make the change. I am not sure that is a correct statement. Laird – We will just rework the wording. Lori – Under officer/committee reports remove “anointed”. Page 5, last line, whence should be hence. Under Carolyn Sanders, page 7, “was”. All in favor of amendments. Ayes carry. All in favor of minutes. Ayes carry.
- Accept FSEC Report from December 5, 2019. Tim moves to accept. Tim – Bill 438 had already passed. Mike seconds. All in favor of amendments. Ayes carry. All in favor of accepting the minutes. Ayes carry.
- Administrative Reports
  - President Darren Dawson & Provost Christine Curtis
    - Facilities
      - Updates on Morton Hall (Targeted Completion Date: June 2020)
      - Shelby Center Basement (Targeted Completion Date: July 2020)
      - Spragins Hall Exterior (Targeted Completion Date: December 2019)
    - Senior Administrative Searches
      - VP for Diversity, Equity, and Inclusion (The committee has selected four candidates who will visit campus in early January)

- VP for Advancement - Search committee selected; ad placed internally and externally for 30 days ending on December 16th; candidate review to begin after the holiday break
- VP for Research and Economic Development - Search committee selected; approval to begin the search received from the System office on November 22nd; finalizing job description and PARF; preparing ad template for Dr. Curtis to review with the committee
- Director of Athletics - search plan submitted to the System office on November 13th; waiting for approval to proceed with the search
- Academic Affairs Dean Search and Dean Reviews
  - Dean of Science. Search Committee for the Dean of Science search is currently gathering applications with the next meeting scheduled for December 19 when the committee will select the candidates to come in for Airport interviews.
  - Dean of Engineering, Dean of Education, and Dean of Professional and Continuing Studies are currently undergoing their five-year reviews as required by the Faculty Handbook.
- Board Items for February Currently Approved
  - Name and Curriculum Change
    - BS in Cybersecurity to BS in Cybersecurity Engineering
  - Associate Professor Emerita Holly Jones
  - Professor Emerita Laurel Bollinger
  - Distinguished Professor Emeritus Yuri Shtessel
  - Eminent Scholar Tommy Morris
- Commencement
  - December 16, 2019
    - 10:00 AM - Engineering and Nursing Speaker: Dr. Dale Thomas
    - 2:30 PM - Science, Business, Arts, Humanities and Social Sciences  
Education, Professional and Continuing Studies  
Speaker: Gary Zank
- Grade Processing
  - Grading Processing for Fall semesters has a particularly short because of the holiday break. We will have 2 1/2 days to award as many degrees as we can before the break.
  - Numerous departments depend on final grade processing before they can begin their own work, including: financial aid, athletics, graduate school, Student Success Center, checking for failed prerequisites, etc. In addition, transcripts need to be available for students with jobs that start the first of January.
  - Grading begins, Wednesday, December 4
  - Exams begin, Thursday, December 5 and continue to Friday, December 13
  - Commencement, Monday, December 16
  - **Grading will be turned off at 9:00 a.m. on Tuesday, December 17**
- At the end of the brief is the grade processing. Many times Janet gives extra time, she will not be able to give extra time. Grading will be turned off at 9 am on Tuesday. This has been published and will send out a reminder. We are in a time crunch and not much that we can do.

- The other announcement came from the discussion at the FSEC meeting. Jeff Weimer brought up the fact that he hadn't seen a response on final exams from last year. In that discussion, we found that the resolution didn't state what his concern was. I went back to Brent Wren and he talked to Associate Deans and are anxious to review the exam schedule. They are asking for FS representatives to meet with them. Jeff, I am assuming you are excited to attend this.

