

FACULTY SENATE

MEETING #578 AGENDA

NUR 101A

THURSDAY, April 20, 2017

12:30 PM to 2:00 PM

Call to Order

- 1. Approve Faculty Senate Meeting #577 Minutes from March 23, 2017**
- 2. Accept FSEC Report from April 13, 2017**
- 3. Welcome New Senators**
- 4. Administrative Reports**
- 5. Officer and Committee Reports**
 - Librarian Policy
 - IRB Policy
 - Bill 402
 - Bill 406
 - Bill 407
 - Bill 393
 - Bicycle Policy
 - Bill 403
 - Bill 408
- 6. Miscellaneous/Additional business**
- 7. Meeting of New Committees Caucuses and Election of Committee Chairs.**

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 EXECUTIVE MEETING

April 13, 2017

12:30 P.M. in CTC 101

Present: Mike Banish, Carmen Scholz, Joseph Taylor, Laird Burns, Tim Newman, Ramon Cerro, Kader Frendi, Christine Sears, Christina Carmen, Earl Wells, James Swain

Ex-Officio: Provost Christine Curtis

Guests: President Bob Altenkirch

- Faculty Senate President Mike Banish called the meeting to order at 12:32 pm.
- **Meeting Review:**
 - Bill 408 passed first reading and approved for senate agenda.
 - IRB Policy moved to senate agenda.
 - Bicycle Policy moved to senate agenda.
 - Bill 404 was sent back to committee.
 - Bill 403 moved to senate agenda.
 - Bill 393 moved to senate agenda.
 - Librarian Policy moved to senate agenda.
 - Bill 406 moved to senate agenda.
 - Bill 406 moved to senate agenda.
- **Administrative Reports**
 - President Bob Altenkirch
 - Residence halls will be full again in the fall. We set up lease agreements with four apartment complexes. They are within six miles of campus. We are trying to see if we need to provide transportation. The students pay the university, and we turn around and pay the management company. They are getting a discount by going through us. The charge is comparable to the cost of Charger Hall. The lease is for twelve months. The student can stay nine out of the ten academic months. We have to fill 75%. We have 209 beds.
 - The VP for Finance and Administration search committee is set. The announcement will go out soon. There have been organizational changes, I will send out an email pertaining to that. Telecommunications is being disbanded or moved to OIT. We are going to move to VoIP. It is cheaper than telephones.
 - Several of us have formed together a committee to look over the parking maps. I have a lot of data on the number of spaces needed to accommodate the enrollment number for fall. The plan is to move ahead and make it simple. The preference is going to hang tags. We will color code the lots. Likely, you will be able to park in multiple places. We should be able to do this within the next few weeks. We have a hang tag design for NASA people at Cramer Hall.

- The Board approved the purchase of the executive plaza. That is 58 acres across from the Beville Center. It has a lot of low office buildings. It has entrance ways on Sparkman, University, Wynn, and Holmes Ave. In 2014, the owner talked with us about redeveloping it. We met with attorneys and their developer. A redevelopment plan was created to include a Publix and apartments. They then defaulted on their loan. When they defaulted, there was a foreclosure sale. Country Life Insurance hired a real estate developer company and they came to speak with us. They received one offer on the property and rejected it. We decided to go ahead and buy this land. This will allow for university expansion, redevelopment. It's a long term project. We have 120 days to do due diligence. There is a lot of vacant space there.

- Ramon – Is this something that is being done by the board or state money?
- President – University money.
- Ramon – Is the university allowed to do commercial ventures like this?
- President – Yes, we won't own those places, but in a lease situation. Right now, the process is to get a general top level plan. The developer would market it. We would then execute a ground lease.
- Tim – Are you borrowing money or is it internal?
- President – Cash, \$7.1M. The asking price was \$7.5M.
- Laird – Would this allow us to grow the campus and invade this nicely developed area?
- President – We would want to set aside an area for expansion.
- Earl – It seems like to me to grow in one direction makes it possible to grow in the other direction.
- President – That is why the decision to go ahead and buy before land flippers took over. The only other piece of land available is the two churches on Holmes. That is much smaller and we couldn't do what I have described. The board advised to not let that go.
- Carmen – What is VoIP?
- President – You won't know the difference in what you have to what we are going to. VoIP will go down if the network goes down.
- Joseph – what is the cost savings?
- Provost – I don't know the answer to that yet.
- Carmen – In regards to VP of Finance search, is there someone from the research side of faculty involved?
- Mike – For those of you who didn't make it to the BOT meeting, Bob on behalf of the administration, put their reaffirmation on our reaffirmation on Bill 405. I heard that C&G accounting are moving under the VPR?
- President – Yes, they are. It completes the front end with the back end. It is that way at many universities.
- Mike – We sent you the cover a charger bill, do you have comments?
- President – Not yet.
- Mike – I will not be present at the faculty senate meeting Thursday. Carmen will take over in my place.

- Provost Christine Curtis

- We have faculty awards this Friday from 3-5 pm. We will also be publicly announcing tenure promotions. On May 7th, that is commencement, please

respond to Peggy. Our speaker will be dynamic. We have a request by several units to change our scheduling policy. The changes that we would allow would be registration. Some units need to be able to register for courses several times. We will be putting this into place as interim. I will get it to you for discussion in the fall.

