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THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
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MINUTES OF MEETING 569, 1 SEPTEMBER 2016  
APPROVED 15 SEPTEMBER 2016

*Present: Sophia Marinova, Laird Burns, Yongchuan Bao, David Stewart, David Harwell, Joseph Taylor, Christine Sears, Carolyn Sanders, Jeremy Fischer, Eric Seeman, Kyle Knight, Mike Banish, Ramon Cerro, Tingting Wu, Yuri Shtessel, Earl Wells, Harry Delugach, James Swain, Kader Frendi, Christina Carmen, Maria Steele, Mary Bonilla, Shanhu Lee, Debra Moriarity, Carmen Scholz, Tim Newman, Dongsheng Wu, Ming Sun, Vladimir Florinski, Shannon Mathis*

*Absent with proxy: John Schnell, Ryan Weber, Irena Buksa, Babak Shotorban, Monica Dillihunt,*

*Absent without proxy: Xuejing Xing, Anne Marie Choup, Dianhan Zheng, Mark Lin, Casey Norris, Ann Bianchi, Tracy Durm, Marlana Primeau, Qingyaun Han*

*Guests: Provost Christine Curtis  
President Bob Altenkirch*

- Faculty Senate President Mike Banish called the meeting to order at 12:34 pm.
- Approval of Faculty Senate Minutes from Meeting #568 from August 15, 2016. Motion by Tim Newman to approve minutes with amendment. On page 5, lines 1-8, the word “included” needs to be changed to “modified”. On page 5, lines 9-16, the sentence starting with the needs to be corrected to “We did not address the issue of majority as it is a part of Appendix B.” Mike motions to approve minutes with amendment. Ayes carry. 1 abstains. Approval of amended minutes. Ayes carry. 1 abstains.
- Approval of FSEC Report August 25, 2016. Motion by Debra Moriarity. Seconded by Ramon Cerro. Ayes carry.
- Approval of FSEC Report August 25, 2016. Motion by Harry Delugach. Seconded by Tim Newman. Ayes carry.
- President Mike Banish officially took as FY 16-17 Faculty Senate President.
- President Mike Banish present his President’s report to two Standing Rules that were voted into place to be in effect this academic year. The standing rules are:

- Standing Rule 1: Official Notice of Use of Faculty Senate Proxy. As the voice of the faculty to the Faculty Senate and to their represented departments the departmental Faculty Senator is expected to inform their departments of the discussions and deliberations occurring in the Faculty Senate. Faculty Senator Proxies to the Faculty Senate are similarly expected to be informed of the current business, including policy and resolutions, of the Faculty Senate. Faculty Senators using Proxies will inform either the Faculty Senate President or the Faculty Senate President-Elect of the use of a Proxy for a Faculty Senate meeting and will ensure that the Proxy is informed of the current business pending before the Faculty Senate.
  
- Standing Rule 2: Review and Voting on Non-Shared Governance Policies submitted to the Faculty Senate for Review. As stated in Section I.C of the Faculty Senate By-Law 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.” A range of policies submitted under the principle of Shared Governance do not include the aforementioned standard. For Policies submitted to the Faculty Senate that may not meet the Shared Governance standard the Faculty Senate Executive Committee will call for an electronic vote to determine if there needs to be a full Faculty Senate Review of such Policies. The Faculty Senate Executive Committee will conduct two separate votes during a scheduled committee meeting to determine whether or not a Policy for review will be voted on electronically within the Faculty Senate committee structure. The first vote will be a concurrence that a submitted policy does not fall with the standard of Shared Governance. The second vote will be to approve the electronic voting of the Faculty Senate membership. For a Policy review to move to electronic voting will require unanimous “for” votes of the Faculty Senate Executive Committee; votes that do not meet this standard will be reviewed during announced Faculty Senate meetings. The committee chairman will be responsible for conducting the electronic voting within their committees. Alternatively, committee chairman may conduct voting during committee meetings. The committee chairman will report the voting results during the next FSEC meeting. The results will be reported to the full FS during the next meeting. Faculty Senators are reminded that individual Faculty Senators may call for the introduction of a resolution during a Faculty Senate meeting.

➤ **Administrative Reports**

- President Bob Altenkirch
  - Policies – There were several interim policies put into place over the summer. They were created because there was a driving force. Faculty credentials had to be sent to SACS. They are posted on my uah.edu. There are some draft policies. There were not drivers so they are on the draft website on myuah. There was a revision to public speech because there was a legal challenge and legal didn’t want to go to

court. We amended the policy because there are various speech areas on campus. A general forum area means anyone can speak freely there. Areas would include sidewalks along Holmes Ave, Technology Drive. There are designated public forum areas. The policy had one designated public forum areas that was the west slab. The challenge was because the area with most student traffic isn't at the slab anymore. So we had to designate another public forum area south of Charger Union. It is lined out by sidewalks. This means someone at the University who wants to use the area with less than 50 people involved can reserve it. If there are more than 50 people, there is an application process. If they are not associated with the university, they have to apply. Supreme Court says that State areas can regulate time, place, and manner. Most of these policies talk about amplification.