➤ **Officer/Committee Reports**

- Laird Burns, President
  - December meeting with President Dawson, Provost Curtis, and President-Elect Newman
    - Trends over time for replacing tenured and tenure track positions with clinical, clinical with lecturers, common concern across all 3 UA System campuses
    - Discussion on moving academic positions and notice/involvement of the Faculty senate and Academic Units
      - Laird and Tim meet with Provost Curtis and Dean Sean Lane next week
    - UA – SUG faculty salary data – UAH well below SUG wtd avg, need data by discipline
    - Workforce development metrics for legislature and Governor
    - UAH strategic plan – real ( with goals, metrics, milestones, resources, faculty)
  - January meeting – Chancellor St. John, Ron Gray, Britt Sexton
    - Shared governance, transparency – Chancellor, BOT members support us and shared governance, making progress with Administration
    - Support for President Dawson's initiatives on resolving revenue challenges over time
    - Concern on benefits, conversations with UAH and Dr. Dana Keith at UA System office
    - Faculty Senate view on future budget – increase emphasis on instructional support, faculty salaries as high priorities
  - Data analysis
    - ISR data on faculty positions and rank – need to analyze for Faculty Senate representation, trends over time for tenure/clinical/lecturers/instructors, diversity
  - Staff Senate – joint resolutions conversations
    - Faculty and staff clinic – they are revising their resolution, we await their revisions
    - Campus security – increased building security
    - Resources for online accessibility, long term “home” and administration buy in
  - Parking, Beville Center USCOE (U.S. Army Core of Engineers)
  - Tuesday, Dec 109, VTC with ACHE, on workforce development
    - Workforce development issues, Workforce Opportunity Investment Act, state asking everyone (including humanities) for ways to maximize participation in the workforce, including stackable credentials, b) Outreach to faculty senate meetings across the state, c) Data coordination – training,

access to university data (incl. salaries), d) AL Council of College and University Presidents

- Open issues
  - Reclassification of senior lecturer to clinical positions without posting the position not allowed per Faculty Handbook, violation of shared governance
    - COS – imposed metrics schemes without faculty collaboration and voting, not ties to FAR, biased toward some and against others
  - Activating University committees – in progress, need to continue
  - Benefits – still working on FAQ's
  - Continue to improve communication between Faculty Senate and Administration
  - FS Faculty Salary Committee (Mike Banish, Laird Burns, Kader Frendi, Tim Newman, Carolyn Sanders, Carmen Scholz) add FS President
- Tim Newman, President-Elect
  - No report.
- Mike Banish, Past President
  - No report.
- Monica Dillihunt, Parliamentarian
  - No report.
- Carmen Scholz, Ombudsperson
  - No report.
- Lori Lioce, Governance and Operations Committee Chair
  - We have a report to go on file. The committee met again today to verify the senator count. This chart will show you what action needs to happen within your department. Please find chart at the end of the minutes.
    - Anne Marie – When will this be effective?
    - Lori – This will be effective for elections in spring. If you have any concerns, please bring that up to us.
    - Laird – In AHSS, they had some changes and are looking at some now. You may lose or gain a member.
    - Lori – This was done by department. This shows that science needs to elect another at large member.
    - Carolyn – From this chart, am I interpreting this correctly that PS doesn't have representation?
    - Lori - Yes. There are several that are that way. When mergers are official, it will change.
    - Laird – When we have bylaws discussion in January, this can be a part of the discussion.
    - Mike – Laurel's position needs to be rerun.
    - Tim – The committee needs to re-elect a chair. You need to meet in person to elect a chair.
- Jeff Weimer, Finance and Resources Committee Chair
  - The student portal closes Friday at midnight for RCEU. Distinguished speakers, Joey?
    - Joey – Yes, they have been selected and notified.
    - Laird – Can you send me the list?
- Carolyn Sanders, Undergraduate Scholastic Affairs Committee Chair