➤ **Officer/Committee Reports**

- Mike Banish, President
 - I want to recognize that the President did mention our resolution on inclusiveness and diversity. After the BOT meeting, the Chancellor requested to meet with the three faculty senates. He advised increasing more communication all the way down from the faculty level. He wants feedback from us on how we would like to interact with other institutions at the faculty level. We were told there were funds available to help this.
 - Ramon – What kind of interactions does he have in mind?
 - Mike – Collaborative.
 - Laird- He seemed shocked there was more interest than he thought.
 - Carmen – His idea was to start with the non-tenured faculty. We mentioned tenured as mentors.
 - Mike – He walked away surprised of the excitement. He did encourage us to work together with shared ideas. He wants to see this discussion increase and continue.
 - Kader – The goal is to start next summer.
 - Mike – When we met after, we decided faculty senate presidents would keep in communication. We placed the responsibility on faculty student development to stay in touch to get this going.
- Mike – Tim, I will let you tell me. MAE has had two senators that have missed several meetings. The bylaws say if you miss three in a row without a proxy, you are automatically dismissed. One senator has missed six and the other four. I would like to vote.
 - Tim – There isn't a vote that is your call. The process is if you make that call, then you would notify the departments that the seats are vacated and they need to be replaced. They can send the same member again.
 - Mike – Do we want to remove one of them or both of them?
 - Joseph - Babak is on our committee and he comes to our meetings. He isn't totally absent.
 - Mike – Lin is removed.
 - Christine – He is removed.
 - Tim – Are there any other representatives that we know aren't attending? In my view, we want people on senate that will show up. It makes it hard to get quorum with vacant seats.
 - Carmen – We were lax in enforcing the rules. Next year, they will be enforced very strongly.
 - Ramon – Shotorban missed three in a row.
 - Joseph – He comes to the committee meetings.
 - Ramon – Committees are different than senate meetings.
 - Tim – Lin missed twice our threshold. Babak was only at three?
 - Mike – Yes.
 - Carmen – Shotorban has had proxy. I think to keep things simple, let's stay with the one removal. We will start next year to enforce that it is recorded.

- Joseph – Just reviewing for the RCEU is a lot of work.
- Mike – Christina, if you will ask Dr. Hollingsworth to have this election done by next week.
- Christina – Since I am a proxy, do I convey to Monica or take the lead?
- Mike – Take over for her.
- Kader – MAE has staggering terms and the ball has been dropped.
- Carmen – How does replacing Lin's term affect the staggering?
- Tim – It will just replace his term.
- Mike – I would like to make it for two years. All in favor. Ayes carry.
- Ramon – I think since Carmen will be President, if you miss two in a row you should be sent a reminder.
- Carmen Scholz, President-Elect
 - As President-Elect we have three new bills provided to us. A bill was provided to me anonymously by someone. Tim, can we accept the bill that way?
 - Tim – Yes as long as they are part of the university.
 - Mike – This bill will be 408. I want to move this to the floor of the senate. Tim moves, Laird seconds.
 - Ramon – We have the right to know who put together this bill.
 - Mike – A legal member of the faculty submitted it.
 - Tim – They can do it anonymously and there is no rule they have to be known.
 - Mike – All those in favor of passing first reading. 1 opposed. Ayes carry.
 - Tim – We have had several bills that we have passed that we haven't received a response on. Can we ask them about this at the meeting?
 - Mike – Did we pass patent and copyright?
 - Laird – No, it went to committee.
 - Joseph – We looked at appendixes.
 - Ramon – What is 402?
 - Carmen – It is in faculty and student development.
 - Tim – We have to do this?
 - Mike – It happened last time. It is like NASA EPSCOR.
 - Tim – Is this back for us to review? It doesn't say who does the review.
 - Mike – It is always under the VPR.
 - Tim – It seems that the purpose of this would be that the VPR doesn't make a self selection.
 - Mike – As long as he gives a written report at the end.
 - Ramon – Can you write that there has to be faculty representation?
 - Mike – Tim, do you want to take this and work on it.
 - Earl – What is the procedure?
 - Tim – Is the committee going to report this out?
- Kader Frendi, Past President
 - No report.
- Tim Newman, Parliamentarian
 - No report.
- Carmen Scholz, Ombudsperson
 - No report.
- Christina Carmen, Proxy for Governance and Operations Committee Chair

- I am proxy for Monica. This is straight from Monica. These are the newly elected senators for 2017. The nominations for ombudsperson are needed.
- Christine Sears, Undergraduate Curriculum Committee Chair
 - No report.
- Joseph Taylor, Finance and Resources Committee Chair
 - Distinguished speakers proposals are due the 20th.
 - Carmen – How many do you have?
 - Joseph – We have three or four for eight spots. We split the calls last year but I am not passing that off. We are just doing one.
 - Carmen – Could the deadline be extended?
 - Joseph – It could be extended some, but not into May.
- James Swain, Undergraduate Scholastic Affairs Committee Chair
 - I got a decisive vote on IRB, 07.01.02. I don't know what happens after I report they have been approved, but I am reporting it.
 - Carmen – What is the procedure?
 - Mike – It will go on the packet for Thursday?
 - Tim – We have to vote to send it to faculty.
 - James – I move that this get reviewed by senate. Mike seconds. Ayes carry.
- Earl Wells, Faculty and Student Development Committee Chair
 - I haven't received anything negative on the bicycle policy. I haven't received any negative feedback that we need to change anything. I think the bill goes out of committee unaltered.
 - Mike – All in favor of moving policy forward. Ayes carry.
- Mike - Bills 403, 404, and 400 went out to committees.
 - Carmen – I move bill 404 back to committee.
 - Tim – I move 403 to senate. Laird seconds. Ayes carry.
- Laird – In regards to SIE, I have an issue with the first note about the tenth week. I think that is too early.
 - Mike – We had the report from the SIE committee. Bill 393 we had tabled. The Provost asked us to table it because there was a committee. She did ask us what the committee said.
 - Christine – Does feedback go to you or her?
 - Mike – I guess to me.
 - Ramon – The committee is saying let's make what is there better. The bill is saying we need another system.
 - Laird - I think there is good in both of them, but they need to be looked over.
 - Christine – I sent this out to my committee and history faculty. The feedback came down to two things. One being if we want good results, what do those results mean? Is it sound to give extra credit to those who respond? Secondly, when we used the paper method, we got higher returns. We realize administrative costs are high but that makes the most sense.
 - Mike – I agree with you. In Madison County, we do optical scanners and ballots, they can't cost too much.
 - Carmen – I was told that in no uncertain terms that paper will not come back.
 - Laird – The committee was told paper would not come back. If we care to entertain this argument, I am ok with that.

