FACULTY SENATE

MEETING #605 AGENDA
BAB 204
THURSDAY, February 20, 2020
12:50 PM to 2:20 PM

Call to Order

1. Approve Faculty Senate Meeting #604 Minutes from January 16, 2020

2. Accept FSEC Report from February 13, 2020

3. Administrative Reports

4. Officer and Committee Reports

• President Laird Burns • President-Elect Tim Newman • Past-President Mike Banish • Parliamentarian Monica Dillihunt • Ombudsperson Officer Carmen Scholz • Governance and Operations Committee Chair Lori Lioce	• Undergraduate Curriculum Committee Chair Laurel Bollinger • Finance and Resources Committee Chair Jeff Weimer • Undergraduate Scholastic Affairs Committee Chair Carolyn Sanders • Faculty and Student Development Committee Chair Seyed Sadeghi • Personnel Committee Chair Mike Banish

• Ada Advisory – Sophia M. • Budget & Planning – Jeff W./Laird B./MikeB. • Campus Planning – Tim N./Jeff W. • Employee Benefits – Kadar F. • Faculty Appeals – Joe T./Monica D./Mike B. • Financial Aid – Mike B. • Honorary Degrees and Naming – Laird B.	• Library – Seyed S. • Student Affairs Advisory Bd. – Sherri M./Lori L./Carolyn S. • Student Conduct Board - Monica D./Lori L?/Tobias M. • Student Traffic Appeals – Sherri M. • Faculty 180 Governing Committee – Lori L./Dilcu B. • Title VI Diversity Advisory – President Dawson • University Commencement – Provost Curtis

- Bill 440 – Chapter 6
- Bill 441 – Graduate Program
- Bill 442 – Vice President Search
- Bill 443 – Chapter 5
- Bill 444 – Faculty Research Task Force
- Bill 439 – Bylaws
- Bill 445 – Online Policy
- Bill 446 – Splitting/Merging Academic Units
- Bill 447 – Chapter 7

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

- Handbook Chapter 9

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

Faculty Senate Bill 447:
Handbook Chapter 7 Delay Breaks Shared Governance

History: At FSEC Feb. 13, 2020 for First Reading

WHEREAS, the UAH Faculty Senate finalized action on a proposed new Chapter 7 of the Faculty Handbook in January 2013, with that action sent onward to the Administration upon the Senate approval of January 2013, and

WHEREAS, the proposed Chapter 7 was available to the Provost upon the Provost's commencement of duties in February 2014 and there is still no action/response from the Provost as of 7 February 2020, and

WHEREAS, Senate officers and members have repeatedly made verbal requests to the former UAH President, current UAH President, and UAH Provost to accept the proposed Chapter or, alternately, to indicate which areas of the proposed Chapter were not acceptable to the Administration, and

WHEREAS, no acceptances or indications have ever been returned by said Administrators

NOW THEREFORE BE IT RESOLVED:

That the Faculty Senate hereby formally objects to the lack of Provost action (prior to the date of submission of this bill) on the Senate's January 2013 submission of Chapter 7 to the Administration,

BE IT FURTHER RESOLVED:

That upon Senate passage of this resolution, that the Faculty Senate President shall communicate this resolution and its displeasure about the situation to the UA System Chancellor;

AND BE IT FURTHER RESOLVED:

That upon Senate passage of this resolution, that the Faculty Senate President and President-Elect publish this resolution upon the official records of the Faculty Senate

Faculty Senate Bill 446:
Resolution of Concern Over Lack of Due Process in Merging/Splitting Academic Units

History: At FSEC Feb. 13, 2020 for First Reading

WHEREAS, academic departments and programs form the core of the university's academic mission; and

WHEREAS, the makeup of academic departments and programs has significant implications for faculty in terms of tenure, promotion, external funding, and internal allocation of resources, thus making faculty involvement crucial in these decisions, and

WHEREAS, in Fall 2019, concerns were expressed about the absence of notice and/or evidence of due process in the decision to move a program from one department to another, involving no review by the Faculty Senate Curriculum Committee or any other faculty senate committee, and

WHEREAS, in Spring 2020, two departments were merged, again with an absence of notice and/or evidence of due process, and

WHEREAS, UAH Policy 02.01.14 (Creating and Changing Undergraduate Programs) clearly specifies a process whereby departments, colleges, and the Faculty Senate Curriculum committee should be involved,

NOW THEREFORE BE IT RESOLVED:

That the Faculty Senate of the University of Alabama in Huntsville express its concern to the administration that its judgments and recommendations about merging/splitting departments and program have not been heeded by the current administration. The Senate requests that the administration make public its decision-making process for this academic year's decisions. The Senate requests that the administration publish its process or policy for future such decisions, along with its procedures for ensuring that such a process will be followed;

AND BE IT FURTHER RESOLVED:

That upon Senate passage of this resolution, that the Faculty Senate President and President-Elect publish this resolution upon the official records of the Faculty Senate

Faculty Senate Bill 445: Proposed Online Education Policy Approval

History: Originally at FSEC in Oct. 2019,
At Faculty Senate, Oct. 17, 2019, TABLED until certain "safe harbor" language was added to point 4 (Accommodations)
Returned to FSEC Feb. 13, 2020.

WHEREAS, The Provost wishes to propose a policy on Online/Distance Education to be numbered 02.01.35 in the UAH Policy Scheme,

NOW THEREFORE BE IT RESOLVED,

That the below text for Policy 02.01.35 be considered approved by the UAH Faculty Senate.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ONLINE/DISTANCE EDUCATION POLICY

Number 02.01.35

Division Academic Affairs

Date August _, 2019

Purpose This policy addresses the unique circumstances associated with technology-enabled course delivery (herein, "online"), building on the existing academic policies, processes, and procedures of the University.

Policy This policy establishes an academic environment that allows students in hybrid/flipped and fully online courses and programs to experience, to the extent reasonably practicable, the same level of educational quality and service as those students who receive face-to-face instruction from an instructor in a classroom on the campus of the University (herein, "on-campus students"). This policy is organized to address the general

Commented [TN1]: FSEC action in October 2019 added the word "educational" here to clarify that other aspects of quality may not be equivalent between online and in-person (e.g., online will typically be delivered on a smaller format screen whereas in-person does not have such a limit).

organization of the SACSCOC Guidelines and Principles for Distance Learning.

Procedure

General Administrative Principles

Policy on privacy protection. Students who enroll in online courses will be afforded the same level of privacy protection as on-campus students. The University's policy on student records privacy protection is a Student Records Policy which can be found at: http://www.uah.edu/registrar/ferpa. The University's Online Privacy Statement is given in Appendix I.

1. **Reporting of accurate headcount enrollment.** The University has a clear, specific method for coding/classifying online and hybrid delivery courses and will report as required.

2. **Identity verification**. The University will ensure that a student who registers for a course is the same student who participates in and completes course assignments. The University provides a method for secure log-in for submission of assignments and for online test-taking through the Learning Management System (LMS). This level of identity verification is equivalent to that required for on-campus students.

   Within each college, faculty will set a policy for managing online/remote test administration, which may include proctors, remote recording of the test-taking in progress, or other methods. The University is committed to adopting new technologies to aid in this process. The University will include this cost in the tuition and fees for the course.

3. **Intellectual property**. Intellectual property matters for online courses are described in Policy 07.03.02: UAH Copyright Policy (see Addendum A).

4. **Accommodations.** ~~Accommodations required under federal disability laws are made for online students in the same manner as for on-campus students~~Federal disability laws apply to online students and are followed by the University. The University is committed to reasonable accommodations for qualified online students with a disability. The Disability Support Services (DSS) office provides a broad range of services to make academic life as accessible as reasonably practicable for students with disabilities. The University's Quality Education Practices Online (QEPO) Certification Program provides additional guidance on creating accessible online courses.

Academic and Accreditation Principles. All online courses and programs will be subject to the same curriculum development, approval, and assessment processes as courses and programs serving on-campus students, thereby assuring that relevant

Commented [TN2]: The legal items that Whitney sent after an inquiry about this point do not actually state that accommodations for online must be done in the same manner as for on-campus, they simply state that no qualified individual with a disability that can be accommodated with reasonable modification shall be excluded from a program. I recommend we use comparable language to the statute rather than the original statement that was brought forward here, since that original statement here could be read as extending whatever might have been done in-person to the online student, which may exceed the statutory requirements. Such language is provided here in the strike-through/replacement. The language "reasonable accommodations" and "qualified [online students] with a disability" are taken directly from the applicable ADA Act's Subchapter II, sections 12131 and 12132

accreditation standards are met. Online courses and programs are not handled differently and are expected to meet all of the same standards in this regard established for programs serving on-campus students (**see Addendum B-Procedure for Establishing an Online Degree Program/Courses and Addendum B-Course Quality Review and Approval Process)**. The specifics about these matters are detailed below.

1. **Mission.** At this time, online courses and programs at the University are embedded in the existing programs of the University. UAH's online education programs are not so expansive that they warrant specific highlighting in the mission statement, but they are included in the Board-approved degree program mission of the University. Online educational opportunities are typically offered in a comprehensive technological university, and that characteristic of UAH is explicit in the mission statement.

2. **Curriculum & Instruction.**

   A. **Faculty Oversight.** As with all University courses, faculty will be primarily responsible for oversight of online course and program rigor and quality. All online courses and programs will follow the same processes for approval as those courses and programs serving on-campus students. All online courses and programs will adhere to the same general guidelines about content, rigor, mission-fit, time commitment, and credit hours used for those programs serving on-campus students. Online courses must also meet quality standards for online course approval. The quality standards are adapted from the Quality Learning and Teaching (QLT) instrument developed by California State University, Quality Assurance program under the Creative Commons, Attribution-NonCommercial-ShareAlike (CC BY-NC-SA) license. The instrument closely aligns with the Quality Matters™ rubric. The standards are used to evaluate the quality of online and hybrid courses, as a guide to design online and hybrid courses, and as a self-evaluation tool to assist instructors with course redesign and improvement. The University's Quality Education Practices Online (QEPO) Certification Program describes and provides guidance on the application of the standards to course design (p. 2).

   Existing courses that are proposed to be offered online will be reviewed and approved by the department chair, in consultation with department faculty and an instructional designer, to determine if the course can be offered online without sacrificing quality or access to essential materials or experiences. If a course requires access to a laboratory or other unique University assets and the course cannot be redesigned to provide the same level of rigor and relevance as the on-campus version, the course will not be approved for online delivery **(see Addendum C- Course Quality Review and Approval Procedure).**

B. Support Services. To support online instruction**,** the University will provide appropriate and relevant technology and support services to faculty and students in the following areas.

1. **Technology.** The University will maintain an appropriate investment in technology to support online courses and programs. To facilitate consistent communications with online students about the technology, the University will maintain a common template in the LMS for use with all University online courses. The template will include easy-to-access technology tutorials and access to information technology assistance for both students and faculty.

2. **Instructional Design.** Numerous resources are available to assist faculty with the design of online courses. To insure quality during the course development process, faculty members are required to work with the Instructional Designer to create learning modules, interactive student activities, and other assignments within their online courses. In addition to real-time consultation with the Instructional Designer, faculty who are teaching online also have access to the QEPO Instructional Design course, which outlines best practices in teaching online, in designing courses online, and in supporting online students. As well, faculty members are encouraged to join the Online Learning and Educational Outreach Facebook page in order to receive frequent updates on best practices in the field.

   Faculty members are provided with the quality standards from the Quality Learning and Teaching (QLT) instrument during the required QEPO training, on the Online Learning resource portal, and through a shared Course Review and Approval Tool (CRAT) used for tracking progress, confirming best practice applied through course design, and quality reviews.

3. **Academic Success Support.** When tutoring is available for on-campus students, tutoring will, to the extent reasonably practicable, also be available to online students through appropriate staffing and use of enabling technologies. Responsibility for this support will reside within the Student Success Center. These resources will be linked through the common LMS template.

4. **Library Resources.** The University maintains a designated online learning librarian, who provides in-line chat support and online training for students who are engaged in online searches. Online training modules may also be made available by faculty through Canvas, our Learning Management System, to coach students through online search methods. These resources are linked through the common LMS template.

5. **Dispute Resolution.** Students who have concerns or complaints will follow the same processes and policies as on-campus students. A link to general student support resources for students at the University is provided in the common LMS template.

C. **Consortial Arrangements.** In entering into consortial arrangements for online delivery, all proposed courses and programs developed by consortium partners will be subjected to curriculum review and approval by the relevant University faculty domain experts.

3. Faculty

A. **Qualifications.** In support of online courses and programs, the University will determine the qualifications of faculty in two areas: (1) expertise in the content domain, and (2) ability to deliver a high quality online educational experience. Content expertise is determined within departments following current methods employed for courses and programs serving on-campus students. The quality of the online education teaching experience will be assessed by a faculty certification process, if applicable. Faculty who teach online courses must be certified through the University's QEPO Certification Program unless they otherwise demonstrate mastery of online best practices. Exemptions shall be granted on a case by case basis by the Provost or designee. The QEPO Certification Program will be administered in connection with the University's Enhanced Teaching and Learning.

B. **Assessment:** Faculty teaching online courses will be evaluated using the same methods as for faculty teaching on-campus students. Student evaluations and, when appropriate, pre-test/post-test or assurance of learning assessments will be used to evaluate instructor effectiveness. The Student Instructor Evaluation (SIE) forms for online courses will include questions that pertain directly to the online experience, when appropriate. The SIE Committee and the Instructional Designer will adopt best practices in online course evaluation as part of the SIE development process. Additionally, student and instructor surveys to evaluate online learning student engagement and technologies will be conducted separately from the SIE. Data collected will be used for improving services to students. Data collected will also be collated and reported through University reports and for accreditation review where appropriate.

C. **Training.** Faculty who teach online courses must consult with the University's Instructional Designer and receive certification through the University's QEPO Certification Program, if applicable. This certification program will familiarize faculty with the SREB Principles of Good Practice and the Quality Learning and Teaching (QLT) instrument, and provide best practices for maintaining online learning objectives and outcomes consistent with courses serving on-campus students. Additional faculty training resources, available

through online resources and in association with Enhanced Teaching and Learning will provide models for excellence in delivery of online, hybrid, and on-campus instruction.

4. **Institutional Effectiveness**

A. **Student Outcomes**. As part of its ongoing program assessments, the University will compare online courses and programs with courses and programs serving on-campus students in the following areas each assessment cycle: student learning outcomes, student retention, and student satisfaction. These assessments will be compared to the University's metrics over time and to peer institutions and/or national benchmarks. These comparisons will be used to make adjustments in methods to ensure that online and in-person educational experiences are comparable.

B. **Support Services**. As part of its ongoing program assessments, the University will compare online courses and programs with courses serving on-campus students in the following areas each assessment cycle: student support services (para. 3b, 1-5), library resources, and technology support. As with student outcomes, the University will compare the University to peer institutions and national benchmarks in drawing conclusions and making recommendations about changes.

Review Academic Affairs will review this policy every five years or sooner as needed.

Approval

_____
Campus Designee Date

_____ _____
University Counsel Date

_____ _____
Provost and Executive Vice President for Academic Affairs Date

APPROVED:

_____ _____

President

Date

Policy Appendix I: Online Privacy Statement

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ONLINE PRIVACY STATEMENT

The University of Alabama in Huntsville respects student privacy and collects no personally identifiable information about a student unless the student affirmatively chooses to make such information available to the University. The University does not actively share personal information about Web site visitors. Personal information provided by visitors, such as e-mail addresses or information submitted via online forms, is used by the University to assist individual visitors as necessary. This assistance may involve redirecting an inquiry or comment to another University individual or unit better suited to provide resolution.

The University analyzes Web server log files to collect summary information about visitors to its Web sites. The University also subscribes to Google Analytics, which uses cookies to collect anonymous traffic data. This information is analyzed by the University and by Google Analytics to generate summary statistics for purposes such as guiding design considerations, determining successful site segments, and determining problem areas. Because the University is a public institution, some information collected on the University's Web sites may be subject to the Alabama Open Records Act, and in some instances the University may be compelled by law to release information gathered on the University's Web servers. Some Web servers at the University may adopt different privacy statements as their specific needs require that they differ from this statement.