- Use of Facilities – Anyone can book a facility with a reservation if within the university. Outside UAH, they have an application with a contract and obligation to pay. By adding the rectangle south of Charger Union we avoided court.
  - Ramon – I have been here 20 years and never heard of this. It is 22 pages, is that necessary?
  - President – Attorney's wrote it and it includes the Supreme Court language. There was an individual who wanted to distribute items; they didn't have enough traffic where he was located to be successful. The attorneys agreed that he was correct. This hasn't been an issue in the past.
- Parking –If you have noticed there are several different color decals. They are specific to residence halls, faculty, etc. The parking consultant will take data to help better our parking. He will arrive at the end of September. We will have a recommendation before the end of the semester. We are the only university besides Athens State that doesn't have parking management. A top level view of parking, the ratio that universities look at is the number of people/parking spot. We have 9,800 people and 6,153 parking spots. Our ratio is 1.6. That is low.
  - Ramon – We sell parking decals, but there isn't enough parking for people to park. Isn't it necessary to guarantee a parking spot?
  - President – A ratio of 2 is about right. I left one day at lunch and I had to park on the third base line. You always have more people than parking spots because they aren't here at the same time. How do you manage the spots efficiently? You can't have all spots at the front door. The consultant will tell us if we need parking management.
  - Harry – These stickers are good to park anywhere on campus?
  - President – Yes, except visitor parking or service vehicle parking spots.
  - Sophia – What is the idea of the parking management system?
  - President – Most parking management are zone parking. That color codes your parking. The other is a transit system. You park away and are bused in.
  - Sophia – Is there a way to utilize the second?

- President – They are very expensive and we wouldn't have enough users.
  - Member – A problem is our lot is fuller during the day then everyone leaves at 5. The problem is the overlap.
  - Member – It seems we have a problem with habits. Why are we trying to address it this way?
  - President – We are the only other university that doesn't manage parking. If you manage it, people know ahead of time what is coming.
- Provost Christine Curtis
- This is our very latest data as of this morning. The numbers aren't totally firm yet, but close. Our total enrollment is 8,468. That is a 600 student increase. We have 1,216 freshmen. That is an increase of 1,037 from last year. We have 778 transfer students that increased this year. Graduate enrollment is up. If you add graduate, transfer, and freshman increases it is over 300. The other 300 are from retention. That is the work that you all have done. Increasing enrollment is a dual effort. We have the highest retention rate that we have ever had. We can have a real impact by retaining the ones that are coming in.
  - Average Act score is 27.59. That is higher than last year. Our honors freshman enrollment is in the 280's. Honor's ACT is slightly above last year. Out of state is up, last year was 25% this year is 29%. We are getting a more diverse group geographically. Thank you for all your efforts. It will take a while before we see this in graduation rates. A number of things the colleges have done have made a difference.
  - The Director of International Engagement left. At that point, I asked the Dean of Graduate Studies to take over both offices. They had core functions that were very similar. It has been going on as a trial for a year, and it is working. They have combined core functions and increase their work loads. David Berkowitz came and asked if it would be acceptable to consolidate the two. I wanted to make you aware first and see if you had any feedback. At this point, he is recommending Graduate School and International Services as the new name. Are there any thoughts? Otherwise, we will move ahead. Please let me know within the next week.
    - James – Does international services cover faculty?
    - Provost – Yes.
    - Carmen – Under the new arrangement, do you see possibility for new faculty to be added? I feel there is a bottleneck with applicants with employees.
    - Provost – We are working with undergraduate admissions. We are implementing a new system. It should help speed the application process. That is the first step to get rid of the bottleneck.
    - Ramon – This is a modification of colleges because graduate school is within a college? Is there a policy for this process?