- Mike – I would like to make an amendment to bill 393 that SIE's be done during the 11th week. Would that make business happy?
- Laird – We do it during the last two weeks of class.
- Mike – I would like to make a motion for an amendment that it is done during the 12th week of class.
- Tim – We need a motion to send to senate.
- Ramon – I motion to send 393 to the senate.
- Mike – I would like to make an amendment that SIE's be done during the 12th or 13th week of the semester.
- Laird – Do we keep them open until the 13th week?
- Mike – No, all in favor. Ayes carry. With amendment, I motion to send to senate. Ramon seconds. 1 opposed. Ayes carry.
- Joseph – My committee reviewed this as well. One thing in my committee is we need to know how these will matter for tenure.
- Ramon – The bill says it should be solely students.
- Mike – Do I have a motion to continue for ten minutes? Christina motions. Ayes carry.
- Librarian Policy
 - Joseph – I talked with David Morgan again. This bill got caught up with lecturer policy. I want this separated. We aren't asking for tenure just promotion. Their job isn't as desirable because they don't have this in place. I think we owe this to them to get it in place. I think the administration rejected it because of one sentence. I don't know that we even need that sentence in there.
 - Tim – Was there an expression as to why there was a concern with that?
 - Joseph – He was combining lecturer and librarian together.
 - Mike – He did cloud them together. We say that board rule 301 exists. We would like for them to have a review.
 - Tim – I think the policy needs to go before the senate.
 - Kader – This is long overdue. We were going to pass it in my term.
 - Mike – All in favor of moving this to the floor. Ayes carry.
- Bill 406 & 407 – They are the ones that came out of faculty senate meeting.
 - Tim – We had 407 before and it was shot down. I don't think that 407 will fly.
 - Mike – All in favor of moving 406 to senate. Christina seconds. Ayes carry.
 - Carmen – 407 has been considered before. The faculty wanted it and nothing came from it.
 - Tim – The librarian people told Brett that the providers won't agree to this.
 - Carmen – What is the deal that they have special permits to get into other databases?
 - Joseph – You can request from the librarians at the other universities to be guest.
 - Mike – This seemed to be something the Chancellor seemed happy to do. Let Bob work with the other Presidents and the Chancellor.
 - Joseph – It is very expensive.
 - Mike – Do I have a motion to move 407. Carmen seconds. 1 opposed. Ayes carry.
- Approval of agenda for faculty senate meeting 578. Add the following to the agenda:
 - Librarian Policy
 - IRB Human Subjects
 - Bill 402
 - Bill 406

- Bill 407
 - Bill 393
 - Bicycle Policy
 - Bill 403
 - Bill 408
- All in favor ayes carry.
- Meeting adjourned at 2:15 pm.

FACULTY SENATE MEETING

March 23, 2017

12:30 P.M. in NUR 101A

Present: Laird Burns, Yongchuan Bao, David Stewart, David Harwell, Ryan Weber, Christine Sears, Carolyn Sanders, Jeremy Fischer, Dianhan Zheng, Kyle Knight, Mike Banish, Tingting Wu, Yuri Shtessel, Fat Ho, Earl Wells, James Swain, Kader Frendi, Christina Carmen, Mark Lin, Casey Norris, Maria Steele, Mary Bonilla, Amy Hunter, Debra Moriarity, Jeff Weimer, Harry Delugach, Tim Newman, Dongsheng Wu, Ming Sun, Vladimir Florinski, Monica Dillihunt, Shannon Mathis, Carmen Scholz

Absent with Proxy: Sophia Marinova, Joseph Taylor, Anne Marie Choup

Absent without Proxy: Xuejing Xing, John Schnell, Irena Buksa, Ramon Cerro, Babak Shotorban, Ann Bianchi, Tracey Durm, Marlena Primeau, Qingyuan Han, Shanhu Lee, Roy Magnusson

Ex-Officio: Provost Christine Curtis

Guests: President Bob Altenkirch

- Faculty Senate President Mike Banish called the meeting to order at 12:36 pm.
- Approval of Faculty Senate Meeting #576 minutes. Harry Delugach moves to approve. Kader Frendi seconds. Ayes carry.
- Accept FSEC Report from March 9. Kader Frendi moves to accept. Change Christine Sears to present. Member seconds. Ayes carry.
- **Meeting Review:**
 - Lecturer Policy passed second and third reading.
 - Bill 405 passed second and third reading.
 - Military Policy passed second and third reading.
 - Bicycle Policy was sent back to committee.
- **Administrative Reports**
 - President Bob Altenkirch
 - Active Duty and Deployment Policy: There is language that is copied from the draft policy. The draft you have removes the word “involuntary”. I reviewed several policies. UA says a call, Auburn says called to order. The reason we have that word in there is because of training. Apparently military personnel are required to go through training. They can choose when they can do it. In looking at this, I thought that this was pretty good. I am asking that this be revised to what the U of Missouri says. Having documentation says that if we get audited that covers us. I also removed the word deployment. There is a difference in being called to active service and actually being deployed. I ask that when you vote on this today, take a look at this language. I would like to get the application in to get our military status.

- Mike – I don't know how voluntary training works.
- Provost – You can set the date.
- Laird – You have to do it. If it isn't possible to schedule; it becomes mandatory. I think there is a caveat that they are assigned to go train and they can't withdraw.
- Harry – If they can choose, that makes it voluntary.
- Laird – It doesn't say voluntary training. It says all training.
- Jeff – I read it the same.
- President – I copied Missouri's language.
- Harry – Military service is beyond their control. Is that the intent?
- President – No, you can choose.
- Harry – If they are required to serve for duty or training that is beyond their control.
- Laird – If you get promoted, you are going to training. This says you can't withdraw. I don't think that is the intent, but the wording doesn't allow mandatory training to be considered.
- Tim – If you have an order that is involuntary.
- Mike – How many are we actually talking about? I like Harry's language, beyond their control.
- Jeff – If you say it once, you won't have to go back case by case.
- President – I prefer to use industry language and that is what this is.
- Harry – You say tried and true, how long does it take for universities to implement their policy? We don't know if Missouri has had issues with their policy.
- President- We had experience with training.
- The top sentence was removed, that is fine. We maintain records now. You check a box on the application and we keep record of that. It is voluntary to check that, but if they check it, we have the record.
- Kader – You have a policy today for bicycles. In reading through the policy, there is parking and enforcement. I am afraid that we don't have enough racks to enforce.
- President – We have installed more racks. The police went around and looked at areas where bikes were overflowing. Facilities then deployed racks in those areas. We will then set more out as needed. This will allow us to get rid of bikes that have been chained for months.
- Kader – So more racks will be put out in the future?
- President – Yes.
- Kader – SSB parking, the monitors block those spots all day long correct?
- President – That is a visitor spot all day.
- Kader – That seems to be wasted space.
- President – After 5:00 pm they become ours for parking.
- Provost Christine Curtis
 - We have a CIO Chief Information search about to begin. The search committee will be composed of individuals from all over the university. It will be an external search.
 - One thing that IT is doing is moving from Banner 8 to Banner 9. You may have heard it called Banner XE, but they have chosen to make it Banner 9. There will be an opening of Banner 9 as well as keeping Banner 8 open. The reason is because some

of the forms and tables won't be supported by the end of this year. Banner 8 will not be supported after 2018.

