

**Faculty Senate Meeting Minutes**  
**March 9, 2016 #348**

**Senators present were:** Ankrum, Bayne, Brittsan, Buelinckx, Calkins, Canas, Carter, Cassidy, Crews, Cox, Dallas, Farmer, Ghebrab, Grair, Gring, Held, Hidalgo, James, Kalenkoski, Kaye, Keene, Langford, Litsey, Mayer, Metze, McKoin, Milam, Morales, Morse, Nite, Nokken, Ortiz, Parkinson, Qualin, Rahamamoghadam, Ramkumar, Richman, Ritchey, Sharma, Siwatu, Weiner, Williams, Yuan, and Zugay.

**Senators absent were:** Adams, Arnett, Brookes, Cargile Cook, Dass, Fleischman, Hays, Heinz, Henry, Hom, McCheney, McGinley, Morgan, Orflia, Skidmore, Soliman, Surluiga, Whiting, and Wilde.

**Guests were:** Provost Lawrence Schovanec, Senior Vice Provost Rob Stewart, Genevieve Durham DeCesaro with the Provost's Office, Liz Karam and Laura Cardella from Business Administration, Liz Sharp from Human Sciences and Michael Henry from the Student Resolution Center, Andy King from the Review Board (IRB), Ombudsperson Jean Scott, Karen Michael from the A-J, Staff Senate Liz Inskip Paulk and Richard Meek, recording meetings.

- Call to order – Dr. Michael Farmer, Faculty Senate President **3:18pm**
- Introduction of Guests **3:18pm**
- Approval of minutes, Meeting #347, February 10, 2016. **3:20pm**
  - Moved: Senator Kaye
  - Seconded: Senator Ramkumar
  - All in favor, motion carries
- Speakers:
  - Elizabeth Karam, Assistant Professor of Management and Laura Cardella **3:22pm**
  - Modified Instructional Duties Policy (MIDP), OP XX.XX
    - How do we compare relative to our peer institutions?
      - Family leave: TTU has the least-favorable policies; this hurts us in retention and recruitment efforts, and is not consistent with our values.
    - We want to develop a policy that offers flexibility to faculty when we need it, and is uniform across campus;
    - Policy would allow faculty who experience a significant life event (eg. new baby, spouse is having triplets; aging mother recently had a stroke and needs to move to assisted living; other elder care; cancer diagnosis) to have a flexible teaching load/online instruction to help relieve them of that stress;
    - We have had help from many in Upper Administration;
    - Scope: will apply to tenured, tenure-track, and non-tenure-track positions with continuing employment status;
    - If one applies for this policy, he/she is eligible for one full semester of modified duties, and either full or partial exemption;
    - Up to two automatic tenure-clock extensions;
    - Compensation/benefits do not change;
    - Faculty member can fill out a form that asks two questions:
      - 1. Statement of the need for the modified duties;
      - 2. Description of work to be done during time of modified instructional duties.
    - Request will follow a process: Academic Dept. Chair, Dean, then Provost for oversight.
    - Works in conjunction with sick leave policy and FMLA.
    - Two consecutive leaves allowed.
    - Provides consistency across campus, and the administration can support the faculty in the way we already support each other;
    - Michael Farmer: the rudiments of an OP are written. To clarify, we are waiting on information and review/permission from Admin.;
    - Senator Dallas: Will there be a budget in place for this?
    - Provost Schovanec: Yes, money will be in place.