The University is a research institution. At any time, online surveys may be conducted on the University's Web sites. Confidential information gathered in these online surveys is used only for the research purpose indicated in the survey. Unless otherwise noted on the specified survey, the students' answers are confidential and individual responses will not be shared with other parties unless required by law. Aggregate data from surveys may be shared with external third parties.

The University complies with the Family Educational Rights and Privacy Act ("FERPA"), which generally prohibits the release of educational records without student permission. For more details on FERPA, students should consult http://www.uah.edu/registrar/ferpa.

ADDENDUM A: UAH COPYRIGHT POLICY [N.B. not meant as language for policy 02.01.68, included here only for illustration purposes of what that policy was proposed as in Feb. 2019.]

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

DETERMINATION OF RIGHTS IN COPYRIGHTABLE MATERIALS POLICY

Number 02.01.68

Division Academic Affairs

Date February 2019

Purpose A clear and up-to-date Rights in Copyrightable Materials Policy is important for the dissemination of creative research; for faculty, staff, and students to receive proper credit and remuneration; and consistency with the University of Alabama system is important so individuals from the three campuses are working within common standards.

Policy It is the policy of The University of Alabama in Huntsville to encourage the creation of copyrightable works by its faculty and employees. Such works are an important contribution to the University's pedagogical, scholarly, and public service missions.

Procedures

A. Ownership of Copyright

1. Except as provided below, faculty and employees of the University who are the authors of copyrightable works shall own the copyrights in those works, regardless of whether those works constitute "works for hire" as defined in the Copyright Act. "Employees" include students who receive salaries, grants, or other compensation from the University.
2. "Copyrightable works" includes, without limitation, computer software, online course materials, multimedia, films and videotapes, in so far as they fall within the subject matter of copyright. To the extent that such works embody patentable inventions, rights to those inventions shall be determined by The University of Alabama in Huntsville Patent Policy (*Faculty Handbook*, Appendix G).

B. Exceptions

1. If the University contributes extraordinary resources to the creation of a copyrightable work, the respective rights of the author and University to that work

shall be negotiated at the time such resources are provided. "Extraordinary resources" means facilities, equipment, funding, release or re-assigned time or other assistance exceeding the resources normally provided to faculty or employees in a particular department. It shall be the responsibility of the dean at the time such "extraordinary resources" are provided, to notify the faculty member and negotiate the terms. The faculty member's dean (or non-faculty employee's supervisor or designee) must reasonably schedule negotiations. Negotiated terms will be noted on the appropriate university form, with all terms noted, including compensation. Those terms may include assignment of copyright, license of rights, or division of royalties. If negotiations do not occur after being initiated, in writing, by the responsible parties or if the negotiations do not come to a mutually agreeable resolution, then the copyright shall be jointly owned by the University and the authors, and the same division of royalties as utilized for patent income shall be used.

2. If a copyrightable work is funded, in whole or in part, by a contract or grant from an agency outside the University, copyright shall be assigned in accordance with the terms of the contract or grant. The individual faculty member or employee who is working on the contract or grant and who is developing the copyrightable works is required to execute any documents necessary to assign copyright ownership in accordance with the contract or grant.
3. If a copyrightable work is commissioned by the University, meaning that a faculty member or employee receives supplemental compensation from the University to prepare a specific copyrightable work, rights to that work shall be according to terms negotiated at the time of the commission. The faculty member's dean (or non-faculty employee's supervisor or designee) must reasonably schedule negotiations. Negotiated terms will be noted on the appropriate university form, with all terms noted, including compensation. Those terms may include assignment of copyright, license of rights, or division of royalties. If negotiations do not occur after being initiated, in writing, by the responsible parties or if the negotiations do not come to a mutually agreeable resolution, then the copyright shall be jointly owned by the University and the authors, and the same division of royalties as utilized for patent income shall be used.
4. Copyright in "institutional works" shall be owned by the University. An "institutional work" means either (a) a work prepared at the direction of the University for the use of the University in conducting its own affairs (for example, University handbooks, press releases, and software tools); or (b) a work that cannot be reasonably attributed to a single author or group of authors because it is the result of contributions or revisions by numerous faculty members, employees, or students of the University. Textbooks and other course materials prepared by a faculty member shall not be considered "institutional works".
5. Video or online courses shall not be sold, leased, rented or otherwise used by a current University employee in a manner that competes with the offerings of the University, unless the transaction has received the prior approval of the Provost or his/her designee.
6. When the University assigns one or more faculty members to create electronic course materials, rights to those materials shall be negotiated at the time of such

assignment. Negotiations shall include the faculty member(s), the appropriate dean(s) and any employee who will make a significant contribution of ideas or expression to the materials. The dean must reasonably schedule negotiations. Negotiated terms will be noted on the appropriate university form, with all terms noted, including compensation Terms to be negotiated may include assignment of copyright, license of rights, and division of royalties. If negotiations with all of the individuals who made significant contributions of ideas or expression to the materials do not occur, or if the negotiations do not come to a mutually agreeable resolution with all of the individuals who have made a significant contribution, then the copyright, license of rights, and royalties shall be owned by the University and the same division of royalties as utilized for patent income shall be used.

7. Any copyrightable work of potential commercial value shall be disclosed at the earliest practicable time by the author to the author's department chair or immediate administrative supervisor. For those works that are owned by the University or in which the University has an interest, the author shall cooperate with officials of the University and of any organization to whom the University assigns rights to such works in the registering of copyrights as well as in licensing the works.

C. Administration

1. Except as otherwise set forth, the administration of these policies shall be the responsibility of the Office for Academic Affairs.
2. The Rights in Copyrightable Materials Committee shall be a standing committee composed of six members, equally apportioned between faculty (chosen by the Faculty Senate) and administration (appointed by the President or his/her designee). The committee shall serve as a forum for discussion of University copyright policy and recommend changes as appropriate.
3. Disputes over copyrightable material or agreements dealing with copyright issues should be resolved using the General Grievance Policy given in Appendix E of the Faculty Handbook.

Review Academic Affairs will review this policy every five years or sooner as needed.

Determination of Rights in Copyrightable Materials Policy Negotiation Form

Faculty Member's Name:

College/Department:

Title/Rank:

Date:

Title of Copyrightable Material:

Statement of Negotiated Terms for extraordinary resources for the creation of copyrightable work:

Type of Negotiated Terms:

Statement of Negotiated Terms for copyrightable material commissioned by the University:

Type of Negotiated Terms:

Statement of Negotiated Terms for creation of electronic course materials:

Type of Negotiated Terms:

Period of Negotiated Terms:

CERTIFICATION: This request is made pursuant to the Determination of Rights in Copyrightable Materials Policy. I certify that I have read and understand the policy and will abide by it. I understand that it is my responsibility to insure that I comply with the policy with regard to all copyrightable materials and negotiations.

Faculty Member/Employee Signature Date

Dean/Supervisor Signature Date

ADDENDUM B: PROCEDURE FOR ESTABLISHING AN ONLINE DEGREE PROGRAM/COURSES

The development of an online degree program/course will follow a standard process to ensure the program/course meets best practices for online learning. Under the auspices of the Office of the Provost, the Office of Online Learning (OL) will work with the Deans, Department Chairs, and faculty of each college to create and maintain high quality online programs/courses.

According to the Online/Distance Education Policy, all online courses and programs will be subject to the same curriculum development, approval, and assessment processes as course and programs serving on-campus students, thereby assuring that relevant accreditation standards are met. Online programs and courses at UAH are programs/courses in which 100% of the direct instruction of the course is delivered with no on-campus meeting typically required. Further, hybrid programs/courses are defined as those where 51% to 99% percent of the course material is delivered online with a combination of standard on-campus class meetings.

Procedure

1. Deans and Department Chairs will determine online learning needs for the academic year including which programs need to be online and what courses need to be developed. The Office of Online Learning Instructional Designers will meet with the deans and department chairs to provide guidance in the development of the online programs and courses. Factors to be considered include:
    a. Student need, demand for the program, and/or strategic rationale;
    b. Key courses to be offered in an online learning format with credit hour requirements and course objectives.
    c. Resources required (faculty, facilities, equipment) to deliver the course at the required level of quality are sufficient.
    d. Faculty are able to meet current commitments in addition to commitments to develop a course, or appropriate arrangements are provided to release faculty from these duties.
    e. Faculty (i.e., “subject matter expert” and “course developer”) are available and committed to develop each assigned online learning course.
    f. Faculty assigned an online or hybrid course have completed technical training and the QEPO certification program unless otherwise demonstrates mastery of online best practices.
2. A timeline with key dates for course development will be updated yearly and posted on the OL resource portal. (See attached timeline.)
3. After the appropriate needs and resources have been assessed, an interested individual or department seeking OL support to deliver an online course or program must first work through the department approval process and submit a course development form to the Office of Online Learning. (Form includes course developer/instructor, contact information, syllabus.)
4. When a course has been approved by the College authority, online course design & development should be coordinated through OL.

5. To give Online Learning time to prepare, plan, and coordinate resources, the initial course development form must be submitted 4 weeks before course development begins. (See timeline for course development for deadlines.) Exceptions will be made for special circumstances where the timeline must be adjusted.
6. Online course development begins 15 weeks or one semester before the first course is to be offered to allow time for final course review and approval by an Instructional Designer.

A. An initial consultation with an OL Instructional Designer will involve the creation of a Master Course Shell, a review of the online course syllabus and current course content, technical requirements, and development of a time table for online course completion.

7. Instructional Designers are responsible for managing the course development process and reporting the status of each course to the College Dean or designee.
8. The faculty member and Instructional Designer using a team approach are responsible for applying quality standards throughout the course development process.

The course design and development process consist of the following six interrelated phases.

1. **Analysis**

   The course analysis phase is an opportunity for faculty to explore the needs of the students in the class and consider the department curriculum and course content expectations.
   - **Faculty member** gets course approved for online delivery format by College Dean or designee makes certain the course is listed as an "O" (Online) in Banner.
   - **Faculty member** collects existing course materials: syllabus, textbooks, etc.
   - **Faculty member** and **Instructional Designer** review the Online Learning Policies and Course Evaluation Rubric.
   - **Faculty member** with help from **Instructional Designer** prepares course syllabus and modules.

2. **Design**

   The course design plan is created during the design phase. The course design plan provides a working draft of the course's learning objectives, assessments, and learning activities. During the course design phase, the Instructional Designer will guide faculty through planning their online course and document it using UAH's *course design planning template*. This template allows the faculty member to define critical information.
   - **Faculty member** and **Instructional Designer** collaborate to review course goal(s), major course topics, and learning objectives.
   - **Instructional Designer** shares the Bloom's taxonomy table and makes suggestions about types of effective online assessments that measure and match the rigor of each module learning objectives.

- **Faculty member** drafts assessments and assessment rubrics (if applicable) for the course.
- **Faculty member**, with help from Instructional Designer, plans weekly supporting materials (reading, videos, multimedia, simulations, etc. and types of effective online activities).

3. **Development**

During the course development phase, the faculty member and the Instructional Designer will gather and create material, finalize and test activities and assignments.

- **Faculty member**, with help from Instructional Designer, produces or acquires content for the activities, supporting materials, and assessments.
- **Faculty member** creates welcome message introduction video.
- **Faculty member**, with help from Instructional Designer, plans and records lecture capture videos (with transcripts).
- **Faculty member**, with help from Instructional Designer, reviews the course development survey and existing materials including course syllabus, program objectives, course objectives, textbooks, etc.

4. Implementation/Course Delivery

- Course implementation is the phase in which the course is actually delivered or taught.
- **Faculty member** imports pre-built course shell into the new semester's section in Canvas.
- The process after importing is the following:
    - Click the Course Setup Checklist
    - Click the Publish Course link
- When the class begins, **faculty members** are strongly encouraged to use some of the following best practices:
        - Enable Panopto (if necessary).
        - Arrange navigation.
        - Hide class materials from student view (if necessary).
        - Create a personal information message/announcement and post the first week of class.
        - Monitor and respond to class discussion postings.
        - Monitor the class e-mail for new messages.
        - Send weekly announcements.
        - Post information about office hours.
        - Grade assignments.
        - Update the class schedule, as needed.

5. Evaluation

To evaluate course development process:

- **Instructional Designer** sends course development survey to **faculty member**.
- **Faculty member** completes course development process survey.

For academic course evaluation:

- **Faculty member** sends out course evaluation survey to students.
- **Instructional Designer** collects course survey data.

6. **Maintenance & Revision**

   The course analysis phase is an opportunity for the faculty member to improve the course based on formal and informal feedback.
   - **Faculty member** (with assistance from Instructional Designer, if needed) will fix any broken links, replace outdated articles and videos, and review navigation.
   - **Faculty member** submits a request for meeting with **Instructional Designer** if course goals change to reevaluate course learning outcomes and assessment alignment.
   - **Instructional Designer** reviews course learning outcomes and assessment alignment in the event course goals change based on availability.

   Three Year Periodic Review and Beta Test
   - A review of online programs should be conducted every 3 years and is coordinated with OL, department chair, and the department faculty.

Timeline for Course Development

Example Dates		
2019		
8/12/2019		<-- TO START: Double click yellow date cell; Choose a date from the calendar for 1ST DAY of Course Offering
End DATE		**Modules/topics**
3/25/2019	4 weeks before course development	Last day for Department Chairs/Course Developers to submit course development form (Form includes course developer/instructor, contact information, syllabus)
4/8/2019	2 weeks before course development	Online Learning Department Contacts Course Developers With Welcome and Instructions for Getting Started
4/22/2019	Course development begins (Weeks 1,2, and 3)	Course Development Begins: Kickoff Meetings/Orientations for New Course Developers
5/13/2019	Weeks 4,5, and 6	1st check-in (25% of course developed)/report completed
6/3/2019	Weeks 7, 8 and 9	2nd check-in (50% of course developed)/report completed
6/24/2019	Weeks 10,11, and 12	3rd check-in (75% of course developed)/report completed
7/15/2019	Weeks 13, 14, and 15	Final check-in (100% of course developed/course published)/report completed
7/22/2019	Week 16	Self-review Report Completed
7/29/2019	Week 17	ID Course Review/Final Approval from Department Chair-if a course is conditionally approved, faculty will address the feedback and make necessary changes.
8/12/2019	Week 18	Course Published and Ready for the Semester

Addendum C: COURSE QUALITY REVIEW AND APPROVAL PROCEDURE

The Course Quality Review and Approval process for online programs and courses establishes a university-wide procedure to ensure online courses meet best practices for online learning and quality standards for online course approval. The Office of the Provost is responsible for ensuring the quality of online courses and their compliance with SACSCOC standards and designates the Office of Online Learning (OL) as the office responsible for overseeing the process. OL will work closely with the deans, department chairs, and faculty of each college to create and maintain high quality online programs/courses through training, communication channels for reporting and monitoring, and direct support to faculty course developers and instructors.

Background

According to the Online/Distance Education Policy, "faculty will be primarily responsible for oversight of online course and program rigor and quality. All online courses and programs will follow the same processes for approval as those courses and programs serving on-campus students. All online courses and programs will adhere to the same general guidelines about content, rigor, mission-fit, time commitment, and credit hours used for those programs serving on-campus students. Online courses must also meet quality standards for online course approval. The quality standards are adapted from the Quality Learning and Teaching (QLT) instrument developed by California State University, Quality Assurance program under the Creative Commons, Attribution-Noncommercial-Share Alike (CC BY-NC-SA) license. The instrument closely aligns with the Quality Matters™ rubric. The standards are used to evaluate the quality of online and hybrid courses, as a guide to design online and hybrid courses, and as a self-evaluation tool to assist instructors with course redesign and improvement. The University's Quality Education Practices Online (QEPO) Certification Program describes and provides guidance on the application of the standards to course design (p. 2)."

Scope

This procedure applies to courses developed after MONTH 00, 2019. Initially, all existing courses will be reviewed for conformance to quality standards within two years and then all courses will be placed on a review cycle of every three years.