- Tenure and promotion announcements went out yesterday. Congratulations to all those that received tenure and promotion.
- We will have a faculty awards ceremony on the 14th of April. We will have college and university awards. We will have awards for faculty mentors, graduate student mentors, and research awards. We will be honoring our faculty that have been recently tenured and promoted.
- We have a major campus recruitment event Saturday. The preview is in the morning. The engineer open house will begin at noon. There are 277 students coming for charger preview, and 130 for engineer open house.
- The Board of Trustees will be on campus the 6th and 7th. The meeting itself is the 7th. Committee meetings will take place on the 6th. I encourage you to come to the board meeting to hear Mike speak.
- On April 11th, we will have honors day starting at 8:00 am with Honors College. Each college has an hour and fifteen minutes for their ceremony with a reception following. We have a schedule. We are spacing it over the entire day is because the parents have two children being honored and can't make both ceremonies.
- Lastly, that same week is research week. There are a number of activities for our students. There will be a posted session on Wednesday from 4-6 pm. It will be located in the Student Success Center. You are welcome to come and talk to the students. Every college will be acknowledged.
 - Harry – We are phasing into Banner 9 this Sunday?
 - Provost – Yes, they are making the transition. Then all the work will be done within the next 9 months. You won't see it this Sunday, but you will be warned and trained as you will be transitioned.
 - Debra- There used to be a couple of honor society's recognized at the university wide ceremony. Will they still be honored?
 - Provost – We asked the colleges to honor them at their specific ceremony. What has happened on the university wide is the parents have somewhere else to go for another college. I understand the issues and decided we will try something else this time.

➤ **Officer/Committee Reports**

- Mike Banish, President
 - Next Thursday is the President's discussion of the parking policy and fee structure. The fee structure is listed on myuah. We are also going to work in Bob Lyon from the development office to discuss new things. It is not an official meeting, but hope you will all attend. The week after is the BOT meeting, you are all invited to come and listen. I will be giving a presentation to the board about the state of the faculty.
 - Carmen is absent today. They are interviewing a candidate. There are four bills that have been pushed out to committees, 402 – 404. The other two items are the copyright and distribution policy. They have been sent out to finance committee. After all your leadership is done, these policies will still exist. Every college has a representative on the finance committee.
- Kader Frendi, Past President
 - No report.
- Tim Newman, Parliamentarian

- I would like to tell the senate that chapter 4 was not accepted in the form the senate presented it in. We have more work to do.
- James Swain, Undergraduate Scholastic Affairs Committee Chair
 - No report.
- Earl Wells, Faculty and Student Development Committee Chair
 - No report.
- Monica Dillihunt, Governance and Operations Committee Chair
 - It is time for elections for senators. I sent out an email to the Dean's this morning. The deadline is March 31st. If your time is up and want to submit again, get those in. If you want to be considered for FSEC or Ombudsperson, send me your name.
- Christine Sears, Undergraduate Curriculum Committee Chair
 - No report.
- First item on the agenda is the lecturer policy. We passed the lecturer policy on October 20th. It came back from administration with changes. We put some changes back into it on December 26th. It has passed first reading. This will be the second reading. Changes from what the admin are indicated in blue or red. Do I have a motion on this policy? Kader Frendi moves. Debra seconds.
 - Tim – We have talked about this bill for quite a while. One issue is the role of the lecturer within the department in regards to governance. We have overlooked that departments have policies for promotion and tenure. I would like to propose an amendment to state, “nor do they participate in determining unit policies concerning these actions.”
 - Member – We had this discussion in our committee. Can you explain lecturer? Is tenure earning the only ones that can vote?
 - Tim – Clinical and research faculty have long standing rights in these regards. It has been concern to me because there have been situations where people do not have a terminal degree in our discipline. They do participate in our unit. They are valuable and qualified to be in the classroom. They don't have the insight to these kinds of matters.
 - Christine – I wonder is that a policy correction for a minority situation. In the spirit of shared governance, we want our lecturers to be involved in how they will be ranked. Some of our lecturers have PhD's. I think many of us want that input.
 - Jeff – In chemistry, lecturers are there giving their input. The distinction here is we won't allow lecturers to define how the department operates. The counsel of lectures can be sought. I agree we shouldn't have lecturers determining the policies.
 - Christine – Could that be up to the department? It seems that is another addition to keep departments from making their own decisions.
 - Debra – One of the issues is forming committees that will evaluate faculty. Will lecturers be able to be on those committees? If you have tenured track faculty and put non-tenured track on their committee that will be the issue. Not that their input can't be sought, but to be formal members I think we want to be careful. If someone isn't recommended to go up, I think that could create a problem.
 - Harry- I see confusion here on if the lecturers participate in promotion and tenure. I think there is agreement they shouldn't participate officially.
 - Fat Ho– Only tenured faculty can be there. It is in the handbook already.
 - Mike – Can I make Harry's suggestion? Jeff moves.

