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MINUTES OF MEETING #559, 27 AUGUST 2015
APPROVED 24 SEPTEMBER 2015

Present: *John Schnell, Ivey MacKenzie, Eric Fong, Anna Devlin, David Stewart, Diana Bell, Joe Taylor, Irena Buksa, Christine Sears, Carolyn Sanders, Anne Marie Choup, Eric Seemann, Kyle Knight, Michael Banish, Ramon Cerro, Richard Fork, Kader Frendi, Ken Zuo, Casey Norris, Ann Bianchi, Azita Amiri, Cheryl Emich, Lenora Smith, Udaysankar Nair, Luciano Matzkin, Debra Moriarity, John Shriver, Jeff Weimer, Peter Slater, Tim Newman, Grant Zhang, Ming Sun, Vladimir Florinski, Monica Dillihunt*

Absent with proxy: *Xuejing Xing, Joe Conway, Babak Shotorban, Mark Lin, Larry Carey*

Absent without proxy: *Wai Mok, Nick Jones, Ying-Cheng Lin, B. Earl Wells, Junpeng Guo, James Swain, Monica Beck*

Guests: *President Altenkirch, Provost Christine Curtis*

- Faculty Senate President Kader Frendi called the meeting to order at 12:34 pm.
- Approval of Faculty Senate Meeting #558 Minutes from April 16, 2015
Eric Seemann **motions** to approve Minutes 558. Michael Banish seconds the motion.
Ayes carried motion
No oppositions
Motion to approve Faculty Senate Minutes 558 passes
- FSEC Report from August 20, 2015
Tim Newman **moves** to accept. Michael Banish seconds the motion.
 - Ramon Cerro: On page 2, I believe I said that the stipends of the GTAs were lowered—not that they were being used by the dean.
 - Tim Newman: Also, change Charger Union to Charger Village.
 - Ramon Cerro: I think the president said that the changes to the budget were very small, not that the budget was small.All those in favor as amended? Ayes across the room. No oppositions.
Motion to accepted Faculty Senate Executive Committee Report August 20, 2015 passes.

- Administration Reports
- ❖ President Altenkirch

Policy Website

The Staff Senate, SGA, and Faculty Senate were sent a memo about the new policy website, which is in draft form on myuah. We have incorporated the comments on the policies and we have produced a website that will now be public. Policies for review are still on myuah. All draft policies and interim

policies go there. The Policy on Policies allows for interim policies to be made when necessary. Policies that are driven by SACSCOC or law forces interim policies to be made. The public website will be made over the weekend. Each division has a number (e.g., the President's Office is 01, Academic Affairs is 02, etc.). Each division has a subdivision, which is the second number. The policy number is the third number. You will see dates that look old—this is because the policy was an existing policy with only formatting changes made to it.

[President Altenkirch showed how the site works.] The search bar searches for only titles. Search word(s) must be in the actual policy title. The search bar will be populated in the future with popular search terms for easier searches. All interim policies are on this list and the public list.

Incubator Building

An incubator building for startup companies is being built on campus. The architectural rendering has it placed next to BAB (between Wilson Hall and BAB). We started looking at existing incubator buildings in Huntsville and found that there were very few that focus on a technology basis for the physical sciences. This one will be linked with Hudson Alpha. We submitted a proposal to US Economic Development Administration (USEDA) for \$3 million and it was awarded. We received \$1.5 million from the state, which has promised another \$3 million. Our proposal submitted to the Alabama Innovation Fund for \$500,000 was approved. We are receiving additional money from additional sources as well.

We pitched this idea as a regional project in order to get money from the USED A since there is intellectual property just sitting on Redstone that needs an output.

- Deb Moriarity: What kind of interior space is planned for the building? Will there be labs?
- President Altenkirch: There will be wet labs and dry labs. It is designed to be an incubator facility. I have done this before and so has Ray Vaughan. It will be about a 50,000 square foot building.

Freshmen Fall Data 2015

Enrollment has been pretty flat until this fall. The jump is due to the implementation of several things: scholarship matrix, block tuition, residence hall's 6-week trial period, etc. We also stepped up our recruiting by putting people on the road.

When we take all of our admitted students and apply last year's capture rate, we will have a 1,131 freshmen enrollment.

There were 1,048 students enrolled last week. Enrollment will probably be around 1,050 for our freshmen cohort (the tracking group for retention and graduation rates). Our out-of-state enrollment was 15% last year; this year it is 25%.

There has been an increase in total enrollment since 1997 and there was a huge jump this year with over 7,900 students enrolled. There was a decrease from 2012 to 2015 because we used to count teachers who were enrolled in a space camp course, but we have since stopped doing that.

Electronic Sign

There is an electronic sign on Sparkman. We checked the security of the sign to prevent any possible hacking. The sign originally came with a wireless package, but IT security said it was not a good idea to use that, so we are wiring power to it. It will be working by early November.

Ramon Cerro asked what its purpose was. The president answered that it will announce to people driving by it what is happening on campus (i.e., theater performances, athletic games, etc.).