Procedures

1. Online course development is coordinated through the Office of Online Learning. Faculty will contact the Office of Online Learning to begin course development.
2. Instructional Designers in the Office of Online Learning are responsible for managing the course development process and reporting the status of each course, see the process for establishing an online degree program/courses.
3. The faculty member and Instructional Designer using a team approach are responsible for applying quality standards throughout the course development process.

a. Quality standards are identified during the QEPO trainings, if applicable, and are located on the OL resource portal, and through a shared Course Review and Approval Tool (CRAT) used for tracking progress, confirming best practice applied through course design, and quality reviews.
b. UAH master course template incorporates quality standards and is the preferred format for course development. Colleges and departments may customize course templates with additional College/Department specific standards, but are required to ensure that UAH specific standards are incorporated into the course design.
c. Each course will be subject to a quality review and approval.
    - A record of reviewed and approved courses shall be maintained by OL, posted online, and shared with the registrar and relevant administrators, as needed.
    - A schedule for course review will be maintained by OL and posted on the OL website. Deans are responsible for ensuring that courses within their colleges are reviewed according to the schedule.
    - Special circumstances (e.g., late hires, courses added after the deadline) may exist that require exceptions to this procedure. Exceptions shall be granted on a case-by-case basis for a limited time period of typically one semester by the Provost or the Provost's designee.

4. The course review and approval process includes a self-review and a review by an UAH Instructional Designer.
    a. Course will be reviewed for the following standards:
        - Course overview and introductory information
        - Learning objectives
        - Assessment and measurement
        - Learning activities and learner interaction
        - Learner support
        - Accessibility and usability
        - Content, rigor, and workload
    b. **Faculty Self-Review** will be conducted using the Course Review and Approval Tool (CRAT).
    c. **Internal Review by Instructional Designers in OL:** An Instructional Designer will track course development and review of course materials throughout the process. This includes conducting a quality review via the CRAT and confirming the course reflects the adopted course quality standards in course design.
    d. **External Reviews** from an outside source may be conducted as requested by and approved by the department chair and/or college dean. This report should be managed by and reside in the academic college.
    e. If a course is conditionally approved faculty will address feedback from the course review, making suggested changes to the course.
5. A master list of reviewed and approved courses dates will be maintained by OL.

6. Each course on the master list will be subject to review and approval every three (3) years. OL will maintain a course review schedule with review and approval deadlines calculated from the date listed on the master list.

Faculty Senate Bill 444:
Faculty Research Task Force Amendment to Faculty Handbook Chapter 5

History: From M. Banish, with input from Personnel Committee
At FSEC Feb. 13, 2020 for First Reading

WHEREAS, the Faculty Handbook Chapter 5 negotiation session on Jan. 7, 2020 attended by Senate President Laird Burns, Senate President-Elect Timothy Newman, Senate Ombuds Carmen Scholz, Provost Christine Curtis, and Vice President for Research and Economic Development Robert Lindquist discussed an agreed-upon need for a research subcommittee that can address certain needs of faculty involved in funded research,

WHEREAS, language for an amendment to Faculty Handbook Chapter 5, Section 5.2, that provides for such a sub-committee has been prepared,

NOW THEREFORE BE IT RESOLVED:

That the text that follows for a new Section 5.2.1 of the UAH Faculty Handbook is approved by the UAH Faculty Senate as a new, inserted section of Chapter 5 of the UAH Faculty Handbook, and

BE IT FURTHER RESOLVED:

That if Faculty Senate Bill 443 is approved after this Faculty Research Task Force Amendment bill ("Task Force Bill") is approved, that the text for Faculty Handbook Section 5.2.1 in this Task Force Bill shall be regarded as surviving Bill 443, unless Bill 443 shall state that it precludes this Task Force Bill from surviving Bill 443, and

BE IT FURTHER RESOLVED:

That upon final Senate approval and notice from the Administration of its concurring approval of this resolution, that the Section 5.2.1 text that follows be adopted as the new Section 5.2.1 of Chapter 5 of the UAH Faculty Handbook, and

BE IT ALSO RESOLVED:

That the Senate officers shall update the Faculty Senate web page for the Faculty Handbook with the revised Section 5.2.1 that follows, provided both final Senate approval and Administration notice of concurring approval of this resolution have been received.

5.2.1. Faculty Research Task Force

The Vice President of Research and Economic Development and the Vice President of Academic Affairs (Provost) will act as Co-Chairs of the Faculty Research Task Force. The Faculty Research Task Force will be comprised of the two Faculty Senate members of the Research Council and three additional members appointed by the Faculty Senate. As a guide, the five Faculty Senate members of the Task Force shall represent at least four different Colleges. The Faculty Research Task Force is expected to meet at least once a semester, and special meetings may be called at the request of any Task Force member. The Task Force is charged with reviewing policies, procedures, and practices regarding faculty involved in funded research.

Faculty Senate Bill 443:
Faculty Handbook Chapter 5 Revision

History: From Senate Research Policy Negotiating Team (T. Newman, C. Scholz)
following negotiated agreement of Jan. 7, 2020 with Provost Curtis and V.P.-R.E.D. Lindquist
At FSEC Feb. 13, 2020 for First Reading

WHEREAS, the Faculty Senate has received a rejection of its proposed Faculty Handbook Chapter 5 language from the Administration, and

WHEREAS, at a negotiation session on Jan. 7, 2020, attended by Senate President Laird Burns, Provost Christine Curtis, Vice President for Research and Economic Development Robert Lindquist, and the proposers of this Senate Action, the two items causing Administration rejection were bridged by the attendees, and

WHEREAS, a new revision to Chapter 5 that includes the Jan. 7 session-agreed items has been prepared,

NOW THEREFORE BE IT RESOLVED:

That the Chapter 5 text that follows be considered approved by the UAH Faculty Senate as the new Chapter 5 of the UAH Faculty Handbook, and

BE IT FURTHER RESOLVED:

That upon final Senate approval and notice from the Administration of its concurring approval of this resolution, that the Chapter 5 text that follows be adopted as the new Chapter 5 of the UAH Faculty Handbook, and

BE IT ALSO RESOLVED:

That the Senate officers shall update the Faculty Senate web page with the revised Chapter 5 that follows, provided both final Senate approval and Administration notice of concurring approval of this resolution have been received.

[N.B.: The text of Chapter 5 which follows was supplied by the Office of the Provost. The change bars in it are changes from the prior Senate action on Chapter 5, *not changes from the currently in-force version of Chapter 5*.]

CHAPTER 5

5. Research Organization

5.1. Introduction

Scholarly endeavors, research, intellectual property development within a discipline, and creative activities (henceforth, called “research”) are basic missions of the University. The University expects faculty members to conduct research and produce scholarly work, as broadly defined within the faculty member’s discipline. Peer-reviewed research and scholarship play an important role for faculty in questions of promotion, tenure, and compensation review. It is the responsibility of the Office of the Vice-President of Research and Economic Development working with the Provost and Executive Vice-President of Academic Affairs to assist faculty in identifying and seeking external and internal funding, when such funding is available.

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 research and scholarly endeavors, is considered an important part of faculty responsibilities.

The senior administration of the University will 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 also fosters the development of working relationships with local, state, and federal governments, as well as with business and industry.

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, and reviews recommendations by the Vice President for Research and Economic Development for the creation, continuation and discontinuance of research units. The Research Council annually reviews the Research Centers for sound management and performance, in addition to advising 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 an Associate Vice President in the Vice President's absence), who provides, at a minimum, a written Annual Report on the University's research performance to the University community. The Research Council will meet at least twice a semester during the academic year and at least once during the summer semester.

5.3. Organized Research Administration

The administration of research contracts and grants is carried out under the direction of the Vice President for Research and Economic Development, the Associate Vice President 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.

5.3.1. Sponsored Programs Support Offices

The Office of the Vice President for Research and Economic Development provides pre-award and contractual post-award services in support of sponsored research programs primarily through three offices; The Office of Proposal Development (OPD), The Office of Sponsored Programs (OSP), and Contracts and Grants Accounting (C&G). The Office of Proposal Development is ~~required~~ responsible for ~~to~~ aiding UAH faculty in academic departments and staff in research centers to identify research opportunities, assist with large-scale proposals involving significant effort and multiple collaborators, manage the limited submission proposals process, and conduct proposal development training for faculty and staff. The Office of Proposal Development will assist every faculty member and research center staff member who request assistance to the extent possible within the constraints of available resources.

The Office of Sponsored Programs assists faculty and research staff in the submission of proposals and the management of awards. The Office of Sponsored Programs will have contracts and grants specialists to assist the UAH colleges and research centers. Pre-award assistance may include the identification of potential sponsors and the preparation of the non-technical portions of proposals (e.g., budget preparation and the business/management aspects). The Office of Sponsored Programs 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 Offices of Sponsored Programs and Contracts and Grants Accounting staff 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 work closely with the Associate Vice President for Contracts and Grants to ensure that contract and grant work is accomplished in accordance with the rules and regulations of the sponsor.

For post award contract and grant administration, the ~~The~~ Office of Contracts and Grants Accounting, in a collaborate effort with the Office of Sponsored Programs and Contracts, will support principal investigators. ~~in realigning the awarded proposal budget into a working budget for the duration of the proposal or contract. The working budget will account for changes in personnel salary and benefit distributions, and for revised scientific approaches. The Office of Contracts and Grants Accounting will provide periodic updates, depending on the contract or grant length, to the principal investigator of the working budget. The Office of Contracts and Grants Accounting will provide Budget Analyst support for departments and colleges that do not have a specific Budget Analyst for contract and grants.~~ The Office of the Vice President for Research and Economic Development assists faculty and staff by providing training, templates and tools on preparing proposal budgets, developing working budgets from proposal budgets, analyzing and updating budgets, and monitoring and closing out budgets.

5.3.2. Technology Commercialization and Intellectual Property - Office of Technology Commercialization

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, Patent Policy, 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 inventions or copyrightable material, as well as the guidelines for distributing the revenue from such intellectual property to the employee and the University. (Appendices G and H contain details on the Patent Policy and the Copyright Policy)

In accordance with Board Rule 509 (or similar Board Rule passed by the Board of Trustees of the University of Alabama), “any invention or discovery (1) which is the result of research carried out 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.”

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.”

5.3.3. Security - Office of Research Security

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, 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 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 control related concerns.

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 office 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.

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 announces, University-wide, such opportunities to all faculty and staff and is responsible for evaluating responses and making awards

Awards in internal grant programs offered by the Vice President for Research and Economic Development are made by the Office of the Vice President for Research and Economic Development (OVPRED) based on a review process established by the Vice President for Research and Economic Development. One of the programs focuses on junior faculty research and creative activity. The Vice President for Research and

Economic Development makes award decisions based on recommendations from a review committee that in general includes one senior faculty member from each of the colleges or schools that has tenured faculty members as well as representatives from the research centers and faculty senate. 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 Vice President for Research and Economic Development.

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

Research units may be formed within colleges or as separate entities with 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.

At the end of each fiscal year, research units will provide to the responsible administrator information on research achievements, publications, interaction with faculty and students, teaching provided by center personnel, sponsored research funding, cooperation and interaction between colleges and research units, and short-term as well as long-term goals. These reports will be available University wide.

5.6. Establishment, Review, and Discontinuance 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 or to the appropriate vice president 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 to the Board of Trustees Board Rule 503 Academic, Research, Service, and Administrative Units.

Proposals for new research units are reviewed by an ad hoc committee appointed by the Vice President for Research and Economic Development or the vice president to which the research center will report and consisting of faculty of the relevant college(s) involved as well as members representing the existing research units. The recommendations of this review committee are presented to the Research Council for its consideration and recommendations. The recommendations of the ad hoc review committee along with the recommendations of the Research Council are submitted to the Vice President for Research and Economic Development, who will approve or disapprove the proposal after consultation and agreement with the Provost and the President.

A new research unit may require approval by The Board of Trustees of The University of

Alabama according to Board Rule 503 (or similar Board Rule passed by The Board of Trustees of The University of Alabama), Academic, Research, Service, and Administrative Units:

A. *The establishment of new academic, research, service, and administrative units, including but not limited to, departments, divisions, schools, colleges, centers, and institutes, must be submitted for review and approval to the Chancellor and the Board of Trustees.*

B. *The institutions of The University of Alabama System are required to submit requests for new academic, research, service, and administrative units to the Chancellor for review and approval. Upon the recommendation of the Chancellor, the new academic, research, service, and administrative units request will be submitted to The Board of Trustees for final approval.*

C. *The institution must notify the Board, as an approval item, of any internal changes that are reasonable extensions or alterations of existing academic, research, service, and administrative units including organizational changes.*

Existing centers and institutes are reviewed annually for fiscally sound management and performance. The performance and relevance of each research unit are also comprehensively reviewed at least every five years, following a procedure developed by the Office of the Vice President for Research and Economic Development and approved by the President. Findings and recommendations are submitted to the Vice President for Research and Economic Development, who decides on continuation or discontinuance after consultation and agreement with the Provost and the President. In accordance with Board Rule 503 (IV), when a decision to discontinue a center or institute is made, the President notifies the Chancellor who recommends the center's or institute's closure to The Board of Trustees for its approval. A report of the findings is made accessible campus-wide.

5.7. Research Unit Personnel

Directors of research units are appointed by the Vice President for Research and Economic Development with the concurrence of the Provost and the President. Directors must have demonstrated national research leadership, as appropriate to the research unit mission, and have the appropriate terminal degree or equivalent experience. In the interest of an optimal interaction with faculty, it is desirable that research unit directors have academic experience. Except in the most unusual of circumstances, center directors will have experience commensurate with someone meriting appointment as an associate (or full) professor. Research Center Directors may, but do not need to have, an academic appointment. The academic appointment process is outlined in Chapter 7. Research Center Directors will be reviewed annually. 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.

Faculty Senate Bill 442:
Shared Governance Requires Sharing -VP Search Process

History: At FSEC February 13, 2020 for First Reading

WHEREAS, shared governance is a fundamental tenet of university life, and

WHEREAS, the UAH Faculty Senate had one representative on the recent VP for Diversity, Equity and Inclusion ("VP-DEI") search, and

WHEREAS, too little effort was made by the search Chair to make the on-campus candidates available to the Faculty, and

WHEREAS, the Chair of the said search sent forward a committee report on the finalist visits to the University President without consulting all members of said committee, and

WHEREAS, the Senate representative on said committee was NOT one who was consulted, and

WHEREAS, Senators have expressed prior concern that VP searches have concluded without the consideration of input from Senate members about the finalists' on-campus visits, and

WHEREAS, a permanent VP-DEI has now been named with the result thus a search that concluded without any Faculty Senate input about the finalists' on-campus visits

NOW THEREFORE BE IT RESOLVED

The UAH Faculty Senate states its objection to the oversight of said search process, and

BE IT FUTHER RESOLVED
That upon UAH Faculty Senate passage of this Resolution, that the UAH Faculty Senate directs the Faculty Senate President to communicate its objections to the UAH President, and

BE IT ALSO RESOLVED
That upon Senate passage of this Resolution, that the Faculty Senate President and the President-Elect publish this resolution upon the official records of the UAH Faculty Senate.

Senate Bill 441: Graduate Program Requirements

History: At FSEC Feb. 13, 2020 for First Reading

WHEREAS, UAH reportedly seeks to increase the portion of its income stream arising from graduate students, and

WHEREAS, long-term success of graduate programs at UAH have a direct relationship to the reputational quality of the programs, and

WHEREAS, degradation in perceived quality of UAH graduate degrees can also degrade the overall reputation of the University, and

WHEREAS, grant and/or contract submission success rates as well as scholarly paper acceptance rates are frequently related to reputational quality of programs, and

WHEREAS, degradation in perceived quality of UAH graduate degrees can harm long-term graduate student recruitment efforts, and

WHEREAS, UAH Graduate program proposals to initiate programs without a coherent disciplinary focus and to increase transfer credit allowances have been proffered, and

WHEREAS, UAH is beginning a Strategic Planning process that will set the next direction of the University and conclude in 2021,

NOW THEREFORE BE IT RESOLVED:

That UAH retain the Dec. 2019 University-wide graduate program transfer credit maximums until at least the conclusion of the Strategic Planning process in order to ensure that program impacts are not affected in the short term in ways that could be inconsistent with longer-term directions emerging from the Strategic Planning;

BE IT FURTHER RESOLVED:

That UAH add no graduate degree after Dec. 2019—until at least the conclusion of the Strategic Planning process--that lacks a coherent, recognizable disciplinary focus (where focus means at least 6 courses in an existing disciplinary area at UAH);

AND BE IT FURTHER RESOLVED:

That upon Senate passage of this resolution, that the Faculty Senate President and President-Elect publish this resolution upon the official records of the Faculty Senate

Faculty Senate Bill 440:
Faculty Handbook Chapter 6 Revision

History: From the Personnel Committee
At FSEC Feb. 13, 2020 for First Reading, passed with amendment
Before Faculty Senate, Feb. 20,2020 for Second Reading

WHEREAS, the Faculty Senate has received a rejection of its proposed Faculty Handbook Chapter 6 language from the Administration, and

WHEREAS, the Faculty Senate Personnel Committee has re-reviewed the current Faculty Handbook Chapter 6, the language for Chapter 6 previously considered by the Senate and its prior committees, and revised language for Chapter 6 proposed by the Administration, and

WHEREAS, a new revision to Chapter 6 has been prepared by the Personnel Committee,

NOW THEREFORE BE IT RESOLVED:

That the Chapter 6 text that follows be considered approved by the UAH Faculty Senate as the new Chapter 6 of the UAH Faculty Handbook, and

BE IT FURTHER RESOLVED:

That upon final Senate approval and notice from the Administration of its concurring approval of this resolution, that the Chapter 6 text that follows be adopted as the new Chapter 6 of the UAH Faculty Handbook, and

BE IT ALSO RESOLVED:

That the Senate officers shall update the Faculty Senate web page with the revised Chapter 6 that follows, provided both final Senate approval and Administration notice of concurring approval of this resolution have been received.