- Harry – There is some changes in red and blue. They have all been made at the same time.
- Mike – There is an amendment on the floor. Kader Frendi seconds. All in favor. Ayes carry. 2 opposed. Are there any other suggested amendments? I am going to call for someone to move for vote.
- Member – Annual reappointments. There is concern for annual reappointment.
- Mike – We tried to fix that. The Provost pointed out that we have to have an annual review at minimum. All in favor of lecturer policy as amended. Ayes carry. 1 abstains. Motion to third reading, Christine moves. Member seconds. Ayes carry. 1 abstains. Passes third reading.
- Bill 405 – Kader Frendi moves to introduce. Tim Newman seconds.
 - Bill passed first reading in FSEC meeting. Kader motions to vote on bill. All in favor. Ayes carry. Passes second and third unanimously.
- Military Policy: Motion to introduce by Jim Swain. Second by Christine Sears.
 - Debra – I have an issue with the word “withdraw”. More of the problem comes in with the few weeks and want to make up the work. The few weeks can really go for a long period of time.
 - Mike – We try to say that you aren’t going to make it missing eight weeks of class. We need it come to a level to say we will have your back and you won’t make it. You are right, Debbie.
 - Debra – As a Chair, I get faculty coming to me asking for the university policy.
 - Mike – It has to be moved up beyond faculty.
 - Jeff – Is it something that we should codify in this policy? As an example, students may petition their faculty for incompletes.
 - Debra – That is a standard procedure now and shouldn’t be listed again. They want the opportunity to make it up and they are persistent that they should be able to make it up.
 - Jeff – Do you feel we need to codify a policy to give faculty leverage to address that back?
 - Mike – My opinion is I want to pass it off to the Dean and Provost. You need to look at this student as a whole, and figure out what is best for them. We cannot do this as an individual faculty member. We don’t the big picture amongst other classes.
 - Christine – I have a question about going to the Dean and Provost, not TJ?
 - Mike – We are faculty members and that is the academic chain. I have had cases where I know students are in other faculty members class, and they weren’t made aware. The communication has to be covered.
 - Debra – I am not pushing for some policy if you are gone for so many weeks. There has to be something the department chair or Dean can say it’s impossible to make this up.
 - Mike – We don’t have the resources to say that.
 - Roy – Based on circumstances this a little unclear.
 - Mike – I think that is a situation we are talking about. You can’t force a student to withdraw. I want to come back to switching to the language the President suggests. Kader Frendi moves. James Swain seconds.
 - Debra – Training is usually not voluntary.
 - Member – Most of the time you do have the option of when you go.
 - Mike – I do disagree with what the President said.
 - Member – It is going to be hard to know if it wasn’t voluntary.

- Christine – I have a situation now, and the orders clearly state it was voluntary.
- All in favor of the amendment. Ayes carry. 4 opposed. 1 abstains.
- Roy – I think one of the issues here is if we are at war and people volunteer, we won't penalize them for that. We want to dig into it if some training is voluntary or not.
- Harry – The motivation to consider this at all is because we aren't on the university friendly list. We have a lot of military attending. We can pick at this, but I think it makes it clear we are military friendly.
- Earl – This was put on the fast track for approval.
- Mike – If you have to go to training for your position, if there is a choice on date, your order will also say if you have to report now.
- Debra – Suppose there was an involuntary service for training. I had a student that had to go to Croatia then. She wouldn't have been allowed to withdraw with a refund.
- Provost – The President would consider that as involuntary service.
- Mike – All in favor of policy as amendment. Ayes carry. 1 opposed. 1 abstains. I would like to have a motion for third reading. Member moves. Tim Newman seconds. All in favor. Ayes carry. 1 opposed. Passed second and third reading.
- Bicycle policy:
 - Member motions to move policy to floor. Joseph sent me this email. State of Alabama code says that bicycle can't be ridden on sidewalks unless it is a designated bike path.
 - Roy – I think there are a lot of problems with this bill. I think the President just grabbed this and I have a rewrite to send back to the committee it came from.
 - Mike – There is a motion to send this back to the committee for a rewrite. We will send this to faculty student development. All in favor. 2 opposed. 1 abstains. This goes back to the committee.
- Debra Moriarity motions to adjourn. All in favor. Meeting adjourns at 1:36.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

CAMPUS BICYCLE USE POLICY

—DRAFT—

Number 06.07.XX

Division Police Department

Date

Purpose To regulate the use of bicycles, which, as defined here, includes all pedal driven, human powered vehicles, on the UAH campus in order to:

- enhance pedestrian and rider safety on campus, with heightened emphasis during peak motor vehicle and pedestrian traffic periods;
- provide for the safe and free ingress/egress to and from University buildings and facilities;
- provide for accountability of bicycles located on campus
- reduce the number of bicycle theft reports and vandalism losses;
- eliminate the number of unserviceable bicycles abandoned on campus;
- establish and publish written guidelines and regulations to facilitate the safe movement of bicycle traffic on campus.

Policy This policy applies to all University employees, students, and visitors who ride, park or store any bicycle or other pedal driven, human powered vehicles on the campus of The University of Alabama in Huntsville.

Registration of Bicycles Required

Persons having a bicycle on campus must register it and affix to it a permit issued by the UAH Parking Management Office. There is no fee associated with registration of a bicycle. Through registration, UAH will have an efficient process to establish the ownership of a bicycle that is improperly parked or abandoned. In the event a bicycle is stolen and later recovered by law enforcement, registration makes it easier for the Police to prosecute the thief and return the bike to its rightful owner.

By registering a bicycle, the owner also acknowledges that he/she has read and understands the University's Campus Bicycle Use Policy and agrees to abide by the rules and regulations set forth herein, including

applicable Alabama laws addressing Bicycle Safety: Alabama Code 32-5A-260 through Section 32-5A-266, and 32-5A-280 through 286. (<http://law.justia.com/codes/alabama/2009/Title32/Chapter5A/Chapter5A.html>).

Such laws generally entitle cyclists to the rights of vehicle drivers, but also require cyclists to comply with the duties of vehicle drivers. Cyclists are also acknowledging that they must use bicycle paths, when available. State law also requires riders under sixteen to use helmets and the use of restraints for children under 40 pounds. Violations may be enforced by law enforcement officers, according to the code.

Bicycle Registration

- Students and employees should log in to their myUAH account and select the link Parking Management under Campus Services.
- Permits are not transferable. In the event of the sale of a bicycle, or transfer of ownership, the new owner must register it in his/her name and a new permit will be issued. The permit period is identical with that of the university motor vehicle registration period--expiring on August 31 of each year--and the bicycle must be re-registered by that time.

Safe Operation of Bicycles

As a cyclist on campus, all provisions of the State of Alabama Motor Vehicle Code and the rules and regulations of UAH apply. Bicycle riders must obey the rules of the road as would the operator of a motor vehicle, i.e., cyclists must stop at stop signs, travel in the correct lane, and yield to pedestrians who have entered a cross-walk. Failure to do so may result in issuance of a citation.