- Provost – We will be taking this to the Board as an information item. It isn't anything new just combine for efficiencies.
- Parking – We have noticed that the students coming across the street are safer to walk then drive. We started to ask questions about it. It became apparent that students are having issues getting across campus within 15 minutes between classes. One female/one male equipped with backpacks took different routes to determine the time it took to get across campus. Morton to MSB was 16 minutes. Morton to Tech was 24. MSB to Tech was 14. We have been talking and have been engaged with this talk. We want to make it 20 minutes between classes. Since enrollment has increased, we are pushing to get 20 minutes between classes. I asked a task force to look at getting this completed. The draft recommendations are summarized here. There will be another meeting with a September 15 deadline. The draft recommendations were to keep start times the same. Reduce class time to 50 from 55 minutes for MWF classes. 75 minutes from 80 minutes from TTH, MW. We have to make up the time. So one option would be adding two days, MT, to the schedule. The second one is adding 4 days to the schedule. That is my recommendation. This would cover M-TH. This is just some recommendations. One reason I am told is why they didn't want to change start times is it makes the day longer. As you go into the night, safety issues come into play. They compared other universities and counted class days to get numbers. The course length of every university was 50 minutes, except ours. They looked at the two course length was 75, and ours was 80. They looked at the number of two day sessions and three day sessions and there are some variations, it varies between 40 – 44 minutes. They counted the number of minutes in one credit hour; it varies from 683-733 minutes. With the two day additional proposal, we have 700 minutes for one credit hour for MWF, 725 for the two day, TTH. If you add in another day, you can increase the time. How do you all feel about this 2017-2018 calendar? One constraint is you have to have 75 days in the summer. They are payroll days. If we have a start date in the fall as August 16, 2017, and we add two days, the final would go the whole week 4<sup>th</sup>-8<sup>th</sup> of December. If we added 4 days, finals would be December 6-12.
  - Debra – One comment on starting Jan 4<sup>th</sup>. Depending on how the 1<sup>st</sup> falls, starting that quickly back that creates nightmares for department chairs to hurry back and get the start under control. A lot of the international students try to leave early to get home for the break that will hinder the time and money to go home.
  - Harry – I have a hard time getting my graduate students back in January. That will only make it worse. I think Dec 26<sup>th</sup> for commencement is too late.
  - Provost – We need to understand the question about whether we have two additional days that the task force proposed or additional four days. It is possible and that is what I wanted to see.

- Tim – What I have seen in my classes the last two years is my sections get larger and my time is consumed with passing out papers, answering questions. My lecture time is already cut back.
- Harry– I am really pleased that we are considering relieving the pressure on the students. I am sure all implications have been thought of. Our whole culture is dependent on a schedule we have been used too. I would start with two, and then see how it goes and if needed, then add two more.
- Provost – I think it would be run as a pilot.
- Ramon – While you have the fall 2017 example, it won't affect this academic year?
- Provost –No.
- Debra – One thing the committee needs to do with respect to commencement and start dates is get a feel from the students. Some may not stay for commencement if it's that late. This would really affect international students.
- Christina – My understanding is we changed not long ago. This is a common schedule for universities I have been a part of. I think it would be an easy adjustment. I think we need the class time and that doesn't need to be shortened.
- Member – How much is this a problem for most people?
- Provost – It is hard for the students to get from one side of campus to Tech Hall regardless. The President and I had a list of walking areas we wanted to test. There are some areas you can walk but if you have a class in other buildings and go across campus that is a long distance. If we could move ENG to this side of campus it would alleviate this.
- Harry– I recall that several years ago a traffic analysis was done on students where they walk and how often. A nice map showed common paths and the density. We should have this survey done again. This may be treated differently then.
- Member – Is this only walk time?
- Provost – This is also for drive time.
- President – The preferred method of travel is a skateboard.
- Member – There was brief mention of the shuttle and there were problems with that. Can that really be explored before we drastically change the schedule?
- Carolyn – In support of my colleagues with the class time. The FYE class meets once a week for 55 minutes. That will get cut down to 50. If something changed my mind to support this, all these schools around us have went to 50 minutes. I don't think the task force will go into changing the start times. Let's keep in mind it puts pressure on us to get everything done in the standing class times.

- Sophia –I feel students have an expectation that we let them out a few minutes early. If we cut down even more, this will increase the expectation. You feel compelled to give extra minutes so they can pack.
- Kader – I was on the task force for this schedule. I wasn't in favor of going down five minutes. I am against the downward spiral to cut the time with students. I think if anything we advertise getting the best bang for the dollar. We need to stay true to what we offer and be different than those around us.
- Provost - The task force is recommending the colleges spread out classes more evenly across the week. When we opened the MW option a lot of the T TH moved to that. We are asking that they spread the classes over the day. That will help with parking and classrooms. There is one thing about having 10% of the classes either 8:00 or 3:55. Split 5% and 5% to the end of the day. There are a lot of colleges who do a lot after 3:55. We need to get some at 8:00 am.

