**Faculty Senate Minutes**

Monday, October 7, 2013, 3:10 p.m., Storer Ballroom

**Senate Roster for 2012-14:** Kurtis Adams (MUSC), Chris Coltrin (ART), Kathy Corpus (BADM/FACS), Larry Daily (PSY), Amy DeWitt (SOC/GEOG), Paula Donohue (NURS), Max Guirguis (PSCI), Osman Guzide (CME), Roger Hamood (ACCT), Doug Horner (SCWK), Jim Lewin (ENGL/LANG), Mengyang Li (CHEM), Jason McKahan (COMM), Robert Parkinson (HIST), Greg Place (HPERS), Kathy Reid (ECON), Sylvia Shurbutt (ACF), Ed Snyder (IEPS), J.B. Tuttle (EDUC), Yanhong Wang (LIB), David Wing (BIOL)

**Officers:** J.B. Tuttle (President), Robert Parkinson (Parliamentarian), Jason McKahan (Secretary)

Kurtis Adams (MUSC) present

Chris Coltrin (ART) present

Kathleen Corpus (BADM/FACS) present

Larry Daily (PSY) present

Amy DeWitt (SOC/GEOG present

Paula Donohue (NURS) present

Max Guirguis (PSCI) present

Osman Guzide (CME) present

Roger Hamood (ACCT) present

Douglas Horner (SCWK) present

James Lewin (ENG) present

Mengyang Li (CHEM) X

Jason McKahan (COMM) present

Robert Parkinson (HIST) X

Greg Place (HPERS) X

Kathy Reid (ECON) present

Sylvia Shurbutt (ACF) present

Ed Snyder (IEPS) present

J. B. Tuttle (EDUC) present

Yanhong Wang (LIB) present

David Wing (BIOL) present

**Guests:** Scott Beard (Graduate Dean), Colleen Nolan (NSM Dean) Sandy Collier (Aux Ent), Tina Miller (Bookstore Manager), Ann Watson (Library Dean), Diane Shewbridge (Adm Assoc., SCI/MATH)

**Meeting Schedule (2013-14)** 9/16, 10/7, 10/21, 11/4, 11/18, 12/2, 2/3, 2/17, 3/3, 3/17, 4/7, 4/21 (Storer Ballroom)

1. **Approval of September 16, 2013 Senate Minutes.** Passed unanimously.
2. **Guests/Unfinished/New Business**

**A. Assistant Director of Auxiliary Enterprises Sandy Collier and Bookstore Manager Miller: Update on Bookstore Features** (report/Q & A)

1. Textbook Services runs under Auxiliary division, and is owned by University, but with no state support, the Bookstore runs essentially as a small business within University. It has full staff, student employees and overhead rent paid to the student center.
2. Bookstore seeks to provide course content at affordable/competitive costs and to keep higher education costs down.
3. Students can buy new and used books. Book rentals provide even better discount, with up to 62% off retail.
4. Online titles from Rafter have grown from initially 50, to 120, now 300 titles. For online rentals through Rafter, Shepherd gets commission.
5. There's also a price compare tool powered by Verba that shows prices for Amazon and half.com. Shepherd receives a commission when students purchase using the link through the Shepherd site.
6. Bookstore encourages early faculty book adoption in order to save and reduce cost for students. The importance of these savings through Auxiliary during University economic downturn was also noted.
7. The need for cost saving options for student when using the SU bookstore was an item brought before Senate previously, and these innovations appear to respond positively and effectively to that faculty request.

**B. Senator Guzide: Review of Policy and Practice for Faculty Evaluation of Administration** (discussion)

1. Administrative excellence in leadership is vital to the University, which necessitates administrative evaluation by faculty, especially in times of budget deficit and quality assurance.
2. The faculty handbook provides policy for statement/review of Dean by April 30th each year. There need to be equality and format in the process to guarantee that faculty are being represented by Deans and Deans are being evaluated. It is noted that most faculty do not complete these evaluation instruments annually, although they are available for that purpose.
3. There is a need for systematic evaluation of administration beyond “Great Colleges to Work For” survey results and BOG review of president, which do not address evaluation of Dean or Chair.
4. Great Colleges is not a de facto anonymous review because identifying information supplied often makes it obvious who the respondent is.
5. Need for clearer language of “evaluation of Dean,” section D-1 of the faculty handbook, which does not parallel the “evaluation of Vice President” section immediately after it. Especially, concern was raised regarding language in the “evaluation of Dean” section stipulating that these evaluations be signed. This signatory requirement does not parallel the “evaluation of Vice President” section, nor the student evaluation process, and therefore does not provide the anonymity and corresponding freedom of expression required to make them effective. Discussion ensued: it was noted that having them signed makes it easy for the administrator to approach the author for follow-up.
6. Call for regular campus wide Chair and Dean reviews, following faculty handbook procedures revised for consistency.
7. A concern was also expressed that the evaluation process remain fluid and dangers of over-organizing be addressed – i.e. “not fixing what is unbroken.”
8. It was noted that the VPAA was absent, and that the Senate should have the VPAA present for the discussion of administrative evaluation.
9. **Action: Senators Tuttle and Guzide will meet with VPAA Ames.** 
   1. **Will seek clarification of interpretation of administrative review on p. 182 of the faculty handbook.**
   2. **Will seek formalized and consistent administrative evaluation.**