Cyclists must remain on marked bicycle paths or on the streets operating on the far right side or the right lane. Cyclists who find themselves sharing a sidewalk with pedestrians should dismount and walk their bicycles until clear of congested areas.

Operation of a bicycle in an unreasonable manner as to be considered reckless conduct or that may cause injury to another person or damage to property could be cause for the offending cyclist to be subjected to criminal penalty as well as civilly liable for damages as a result of any negligence.

Parking and Securing of Bicycles

In order to decrease the opportunity for theft and reduce the hazards caused by bicycles that are improperly affixed to stair rails, light poles, street signs, trees, etc., the University has strategically placed structurally sound bicycle parking racks at convenient locations around the campus.

Bicycles must be secured to a bicycle rack each time they are left unattended on campus for any period of time. Bicycles left unattended that block a stairway, sidewalk, pedestrian pathway, door entrance/exit or inside a building hallway or common area are in violation of this policy and the owner is subject to a citation as well as removal and impoundment at the owner's expense. (see Impoundment Procedures)

To protect a bicycle against theft, it should be locked to a bicycle rack. Locking devices and methods may vary, but a steel core, U-shaped type of bicycle lock is the recommended type of locking device. A bicycle should not be secured in a manner that can allow it to be disassembled and removed. For example, lock the bicycle to a bicycle rack using the frame of the bike and not a wheel or handlebar.

Enforcement

The Parking Management Enforcement Staff are charged with enforcement of University parking regulations only. These individuals are also authorized to remove bicycles that are parked and/or secured in an inappropriate manner and/or at a location that creates a safety hazard. They may also remove any bicycle that appears to be unserviceable or abandoned after proper notice is given (see Damaged and Abandoned Bicycles). Violations of state law regulating motor vehicles will be addressed by law enforcement officers. Moving violations such as running a "red" light or failing to yield to a pedestrian in a crosswalk may subject the cyclist to a moving citation, which is normally adjudicated in the municipal or state court. In some circumstances where a student habitual violator is identified, a referral to the Dean of Students may subject the accused person to disciplinary action through the Student Code of Conduct.

Damaged and Abandoned Bicycles

Any bicycle observed with significant damage, whether locked or not locked to a secure bicycle rack that would reasonably be considered unsafe to operate or abandoned due to the length of time it has remained in its same condition and location may be removed and placed in the Impoundment Area. There is no fine, penalty or charge resulting from this action, and it should be understood that the action may be taken to protect

the registered owner's property from theft or vandalism. It will also clear space in the affected bicycle racks for registered, serviceable bicycles to be parked.

Typically, an unserviceable bicycle that remains in the same location for at least thirty days will be tagged by Parking Enforcement. Attempts will be made to contact the registered owner. The tag will serve as notice to the owner that the University intends to remove the bicycle after thirty additional days have expired. A removed bicycle will be placed into the Impoundment Area and maintained there for six months. After the six month period of time has expired, the bicycle may be sold or used for official University business, i.e., parks, recreation, etc.

Impoundment Procedures

Once the decision is made to impound a bicycle, a lock, chains or other devices used to secure the bicycle will be forcibly removed. Any resulting damage to the bicycle or locking mechanisms is not the responsibility of UAH or the UAH Police Department. The bicycle will be transported and placed in the Impoundment Area.

An unregistered impounded bicycle will be released upon proof of ownership and payment of a \$5.00 impoundment fee.

Waiver of Liability

UAH assumes no responsibility for the loss, damage, theft, care or protection of any bicycle or attached accessory, including locking devices or contents, at any time. Individuals who bring a bicycle onto the campus assume all risks of loss of or damage to the bicycle. All persons on campus should be reasonably aware of his/her own safety, whether as a pedestrian, cyclist, or vehicle operator.

Review

The Office of the President is responsible for the review of this policy every five years, or whenever circumstances require.

Approval

Chief University Counsel

Date

Senior Vice President for Administration and Finance

Date

Vice President for Student Affairs

Date

APPROVED:

President

Date

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

FACULTY SENATE

Senate Bill #408: UAH Faculty Career Advancement

WHEREAS, the University of Alabama in Huntsville ("University") expects participation in academic and scholarly endeavors by its faculty; and

WHEREAS, the University encourages leadership in academic and scholarly pursuits by its faculty; and

WHEREAS, the University desires achievements in academic and scholarly efforts by its faculty; and

WHEREAS, the participation, leadership, and achievements of faculty in academic and scholarly activities are well-established components of the tenure and promotion process; and

WHEREAS, the University reaps intellectual and financial benefits from the participation, leadership, and achievements of its faculty in academic and scholarly undertakings; and

WHEREAS, a system supporting career advancement within the University is a valuable faculty recruitment tool; and

WHEREAS, career advancement within the University is an important mechanism for retaining existing faculty; and

WHEREAS, existing faculty have institutional memory and valuable operational experience within the University,

NOW THEREFORE BE IT RESOLVED:

That any open positions above and including the level of "Department Chair" (as defined in the Faculty Handbook) within the Office of the Provost and Vice President for Academic Affairs, seek and consider internal faculty applicants before commencing an external search; this includes, but is not limited to, "Assistant/Associate Department Chair", "Program Director", "Dean", and "Assistant/Associate Dean".

AND BE IT FURTHER RESOLVED:

That any open positions above and including the level of "Director of Research Unit" (as defined in the Faculty Handbook) within the Office of the Vice President for Research and Economic Development, seek and consider internal faculty applicants before commencing an external search; this includes, but is not limited to, "Assistant/Associate Research Center Director".

AND BE IT FURTHER RESOLVED:

That if, upon review of internal candidate application(s) and interview(s), faculty candidates are deemed either unqualified or unacceptable, a written explanation detailing the reasons for this determination will be produced by the Search Committee or its Chair, and delivered to the candidate within 30 days of the application's submittal.

AND BE IT FURTHER RESOLVED:

That, prior to external searches for open positions as defined above, estimated costs associated with recruitment (including non-university professional services), position salary, associated secondary hires, and any associated startup funds be drafted by the responsible university office, and this estimate be provided to the Faculty Senate President for inclusion in the minutes of the Faculty Senate.

AND BE IT FURTHER RESOLVED:

That, if there are no internal faculty candidates for open positions as defined above, an external search should proceed post haste.