CHAPTER 6

6. SHARED GOVERNANCE

The Board of Trustees of The University of Alabama entrusts Uuniversity administrators, faculty, staff, and students with responsibilities for sharing in the governance of the Uuniversity. The responsibilities of The Board of Trustees and Uuniversity administrators are delineated ~~in the Board Manual as well as~~ elsewhere in this Handbook.

6.1. Faculty Participation in Shared Governance

Academic excellence is essential to the successful performance of the Uuniversity's educational mission. Such excellence is achieved in an environment of mutual confidence, collegial participation, effective leadership, and strong academic programs. To foster this environment, it is Uuniversity policy that the faculty participate in the selection, appointment, and performance evaluation of deans and department chairs, and that the advice of the faculty be actively and systematically sought.

Final authority over the selection, appointment, and retention of deans rests with the Provost with the concurrence of the President, and final authority for the selection, appointment, and retention of associate deans, assistant deans, and departmental chairs rests with the academic deans, with the concurrence of the Provost.

Unit and program direction and quality are evaluated periodically and an important consideration in these evaluations is the views of the faculty.

Faculty review of administrative performance and program effectiveness is accomplished by conducting formal program reviews at a minimum at five year intervals, with faculty also participating in the regular, ongoing evaluation of administrative leadership, program direction, and program quality.

6.2. Faculty Senate

The structure of the Faculty Senate of The University of Alabama in Huntsville, as well as its relationship to other Uuniversity bodies, ~~is currently set forth in Appendix L~~ and was originally described by the governance system proposal of March 7, 1973, as adopted with amendments by the President of the ~~u~~University on April 3, 1973. Appendix L, the bylaws of the University of Alabama in Huntsville Faculty Senate, specifies the current structure of the Faculty Senate.

The authority of the Faculty Senate derives from the Office of the President of the Uuniversity, represents a long tradition of shared governance in a u-university setting, and exists as a feature of the bond of mutual trust that serves as the basis for the general system of governance for the faculty, student body, and administration.

Senators are the voice of the faculty. The Faculty Senate is the permanent body representing the faculty for the formulation of Uuniversity policy and procedures in matters pertaining to institutional purpose, general academic considerations, curricular matters, research, Uuniversity resources, and faculty personnel (appointments, promotion, and tenure). All issues of uUniversity governance affecting the faculty at large should go before the full Faculty Senate before implementation. Bylaws of the Faculty Senate are included in the relevant appendix.

6.3. The Graduate Council

The Graduate Council is an elected body representing the graduate faculty. The Council consists of the Dean of the School of Graduate School Studies and Director of the Office of International Engagement (non-voting, ex-officio chair), the Registrar (non-voting, ex-officio) and a number of full members of the graduate faculty, specified as follows: each college with master's programsa graduate program (master's and/or doctoral) has two representatives, and, in addition, each college with doctoral programs has one additional representative. The Faculty Senators in colleges with graduate programs elect the representatives from the college. At least one member from each college shall be a current senator. The term of an elected member is two years.

The Council examines new policies, procedural requirements, new graduate courses and programs, graduate faculty appointments, student petitions, and other matters dealing with graduate studies. Graduate program creation, merger, or deletion requires the approval of the Faculty Senate Curriculum Committee. Matters dealing with academic policies and substantial changes in catalog are referred by the Graduate Council to the Council of Deans and Provost for approval before implementation.

Commented [DTN1]: Item added as amendment at FSEC Feb 13, 2020

Full members of the graduate faculty must demonstrate continuing interest in the graduate program, be actively engaged in research, and demonstrate scholarly achievement through contributions to their academic discipline. Nomination to the graduate faculty is made by the department chair and, when appropriate, program director. The nomination is forwarded through the appropriate college Dean to the Graduate Dean, who in turn forwards it to the Graduate Credentials Committee of the Graduate Council for recommendation. The Graduate Dean makes the appointment.

Details of the operation of the graduate program are contained in the Graduate School Handbook.

6.4. Staff Senate

The Staff Senate is a representative body of eligible staff. Its purpose and charge are to serve an auxiliary, advisory function to the administration in the area of staff personnel matters and to do so in a positive and constructive way. The Staff Senate provides a forum for the exchange of ideas, a resource for evaluating proposals, and a mechanism for expressing suggestions and

concerns. In carrying out its role, it works to promote better understanding, cooperation, and communication within the campus community for the benefit and betterment of all.

The Staff Senate is composed of elected members from the staff employees of the Uuniversity. Its officers are elected by the Staff Senate from its membership. Rules of procedure, membership, election of members, and committee structure are described in the Staff Senate Bylaws, which are available in the Office of the Vice President for Finance and Administration.

6.5. Student Government Association

The Student Government Association (SGA) is composed of all students enrolled at the Uuniversity. The SGA promotes the welfare of students in all areas of Uuniversity life. Its primary purpose is to help improve the educational environment, including promoting academic innovation and working closely with faculty and administrators to bring about desirable changes in institutional policies. It establishes budgets for funds allocated to it and establishes and governs clubs and other student organizations. The SGA is also responsible for developing and sponsoring programs to enhance the cultural, intellectual, and social life of students.
Rules of procedure, membership, elections, and committee structure are described in the Student Government Association Bylaws, copies of which are maintained in the Office of the Vice President for Student Affairs.

6.6. Boards, Councils and Committees

To fulfill responsibilities of shared governance, members of the university may establish collaborative bodies known as boards or committees that are charged with performing specific duties requiring student, faculty, staff, and administration involvement. In addition, the administration establishes its own collaborative bodies known as councils. When a council is established, the administration describes its purpose, membership, duties and responsibilities. Boards, councils, and committees are advisory. These bodies change from time to time and current information is maintained by the Office of the President.

University committees consist of members of the faculty, administration, staff and students. Unless otherwise stated, faculty members are selected by (but not necessarily from) the Faculty Senate and are at least equal in number to the administration and staff representation on each committee. All ex-officio members shall be clarified and designated. Ex-officio members shall not vote, except for those ex-officio members who are committee chairs who may vote only to break ties. In cases where this ex-officio member serves as chairperson, members of the committee shall select a faculty member to serve as co-chairperson. If the ex-officio member calls a meeting but cannot attend, then the co-chair will preside. Where Faculty Senate committees and university committees share common purposes, functions, or charges, members of the Faculty Senate committees are voting members of corresponding university committees. Where required by the nature of the committee's function, university committee structures must reflect unit representation, including the Library. University committees meet at least once a semester. Any member of the committee may call a meeting. Committees will issue a written report to their administrative liaison and to the Faculty Senate Executive Committee each semester, after meeting. Terms of membership are for two years unless otherwise noted, with arrangements made for staggered terms. The details of procedures are issues that each committee determines.

The administrator through whom a university committee reports, a nonvoting ex-officio member of that committee, may initiate calls for committee meetings. Unless otherwise specified, the chair of each university committee is elected from those members of the committee who are not ex-

officio. The retiring chair is responsible for organizing and conducting the first meeting of the committee, including the election of the new chair.

6.6.1. Committees, Boards, and Councils, and ~~Committees~~ Reporting Through An Administrative Liaison

The chart below identifies current boards, councils, and committees and their administrative reporting relationships.

Committee Name	Administrative Vice-President	Faculty Participation
ADA Advisory	Diversity, Equity & Inclusion	Elected by Faculty Senate
Budget and Planning	Finance & Administration	Elected by Faculty Senate
Campus Planning	Finance & Administration	Elected by Faculty Senate
Employee Benefits	Finance & Administration	Elected by Faculty Senate
Financial Aid	Student Affairs	Elected by Faculty Senate
Intercollegiate Athletic	President	Elected by Faculty Senate
Library	Provost/ Academic Affairs	Elected by Faculty Senate
Honorary Degrees and Naming	Provost/Academic Affairs	Appointed by Faculty Senate
University Commencement	Provost/Academic Affairs	Appointed by Faculty Senate
Faculty Appeals	President	Elected Faculty
Animal Care and Use	Research & Economic Development	Appointed Faculty
Bookstore Advisory	Provost/Academic Affairs	Appointed Faculty
Charger Green Recycling	Finance & Administration	Appointed Faculty
Environmental Health & Safety Elected by Faculty Senate	~~Finance & Administration~~ Research & Economic Development	
Equal Opportunity/ Affirmative Action	President	Appointed Faculty
Faculty/Staff Traffic Appeals	Finance & Administration	Appointed Faculty

Title VI Diversity Advisory	President & Provost/Academic Affairs	Appointed Faculty
Use of Human Subjects	Research & Economic Development	Appointed Faculty

Counsel Name	**Administrative Vice-President**	**Faculty Participation**
Graduate	Provost/Academic Affairs	Elected Faculty Senate
Research	Research & Economic Development	Elected by Faculty Senate
Honors	Provost/Academic Affairs	Appointed Faculty

Board Name	**Administrative Vice-President**	**Faculty Participation**
Student Conduct	Student Affairs	Elected by Faculty Senate
Student Affairs Advisory	Student Affairs	Appointed by Faculty Senate
University Review	Provost/Academic Affairs	Elected Faculty

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6.6.2. Ad Hoc Groups

Task forces, study groups, special advisory committees, and other such ad hoc groups formed to address specific issues or receive assigned tasks are not official governance bodies of the university. All such bodies derive their authority from the boards, councils, committees, or individuals to whom they report. At the time of the formation of an ad hoc group, the appointing authority will put in writing the specific charge and purpose of the group. All ad hoc committees establish operating procedures by consensus of the membership, unless the appointing authority does so in advance of selecting membership. Ad hoc groups may not be appointed to perform the responsibilities of official boards, councils, or committees.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

FACULTY SENATE

Senate Bill 439: Faculty Senate Bylaw Updates

History: From the Faculty Senate Governance & Operations Committee
FSEC Feb. 13, 2020 First Reading, passed with amendation
Before Faculty Senate, Feb. 20, 2020, for Second Reading

WHEREAS,

The UAH Faculty Senate Governance & Operations Committee is charged with annual review of the bylaws, and

WHEREAS,

one bylaw revision of record was made in 2015, brought forward by the Office of the Provost to update the changed names and addition of new colleges and

WHEREAS,

the Faculty Senate's Governance & Operations Committee has carefully considered the Bylaws for a full year

WHEREAS,

the committee has completed a review, voted and now recommends the changes in the attached table.

NOW THEREFORE BE IT RESOLVED

That the proposed updates to the bylaws, as they follow on the next pages, be adopted as the new bylaws of the UAH Faculty Senate 2020 and become the new Appendix L of the Faculty Handbook upon final Senate approval, and

BE IT ALSO RESOLVED

That the Senate officers shall update the Faculty Senate web page with the revised Appendix L upon final Senate approval of this item

(Proposed, updating replacement to Appendix L of the Faculty Handbook, arising from 2019's ANNUAL REVIEW OF THE FACULTY SENATE BYLAWS, as recommended from the Faculty Senate Governance & Operations Committee:)

Appendix L

By-Laws of The Faculty Senate

I. The Role of the Senate in the Governance System

A. The basic structure of the UAH Faculty Senate, as well as its relationship to other UAH bodies, is set forth in the Governance System proposed on March 7, 1973, as adopted with amendments by the President of the University on April 3, 1973. These by-laws set forth the specific mechanisms by which the Senate carries out its task under the Governance System.

B. The authority of the Senate derives from the Office of the President of the University and exists as a feature of the bond of mutual trust which serves as the basis for the general system of governance for the faculty, student body, and administration.

C. The Faculty Senate is the permanent body representing the faculty for the formulation of university policy and procedures in matters pertaining to institutional purpose, general academic considerations, curricular matters, university resources, and faculty personnel (appointments, promotion, and tenure). All issues of university governance affecting the faculty at large should go before the full Faculty Senate before implementation. Senators are the voice of the faculty.

D. Issues of the faculty at large may be presented to the Faculty Senate by: its own members and committees, the University Administration, the student governance body, faculty petition, the Graduate Council, the Staff Senate, and

any other appropriate University body. The Provost and Vice President for Academic Affairs (subsequently named: Provost / VPAA) will serve as the primary point of contact and conduit of information between the Faculty Senate and the University Administration. It is expected that the Faculty Senate will also enjoy direct and open communication with all other officers of the University, including the President.

E. It is expected that most recommendations of the Faculty Senate will be sent directly to the Provost / VPAA for further action by the University administration. The Senate reserves the right to communicate with and submit recommendations to any university official or committee it deems appropriate, including the President of the University. The Senate expects a timely response to its actions. When recommendations from the Faculty Senate require the review and / or approval of other university personnel or bodies (e.g., VP's, Council of Deans), the Senate expects to be given suitable opportunity to provide its own representatives to meet with these persons or bodies to discuss the Senate's recommendations and to respond to any concerns, questions, or suggestions regarding the recommendations.

F. The Faculty Senate may at its option delegate initial review of matters to committees of the Faculty Senate. Such committees are subordinate to the Senate. At its option, the Faculty Senate may create such committees as are necessary to facilitate its work. The Senate is self- regulating with respect to its structure and purposes, responding to changes within the University in a manner which it finds appropriate. An annual review of the governance system will be a function of the Senate.

G. The Faculty Senate will participate in the selection of academic administrators and in alterations of the academic administrative structure as well as be notified of proposed changes (in a timely manner) in all other university governance structures (including changes in position).

II. Membership.

A. The Provost/VPAA will be, ex officio, a non-voting member of the Senate.

B. Any full-time tenured, tenure-earning, clinical faculty, or research faculty member, including department chairs, will be eligible to be elected to membership in the Senate; administrators above the level of department chairs are not eligible to serve.

C. Distribution.

Commented [1]: One of the items from the Spring 2019 review process of the bylaws had been a suggestion to remove this unneeded period "." from the end of this heading.

Commented [2]: One of the items from the Spring 2019 review process of the bylaws had been a question whether this needs to mention full-time (in addition to the other faculty characteristics already listed). That change will appear here - and throughout the rest of the document.

I. Each of the units:

- College of Arts, Humanities, & Social Sciences;
- College of Science;
- College of Engineering;
- College of Business ~~Administration~~;
- College of Nursing:
- College of Education, and
- the Library

will have a number of members in the Senate which will assure that the unit has one member for each seven full-time tenured, tenure-earning, clinical, or research faculty members, or major fraction thereof. Units will not have representation until they have at least four full-time tenured, tenure-earning, clinical or research faculty members.

2. Each unit named in (1) which has formally recognized departments will elect its senators as follows: within the unit each formally recognized department will elect one member of the Senate for each seven full-time tenured, tenure-earning, research or clinical faculty in the department, or major fraction thereof. Elections will be held by the full-time tenured, tenure-earning, research and clinical faculty of each department. If necessary, all full-time tenured, tenure-earning, research or clinical faculty will then elect sufficient at-large members to bring the total unit membership (including departmental selections) up to the number required to achieve the 1:7 ratio.

3. Units named in (1) which have no formally recognized departments will elect one senator for each seven tenured, tenure-earning, research or clinical faculty in the unit, or major fraction thereof. Elections will be by the tenured, tenure-earning, clinical and research faculty of the unit.