**C. Senator Daily: Game Day Parking/Open Houses** (discussion)

1. Open houses present important opportunity to recruit and meet students. Scheduling open houses during games days presents parking issues for faculty and visiting families.
2. The issue reflects a more basic concern with open house in general, and moreover, a series of concerns with Admissions and Enrollment Management. There seems to be a disconnect between EM/Admissions and other units and faculty. Administration is still forming VP of Enrollment Management search committee. The Enrollment Management subcommittee has not been meeting regularly as instituted.
3. Senators suggested that there are too many open houses and scant attendance of open houses in some academic areas. We need more efficiency, to find out student interest beforehand. There were once two faculty sessions for students with two choices, but Enrollment Management eliminated the second.
4. Proposal: New Interim Vice President of Enrollment Management needs to talk with community and faculty.
5. **Action:**

**a. Move that Interim VP of Enrollment Management come to faculty as soon as possible** - **passed unanimously**

**b. Also move that Senator Reid push for Enrollment Management subcommittee**

**to meet and encourage more involvement of faculty in admissions** - **passed**

**unanimously**

**D. Senator Tuttle: Senate Web Page Updating** (discussion)

1. Senate webpage needs more frequent updates and Tim Haines is backlogged with such tasks. We need a list of committee reps and some documents are out of date. HLC compliance demands timeliness of governance documentation.
2. General Studies had to push for new content to be posted.
3. It was suggested that Senate secretary be given access to server for editing. It was also suggested that work-study students could help Tim.
4. **Action: Invite Joey Dag, Valerie Owens, and Diane Melby to November 4 meeting to discuss issue and potential of CMS.**

**III. Committee Reports:**

A. Admissions & Credits (Senator Corpus)-- 50 to 60 petitions with overall more savvy students. More concern with Financial Aid (SAP) and emotional issues. Need to reconsider RAIL drop deadlines given calendar changes. In addition, how can A&C work with faculty and students to facilitate process? First, there needs to be more substantive faculty comments on petition forms. Second, need to comply with signature pattern on petitions. **Action: Motion for A&C chair to e-mail faculty reminding them that support should be filled out with substantive comments and signature order should be followed - passed motion.**

B. Curriculum & Instruction (Senator Shurbutt) – Have received a number of proposals. Implemented streamlining of procedure and forms.

C. General Studies (Senator Daily) – Has updated website. Proposals coming up. Dean Renninger needs assessment materials for new core classes.

D. Honors Committee (Senator Parkinson) – No Report

E. Institutional Review Board (Coltrin) – No Report

F. Library Committee (Senator Guirguis) – No Report

G. Professional Development (Senator Horner) – Encourage young faculty to learn about professional development opportunities.

H. Scholarship & Awards (Senator Adams) – No Report

I. Senate Bylaws (Senator Parkinson) – No Report

J. Washington Gateway (Senator Donohue) – No Report

K. Calendar Committee (Senator Reid) – No Report

L. Diversity & Equity Committee (Senator Lewin) – No Report

M. Enrollment Management Committee (Senator Reid) – No Report

N. Graduate Council (Senator Shurbutt) – Constitutional Amendment has been distributed; Graduate programs up by 20% FTE. Certification programs to be introduced.

O. Technology Oversight Committee (Senator Guzide) – TOC will be accepting proposals, but limited funds.

P. Assessment Task Force (Senator Wing) – Get assessments in Dean Renninger by Nov. 15.

Q. President’s Budget Council 2014 (Senators Guzide, Snyder and Wing) – Held preliminary meeting. Same budget problems (300k in the red). Summer school will ease budgetary problems (last summer helped); Faculty should consider summer teaching, as Martinsburg Center may provide more convenient venue. Consider providing bridge summer classes to incoming freshman.

R. Internationalization Committee (Senator Place) – No Report

S. Student Success Committee (Senator Li) – No Report

T. Advisory Council of Faculty (Senator Shurbutt) – No Report

**VIII. Adjournment**

Respectfully submitted by,

Jason McKahan

Senate Secretary

Dept of Communication