Faculty Senate Bill No. 407

Sharing of Library Resources and Data-bases Between System Campuses

Whereas the three Campuses of the University of Alabama System have access to different resources and data-bases,

Whereas the sharing of the different data-bases and resources of the three Campuses of the University of Alabama System would enhance the academic and research capabilities of all Campuses,

Whereas negotiating data-base access as a system may lead to cost savings for all three Campuses, **Therefore,**

Be it resolved that the UAH Faculty Senate requests that the President of the University of Alabama in Huntsville to work with the Chancellor's office and the Presidents' of the University of Alabama in Tuscaloosa and the University of Alabama in Birmingham to enable providing faculty and staff at all three campuses access to all data-bases and resources currently available on the individual campuses.

Be it further resolved that the President of UAH provide periodic updates to the Faculty Senate the status of increasing data-base and resource availability across the System Campuses.

Faculty Senate Bill No. 406

Child Care Resources for Faculty and Staff

Whereas appropriate, competent, and licensed child-care, infant through pre-kindergarten, availability is important for faculty recruitment and retention,

Whereas appropriate, competent, and licensed child-care availability is important for faculty and staff efficiency and development,

Whereas it has been reported that UAH does not currently have sufficient child-care facility staff for all faculty and staff to have access to the UAH child-care services, **Therefore,**

Be it resolved that the UAH Faculty Senate requests that the President establish a Task Force to determine the interest or demand for expansion of current facilities and capabilities.

Be it further resolved that the President of UAH present the results of the Task Force no later than the end of calendar year 2017.

Faculty Senate Bill No. 403

Retention and Progress to Graduation

Whereas UAH attains for a student retention rate of 75% or better, and

Whereas Departments and Programs have a responsibility and a right to evaluate students for proper course level placement, and

Whereas students that are required by departmental academic standards to complete coursework that may not count towards their major-degree requirement, and

Whereas students doubling up on class and enrolling for credit hours greater than that indicated by a normal program-of-study schedule are likely to cause a student to fail, fall further behind, and withdraw from UAH, **Therefore,**

Be it resolved that admitted first-time-full-time students who are required to take coursework that may not count as credit towards their major-degree and maintain a 3.2 or greater GPA, with no grades below a B, will be allowed to take 3 courses during two summers to allow said students to catch up to a normal program-of-study schedule and that these courses will be free of tuition charges to the student.

Faculty Senate Bill No. 402

Open Announcement and Review of Internal Selection for Limited Submission Proposals and
Internal UAH Proposals

Whereas open discussion and evaluation of ideas, concepts and procedures are a hallmark of a Research Intensive Institution, and

Whereas faculty member's careers and reputations depend on continuous improvement including proposal reviews, and

Whereas Limited Selection proposals should align with priorities of the University within with the funding Agencies requirements, **Therefore,**

Be it resolved all Limited Submission Proposal internal selections will be conducted by a review committee after a University-wide announcement, and

Be it further resolved that Internal UAH Proposal selection will be conducted by a review committee after a University-wide announcement, and

Be it further resolved that UAH faculty may include Limited Submission and Internal Proposal submission reviews as a part of their Annual or Tenure review files, and

Be it further resolved that Proposals that do not follow the listed procedures are considered invalid.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
FACULTY SENATE

Senate Bill 393: Student Evaluation of Teaching

Bill History:

WHEREAS, Student evaluations are used by the administration in matters of tenure-track reappointments and tenure decisions, and

WHEREAS: Student evaluations are almost the sole criteria for the reappointment of adjunct faculty, and

WHEREAS: The introduction of on-line evaluations resulted in a substantial dropping of students responses compromising or invalidating the statistical nature of the survey, and

WHEREAS: Some online evaluations have been recording students responses after the students received their grade, and

WHEREAS: The same evaluation forms are used for all classes in campus across departments and colleges without little or no input from faculty and ignoring the diverse nature of classes and subjects taught, and

WHEREAS: Student evaluation forms do not address the class content, the difficulty of subjects taught in each class, nor the material used by professors teaching the class,

NOW THEREFORE BE RESOLVED:

First: That starting during Fall 2016, all student evaluations will be done in class, during the tenth week of classes, that is at about two-thirds of the semester length, and during regular class hours.

Second: That all Colleges and all departments within Colleges design their particular and specific evaluation forms taking into account the diverse nature of classes and specific subjects taught by the respective departments and colleges. These evaluation forms should be carefully worded to avoid biasing student response, must include questions appropriate to the field of study and the pedagogical methods used and serve as a tool to improve teaching effectiveness.

Third: That no teaching reviews of tenure-track or adjunct faculty should be done solely taking into account student evaluations. In every teaching review faculty committees, department chairs and college deans must include comments on the faculty teaching portfolio for the class, including but not exclusive, class syllabus content, copies of slides, Power-Point files and other

visual aids used by faculty, nature and number of homework assigned, grade distribution and a direct assessment of the professor's teaching style done by a senior faculty.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
POLICY FOR THE INSTITUTIONAL REVIEW BOARD
FOR HUMAN SUBJECTS RESEARCH

— INTERIM —

<u>Number</u>	07.01.02
<u>Division</u>	Vice President for Research and Economic Development
<u>Date</u>	July 6, 2016
<u>Purpose</u>	Establish consistent policies and procedures for review of all research involving human subjects in accordance with Federal Regulations.
<u>Policy</u>	<p>The University of Alabama in Huntsville establishes an Institutional Review Board (hereafter “UAH IRB”) for the protection of human subjects in research in accordance with the requirements of Title 45, part 46 of the Code of Federal Regulations (hereafter “45 CFR 46”). UAH follows the Federal Regulations governing human subjects research and subscribes to the ethical principles related to the use of human subjects delineated in the "Belmont Report: Ethical Principles and Guidelines for Protection of Human Subjects of Research." This policy applies to all human subject research regardless of sponsorship.</p> <p>A. UAH IRB Composition. The UAH IRB will be composed as follows:</p> <ol style="list-style-type: none">1. The members of the UAH IRB will be appointed by the Vice President for Research and Economic Development (VPRED) at UAH. Their terms shall last 4 years. They may be reappointed.2. Every nondiscriminatory effort must be made to ensure racial and gender balance on the UAH IRB.3. The VRPED shall appoint one member from each Academic College to the UAH IRB. In making these appointments, the VPRED must always include one member whose primary concerns covers scientific matters and one whose primary concerns covers non-scientific manners. Additionally, the VPRED must appoint one non-affiliated member. The UAH IRB can never have fewer than five members.4. In addition to the academic members, the UAH IRB will have a representative of the Office of Counsel (non-voting) and the Office of Sponsored Programs (voting) as members.5. The Associate VPRED and the Executive Assistant to the VPRED will serve as non-voting members of the UAH IRB.6. The VPRED appoints a Chair of the UAH IRB. The Chair (or in the absence of the Chair, a voting UAH IRB member designated

by the Chair) presides over meetings of the UAH IRB and certifies decisions reached by the UAH IRB.