4. At the start of the academic year, the secretarial staff of the Senate will determine the number of members to which each unit and department is entitled. In the event that any unit or department is entitled to additional members, they will be elected immediately and the Senate will determine by lot whether the term of office will be until the end of the first or second following year. In the event that any department or unit suffers a decrease in the seats to which it is entitled, the terms of the requisite number of senators from that department or unit, beginning with the senator with the shortest service in the Senate and proceeding in order of length of service, shall end immediately.

D. Length of Term:

Commented [3]: This text is the version as posted online 11/20/2019, not the version the committee initially reviewed.
This lacks a semicolon after the College of Nursing. This also refers to the "College of Business Administration" which needs to be corrected. (As per the committee member from the COB, this should say "College of Business" in the bylaws.)

Members of the Senate shall be elected by the faculty in each department by March 1 of each year for service beginning on the first day of the coming academic year. The term of office will be two years with provisions for staggered terms.

E. Each college or academic department is responsible for determining nominees for their faculty senate membership, and is responsible to conduct elections. All full-time tenured, tenure-earning, clinical and research faculty of an electoral unit shall be eligible to vote in the election of senators~~, and the vote shall be taken by secret ballot with absentee balloting procedures available to eligible electors who cannot be present at the time of election~~. Vacancies in the representation of any department or unit shall be filled as soon as practical by the department or unit by election.

F. If a member of the Faculty Senate is absent without proxy for three consecutive and regularly scheduled meetings, the president of the Faculty Senate may declare that member's place vacant and direct the secretarial staff to notify the appropriate dean, department chair, or director of the vacancy. The vacancy will then be filled through the procedures described in paragraph E above. The attendance records used as the basis for this procedure shall be those kept by the secretarial staff of the Faculty Senate.

III. Officers and Staff of the Faculty Senate

A. Officers of the Senate: The officers of the Faculty Senate are the president, president-elect, and ombudsperson. Officers of the Senate must be members of the Faculty Senate during their term of office.

B. Term: Term of office for the president and the president-elect and the ombudsperson will be one year beginning on the first day of the Fall semester of each year. The president-elect will assume the office of Senate president at the end of the president's term of office.

C. Election of Officers: In the spring of each year, the Senate Governance Committee will nominate from the Senate membership (from current members of the faculty senate and from newly-elected incoming members~~new and old~~) candidate(s) for president-elect and ombudsperson. The names of these candidates will go to all full-time tenured, tenure earning, research and clinical faculty of the university for election. This election will be conducted by the Senate Governance Committee before the end of the spring semester. As the

Commented [4]: The committee felt that it was important to specify that each college or department has this responsibility, but is also able to conduct those elections in the manner that they see fit.
Multiple colleges / departments were not conducting secret ballot elections; the committee felt that this wording should be removed. Secret ballots are not always used, so the mandate to use those has been removed. (They are not prohibited, but are also not mandated.) Likewise, all appropriate faculty will be eligible to vote; absentee balloting is to be implied, but not mandated

Commented [5]: One of the items from the Spring 2019 review process of the bylaws had been this suggested wording change (to clarify the meaning of the existing wording, based upon a discussion with Tim Newman).

president and president-elect serves the entire faculty, the department/unit from which the president/president-elect is selected will elect another senator to represent the department/unit during the officer's term of office.

D. The president of the Faculty Senate presides at meetings of the Senate, serves as the official spokesperson for the Senate to the University community, and performs such other duties as are customarily performed by presidents of similar bodies or as the Senate may direct. The president also serves as chair of the Senate Executive Committee. The president will also be the faculty representative to the University of Alabama Board of Trustees, the UAH Executive Administrative Council, and the ACCUFP. The president of the Faculty Senate also serves on two additional university committees: the Honorary Degrees and Naming Committee and the University Commencement Committee. It is expected that the Provost / VPAA will provide the president of the Faculty Senate release time from one course for each semester of service.

Commented [6]: In the 26-Sept meeting, we reviewed the "University Committees Reference Manual 2019-2020" from the Provost' office, which listed two dozen committees. Among those listings, these two committees explicitly state that the FS president serves.

Commented [7]: Also, a period is missing from the end of this.

E. The president-elect of the Faculty Senate performs the duties of the president when the latter is absent or unable to serve. In addition, the president-elect would serve as the recorder for the Senate and the Executive Committee: receiving resolutions from committees or members, setting agendas for meetings, reviewing and managing the correspondence of the Senate. Secretarial support is provided by the Provost, however it is the duty of the president-elect to review all minutes and maintain all records of actions on resolutions. The president-elect also is the Senate representative to the Campus Priorities and Planning Committee and to attend ACCUFP meetings. It is expected that the Provost/VPAA will provide the president-elect of the Faculty Senate release time from one course for each semester of service.

F. The Faculty ombudsperson shall report to the Senate president during regular meetings at the time of committee reports. The ombudsperson shall promptly record and acknowledge receipt of written requests from faculty, exhaust all possible means of satisfying them, and report the outcome to the petitioner, maintaining confidentiality where reasonably desired. The ombudsperson shall attend all Executive meetings.

G. The parliamentarian of the Faculty Senate shall be appointed by the president from among the members of the Senate learned in parliamentary law. He/she serves at the pleasure of the president and advises the president and Senators on parliamentary procedure. The parliamentarian shall be appointed on an annual basis.

H. If, at any regularly scheduled or called meeting of the Faculty Senate, both the president and president-elect are absent, any member may call the meeting to order and the Senate shall immediately elect a president pro tem from among the members present to preside until the arrival of the president or president-elect or the adjournment of the meeting, whichever occurs first.

Commented [8]: Period added at end.

I. Recall of the president or the president-elect can occur at any time on the following manner: a petition from 1/3 of the sitting senators requesting recall will go to the Provost/VPAA who will then call for a vote of the entire senate. A majority vote of the entire senate is required to recall an officer. In the event of recall the Senate Governance Committee will institute a university wide election to replace the removed officer. In the interim, the other presidential officer will serve, or continue to serve as president. In the case of either president or president-elect becoming unable to serve, the above procedure will be followed. The president, with the advice and consent of the Senate, shall appoint an ombudsperson should this position become vacant.

J. The Office of the Provost/VPAA is obligated under the Governance System to provide all necessary secretarial support and does so in consultation with the president and president-elect of the Senate.

K. Past-President. The immediate past-president of the Faculty Senate shall be considered a non-voting member of the Executive Committee; to be included in all meetings and deliberations of same, and is permitted the honorary title of Faculty Senate Past-President during the year following his or her Presidency.

IV. Senate Committees

A. The Standing Committees of the Faculty Senate are:

1. The Executive Committee
2. The Governance and Senate Operations Committee
3. The Senate Personnel Committee
4. The Senate Undergraduate Curriculum Committee
5. The Faculty Finance and Resources Committee
6. The Senate Undergraduate Scholastic Affairs Committee
7. The Senate Faculty and Student Development Committee

B. In March, the Governance and Operations Committee will solicit interest in open seats on Standing Committees from among incoming senators, and present that slate of committee members (ensuring representation from each college on each of the standing committees) to the senate in April. ~~The members of the Standing Committees are senators and are elected by the Senate.~~

C. Each senator shall serve on at least one committee. Units with few senate members may find their senator serving on more than one committee when the bylaws of the senate calls for representative membership by unit. These senators may name a permanent proxy from their unit to serve on this committee for the year. This proxy will have the same eligibility requirements and responsibilities as a regular senator.

D. Recommendations for addition, deletion, or change of the standing committees of the Senate will be a part of the annual Senate review of the governance system. The Senate will determine the mechanism for and the extent of student/staff/administration participation on Senate committees.

E. Members of the Senate committees shall serve two-year ~~one year~~ terms, unless the resolution creating the committee specifies a shorter term.

F. Attendance ~~Minimum attendance~~ requirements of committee members will be determined by each committee at the first meeting of the Senate year.

G. The elected chair of a committee may request of the Senate president the replacement of any committee member when minimum attendance requirements are not met. Chairs should keep records of committee meeting business, and file that with the Faculty Senate secretary for posting on the Faculty Senate committee website.

H. The replacement of a committee member will not be in violation of Senate by-laws or required composition of any committee.

I. In April, committees ~~Committees~~ shall elect a chair for the coming academic year from among their membership ~~on the last Senate meeting of the academic year~~. Standing committee chairs serve on the Senate Executive Committee.

J. In case of vacancies on Senate committees or in case of a necessity to appoint a new committee member, the president shall appoint the new committee member provided that the Senate consents by a majority vote of those voting and provided that a least one day's advance notice of the appointment shall have been provided to the senators. If the president's

Commented [9]: The committee felt that the existing wording of items A. and B. in combination make it appear as though members are elected to the Executive Committee.
In addition, one of the items from the Spring 2019 review process of the bylaws had been a comment that this committee membership question should happen in the April senate meeting, with a need to operationalize how this takes place. (In addition, the UA verbiage from their FS bylaws - about having a debate on the assignment of senators to committees - may be useful.)

Commented [10]: To try to make clear that the permanent proxies would have the same duties as full senators, to report back to the senator for their college/dept

Commented [11]: The committee felt that two-year committee terms (in line with 2-year senate terms) were more logical, and help to provide continuity and institutional knowledge within those committees.

Commented [12]: The committee felt that this should read “Attendance requirements” without explicitly stating the word “Minimum”.

Commented [13]: This was added to support existing bylaw VII.B.
Or should this be sent to President elect and attached to agenda/minutes? Operationally, these would be easier to find if each committee had a place for committee minutes / records / reports.

nominee is rejected by the Senate, the Senate shall proceed to the election of the new committee member.

K. Standing Committees:

EXECUTIVE COMMITTEE

Charge:

1. Receive all resolutions from the president-elect and conduct the first reading of a bill.

2. Prepare the agenda for Senate meetings. (See VIII, IX.B,C)

3. Construct and distribute a tentative calendar for regular Senate meetings for the year.

4. Coordinate activities of Senate committees.

5. Disseminate Senate business to appropriate committees.

6. Advise and consult with the Senate president on those matters requiring attention during periods in which the full Senate cannot be called into regular session.

7. Meet before the academic year begins to smooth the transition between the old and the new Executive Committees.

Membership:

1. The Faculty Senate president, president-elect, ombudsperson, parliamentarian, past-president (non-voting), and chairs of all standing committees shall comprise the membership. The Provost/VPAA shall be ex-officio non-voting.

2. The Senate president shall call and chair the meetings.

3. A quorum shall consist of one officer and three committee chairs.

GOVERNANCE AND SENATE OPERATIONS COMMITTEE

Charge:

1. Review annually the Senate bylaws and prepare recommendations (resolutions) for revisions of and addition to the bylaws.

Commented [14]: One of the items from the Spring 2019 review process had been a comment that item #7 needs a timeframe for this meeting.

Commented [15]: Comment from a committee member in Fall 2019: Did we ever actually include a time frame? I think that would be a wise addition before it goes to the senate but I would also defer to someone who has experience on the executive committee to name that time frame.

Commented [16]: One of the items from the Spring 2019 review process of the bylaws had been a comment to make the past-president's role on the FSEC consistent throughout the bylaws. This wording "(non-voting)" has been added in order to agree with III. K. above.

2. Serve as a nominating committee (to the Senate) for faculty membership on all Senate committees and Senate offices.

3. Conduct Senate elections. That includes obtaining members' names, preparing ballots, requesting candidates for chairs of committees, etc. Preparations of all election material (both university and Senate) should be completed prior to the last Senate meeting of the Spring semester.

4. Conduct faculty elections to University Committees. That includes screening candidates to appear on ballots following rules applicable to the individual committees. See also (6) below. Requests for membership from faculty to university committees should be collected by April 1 and ballots prepared for the election meeting of the Senate. A Senator may need to be placed ex-officio on a University committee if there is no other Senate representation on that committee.

5. Designate a senator to act as liaison with each university committee. This senator would be ex-officio unless he/she were elected by the Senate as the faculty member to that committee.

6. Maintain an updated roster of all Senate and university committees and distribute to all faculty in the university.

7. Conduct an annual review of the governance system of the university and make recommendations for needed change.

Membership:

An elected senator from each college in the university including a representative from the Library.

SENATE PERSONNEL COMMITTEE

Charge:

The Faculty Senate Personnel Committee shall be responsible for monitoring the quality of the academic and professional environment relative to its impact on faculty at The University of Alabama in Huntsville. Specifically, the committee shall:

1. Monitor policies and procedures for faculty appointments, promotions, award of tenure, sabbatical and other leaves, retirements, terminations due to financial exigency and discontinuation of an educational program, faculty evaluations, and salary adjustments.

2. Monitor the contents of the UAH Faculty Handbook through annual review, updating and editing.

This committee shall also be responsible for collecting and disseminating information pertaining to faculty personnel policies and procedures. Specifically, the chairperson of this committee will deliver a report to the Senate on matters under its jurisdiction.

This committee shall be responsible for recommending modifications or changes in all personnel policies.

Membership:

Membership shall consist of one elected senator from each college in the university, a representative from the Library, ~~and the Library~~ and one ex-officio member designated by the Provost/VPAA.

Commented [17]: One of the items from the Spring 2019 review of the bylaws had been a suggestion for a slight change in verbiage here, just so that the library membership as listed here is in agreement with the membership sections for the other committees.

SENATE UNDERGRADUATE CURRICULUM COMMITTEE

Charge:

The Faculty Senate Undergraduate Curriculum Committee shall be responsible for monitoring the quality of curriculum at the University of Alabama in Huntsville. Specifically, the committee:

1. Shall serve in an advisory capacity to the Provost/VPAA in matters related to curriculum planning, development, change, and evaluation.

2. May initiate and shall review any proposed changes affecting programs, basic degree requirements, and the creation or elimination of academic programs.

This committee shall also be responsible for collecting and disseminating information pertaining to the planning, development, change, or evaluation of any academic program. Specifically, the chairperson of this committee shall deliver a detailed report, including recommended changes, to the Senate during the academic year that will include the following information:

1. The status of all degree programs.

2. The status of any plans to change or add to existing degree programs.

3. The status of any academic programs being planned, including, but not limited to any new degree programs, departments, majors, minors, and degree/program options.

4. The status of any new or proposed courses within existing curricula.

5. The status of any contemplated or recommended eliminations of existing academic programs, including degree and nondegree programs and departments.

This committee shall be responsible for recommending modifications or changes in all curricular policies.

Membership

Membership shall consist of one elected senator from each college in the university, a representative~~one elected representative~~ from the Library, and one ex-officio non-voting representative from the Curriculum Committee from each college and the Office of Admissions and Records. The committee may request additional resource personnel (e.g., deans, registrar, directors, etc.) according to proposals being considered.

Commented [18]: Requesting a slight change in verbiage here, so that the library membership as listed here is in agreement with the membership sections for the other committees.

FACULTY FINANCE AND RESOURCES COMMITTEE

Charge:

The Senate Faculty Finance and Resources Committee shall review, assess, and make recommendations concerning:

1. The mission, goals, role, and scope of the university.

2. The objectives and plans of the major budget units.

3. The information base and planning procedures utilized in budget preparation.

4. The annual budget request and annual operating budget.

5. Campus planning and allocations of space and funding.

6. Faculty research priorities, funds, and projects.

This committee shall also be responsible for recommending modifications or changes in all matters under its consideration. The Committee also shall be responsible for collecting and disseminating information pertaining to the acquisition, availability, and apportionment of university resources among faculty. The Senate will be represented on the Priorities and Resources Advisory Committee by the chair of the Senate Faculty Finance and Resources Committee, one other member elected by this committee, as well as the Senate president-elect.

Membership:

Membership shall consist of at least one senator from each college, a representative from ~~one from~~ the Library, one member from the Employee Benefits Committee. The Vice President for Administration will serve as resource to this Committee~~..~~

Commented [19]: Requesting a slight change in verbiage here, so that the library membership as listed here is in agreement with the membership sections for the other committees.

Commented [20]: Also, suggest ending with a single period "." instead of a double period ".."

UNDERGRADUATE SCHOLASTIC AFFAIRS COMMITTEE

Charge:

The Senate Undergraduate Scholastic Affairs Committee shall monitor the quality of the academic environment relative to its impact on undergraduate students. Specifically, the committee shall:

1. Monitor policies and procedures for all admissions, withdrawals, scholastic probation, grading systems, academic good standing, and any other scholastic issue determined by the committee as relevant to student academic quality.