➤ Officer and Committee Reports

○ President, Mike Banish

- There is a handout in the back that says President's report. Thank you for coming. You are the departmental representative to this body. You could be the only one that is representing your department. Some are back and there are a lot of new faces. So please introduce yourself to me.
  - Modification to Senate Term. Computer Science has two senators because they went up in faculty. Also taking into consideration with Dr. Slater becoming ill. Dr. Delugach has been added to serve. He is on the same term as Dr. Newman. I would like to propose that he have a two year term starting this year, 2016-2018. Debra Moriarity gives motion to approve. Tim Newman seconds. Aye carry.
- Standing Rule 1 – Faculty Senate Proxy. You are the proxies for your department. Some show up and say they are the proxy. If you are going to send a proxy you have to send me or Dr. Scholz a note stating the proxy and that they are up to date with business. Send this directly to me and Carmen, not faculty senate email. Make it reasonable to the time of the meeting. Tim Newman motions to accept. James Swain seconds. Aye carries.
- Standing Rule 2 – We are an hour in and haven't discussed policies. Dr. Banish reads the whole standing rule stated in the report. I would like to authorize electronic voting that the FSEC does not constitute having governance issues. They will have two separate votes. There will have to be unanimous in votes. The standing chairman will be responsible to have voting and report to FSEC.
  - Harry – Is the purpose to save time and not having to consider policies that don't follow the senate? If anyone disagrees you can bring a resolution up.

- Carolyn – There were some policies that were important and with one objection took up time that we could not focus on real important policies.
- Ray – My question is, have you considered going further to say it isn't important to us?
- Mike – No. If it is brought up to us we will consider it.
- Tim – I motion to approve this. This is effective for this academic year not change to handbook. Kader seconds. Ayes carry.
- There is now a summary at the top of the minutes to summarize what really happened in the meeting.
- We have a website that has everything we are considering on there. We talk about going to myuah, but we have a page that contains all of this. This will show actions taken on all of these. We are going to be adding a tab for UCC. The Provost Office and UCC is working out a procedure where they send a log sheet to Dr. Sears. The changes will then be posted there. There have been changes that not all faculty have been made aware of.
  - Debra – Along with that, there needs to be an additional way to get that out to broader campus. They need this once a semester.
  - Provost – It could come from the senate or Provost.
- Three committees that we have going on. The most immediate is the SIE committee looking over the SIE forms –Dr. Burns and Dr. Marinova volunteered to serve. All in favor of these serving. Ayes carry.
- Provost has asked for a committee to look at if we want to start a teaching learning center. We have two – Dr. Norris and Dr. Christina Carmen. All in favor of these two. Ayes carry.
- Carolyn – I am on the committee, but don't think I am representing the senate.
- The digital measures committee needs volunteers. Dr. Newman is leading that committee. Mary Bonilla and Debra Moriarity volunteered to serve. All in favor. Ayes carry.
- President-Elect, Carmen Scholz
  - No Report.
- Past President, Kader Frendi
  - I have sent the revisions of the handbook to the Provost. We are not complete with that.
- Parliamentarian, Tim Newman
  - For all incoming senators, Tim went through a diagram of how a bill becomes a resolution.
- Governance and Senate Operations Committee Chair, Monica Dillihunt
  - No Report.
- Undergraduate Curriculum Committee Chair, Christine Sears
  - We have started to look over Bill 386.
- Finance and Resources Committee Chair, Joseph Taylor



- The call for distinguished speakers for spring 2017 is out. The proposals are due September 16, 2016.
    - RCU is taking faculty proposals and all will be due soon.
  - Personnel Committee Chair, Ramon Cerro
    - We worked this last month to update the librarian and lecturer policy.
  - Undergraduate Scholastic Affairs Committee Chair, James Swain
    - We have a readmission bill pending. I asked the FSEC about the new policy involving disbursement by PI's. A number of faculty expressed their displeasure particularly approval by PI's. There are several signatures requires. The approval should not be done without PI.
      - Provost – What I have asked about a year ago, I started to understand all the ledgers we have at the university. I came across a number of problems. My belief is that we are a public institution and keepers of the people's money. We don't have any money except a few private gifts that are designated other than public money. That is entrusted with us and we need to be careful with this money. When I started looking at the ledger 3 accounts which include PI accounts. I became concerned because it looked like no one was watching. There were accounts for people that were deceased, retired, in deficit. The problem is the money could be used effectively by the colleges and departments. The deficits have to be covered.
    - Mike Banish ask for motion to extend meeting. Debra Moriarity motions to extend. Tim Newman seconds. Ayes carry.
      - Provost -The other issue that came up is with people who left the university. They wanted to spend the money after they left.
      - James – Given the time pressures. Where did this come from? I found out about this on the 24<sup>th</sup> and its due 31<sup>st</sup>?
      - Provost – No, it isn't that important. I asked the dean's to implement this in 2016. I don't want any of us to get in trouble. It's good to have a check. That is all I am asking for.
      - Provost – I talked with accounting today. The form isn't getting the information across the correct way.
      - Tim – The form we were given to sign was not only for state money but private money. This only applied to faculty PI and not research PI. It was a slap in the face to the faculty.
      - Provost- I don't agree with you. The accounts that were in deficit were in faculty accounts.
- Meeting lost quorum at 2:02 p.m. Kader Frendi gives motion to adjourn. James Swain seconds.

Faculty Senate Meeting #569 adjourned  
September 1, 2016 at 2:02 p.m.