The budget is in good shape because of our additional enrollment. We built the budget based on a projection of 7,650 student enrollment. Enrollment is currently over 7,900. The difference produces a lot of revenue

❖ **Provost Curtis**

Congratulated everyone for doing so well. The graduation rate was 49% for 2014. Freshmen to sophomore retention rate is 80.1% unofficially (the official percentage is not out yet). I am counting on FYE to impact next year. Christy Motter, the Vice President of Student Affairs, pointed out that retention is not just from year to year, but from semester to semester.

Clear the Path Task Force

We are trying to clear the road blocks that students run into while they are here. We are making it simpler for students to register and get stuff other than academics done while on campus.

Student Retention

We still have a lot of work to do regarding retention of students transitioning from sophomore to junior and from junior to senior. The graduation rate is currently at six years. We need to keep in mind that what we do today, we will see in six years.

Undergraduate Profile as of August 14, 2015

57% male

43% female

30% non-white population

Over 80% Alabama residents

One thing that has changed since I have come is residency on campus has increased dramatically. About 20% of our students live on campus. Freshmen and sophomores outside of a 30-mile radius are required to live on campus. We tell parents while recruiting how important it is for students to live on campus.

Freshmen Profile as of August 14, 2015

60% male

40% female

Unofficial (as of yesterday) the ACT average score is up to 27.1. Last year, Auburn had a 27 average ACT score and Alabama had a 26.5 average ACT score. Graduation rates at Alabama and Auburn are between 66% and 68%.

We are getting more students from out of state: 25% are out of state and 2% are international. We will know more after the census.

Policies

We had several policies that needed to meet SACSCOC standards, so we now have interim policies, prescribed in terms of what we have to report to our accrediting agency, SACSCOC. Look at our process and see if it is a reasonable one. We worked with the legal office over the summer.

Online/Distance Learning Policy: Look at this policy, particularly the second appendix on intellectual property online.

We have another set of fourteen policies from IT.

A CEU policy was made interim because we needed a standard.

SACSCOC Calendar

We are finalizing today the last five standards. We have a consultant we are working with and he is very good. I worked on one of the standards and Brent worked on the other four. We need all of them done by noon tomorrow. Once those are complete, we will send them to Compliance Assist (a software program) for archiving. UAB used the same software program. Our report will be available once we send it in. It will be put on myuah after September 11.

In November, ten people will go to Atlanta to review our report and two other universities', Rice University and Tennessee Tech, reports. The ten people are from various institutions across the southeast. We will get the report back at the end of November. We have until the end of December to prepare a focus report—meaning we correct anything that the offsite team found us not in compliance with. The off-site review cannot go into details in their report—they mark in compliance or not in compliance, with a reason if not compliant. We are given a chance to fix those issues that are not compliant. If we cannot fix them then we explain why to the on-site committee, which is coming March 15-17. The on-site committee will give us a list a week ahead of time of who they want to talk to. If they come across something while they are here and they want to talk to someone, they can request that person while on site. After their visit, the report goes to the SACSCOC board, where it will be reviewed in the fall. By December we will get a yes, no, or probation.

The provost offers a huge thanks to Suzanne Simpson, Brent Wren, and Peggy Bower. We are expecting that we will have to compile a focus report and answer certain issues.

- Deb Moriarity: What is the status of QEP?
- Provost Curtis: The next thing to be done is for me to send out a job announcement requesting that anyone interested in applying to the QEP Director position apply. We are working with Al Willhite and the committee. We worked on the job description for this position. We are preparing a report this fall, which must go in in January. At least one trial on collaborative learning was performed this summer.

➤ Officer Reports

❖ President Kader Frendi:

The first meeting of the spring semester is an annual meeting. The Faculty Handbook says that we can invite people from the Chancellor's Office to come and speak. I intend to extend that invite. The date for that meeting is scheduled for January 28. I want the chancellor and Dr. Nash to come if possible.

I want to invite some of our local leaders during this semester as well, particularly Ray Pinner, to speak on the finance situation of the university. We do have a lot of business, too (i.e., handbook review, policies (due September 25)). I also want the whole faculty to be involved in the discussion of retention and graduation rate.

- Provost Curtis: We have to come to an agreement on all policies before the end of the semester. So the quicker we start the discussion, the better. September 25 won't really work if we are to follow this timeline.

We want to see input from all faculty, so take these messages back to the faculty in your department.

- ❖ President-Elect Michael Banish:
Discussion on policies after reports
- Committee Reports
- ❖ Finance and Resources Committee Chair, Joseph Taylor: We are starting the RCEU program again. The application process is the same as last year—there will be a call for faculty proposals sent out next week. All proposals are due on October 15. Students will submit applications, which are due on November 28, for individual projects on the website. The completed packages will be reviewed by the F&R Committee. Offers will go out in early spring.
- ❖ Undergraduate Curriculum Committee Co-Chair, Eric Fong: We received two policies from CAHSS for review.
- Bill 381
This is the second reading. Bill 381 passed the first reading last week in FSEC.