- We are hoping that 437 passes today.
- Seyed Sadeghi, Faculty and Student Development Committee Chair
  - No report.
- Mike Banish, Personnel Committee Chair
  - Today we have chapter 9 before us and 437.
- Committee Updates
  - Sophia, has ADA met?
    - Sophia – Who is the chair?
    - Lori – You can find this information under university committees on the website.
  - Budget and Planning –
    - Mike – We have met a couple of times and once with Chih Loo. The committee hasn't met.
  - Employee Benefits –
    - Kader – We met before enrollment and will meet in January,
  - Student Traffic –
    - Sherri – We don't meet.
  - Faculty Appeals -
    - Monica – We haven't met
  - Financial Aid –
    - Mike – Haven't met.
  - Honorary Degrees –
    - Laird – We have met and came up with names.
  - Library Committee –
    - Ron – We met on December 4<sup>th</sup>. We discussed the budget, processing of ordering, physical enhancements, multimedia labs, makerspace.
  - Student Conduct –
    - Monica – Haven't met.
    - Laird – Do you meet or just get cases?
    - Monica – We met last year and assigned cases. We haven't had a meeting.
    - Lori – Is there an elected chair?
    - Monica – Last time it was the Dean of Students.
  - Faculty 180 –
    - Lori - No meeting called but expecting one in January.
  - Title 6 –
    - Provost – They haven't met to my knowledge.
    - Provost – We are requesting a report from committees for fall semester. If there isn't a report, we want a meeting date for spring.
    - Tim – What is the status of the research council?
    - Provost – They will be meeting.
- Bill 437
  - Carolyn – We reviewed Bill 437 last full meeting. What we are proposing in terms of amendments is we recognized that there were steps that didn't have deadlines. You see with the first group of amendments are including deadlines. Second we are looking at the monitor. We felt that it would have the concurrence of the faculty in that department. Thirdly, we created a flowchart. I only included part of it. Mike will present the whole flow chart today.

- Harry – I support the support from the faculty but concurrence isn't a well-defined term. I don't want to impose for every college how to do this, but there may be issues that concurrence will not work.
- Carolyn – We wanted to leave this open so each college could handle this how they choose.
- Mike – Carolyn, would you like to move third reading.
- Carolyn – So made. Jeff seconds.
- Mike- Carolyn, would you like to move for the amendments. Member seconds.
- Laird – All in favor. Ayes carry unanimously.
- Darlene – Did the document say that the monitor had to be tenured faculty?
- Lori – Can we discuss that? We have zero in our department. It would hinder us from having representation. We only have two in the whole college. They can't serve on every committee.
- Carolyn – The goal wasn't to not have faculty represented but with sensitive cases it is important for someone tenured. In the bill it is under procedures, number one.
- Lori – Can we say Clinical Associate Professor or higher?
- Mike – Tenured faculty or Clinical Associate.
- Tobias – Are you intending to change the conduct board? I realize it is a monitor but you are now saying the monitor has to be a certain level.
- Tim – Can we finish Carolyn's amendment?
- Mike – We did. This is a new amendment.
- Carolyn – Mike, where should the flowchart go?
- Mike – At the end.
- Laird – You are proposing that we include the flowchart and clean it up?
- Mike – Yes.
- Laird – All in favor of amendments. Ayes carry.
- Tim – I want to hear Tobias' comment.
- Tobias – It is contradictory to allow faculty of any rank on the board but not be the monitor.
- Carolyn – I used to serve on the conduct board. That process is gone. In that case, if a faculty member determined a student had committed an offense it went to that board. It isn't in place anymore. It may be on paper. With the interim policy, if there was a problem with a student it was on the faculty to work out a sanction. The process to go up to the board is gone. The goal of this bill is to make sure an unbiased third party allowed. I studied what other universities are doing. The position for the board is gone so we are proceeding as if it will not be again. The goal is to improve the interim policy that says nothing about judicial board.
- Tobias – My objection is the board is still in place. It may not be doing anything. My objection isn't with the bill but the language of the bill. You are allowing with a board in place, active or not, you are not allowing assistant professors the opportunity to make decisions.
- Carolyn – My hunch is the board won't be a part of this process.
- Mike – The decision is made by the faculty, student, Dean, Chair, Provost, Associate Provost. The monitor doesn't make decisions. Only to see the process goes through.
- Monica- There isn't a board.
- Laird – At least from an academic affairs standpoint that previous board doesn't have authority because of the interim policy.
- Sherri – It was my understanding that this language was put in for the protection of the faculty. It was to do them a favor.
- Laird – All in favor of passing with amendments. Ayes carry unanimously.