2. Hear appeals for undergraduate admission and readmission.

3. Review any proposed changes in the academic criteria for awarding any scholarship/financial aid.

This committee shall also be responsible for collecting and disseminating information relative to the development, change or evaluation of procedures or standards for admission, progression, and/or graduation. Specifically the chairperson of this committee will deliver a report to the Senate during the academic year that will include the following information:

1. The status of standards and procedures for admission, progression, and graduation.

2. The status of academic criteria for the awarding of all scholarships and other forms of financial aid at UAH.

This committee shall be responsible for recommending modifications or changes in all policies relative to its jurisdiction.

Membership:

At least one senator from each of the undergraduate colleges and a representative from the Library shall be elected to serve on this committee. The Provost or the Provost's designated representative will be an ex-officio

Commented [21]: Requesting a slight change in verbiage here, so that the library membership as listed here is in agreement with the membership sections for the other committees.

member. The committee may designate other ex-officio members depending upon the issues/policies being considered.

SENATE FACULTY AND STUDENT DEVELOPMENT COMMITTEE

Charge:

The Senate Faculty and Student Development Committee shall review, access, and make recommendations concerning issues related to:

1. Student retention
2. Faculty retention
3. Academic Integrity
4. Faculty orientation/mentoring programs
5. Research development and support
6. Teaching development and support
7. Student policies affecting faculty
8. Sabbatical and other faculty development opportunities
9. Faculty support services

This Committee shall be responsible for recommending modifications or changes in all matters under its consideration.

Membership:

Membership shall consist of at least one senator from each college and a representative from the Library. The Provost and the Vice President for Student Affairs will serve as resources to this Committee.

Commented [22]: Requesting a slight change in verbiage here, so that the library membership as listed here is in agreement with the membership sections for the other committees.

V. Senate Role Regarding University Committees.

University Standing Committees.

A. University standing committees consist of members of the faculty and members of administration/staff. Unless otherwise stated, faculty members

shall be selected by (but not necessarily from) the Faculty Senate and shall at least equal in number administration/staff representation on each committee. All ex-officio members shall be clarified and designated. Ex-officio members shall not vote, except for those ex-officio members who are committee chairpersons who may vote only to break ties. In cases where this ex-officio member serves as chairperson, members of the committee shall select a faculty member to serve as co-chairperson. If the ex-officio member calls a meeting but cannot attend, then the co-chair will preside. When faculty representatives on the committee do not happen to include a Faculty Senator, then a Senator should be placed (ex-officio) on the University committee as a reporting senator to the Faculty Senate.

B. Where Faculty Senate Committees and University Committees share common purposes, functions, or charges, members of the Faculty Senate Committees shall be voting members of corresponding University Committees.

C. Where required by the nature of the committee's function, the university committee structure shall reflect unit representation, including the Library. University committees shall meet at least once a semester. Any member of the committee may call a meeting. Committees will issue a written report to their administrative liaison and to the Faculty Senate Executive Committee each semester, after meeting. The terms of membership shall be for two years unless otherwise noted with arrangements made for staggered terms. The details of procedures are issues which will be determined by each committee.

D. University committees for which a faculty election is conducted by the Senate:

1. Faculty Appeals - five faculty elected by the general faculty each year to serve two-year staggered terms.

2. Employee Benefits - three faculty members elected by the Senate; three-year staggered terms.

3. Intercollegiate Athletics Committee - three faculty elected by the Senate to serve two-year staggered terms.

4. Library Committee - One faculty member from each college and Graduate School elected by the Senate to serve a two-year staggered term.

5. Campus Planning Committee - six faculty members elected by the Senate to serve a two-year staggered term.

Commented [23]: In the Fall 2019 committee review, the current 2019-2020 university committees reference manual was reviewed, and compared to this list. Several committees as currently listed in the bylaws are no longer present in the 2019-2020 university committees manual.The executive assistant to the provost was asked about these missing committees. She confirmed that the Publications Board (old #10) and Student Life Allocations committee (old #14) do not exist as documented previously.
She elaborated that the Information Services Users Advisory Committee (old #6), Patents & Copyrights Committee (old #7), and Radiation Committee (old #8) have been renamed and/or revised according to subsequent UA system or university policies, and those now govern these needs. That is to say, these committees do not exist in the same way.
She also elaborated that the University Judicial Board (old #12) is now the Student Conduct Board (now #8). Regarding the Student Conduct Board, the committee membership wording from the old bylaws has been replaced with the wording from the university committees manual.
The remaining committees have been renumbered to remove any gaps (from deleting obsolete committees).

~~6. Information Services Users Advisory Committee - one faculty member from each of the colleges and the Library elected by the Senate to serve two-year staggered terms.~~

~~10. Publications Board - two faculty members elected by the Senate to serve two-year staggered terms.~~

8. Student Conduct Board~~12. University Judicial Board~~ - one faculty member from each of the colleges elected by the Senate to serve two-year staggered terms.

9~~13~~. Commencement -one faculty member from each college, elected by the Senate to serve two-year staggered terms.

~~14. Student Life Allocations - two faculty elected by the Senate to serve two-year terms.~~

E. University committees for which the Senate appoints faculty members:

1. ADA Advisory Committee - one faculty senate representative.

2. Student Traffic Appeals Committee - two faculty members appointed by the Faculty Senate.

Commented [24]: In the Fall 2019 committee review, the current 2019-2020 university committees reference manual was reviewed, and compared to the list above in V. D. In addition the committees listed in V.D., two additional committees were identified in that manual has having members appointed by the Faculty Senate, but those committees were not listed in the bylaws. This new section would list those two committees, and the number of committee members appointed by the senate.

VI. Meetings of the Senate and Attendance

A. The incoming Senate Executive Committee will determine the regular meeting schedule of the Faculty Senate for the academic year before the start of the fall semester. The incoming Executive Committee will have this schedule (containing the dates, times, and locations of the regular Senate meetings) prepared and distributed to all faculty Senators, as well as to the President's Office, the Provost's Office, all college deans and departmental chairs, at the beginning of the Fall semester.

The full Faculty Senate will normally meet for regular business on every third Thursday during the Fall and Spring semesters. The starting time of the meetings will normally be 12:30 PM. Each meeting will last up to (90) ninety minutes, unless the Senate extends the duration of the particular meeting for a specified length of time by a 2/3 vote. The Executive Committee normally meets on the Thursday preceding the meeting of the full Senate and Senate Committees normally meet on the Thursday following the meeting of the full

Senate. The starting time of the Committee meetings will normally be 12:30 p.m.

Summer meetings may be called by the president (or president-elect in the president's absence) under the conditions specified in the Senate By-Laws VI.C.

B. Such regularly scheduled meetings may be canceled by the president if no items are on the agenda seven days prior to the meeting. Unless notified of a cancellation, senators are obligated to attend scheduled meetings without specific notice.

C. The president may call special meetings if the business of the Senate requires it. Special meetings may also be called at the written request of one-fifth of all senators. Such meetings shall be scheduled at times that will ensure maximum attendance. All senators must receive notice of such meetings two days in advance.

D. To ensure full representation of the University's faculty, the use of proxies shall be strictly regulated. Any senator unable to attend either a regular Senate meeting or a Senate committee meeting may send a substitute with a written proxy. This substitute must be from the senator's department, except as noted below (or, in the case of an at- large senator, his college) and no substitute may have more than one proxy.

Any senator experiencing a partial conflict between Senate meetings and scheduled classes shall be allowed to give his or her proxy to another senator, subject to the following provisions: 1) the senator must make the conflict known to the Senate president no later than the Senate meeting immediately preceding the first meeting during which such a conflict will occur, and must be able to present satisfactory proof of the conflict to the president upon demand; 2) the proxy will become effective at the beginning of each academic semester, and shall also include a record to proxies for each meeting showing the names of both the giver and holder of each proxy. It shall be the responsibility of the Senate president to inform every affected department of the proxy eligibility of their chosen senators at the beginning of each academic semester.

E. A quorum for any meeting shall be a majority of the votes (whether represented by senators or their proxies) that are entitled to be cast.

F. Senate meetings are always open to the University community. Visitors to the Senate may take part in discussion at the discretion of the president.

G. The first meeting of the Faculty Senate in the Spring semester shall be known as the Annual Meeting. The President of the Faculty Senate after consultation with the Senate shall invite any appropriate persons from the chancellor's office and from the central administration at UAH to speak to the Senate at its Annual Meeting on matters directly related to planning for the coming academic year as well as to planning of longer range.

VII. Submission of Business to the Senate

A. Business may be submitted for consideration at plenary meetings of the Senate by senators, Senate committees, and those parts of the University community empowered to do so by the Governance System. All business shall be submitted in the form of resolutions which state clearly and in detail all actions to be taken and the agencies intended to take these actions. Items which do not~~no~~ conform to this format shall be returned to their originators.

Note that, here and throughout these bylaws, the word “resolution” is used to refer both to bills that have been submitted for Senate consideration and also to those which have been voted upon and passed.

B. Senate committees shall submit written reports of actions taken, and shall submit their recommendations, if any, in the form of resolutions.

C. All resolutions shall be submitted in writing to the president-elect of the Senate.

D. The president-elect shall number all new resolutions in order of receipt, and shall identify by proper notations amended or substitute resolutions reported by committees. The president-elect shall list all resolutions as received. Seven days before each meeting of the Senate the list shall be closed and transmitted to the Executive Committee. Copies of all resolutions newly added to the list shall be sent by the secretarial staff to each senator.

VIII. Determination of the Agenda

A. All resolutions submitted to the president-elect and listed by him/her for the Senate Executive Committee, whether newly received or reported by committee, shall be considered by the Executive Committee and either

Commented [25]: Replaced “no” with “not” in the sentence which begins “Items which do no conform to this format…”

Commented [26]: The additional change here is based upon a 05Dec conversation with President-Elect Tim Newman who recommended this type of clarification, instead of needing to change multiple occurrences of the word “resolution” with “bill” throughout these bylaws

referred to a committee of the Faculty Senate or placed on the agenda for Second Reading in such order as they may deem appropriate.

B. The Senate Executive Committee shall report its actions to the president-elect, and the president-elect shall transmit a list of all resolutions acted on and the action taken to the senators, as well as lists of resolutions on the agendas for Second and Third Readings.

C. The Senate may, by a majority vote, direct the Senate Executive Committee to place on the Agenda at Second Reading at the next meeting any resolution referred to the committee.

D. If at any time the Senate Executive Committee finds no items ready to be considered at a meeting, it shall certify this fact to the president.

IX. Order of Business in Meetings of the Senate

A. No resolution shall be passed by the Senate unless read three distinct times. Action by the Senate Executive Committee or emergency introduction shall constitute the first reading. The second and third readings shall occur on the floor of the Senate, and shall be on distinct days, unless the Senate shall determine by a two-thirds vote, following the second reading of a resolution, to move directly to a third reading of the resolution. If any item shall receive a unanimous vote on Second Reading, the presiding officer may rule, if there is no objection from the floor, that it has been immediately and automatically adopted at Third Reading.

B. The Senate Executive Committee shall place items on the Agenda for Second Reading. During the consideration of an item on the floor at second reading, it shall be in order to move that the item pass to third reading and if a majority vote in favor, the item shall be automatically placed at the foot of the Agenda for Third Reading.

C. The preferred order of business in meetings of the Senate should be:

1. Correction and adoption of the Journal for the previous meeting;

2. Report by the Provost/VPAA on administrative responses to Faculty Senate recommendations;

3. Elections, reports of committees, and general discussion;

4. Business on the Agenda for Third Reading;

5. Business on the Agenda for Second Reading.

Items 1, 2, and 3 should be limited to a combined duration of thirty (30) minutes.

D. At the discretion of the Senate, the Provost/VPAA may be requested to submit a report in writing for inclusion in the permanent records of the Senate when the substance of the report shall make this desirable. Such a request may be made by motion after the oral report, and shall be voted on by the Senate without debate.

E. Following adoption of the Journal, the report of the Provost/VPAA, and general business, the president shall read the agenda item by item, beginning with the first resolution on the Agenda for Third Reading. The item read shall then be on the floor for consideration, but a motion to pass over without prejudice shall be in order immediately following the main motion for passage to the next stage. Following the passing over of consideration of a resolution, the procedure shall be repeated for the second resolution on the agenda, and so on. When the Agenda for Third Reading has been read once, the procedure shall be repeated for the Agenda for Second Reading. Items remaining on the agenda at adjournment (including resolutions passed over) carry over to the next meeting in the same order.

F. At any time during agenda business when there is no other motion on the floor, a senator may move that the Senate proceed immediately to emergency floor consideration of a resolution not on the agenda nor before committee. This motion is in order only if the proponent of the motion has on hand copies of the resolution for all senators plus two file copies. The motion may be debated for five (5) minutes and requires a two-thirds vote of those present for adoption. Any senator wishing, by emergency action, to bring a new (unpublished) matter before the Senate for action, and to move it through all readings on the same day, must present ample evidence of the urgency of the matter, of the need for immediate action, and of the likelihood that delay would seriously impair the effectiveness of the Senate's response.

G. If the Senate shall adjourn while considering a resolution, that resolution is considered before the call of the agenda at the next meeting. Prior to the call of the agenda, motions to take from the table resolutions tabled at earlier meetings are in order.

H. When a Senate resolution is passed at third reading, the president-elect of the Senate will forward the resolution to the Provost. The Provost may seek

the advice of University Counsel or other groups appropriate to the content of the resolution before forwarding the resolutions to the President of the University. The President of the University will either approve the resolution, suggest changes or decline to approve the resolution. In any case the University President will present the decision to the Senate Executive Committee at their next meeting following the decision. If there are suggested changes, the Executive Committee will place the resolution on the agenda of the next Senate meeting at third reading. It is the responsibility of the Office of the Provost to apprise the Senate president at every Executive Committee meeting of the progress of resolutions; the Senate president will then inform the senators at every meeting. Final decisions on resolutions should be made with all due speed. If the Senate determines that a resolution is blocked in an administrative bureaucracy, it may ask the Provost for a written explanation. The Senate also is responsible to offer clarifications of intent of resolution if there are questions from administration. Resolutions that do not require administrative approval are "Sense of the Senate" resolutions, and those resolutions that only affect Senate structure and functioning.

Commented [27]: One of the items in the Spring 2019 review of the bylaws had been to correct a typographical error here (under “Sense of the Senate” resolutions near the end).

I. At any time during a Senate meeting a senator or a Senate committee may be recognized to call for a "Sense of the Senate" resolution. These resolutions are to be distributed to the Senate in writing along with a verbal explanation of the need for the action. A "Sense of the Senate" resolution requires only a single reading, will be voted on upon the floor of the Senate, and requires unanimous vote. The purpose of this procedure is to expedite non-controversial matters such as recognition of significant contributions to the university, to encourage political action, etc. It is not the purpose of this procedure to bypass adequate debate or constituency input on any resolution of policy substance.

X. Records of the Senate

A. The file of resolutions and written reports and the Journal of the Senate are the only official records of Senate proceedings. These records are exclusive. All resolutions are complete as recorded. No debate or testimony of intent may be construed as modifying or expanding the actions of the Senate.

B. Files of all resolutions and written reports of the Senate as submitted shall be retained by the secretarial staff under the direction of the president-elect. The Senate may adopt rules regulating the access of members of the University community to these records.

C. The secretarial staff under the direction of the president-elect shall prepare the Journal. No debates shall be entered in the Journal, but it shall be a complete record of attendance, motions, votes, and other proceedings. At the request of one-fifth of the members present, the names of senators shall be recorded beside their votes on a particular motion.

D. In order that the Journal may be accurate, no motion affecting the substance of a resolution shall be seconded until submitted in writing to the president-elect.

E. Copies of the Journal shall be distributed as the Senate may direct. Responsibility for this distribution rests with the secretarial staff under the direction of the president-elect.

XI. Miscellaneous Provisions

A. The parliamentary law of the Senate shall be the current edition of Robert's Rules of Order Newly Revised as modified by these By-Laws. Meetings will be conducted according to these rules.

B. Amendments to these By-Laws and supplements to Robert's Rules of Order Newly Revised may be effected only through resolutions regularly placed on the agenda, and require a two-thirds vote of those present for adoption. Such resolutions may not be voted on at called meetings.