7. The UAH IRB may, at its discretion, invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the UAH IRB. These individuals may not vote with the UAH IRB.

B. UAH IRB Authority and Charge. In accordance with 45 CFR 46 the UAH IRB

1. Shall review and have authority to approve, require modifications to, or disapprove all human subject research activities as defined in 45 CFR 46.
2. Shall require that information given to subjects as part of informed consent is in accordance with 45 CFR 46.116. The UAH IRB may require that information, in addition to that specifically mentioned in 45 CFR 46.116, be given to the subjects when in the UAH IRB's judgment the information would meaningfully add to the protection of the rights and welfare of subjects.
3. Shall require documentation of informed consent or may waive documentation in accordance with 45 CFR 46.117.
4. Shall notify investigators and the institution in writing of its decision to approve or disapprove the proposed research activity, or of modifications required to secure UAH IRB approval of the research activity. If the UAH IRB decides to disapprove a research activity, it shall include in its written notification a statement of the reasons for its decision and give the investigator an opportunity to respond in person or in writing.
5. Shall conduct continuing review of research covered by this policy at intervals appropriate to the degree of risk, but not less than once per year, and shall have authority to observe or have a third party observe the consent process and the research.
6. Shall maintain documentation of UAH IRB activities in accordance with 45 CFR 46.115.
7. Shall follow 45 CFR 46, 107, 108, 109 regarding administrative operations.
8. Shall follow the Federal Assurance policies as set forth in 45 CFR 46.103.

C. Conflict of Interest

Any member of the UAH IRB participating in a research activity under review or having a conflict of interest will not be permitted to participate in the initial or continuing review of that project. The Board member will be asked to leave the meeting room during the discussion and vote of the protocol. This information will be noted in the minutes.

D. Procedures for Review and Renewal

The UAH IRB establishes procedures for researchers to file applications and for the UAH IRB to review and renew these applications in accordance with 45 CFR 46. The UAH IRB must make these procedures (and any forms required for application) available to the UAH Campus and post these procedures and forms on the UAH IRB Website. The UAH IRB should regularly review these procedures and forms to help ensure they are current with the regulations stated in 45 CFR 46. These procedures should further be documented in the minutes of UAH IRB meetings as necessary.

E. Research Involving Special Populations. Research involving minors (persons under the age of 18); pregnant women, neonates, and human fetuses; and prisoners is subject to special regulation. The UAH IRB shall make every reasonable effort to comply with these stricter standards and hold researchers to these stricter standards, as set out in 45 CFR 46, Subparts B, C, and D. The UAH IRB shall make these standards and the procedures for following them available to the UAH campus and post these procedures and forms on the UAH IRB Website. The UAH IRB should regularly review these procedures and forms to help ensure they are current with the regulations stated in 45 CFR 46. These procedures should further be documented in the minutes of UAH IRB meetings as necessary.

F. Identifying and Responding to Unanticipated Problems Involving Risks to Subjects. Suspension or Termination of UAH IRB Approval.

1. Primary responsibility for the conduct of research in accordance with UAH IRB approval rests with the researcher. Researchers of activities for which UAH IRB review and action is required must report to the UAH IRB any unanticipated problems involving risks to subjects or to others in those activities. Researchers must also report to the UAH IRB any proposed changes in approved research, during the period for which UAH IRB approval has already been given. No such changes may be initiated without UAH IRB review and approval except when necessary to eliminate apparent immediate hazards to the human subjects of the research activities. Any approval letter to a researcher shall remind the investigator of this obligation, but this obligation cannot be relieved by the absence of such a reminder. At the time of continuing review, all reports of unanticipated problems involving risks to subjects or others must also be summarized in the investigator's progress report for review by the UAH IRB.
2. If deemed necessary by the UAH IRB, verification from sources other than the investigator may be solicited to ensure that no

material changes in the research have occurred since previous UAH IRB review. Reasons for such independent verification include, but are not limited to: (i) complex research projects involving unusual levels or types of risks to subjects; (ii) research projects conducted by investigators who have previously failed to comply with UAH IRB requirements; (iii) research projects where concern about possible material changes without UAH IRB approval has been raised upon information received in investigator reports or from other sources.

3. All employees of the institution (other than those legally barred from doing so) must promptly report to the UAH IRB any information of which they are aware regarding unanticipated problems involving risks to human subjects or others and regarding serious and continuing noncompliance with the requirements of these Policies and Procedures and the stipulations of the UAH IRB.
4. Upon receipt of any such information, the UAH IRB will assess the information reported and associated UAH IRB records and take timely and appropriate actions regarding the information, including suspension of the research pending resolution of the unanticipated problems or noncompliance by the researcher as provided in 45 CFR 46.113. All such decisions shall be promptly forwarded to the VPRED.
5. The VPRED will assess all reports, UAH IRB determinations, actions, and requests for assistance and provide for any appropriate institutional intervention necessary to facilitate the action of the UAH IRB.
6. The VPRED shall report the decisions and actions of the UAH IRB, discussed in this section, to appropriate federal officials, pertinent research personnel, the Provost, and other appropriate officials of UAH, as required by law or UAH policy. Such reporting shall take place within seven (7) calendar days from the date of notice to the VPRED.

Review The UAH IRB is responsible for reviewing these policies every 5 years and for making other changes as needed.

Approval

Chief University Counsel

Date

Vice President for Research and Economic Development

Date

Provost and Executive Vice President for Academic Affairs

Date

APPROVED:

President

Date