➤ Chapter 9

- Mike – You have several versions. There were some amendments that were mostly grammatical. The one thing that I want to point out is on page 13, under benefits under sabbaticals. There was a statement in the old manual about taking a half time sabbatical for a full year, you only requirement credit for a half year service and salary. That struck me as strange. I sent an email to RSA. I also talked to someone in RSA. They said you would get a half years credit at full salary. I just took out the verbiage here. I will move to accept it. Tobias seconds.
- Harry – I was looking at section 9.2, first paragraph. “Reasonably expect” doesn’t look like enough incentive for my chair to pay me.
- Mike – I will direct you to the next paragraph. You want me to take out “reasonably expect”?
- Harry – I don’t have an amendment. I will ask my chair how familiar he is with this.
- Carolyn – I think Harry is spot on to this. I think we would be good to rid of that word.
- Tim – Seconds. Ayes carry.
- Joey – On family medical or emergency leave, page 17 13.2, it reads on the third line, does that read correctly? I know there have been other versions that give more to faculty. Is there anything further on parental leave?
- Mike – Modified duties. Do you want to put determined in?
- Laird – Yes, seconds.
- Mike – All in favor of amendments. Ayes carry.
- Sophia – Page 4, minimis.
- Tim – We started to fix who could go on leave. We fixed it in one place but needs to be corrected in 9.12.2. At the end, we missed adding it there too.
- Mike – Carolyn seconds. Ayes carry. I have a friendly amendment in regards to the credit union.
- Jeff – I have something that will not change the wording but will ask a question. Section 9.13.2, under sick leave, I am not sure why maternity leave is there. Why isn’t it a section to itself?
- Mike – We discussed this.
- Laird – Could we call it maternity and sick leave?
- Tim – I think it should say, sick, family, or medical.
- Mike – I will trust the Provost and HR department. They have tried to follow the federal law and verbiage in here.
- Provost – I have to defer to HR.
- Laird – What if we change the title to medical and emergency leave?
- Jeff – I make a friendly amendment that the section be called medical and emergency leave.
- Laird – All in favor. Ayes carry. All in favor as amended. Ayes carry. Passes unanimously.

➤ Adjourned at 2:22

## Faculty Senate Governance & Operations Report

December 2019

Bylaws Section II:2 “elect one senator one per 7 tenured, tenure earning, research or clinical faculty in the department or major fraction thereof.”

College/Department	Count	# FS Senators	Action Items & Attendance
AHSS	1. AAHD (7)	10	12 on roster
	2. Com (4)		
	3. English (13)	AAHD 1	Remove 2
	4. History (6)		
	5. Music (6)	Com 1- needs only	Com 1- needs only 1
	6. Philosophy (6)	1	PS has one needs 0
	7. Political Science (3)		
	8. Psych (7)	English 2	
	9. Soc (5)		
	10. Theatre (3)	History 1	
	11. World Lang & Cult (6)	Music 1	
		Philosophy 1	
		PS has one needs 0	
		Psych 1	
		Soc 1	
		Theatre 0	
		World Lang & Cult 1	
	TOTAL 66		