- Elizabeth Sharp, Associate Professor in Human Sciences, and Michael Henry, Optional Title IX Statements for Syllabi **3:35pm**
  - Title IX/sexual misconduct statement has been vetted through Admin. and faculty channels; it has become more succinct/concise as a result;
  - This statement is OPTIONAL for inclusion in syllabi;
  - 24-hr hotline is now in place (January 2016), number is available in the statement;
  - An example of a way to put passive educational programming outreach in front of students.
- DISCUSSION
  - Senator Crews: what is keeping this optional?
  - Farmer: an already-crowded syllabus;
  - Prof. Sharp: we would need an OP for it to be required language;
  - Senator Crews: it should be required;
  - Mr. Henry: we want to get it on syllabi as soon as possible;
  - President Farmer: have met with RISE people on several occasions, they support that it be optional at this point;
  - Senator Morse: what about adding it to Blackboard?
  - Mr. Henry: yes, this is definitely something we're doing;
  - Senator Ortiz: we have a student developing a flowchart for what to do in the event of a Title IX issue;
  - Senator Ramkumar: it would be a good service if the shortened version were sent to the faculty senators;
    - Confirmed, sent out on Friday, we have the shortened version.
  - President Farmer: are we allowed to edit/shorten/tailor for our particular students?
  - Answer: YES.
  - Senator Buelincx: question about the process, where to send students, will they be directed to the correct office?
  - Mr. Henry: everything vetted through my office; this statement alleviates all the question marks;
    - There are a lot of resources on the Gender Equity Council website.
- Birgit Green, Director, Academic Engagement and Outreach -- Goals of the new office and current future initiatives **3:42pm**
  - Designed to support TTU's strategic priority IV (Outreach and Engagement for the community, help coordinate and support, communicate more widely what it means to be "community engaged");
  - Just completed annual assessment (goal: to gain a better understanding, and to increase recognition and visibility); would like database to be searchable so faculty can find people with whom to collaborate;
  - Formed a committee for Academic Engagement, met in March, will meet monthly; first item: assessment of "engagement." Trying to identify clear definitions for Community Engagement, use more consistent terminology, increase participation in annual assessment;
  - Handout provided: contact information; we are here to serve as a resource, provide technical assistance, connection to community partners, other faculty members across the institution;
  - Engaged Scholarship is a very strict term, as defined by Carnegie. It is research-based, involves partners in equal ways. TTU recognizes that there are uni-directional outreach activities going on that do not satisfy this strict definition, but still recognizes them as Engagement.

- ELECTIONS for 2016/17 officers **3:48pm**
  - Senator Nite, Chair of committee, Senator Yuan committee member
    - President Elect: Gene Wilde (unopposed)
    - Vice-President Elect: Seshanri Ramkumar (defeating Quinn Ankrum)
    - Secretary Elect: Brian Litsey (unopposed)
  
- Old Business: Review of Committees
  - Traffic and Safety report, Quinn Ankrum **3:58pm**
    - We have made excellent progress this year in continuing the work of Carolyn Tate and Abigail Swingen (former Senators);
    - Several signs have been moved in the Flint Garage area;
    - Crosswalks and bike lanes will be restriped with longer-lasting reflective paint;
    - A lighting survey is being done by Operations;
    - Eric Crouch is planning to implement a three-pronged Safety Campaign, using engineering (physical environment), education, and enforcement;
    - There will be a 19th-Street improvement project taking place in the future (TBD, City of Lubbock);
    - We are trying to get signs placed at every major entrance to campus that state both the campus speed limit and policy re. yielding to pedestrians in crosswalks;
    - Faculty, Staff Senates and SGA are all involved in communicating with Operations, Operations wishes this relationship to continue.
  
  - Captioning, Anthony Kaye **4:09pm**
    - Title II ADA requires that everything you present in a class be effective to everyone, whether they have a pink form or not;
    - All videos must be closed captioned;
    - *This is not optional, and is not dictated by the University -- it is federal law.*
    - Discussion: are we doing it, what happens if we don't, what's the process?
    - There is an office on campus to help faculty comply, together with Justin Louder (Asst. Vice Provost);
    - There is a 3-tiered scheme:
      - 1. If video is less than 15 mins in length, captioning is the faculty's responsibility (use new software -- very difficult to learn);
      - 2. If 15-30 mins in length, then you can send it to the on-campus office for \$8.25 a minute to caption it for you;
      - 3. If your video is over 30 mins long, it can be outsourced for \$2.33 per minute;
        - If meeting criteria for 3., then you will fill out an easy form asking questions such as where are the videos, how many students do you have, will you change the video next semester, etc.
        - Problem: if you teach a flipped classroom, your class is very expensive. If you record it, also expensive.
      - In the end, the committee says there will have to be a per-credit-hour fee (materials accessibility?), paid by every student, proposed amt. of \$2 per credit hour, which would produce 1.8 million dollars (a lot less than we need), with a few exceptions.
      - Everyone will be forced into this box.
      - Packet put together (includes legal precedent) with example form, three tiers, and a draft policy. This is not optional. Not dictated by University, it is federal law.
    - Provost Schovanec: I wasn't aware they were talking about 3-4 million dollars, but it is clear from conversation that we have to do a better job with communicating this to the faculty. We worked with the Student Disability Services office. Justin should come speak.
    - President Farmer: assumption is that Justin will come speak in October.