Bylaws updated [insert month & year] as proposed by the Senate Governance and Operations Committee and approved by the Senate [insert month & year].

Commented [28]: The G&SO committee wanted this type of datestamp added, so that the posted bylaws reflect that these were reviewed in 2019, and that suggestions were made and approved.

FACULTY SENATE EXECUTIVE MEETING
February 13, 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

Guest: President Darren Dawson

- **Faculty Senate President Laird Burns called the meeting to order at 12:51 pm.**

- **Meeting Review:**
  - **Bill 440 passed first reading.**
  - **Bill 441 passed first reading.**
  - **Bill 442 passed first reading.**
  - **Bill 443 passed first reading.**
  - **Bill 444 passed first reading.**
  - **Bill 439 passed first reading.**
  - **Bill 445 passed first reading.**
  - **Bill 446 passed first reading.**
  - **Bill 447 passed first reading.**
- **Administrative Reports**
  - Facilities Updates
    - Morton Hall June 2020 (Targeted Construction Completion in April 2020; Targeted Furniture Installation in June/July 2020; Targeted Building Occupancy in July 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 May 2020. Delays are a result of structural issues. These issues had to be addressed and reworked before field measurements could be taken and materials ordered).
    - Potential 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)
  - Senior Administrative Searches
    - VP for Diversity, Equity, and Inclusion - Search completed. Position filled effective February 12, 2020.
    - VP for Advancement - Position closed on December 20th; Search committee has conducted an initial review of applicants and selected candidates for first-round interviews. Next steps - Zoom interviews to be scheduled within the next two weeks.
    - VP for Research and Economic Development - HR has received the revised ad from the search committee and will begin placing the ads during the second week of February.

- Director of Athletics - Search committee selected eight candidates for additional review. First-round interviews began on February 7th and will continue on February 13th and 14th.

Academic Affairs Dean Search and Dean Reviews

- Dean of Science. Search Committee for the Dean of Science search conducted airport interviews on January 24, 2020 and has recommended four finalists for 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.

Charger Preview—February 22 and June 20—8:45—Setup 8:30

Honors Day: March 24, 2020

College Honors Convocations Schedule March 24, 2020

8:00 a.m.	Honors College	Charger Union
10:45 a.m.	Business	Chan
9:30 a.m.	Nursing	Nursing Building
12:30 p.m.	Science	MSB 100
1:45 p.m.	Education	Chan
3:00 p.m.	Engineering	Spragins
4:30 p.m.	Arts, Humanities, & Social Sciences	Roberts Recital
5:30 p.m.	Professional and Continuing Studies	Wilson Hall

Chapter 9 of the UAH Faculty Handbook

- Chapter 9 revision prepared by the Faculty Senate is currently under review.

Response to Senate Resolution 19/20-05 (Senate Bill 438): Institute a Copyright Notice on Canvas Courses

- Enhanced Teaching and Learning (ETL) will place a survey in Canvas Commons that will be available to every faculty member.

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.

- **Officer/Committee Reports**
  - Laird Burns, President
    - January meeting with Provost Curtis, and President-Elect Newman (President Dawson out of town)
    - Budget analyst support for faculty research proposals/contracts
    - Faculty salary analysis and diversity analysis – awaiting data
    - ADA Advisory Committee – call for a meeting
    - Financial Aid (Scholarship) Committee – update charter per President Dawson, then reactivate committee (increase enrollment, maximize ACT scores, maximize net revenues)
    - Budget & Planning – Feb 18
    - Campus Planning – this semester, after internal planning committee meeting
    - Corona virus – return from Chinese New Yar
    - Faculty 180 – review of module to improve usability, report availability
    - TIAA deposits
    - Jeff Weimer's proposal – academic calendar (Jeff's report)
    - Jeff's proposal for copyright on Canvas
    - FSEC – April 2 meeting is April 9 due to Spring Break
    - Proposal from Faculty and Student Development Committee and Candace Lanius on UAH counseling website – introduce during committee report, consider for February meeting
    - April meeting – Chancellor St. John
    - PTAC/URB members – are Research Center Directors in an administrative position?
    - Add Research Council reports to University reports on FSEC/FS Agenda
    - Add Research Council to University Committees
    - 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
  - Tim Newman, President-Elect
    - No report.
  - Mike Banish, Past President
    - No report.
  - Monica Dillihunt, Parliamentarian
    - No report.
  - Carmen Scholz, Ombudsperson

- I want to bring up that yesterday was our 10th Anniversary of the shooting. I was disappointed that no one from the administration was there to introduce Dr. Moriarity. We will carry this with us.
    - Monica – I was disappointed to find out yesterday at 9 am that it was happening.
    - Carolyn – I wonder if that happened at the college level. We received something a week ago.
    - Mike – There wasn't anything at our college.
    - Carolyn – Our Dean sent something out.
- One of the four cases have been dropped. In one day, I had three contact me with new cases. One seems to be resolved/tabled. One unfortunately is an old case that has broken open again. One has been made known to me by those moving into Morton. They were told they could pick three pieces of furniture. They feel they don't have enough room for their books/paper. I was then informed that they can pick a fourth item. Some people would like to bring old bookcases and were told maybe and then absolutely not. The reason was because of fire code. But when asked about that code's particulars, no further details came. Do we really need to have a sterile clean corporate look in that building? We are individuals, not corporate. Is that something we need to fight about? We have spoken in the past about the lack of appreciation about faculty. They are just asking to bring their own items.
    - Carolyn – President Dawson, do you have thoughts?
    - President – I would have to ask questions.
    - Lori – We just went through that and I understand setting a policy. We need to be able to personalize.
    - Jeff – I would be curious to ask about the fire code.
    - Laird – Refrigerators are one thing but we need bookshelves.
    - Carolyn – Has anyone talked to the Dean?
    - Carmen – Yes, he first said they could move then said absolutely not.
    - Mike – The real problem is we are causing disruption over nothing.

- Lori Lioce, Governance and Operations Committee Chair
    - Every comment we have received has been inserted into the bylaws as comments. I have sent you a two page write up of comments. At the last FSEC, we decided we would look into email voting. We are just looking to pass it as a reading on the floor so we can consider what the faculty would like. The comments are attached at the end of the minutes.
        - Tim – This is a debating society. That is what all parliamentary organizations are. My issue with electronic voting on policies is when they are electronic and have an electronic discussion, that isn't a real discussion. There is no opportunity for face to face discussion. For officer elections, there are ballots posted. There may be ways you can make some things work electronically.
        - Lori – Our body voted 6 to 2 that we would work on a verbiage. We decided we would propose that and have the faculty heard.
        - Tim – I was asked if I would provide language. I am not going to provide it because I don't know. I can't be forced to create the language.

- Lori – Ok, I will get with someone else to help with the language. I wasn't trying to demand.

- Paul Whitehead, Undergraduate Curriculum Committee Chair
  - We should have responses today for December deadlines. I came across college of business and they plan to be reviewed by next week.
- Jeff Weimer, Finance and Resource Committee Chair
  - I promise that at the FS meeting I will have a RCEU status.
  - I would like to summarize the email chain on the ad hoc committee. I think Brent's first statement that I missed is very important. I would like to stress that they are willing and interested.
    - Laird – Tim and I spoke with the Provost and President and they support the process.
    - President – Yes, we just have to make the details work.
  - To summarize what went on at the Associate Dean meeting, suggestions were made on how to change the schedule. Adding an additional study day and/or changing exam schedule were mentioned. The Associate Dean wish to college appropriate data before proceeding.
    - Laird – One of the concerns was looking at data. There was some concern on taking the time to compare previous semesters. They are willing to move forward. I personally don't want to put a lot of wait on data. I think we need to proceed forward. Brent is working with the registrar.
    - Jeff – Adding additional study day and I proposed the classes would start exams in the order they had their last class. I think my other sense is that is put aside. I think whether we can or not include another study day for the fall is being considered.
- Carolyn Sanders, Undergraduate Scholastic Affairs Committee Chair
  - No report. Our committee is wondering what is happening with Bill 437?
    - Laird – We extended the interim because it was in legal.
    - Carolyn – So it remained in the form it was submitted?
    - Laird – I can't respond but the Provost can next week.
- Seyed Sadeghi, Faculty and Student Development
  - We met January 23rd. The main discussion was mental health and counseling service. I know this center is going to upload their new website next month. We would like coordination with them before they put it up. We want to ask the Provost to look into that. We also discussed faculty orientation and mentoring.
  - Please see attached memo at the end of minutes.
- Mike Banish, Personnel Committee Chair
  - No report.

- Approve Faculty Senate Meeting minutes
  - Mike moves that we accept grammatical corrections. Ayes carry. Motion to put the amended minutes on agenda for senate approval. Ayes carry.
- Bill 440
  - Mike motions to discuss this bill. Paul seconds. Ayes carry.
    - Mike – There are some major changes. One is for the graduate council. There seems to be no communication from them. We dropped college representation to two each; there is no third rep. for colleges with PhD programs. We are saying that only the faculty senate can vote on membership for the graduate council.

        - Tim – What would you do if the administration creating a committee and called it curriculum committee? Would you accept an amendment or add faculty senate?
        - Mike – Faculty Senate has the Undergraduate Curriculum committee. The graduate portion of this committee operates on its own. We are renaming our committee to just curriculum committee so we can review graduate changes.
        - Jeff – How are we handling the interdisciplinary programs? Are they being represented in any way to our graduate council?
        - Mike – All in favor. Ayes carry.
- Bill 441
    - Tim motions to consider. Lori seconds.
        - Tim – Graduate Council is apparently in the midst of approving the graduate version of the original undergraduate proposal from professional and continuing studies of a few years back. (That idea was later dropped/transformed at the undergraduate level.) This bill would stop an unfocused graduate degree from going into effect until the strategic planning is in process.
        - Jeff – Why not just say that the graduate council stop until strategic planning?
        - Tim – The reason for the language there is that I didn't want to keep a discipline from launching.
        - Laird – All in favor. Ayes carry.
- Bill 442
    - Lori motions to consider. Carolyn seconds. Ayes carry.
        - Laird – All in favor. Ayes carry.
- Bill 443
    - Lori motions to consider. Mike seconds. Ayes carry.
        - Laird – There is a section that we wanted clarification to talk about task force.
        - Carmen – 5.3.1 was mostly stricken.
        - Laird- Let's leave that for the full senate floor. All in favor. Ayes carry.
- Bill 444
    - Mike motions to consider. Lori seconds. Ayes carry.
        - Mike – Brief history is we have continuing problems. We make a separate task force out of research council. This is language that we would like faculty senate pre-approval for Chapter 5.
        - Jeff – Three additional members appointed by faculty senate. Should that be included with a clause that they can or cannot be faculty senators and they must be full time faculty?
        - Tim – I think your concerns are because of the language.
        - Jeff – I am not in favor of just faculty senators. I would like to open it to all faculty.
        - Laird – I would like to defer that to the full senate. All in favor. Ayes carry.
- Bill 439
    - Lori motions to consider. Mike seconds. Ayes carry.
        - Tim – The bill as worded is not correct. The bylaws haven't been reviewed since inception. In 2009, there was a full review. I can speak to 2009-2011.
        - Lori – I will note that there is no documentation on that.
        - Tim – No, there is documentation. We can look at the minutes. I was the President. It was passed in January 2013.
        - Lori - What is the recommendation on the language?
        - Mike – I would take it out. There is no value to that.
        - Lori – The entire committee looked at the minutes. It isn't there.

        - Tim – Too many past Gov and Ops chairs/committees and the 2011-12 Executive Committee and I have put so many hours into by-laws review and revision for us to bring forward a resolution saying such wasn't done.
        - Jeff – Can I offer a friendly amendment? The second whereas be entirely replaced, the last recorded review of the bylaws was in January 2013.
        - Lori – I will accept that as long as I can verify that.
        - Laird – All in favor of friendly amendment. Ayes carry. Two opposed.
        - Mike – I would like to get into these details. I would like to consider the term of faculty senate to three years. Senators come in the first year and they have a lot to catch up on. By second year, you are chair and then you are done.
        - Carolyn – I would like to see what other faculty senates do. I would have a concern about those who are willing to serve for two but wouldn't want to for three years.
        - Lori – Our recommendation is that you stay on the same committee for two years. It would help if you didn't move committees.
        - Laird – We decided that our governance committee would tally our votes. All in favor of adding to agenda. Ayes carry. At least one opposed.
- Laird motions for extension of five minutes. Ayes carry.
- Bill 445
    - Jeff motions to consider. Carolyn seconds. Ayes carry.
        - Tim – If you look at subchapter 2. We are required to provide accommodations.
        - Laird – All in favor. Ayes carry.
- Bill 446
    - Tim motions to consider. Mike seconds. Ayes carry.
        - Laird – All in favor. Ayes carry.
- Bill 447
    - Tim moves to consider. Mike seconds. Ayes carry.
        - Laird – All in favor. Ayes carry.
- Meeting adjourned 2:23 pm.

Bylaws Comments Updates

1. I used the SB439 bylaws document that Tim Newman sent to you on Feb10 at 2:36pm as a starting point.

2. As requested, under Section V for University Committees, I added a new sub-section V.F. for Boards & Councils, as per FSEC discussion on Jan09 (even though I found no mention of that in the FSEC report for Jan09). An explanatory comment was added to that effect. (In addition, a subsequent comment was added, regarding the absence of the Research Council from the bylaws, because the R.C. is neither in the bylaws that were reviewed nor is it listed in Dr. Curtis' current manual on committees.)

3. I moved the lines for Student Affairs Advisory Board and Student Conduct Board from V.D. to the new V.F. sub-section for Boards & Councils.

4. I renumbered Commencement Committee in V.D. from 9 to 7, to correspond with the Boards that were relocated in step #3.

5. I looked to see if we are supposed to add in a line allowing for electronic committee voting. **I did not do so.**

    a. From the FSEC report from Jan09, it appears that, when asked about electing FS officers, Tim's response was that *"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."*

    b. I do not see anything in the current bylaws that allow that. All that I see in III.C. (for elections of officers) is that the names of candidates will be sent out to all faculty who are eligible to vote – there is no mention of sending those names electronically.

    c. As near as I can tell from the FSEC report from Jan09, the 6-to-2 vote was to have the committee – presumably the G&SO committee – consider making a subsequent change to the bylaws to allow for this.

    d. I agree that this very much needs to happen, but I just didn't see enough time to make this happen before the FSEC meeting on Feb13. I am sorry.

    e. Perhaps the G&SO committee should meet in person to discuss, and to propose a separate amendment to the bylaws specifically for this?

6. I added in Tim's comment regarding the removal of secret ballot in the election of faculty senators (under II.E.)

7. I added in Mike Banish's comments – because Mike did not edit the Word document and edit/insert/remove the wording, I added his suggestions in as comments, instead of directly editing the bylaws:

a. Under II.B.

b. Under II.C.1.

c. Under II.C.2.

d. Under II.D.

e. Under II.E.

f. Under II.F. (two separate comments added here)

g. Under III.C.

h. Under III.D.

i. Under III.E.

j. Under III.K.

k. Under IV.A.4.

l. Under IV.E.

m. Under IV.K. Governance and Senate Operations Committee (three comments)

n. Under IV.K. Senate Undergraduate Curriculum Committee (two comments)

o. Under V.D.

p. Under VI.A. (two suggestions, one comment)

q. Under VI.F.

r. Under VII.D.

8. Please note that I did **NOT** add in three of Mike Banish's comments (regarding IV.I. and IV.J. on p. 8 of his marked-up PDF, and regarding IV.K. Faculty Finance and Resources Committee on p. 12). I felt that those comments were likely to be important, but I was unable to read the handwritten comments with 100% confidence, and I did not want to misrepresent those.

a. I assume that you will be able to ask him about those directly within FSEC.

b. However, if you would like for me to contact Mike directly to ask him what comments he wanted added in IV.I. and IV.J. and IV.K. Faculty Finance and Resources Committee, please tell me & I will gladly do so.

9. I know that you wanted to say something more about the history of attempted reviews and revisions to the bylaws – but I'm getting tired and unable to determine exactly how to say what needed to be said, so I omitted that for now.