Business	MKT/MGT/MSC/IS (21) ACC/FIN/ECN/BLS (13) TOTAL 34	5 MKT/MGT/MSC/S (3) ACC/FIN/ECN/BLS (2)	Dilcu Barnes add dept MKT/MGT/MSC/IS  David Allen change to ACC/FIN/ECN/BLS
Education	Kinesiology (6) Curriculum & Instr. (13) TOTAL 19	3 Kinesiology (1) Curriculum & Instr. (2)	need to elect a 3rd from C&I
Engineering	MAE (24) ECE (21) CEE (5) ISEEM (8) CHE (6) TOTAL 64	9 MAE (3) ECE (3) CEE (1) ISEEM (1) CHE (1)	Change Sherri Messimer to represent Industrial & Systems Engineering
Nursing	No departments TOTAL 53	8	need to elect 1 additional  no attendance Ron Bolen
Science	Atmospheric Science (13) Biology (9) Chemistry (11) Computer Science (13) Mathematical Sciences (9) + Boris Kunin	10 Atmospheric Science (2) Biology (1) Chemistry (2) Computer Science	Elect one more at large  Move president elect out of department

	Physics & Astronomy (10) Space Science (10) TOTAL 76	(2) Mathematical Sciences (1) Physics & Astronomy (1) Space Science (1)	
PCS			
Honors			
Graduate			
Library			

*Note: Counts were made by each College's website and verified by FS G&O committee member for that website. If the G&O committee representative did not respond to the 2 requests for the count for their College, the G&O committee reviewed together on December 12 and counted for that department.*

**Committee voted unanimously to** submit the FS Bylaw committee-proposed updates on the FSEC agenda for the January 9 meeting with accompanying resolution.

**Requests** to move the April 2 meeting of the FSEC due to Spring Break.

**Seeking Parliamentary clarification:** on proposed Bylaw amendment process:

To post online the committee-proposed bylaws revisions for open comment from faculty senate members for 14 days, in order to promote shared governance and transparency.

- To place bylaw discussion on the FS agenda for February 20 if passes the FSEC

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## ELECTRONIC SIGNATURES

<b><u>Number</u></b>	02.02.XX
<b><u>Division</u></b>	Office of Information Technology (OIT)
<b><u>Date</u></b>	September 2019
<b><u>Purpose</u></b>	The purpose of this policy is to establish proper user practices for electronic signatures.
<b><u>Policy</u></b>	Federal and state law recognizes that an electronic signature has legal effect and is enforceable. To increase the efficiency of transactions that require approval or authorization by signature, the University supports the use of electronic signatures as long as their use meets legal and security requirements.

This policy governs all uses of electronic signatures when conducting business on behalf of the University, including all business units and affiliated foundations. This policy applies to all University persons using electronic signatures.

### **Definitions**

For purposes of this policy, the following definitions apply:

**Authentication**. The assurance that an electronic signature is that of the individual purporting to sign a record or otherwise approving an electronic transaction.

**Electronic Signature**. A computer data compilation of any symbol or sound, or a series of symbols or sounds, attached to, or logically associated with, a record and executed and adopted by an individual with the intent to affix a signature to approve the record.

**Record**. A record created, generated, sent, communicated, received, or stored and signed or approved by electronic means.

**Signature Authority**. Permission given or delegated to an individual to sign a record (electronically or by hand), access specific University services, and/or perform certain University operations, including executing agreements that bind the University.

## **Procedure**

Electronic signatures may be used to conduct University business as provided for by this policy. Electronic signatures may not be used when an applicable law, regulation, or University policy or process specifically requires a handwritten signature.

### **1.0 General**

The University supports and may require the use of electronic signatures when conducting University business. The University, at its discretion, may elect to opt out of conducting business electronically with any party or in any transaction, for any reason or no reason. The University accepts an electronic signature in place of a handwritten signature in University transactions when a signature is required, **except:**

- in instances in which the other contracting party will not accept an electronic signature; or
- where applicable law, regulation, or University policy or process requires a handwritten signature or otherwise does not allow an electronic signature.

To determine if electronic signatures are used in an internal workflow/approval process, contact the applicable systems administrator or University office.

### **2.0 Validity**

To the fullest extent permitted by law, the University accepts electronic signatures as legally binding.

An electronic signature is **not** valid if:

- applicable law, regulation, or University policy or process requires a handwritten signature; or
- the individual does not have signature authority to sign the record to approve the transaction.