The first three changes are recent changes that have occurred on campus and we need to update our online Handbook. The bottom changes are changes that occurred over the summer due to SACSCOC.

The original bill had an amendment in FSEC to direct someone to make the changes.

Deb Moriarity **motions to approve Bill 381**. Carolyn Sanders seconds the motion.

- Tim Newman: We need to clarify which handbook this is seeking to amend, which is the one currently enforced. We have another handbook that has been waiting for two years to be reviewed, passed, and implemented. Doesn't this bill have to be approved by the administration? If our previous changes took two years to approve, will this be placed behind the handbook review?
- Kader Frendi: I agree with your concerns. These changes should go into the handbook now.
- Ramon Cerro: If we change the current handbook, are we also changing the next one?
- Tim Newman: My question is, will this be in line behind the other pending changes?
- Jeff Weimer: Since this bill is mainly driven by SACSCOC, are we being put into a position that we have to make these changes and have the formality in faculty senate to approve them?
- Tim Newman: I am trying to express my frustration at the continued delay for our handbook and by-laws. Also, if this is in line behind them, are we wasting our time with this bill?
- Monica Dillihunt: I ask that we do approve it because the College of Education is already in existence so we will not have a voice on Faculty Senate if we do not approve it.

- Deb Moriarity: Is it possible to look at passing this bill and then put in a request to the administration to move it ahead of the pending changes of the new handbook so that we can have these changes made; thus, we get the College of Education added and we are in compliance with SACSCOC?
- Eric Fong: I understand Tim's frustration, but I think we should fundamentally do what is right. If we agree with what this says, why don't we just move forward with it.

All those in favor of Bill 381 as written: Ayes across the room.

No oppositions and no abstentions.

Bill 381 passes unanimously, so it does not need a third reading. Bill 381 is now pending administration approval

➤ Handbook Revision Review Discussion

Kader Frendi understands Tim's frustration, and everyone else's. We are following a very old handbook on the web. Kader Frendi was told that our action of changing the meeting time was a problem. However, we are abiding by the by-laws—it says that our meetings begin at 12:30 pm. Also, since we typically lose quorum at the end of the meetings, we saw this time change as a good thing because it gives us more time for our business.

Kader Frendi: I decided to form an ad-hoc committee to work on the handbook revision since this is not a discussion to have in open senate. I talked individually to each committee member. Tim Newman will chair the committee—he has worked very hard on the handbook changes. Ramon Cerro, Eric Seemann, Deb Moriarity, and Carolyn Sanders will be the members. This is a big job and hopefully the five of them will work with the provost.

Provost Curtis announced at the last Faculty Senate meeting that we have Chapters 1 through 6 and Appendices A and B already reviewed by her in our possession, so these are ready to be reviewed by the ad-hoc committee. Provost Curtis promised that once she has finished with SACSCOC, then she will move forward with the handbook review. Kader Frendi is hoping by the end of this academic year that we will have some updates to the faculty handbook.

➤ Policies

Michael Banish: Kader asked me over the summer to distribute these policies as they come through. I will read them to determine if there are any obvious problems with them and to see where they fit. Then the Faculty Senate Executive Committee will assign them to a committee as needed. If these policies have some particular bone that they strike with you then get with the committee chair of the committee assigned to that policy and tell them about it. I reviewed the interim policies we received last week at the Faculty Senate Executive Committee and sent them out to you today. I will ask other groups throughout the year to look at them if it looks like it isn't a good match for us so that we can get the best input.

- Kader Frendi: I already heard from some people in Tech Hall that they want to provide input on the Online Policy. Keep in mind that we need input in a timely fashion.

➤ Additional Business

John Schnell has a problem with the time change. He does not see the benefit.

- Kader Frendi: I had a discussion with Michal Banish and with Wai Mok. We always lose quorum at 2:00 pm, so we cannot vote on our business. I understand the issue, but the change is for the best in order to handle our business, because we have a lot of business.
- Carolyn Sanders: I have watched people leave here as the meetings got closer to ending and I understand how difficult it is to vote on something when people leave. Our class schedules have changed over the years, though. Classes in the past were held from 11:00 am to 12:20 pm, but now they go to 12:30 pm.
- Ramon Cerro: I think the custom is that whoever is elected to the senate should have this slot free. In the worst case, change the time of the class.
- Luciano Matzkin: Can we change the meeting time to 12:35?
- Kader Frendi: We will wait until we have quorum regardless. The votes and discussions come at the end of the meeting so there should not be a problem if you are a bit late.

Peter Slater suggests that we follow the order of today. Kader Frendi said that is the order we will follow. The handbook suggests this order.

Michael Banish suggested (since there were 15 minutes left) that the committees stand up and introduce themselves. Members and the chairs from each committee introduced themselves.

- Deb Moriarity **motions to adjourn**. Michael Banish seconds the motion.

Faculty Senate Meeting #559 adjourned
August 27, 2015, 1:50 P.M.