January 2, 2020

To: Seyed Sadeghi,
Chair of Faculty and Student Development Committee,
UAH Faculty Senate

From: Candice Lanius,
Member of FSDC Committee,
Dept. of Communication Arts

Student Testing of UAH Student Counseling Services Website

While UAH has consistent brand standards and website design protocols, it is important to regularly assess how effective a website is for its intended audience. In the case of UAH's counseling services, located here: https://www.uah.edu/counseling-center, two questions related to the website are:

1) *Can a student in crisis find the resources they need?*
2) *Can a student in crisis take action to help themselves?*

To help with the assessment of the website, I propose to work with the Counseling Services and UAH's web developer in my CM 452/ 552 User Centered Design class during Spring 2020 to assess the website with its target user group: UAH undergraduate and graduate students.

My class would perform a heuristic evaluation of the website, write user testing scenarios, and have different types of UAH students walk through those scenarios to identify potential "pain points" of UAH students trying to seek help given a crisis situation and general counseling services. If there are other secondary audiences for the website, such as staff and faculty, they may be included in the testing process. Ultimately, re-design recommendations would be provided in a formal report. Please find additional information on these activities on page 2.

The UAH library does annual user testing of their website with great success in ensuring that the library works effectively for its users. I believe that Counseling Services would likewise benefit from direct user testing.

Please let me know if you have any questions or concerns.

Heuristic Evaluation:

In Heuristic Evaluation, a team of user experience experts looks for a system's compliance with an established set of criteria that are known to create the most effective user experience. Nielsen's (1994) heuristics are:

1) Visibility of system status so users know what is going on.
2) Match between the system and the real world, specifically using language and concepts the user understands.
3) Ability of the user to navigate the system and go "backwards" if they make a mistake.
4) Consistency in words, situations, and actions across the system.
5) Error prevention with helpful text to avoid common mistakes.
6) Recognition of important information provided in multiple places to avoid memory overload.
7) Flexibility and efficiency of use for all user groups.
8) Minimalized design with no irrelevant or rarely needed information.
9) If an error is made, provide a message in clear language (no codes) with precise instructions.
10) Clear and helpful documentation of the process the user is undertaking.

Source: https://www.nngroup.com/articles/ten-usability-heuristics/

User Testing Scenarios:

User testing scenarios ask real world users to complete tasks that are common goals for the website. In the case of counseling services, those tasks might include:

1) You are worried about your friend who is acting strangely, please identify what course of action you should take to help them.
2) You have had a really rough semester and are looking for counseling services related to stress and time management, please find what services UAH offers.
3) You are unsure how to describe what you are going through emotionally, please use the UAH Therapy Assistance Online (TAO) anonymous self-screening tool.

During each of these testing scenarios, a team of observers will measure how long the tasks take for completion, the webpages the user looked at or clicked through to find the information, and ultimately ask several open and closed ended questions about how they felt while using the website.

Design Recommendations:

After completing the heuristic and user testing, the class would provide a report with enumerated and actionable design recommendations. These could include visual, information, or architectural design recommendations to ensure that students in crisis can find the information they need and quickly take action to get help.

FACULTY SENATE MEETING
January 16, 2020
12:50 P.M. LIB 111

Present: Tobias Mendelson, Sophia Marinova, Kevin Bao, Dilcu Barnes, Candice Lanius, Joey Taylor, Rolf Goebel, Andrei Gandila, Jeff Neuschatz, Christina Steidl, Mike Banish, Abdullahi Salman, Seong-Moo Yoo, Kader Frendi, Christina Carmen, Ron Bolen, Elizabeth Barnby, Sheila Gentry, Darlene Showalter, Lori Lioce, Katherine Morrison, Melissa Foster, Eric Mendenhall, Jeff Weimer, Harry Delugach, Tim Newman, Shangbing Ai, Seyed Sadeghi, Gang Li, Paul Whitehead, Sarah Roller, Ron Schwertfeger, Laird Burns, Carmen, Scholz, Maria Steele, Carolyn Sanders

Absent with Proxy: Jose Betancourt, Sherri Messimer, Gabe Xu,

Absent without Proxy: David Allen, Amy Guerin, Jeremy Fischer, Shuang Zhao, Fat Ho, Earl Wells, Leiqui Hu, Huaming Zhang, Monica Dillihunt

Ex-Officio: Provost Christine Curtis

Guest: President Darren Dawson, President Pro Tempore Ron Gray

- **Faculty Senate President Laird Burns called the meeting to order at 12:52 pm.**
- **Meeting Review:**
  - **Bill 438 passed second reading unanimously.**
- **Mike Banish motions to suspend order of meeting to allow Ron Gray to go first. Ayes carry.**
- **Ron Gray**
  - We have done this five or six years in a row. Britt and I have met with you all. The purpose is to hear from us. I enjoy doing this. I have never done this with UA and UAB. The board shares responsibilities. In previous years, we have not had an abundance of questions. I am here to hear from you. I want to read to you the mission, values, and principles. I also serve on the UAB Health System Board. There will be an announcement soon that will be positive for North Alabama. Our enrollment across the campuses is over 70K. Staff is approaching 50K. Patients we tend too is 250K. We awarded 16K degrees last year. Our system includes the fourth largest medical building. Over the last five years, the board has made an effort to make an influence at the state and federal levels. We made the decision and launched a pretty impressive plan that has been successful. UAH's state funding has gone up $49M to $53M. UA and Auburn have traditionally dominated the funding. We have worked aggressively. The 2020 DOD funding bill includes an extra $13M pointed directly to this institution.
    - Mike – What could you really do as faculty to give the board more information?
    - Ron – The major objective for this faculty is to partner with the administration, leadership, and President. Our responsibility is to hire Chancellor's and President's. I view meetings like this communitive. Our job as a board is to work with the President. This campus is the smallest of the three. This group should know that

the board is going to place great emphasis on this institution going forward. We would be foolish to not make UAH a priority. From a board standpoint, this campus will need projects funded. The financial posture of this campus is not as strong of some larger. The board is going to work with President Dawson to meet financial needs to help it grow.

- Carmen – You alluded to the support from the board to the faculty. That is appreciated. There were initiatives start under the previous Chancellor. These initiatives were to bring tenure earning faculty together, bus tours. There was discussion on sharing library resources. I know you can't speak for the Chancellor, but is this still an importance to him.
- Ron – Absolutely. If it isn't happening, we need to know.
- Ron – There will be two announcements. There are two successful dominate health systems – Huntsville and UAB. UAB has an insurance platform to provide Medicare support. We have been working this item over two years ago.
- Tim – The Governor's had a big push for workforce development. Has our system position changed?
- Ron – We recognize that the Alabama System has to lead this state. I will take an action to get back with you. I can't think of anything specific right now. The main thing would be enrollment growth.
- Kader – As Huntsville grows, is the board preparing to invest more into the UAH campus?
- Ron – Yes. There is benefit. The BOT is responsible for the funding executed by our system. As we worked through this funding cycle, you may have seen that Auburn received less funding. Their BOT expressed that publicly. That was because we worked with the legislature. They chose to battle with the legislature and lost. They put a number in for UA and we allocated it differently and made sure that all three campuses were represented. We tried to make sure funding was allocated. UAH gets equal emphasis as we work state or federal. We will give President Dawson permission to be more aggressive.
- Provost – What do you hear about outcomes based funding?
- Ron – It will benefit at campus like this. I think there will be money applied to that. I don't think it will be a large number. I think the implementation of that will be problematic.
- Jeff – You raised the education and medical aspects of the mission statement. Can you explain that more?
- Ron – You should know who you are associated with. Almost no one realizes that this board has responsibility for the UAB medical board. We are the only completely viable health enterprise in this state. UAB's health budget is over $3B. It is an important part. It doesn't just affect the medical students. It is important to me that you all realize that we are completely responsible for the UAB health system.
- Harry – It seems the campuses compete in academic affairs. We are the small step child compared to others. Most others in the state don't know about us. How does the board balance fairness between the three campuses since we are perceived as being so much smaller?
- Ron – The benefits of the system are broader than the system staff. To me, it is broader at the state and federal level. Most importantly this presence would be diminished if it weren't for the board. We have a process with ACHE. We go through a vigorous process of program reviews at the system office. Frequently we

approve programs very similar. When UAH gets funding its Darren's to execute. He is going to have a budget to execute. He will have more authority than his peers to execute. In regard to programs, it isn't a competition. There could be a scenario where there was a program that we suggested not to do but I can't think of one.

- Joey – I am curious if there is an emphasis on funding that it be increased compared to other campuses.
- Ron – Yes. There are creative ways. The Chancellor and I were talking if there were other ways. We can take advantage of the entire system of the whole system rather than just Darren borrowing money.
- Joey – Will we be proactive to be ahead of the population growth?
- Ron – We had major issues with the community in 2011. You all were very supportive to the board and Chancellor. We formed the committee to communicate among the board and the community.
- Ron B. – I am in a doctorate program at UA and having access to their library is much better than ours here.
- Laird – We are working with the other campuses. The subscriptions work in every way to keep you from sharing. Mike is our representative to the three campuses to push that.
- Lori – We can get shared resources with joint programs.
- Provost – That is it and it is built into every contract that we can't share.
- Ron - It is a great lead for me to share on. We have helped to obtain funding for Redstone Research Retention Program.
- Ron B. – I am finishing my doctorate at UA. There are different programs at UA and UAB. I can receive credits for 6 credit hours here. Can that be shared since we are under the same system?
- Ron – That is a great comment.
- Gang – When we share resources among campuses will we have access to the students as well?
- Laird – If you write that to me, I can present it.

- **Approve FS Minutes #603 from December 12, 2019. Kader Frendi moves. Mike Banish seconds. Ayes carry.**
- **Accept FSEC Report from January 9, 2020. Mike Banish moves. Seyed Sadeghi seconds. Ayes carry.**
- **Administrative Reports**
  - President Dawson
    - The Morton renovation is on schedule. Shelby Center basement is on target. We have some issues that we are working through but will stay on schedule. We will be going for an updated board approval in February. We pushed out the Spragins date to March 2020.
      - Laird – We are nudging the President to get campus planning going.
      - Mike – You have received an email stating that we have had campus visits. We have faculty sessions. I am very disappointed with the participation from this body and the rest of the faculty. At the 2 pm session, I haven't seen a faculty member there.
      - Member – Can we send out a poll? A lot of the nursing faculty are at the hospital.
      - Mike – I can't believe that every nursing faculty is at the hospital. Then you are right, it is unfair that you can't have any input in these situations

- Rolf – I share your concerns. Many of us half participate in these interviews. We have asked well-reasoned questions and only get stereotypical answers. Then whoever is hired by administration. We feel those interviews are ceremonial procedure. Mike, I don't object to what you said. We have a cultural problem with co-governance. I am glad that the President and Provost previously announced that you are aware of this. What you are addressing, Mike, is what we feel is a fundamental problem.
- Mike – I am not going to disagree. We have a new President. We should put on our Sunday best at minimum and see what happens.
- President – Let us have time to think about the nursing issue. This is the first I have heard of this.

- Provost Christine Curtis
  - There are several Dean Reviews ongoing.
  - I would like to talk about strategic planning. When Dr. Dawson came he spoke with each college and mentioned it would be ground up. I was tasked to come up with a starting point for all colleges and units. Thinking through our goals, I thought through teaching, research, and service. I felt that wasn't good enough. I looked into others and saw the same. I came up with different topics/goals. It is a task now to each college to use my words or develop your own. You have latitude to develop your own. The fourth goal is the college goal. I imagine some will be similar and some will be different. The format is the college vision, mission, values, and value proposition. That will be done under our current vision, mission, value, and value proposition. There will be a committee that will start May/June to develop a university vision. You will be tasked to come up with yours. The goals will each have objectives – each college can present three objectives. There will be two required for education. One is outcome based on the outcome based metric. The second required objective will be online learning. Flexibility of scheduling is imperative to our students. How will your college do this? Under research there is one. There is another required objective under goal three – how do we develop relationships with our community. How to bring in students that aren't common to our institution. The schedule is listed here. This semester is for the colleges to develop your plan and submit by May 15th. The university committee will start June 1st and work until fall. The university committee will have developed metrics and you can respond at that time. The colleges in January will be looking at their strategic plan. We will then finalize the strategic plan for final review. There will be updates to this plan. It will be updated every two years. We may have to address issues within that timeframe. The plans have been sent out. I know that nursing and engineering have started working.
    - Kader – This is a seven year plan starting next year.
    - Provost – We will submit January next year for April approval.
    - Member – Who is on the strategic planning committee?
    - Provost – They haven't been named.
    - Jeff – I appreciate the summary from the FSEC and seeing it again. I realize now that this is coming through the college level. Is this summary posted with plans on the website?
    - Provost – The documents sent to colleges and units will be posted.
    - Jeff – Will this information be posted as well?

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- Provost – Absolutely.

- **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^2C – 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
  - Tim Newman, President-Elect
    - This is our annual meeting. The first meeting of spring semester is our annual meeting. You may be aware that a salary review has been underway. You may notice we met SUG 50^{th} percentile at one time. UA is tracking along with the 75^{th} percentile. I have been arguing for faculty equity. I hope each college will discuss this. The UA started their strategic plan and their process included increasing tenure

and tenured earning faculty. UA looked to increased faculty and the salary. I think this is an opportunity for us to make a stand for faculty equity.

- Mike Banish, Past President
  - No report.
- Mike Banish, Personnel Committee Chair
  - We will start working on Chapter 6.
- Carmen Scholz, Ombudsperson
  - No report.
- Lori Lioce, Governance and Operations Committee Chair
  - We may need a special meeting to vote on bylaws.
- Paul Whitehead, Undergraduate Curriculum Committee Chair
  - We are meeting to have our in person vote after this meeting.
- Jeff Weimer, Finance and Resources Committee Chair
  - The portal for the final proposals for RCEU is open and will close Tuesday. The committee will meet shortly after that to start reviews
- Seyed Sadeghi, Faculty and Student Development Committee Chair
  - No report.

- **University Committee Reports**
  - ADA – Haven't met.
  - Budget and Planning – We should meet in February.
  - Campus Planning - Next month.
  - Faculty Appeals –
  - Financial Aid – No meeting.
  - Honorary Degrees and – Met last month.
  - Library – No meeting.
    - Ron – We have met in November and plan to meet next month.
  - Student Advisory – Has met.
  - Student Affairs – No
  - Student Conduct – No
  - Student Traffic – Sherri, we have seen appeals.
  - Faculty 180 – No
  - Diversity – No report.
  - Commencement – Met this week.
- Bill 438
  - Tim – That isn't the correct version. Get rid of square brackets and you have the correct version.
  - Mike – Motions to consider. Kader seconds.
  - Tim – Could I ask Jeff to introduce this?
  - Jeff – I brought this forward because I was doing this on canvas in my classes. Canvas is the official LMS for the institution. I have started a habit that I require students to acknowledge addendums. It is within that framework that as they look at information they realize they can't use the information and use it however they want. They can use it under copyright laws. Under this framework, I would like to see this practice instituted at a university level. This would require them to acknowledge the use copyright laws.
  - Sophia – Do you mean each individual instructor?
  - Jeff – This is for the student every semester.
  - Sophia – Who would manage this?
  - Jeff – the University.

- Harry – My understanding is educational purposes is fair use. Students will share notes.
- Jeff – The appreciation of fair use is the students understand they have your permission to do that. Fair use is that they ask permission to do that. Fair use is they can only use one electronic copy for their sole use. This is a subtly if you should be dragged into court you have to show you were made aware.
- Tim – I want to speak in favor to this. I think this is fantastic from a university standpoint. I think if the university has something like this, the university should have a legal safe harbor.
- Rolf – I am sympathetic to this use. The fair use clause is complicated. Could we simplify it by saying whatever is posted on canvas can't be shared outside the course with instructor's permission?
- Jeff – The fair use statement is ambiguous. I directly reference where you can find the direct information.
- Rolf – What if I need three copies?
- Jeff – Each student may have their own copies.
- Jeff moves for five minutes. Mike seconds. Ayes carry.
- Laird – My question is how well will the mechanism work?
- Lori – Has this gone to legal?
- Jeff – I welcome that UAH's legal team is encouraged to put this in the proper framework.
- Laird – If it is passed, the legal team has to look it over. All in favor. Ayes carry. Passes unanimously.

- Meeting adjourned 2:23.