The mere fact that an individual signs a record with an electronic signature does not guarantee that the record has been signed by an authorized person with the ability to sign, approve, or bind the University with such record. As defined by The Board of Trustees of The University of Alabama in Board Rule 406, only certain UAH officials have signature authority to sign contracts, agreements, and similar documents, which commit UAH to a course of action and

bind the University on behalf of the Board of Trustees for The University of Alabama. For more information, see Board Rule 406. The individuals that have this authority are named in a Board Resolution and cannot delegate the authority to others.

Appropriate procedures must be used to confirm that the person signing the record has the appropriate authority. Authority to use an electronic signature to sign a document is the same as authority to sign using non-electronic methods.

### **3.0 Authentication**

All electronic signature methods must be approved before use to sign documents. This includes all electronic signatures, whether internal only that do not commit the University or external and commit the University.

#### **3.1 Electronic Signature Method Approval Process**

For an electronic signature method to be approved, it must be approved by the Chief Information Security Officer (CISO) of the Office of Information Technology and the Vice President of the area utilizing the method or the President of the University.

In order to be approved, an electronic signature method must:

- Include the ability to verify the authenticity of the signatory through a secure process that includes an audit trail and a final, tamper-evident digital certificate that is either embedded into the completed signed document, or bound to the document using encryption.
- Support the applicable business purpose and workflow; and
- Permit the information to be retrievable in the future and auditable.

When a method is approved, it will be added to the list described below.

#### **3.2 List of Approved Electronic Signature Methods**

The Chief Information Security Officer (CISO) for the Office of Information Technology will establish and keep an approved list of methods for electronic signatures. The listing will describe how to access the approved method(s). As additional electronic signature methods are approved, each method and how to access the

method will be added to the list. The standard approved method is an Office of Information Technology issued digital certificate.

The Chief Information Security Officer, the Vice President of the area utilizing the method, or the President of the University have the authority to revoke approval of any approved method at any time and for any reason.

#### **4.0 Retention**

Electronic signatures and the associated data to validate the electronic signature are an integral part of the record. Electronically signed documents must follow the same record retention as those using handwritten signatures. The signature and means to verify it need to be maintained for the full records life cycle.

#### **5.0 Responsibilities**

All individuals with signature authority are responsible for activities conducted under their digital signature and are expected to take all precautions to safeguard their password, personal identification number (PIN), and signature files to prevent inappropriate use. Sharing of digital signatures, passwords, pins, accounts or other access tokens is prohibited by the Appropriate Use of IT Resources policy, located at:

<https://www.uah.edu/images/administrative/policies/02.02.03-AA-appropriate-use-of-it-resources.pdf>.

University employees are expected to report any actual or suspected fraudulent activities related to electronic signatures immediately to any manager or supervisor in the appropriate department, school/college, or other applicable unit or through other appropriate channels such as described in the IT Incident Reporting and Breach Notification policy, located at:

<https://www.uah.edu/images/administrative/policies/02.02.07-OIT-IT-incident-reporting-and-breach-notification.pdf>.

#### **6.0 Non-Compliance**

Confirmed violations of this policy will result in consequences commensurate with the offense, up to and including termination of employment, appointment, student status, or other relationships with UAH.

Individuals may also be subject to criminal prosecution under applicable federal and state laws.

## **7.0 Implementation**

The Chief Information Security Officer (CISO) of the Office of Information Technology is responsible for the implementation of this policy, including developing and providing training to the University community prior to their authorized use of electronic signatures and developing and maintaining the repository of approved electronic signature methods on the OIT website in MyUAH, <https://my.uah.edu/>.

**Review**      The UAH Chief Information Officer (CIO) is responsible for the review of this policy every five years (or whenever circumstances require).

## **Approval**

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Campus Designee

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Date

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University Counsel

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Date

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Provost and Executive Vice President for Academic Affairs

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Date

## **APPROVED:**

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President

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Date