#### Liaison Reports:

- Graduate Council Report, Stephen Morse **4:19pm**
  - Subcommittee for Grad Council is working to revise OP64.10, wants to make sure we have our say in it, and avoid a scenario in which the Grad Council comes up with something with which we don't agree and can't approve.
- Looking for 2 volunteers to review and develop;
  - DISCUSSION:
    - Senator Held: there is not enough time to put it through;
    - President Farmer: the purpose of the committee is just to advise the Grad School of structure and content;
    - Senator Held: is the plan for this to happen this school year or next?
    - President Farmer: it won't pass this year, we are only advisory. We need someone who will be on the committee next year. Content is being decided now.
    - Senator Held: what is prompting this?
    - Senator Morse: the OP currently states that one is not *de facto* "Graduate Faculty" if just tenure or tenure-track, then later contradicts this statement. Also it doesn't address contingent faculty, and whether retired faculty should be a chair of a PhD committee, for example. There are things like this that are not clearly defined. The OP also refers to the appeals process and applications, but never defines or explains procedures. Also, there isn't a default process on how to add someone to the Grad Faculty who is not automatically included. We are not trying to dictate, but rather to establish a framework because the OP is mute on these issues.
    - Volunteer: Senator Kalenkoski
- Academic Council Report, Ramkumar
  - Thank you to Michael (Farmer), who fought for Faculty representation on the Academic Council. I will sit on the Council as the Faculty representative;
  - The Council meets on the third Wed. of every month during the academic year and a few times over the summer, discusses course changes, program additions and changes; some things are decided at College level;
  - In the Feb. 16 mtg, trying to reduce the number of liberal arts core hours; approved -- decrease in requirements for Oral Communications, Foreign Language, Fitness -- to make some degrees more science-heavy. Gives flexibility to individual department chairs. This will not affect any OPs -- we have no formal say in the matter;
  - Decided upon the deletion of some certificate programs (doesn't require SACS compliance), created new Grad program in Dept. of Veterinary Science, Ag and Natural Resources, 3 faculty allocated; if your department is thinking about adding/decreasing, contact Dr. Darryl James. Approval can take up to 18-20 months;
  - Introduction of Genevieve Durham, who handles curricular matters across the University;
    - If there is a question about anything related to new or existing programs, one can find information on the Provost website (new minor, grad certificate, etc.).
  - DISCUSSION:
    - Senator Held: reducing foreign language requirement is a BIG DEAL, several departments have objected. Jim Brink is concerned about Phi Beta Kappa eligibility (science students will not be eligible automatically); additionally this change was not voted on;
    - Senator Ramkumar: the decision is already made. Students interested in PBK membership would still need to take all the foreign languages. Further, it is not a requirement that departments reduce the requirement;

- Senators Kaye and Nokken: there has been a lot of discussion on this issue, and it was brought up at a Chairs meeting;
  - President Farmer: the charge to the committee was to review the process; we came late in the game;
  - Senator Held: although Academic Council approves program changes, it sounds like a Dean can change things and then report the change(s);
  - Genevieve Durham: this is incorrect, must view vote of faculty from that College; however, unanimous support is not required. This only affects students in the sciences;
  - President Farmer: we didn't see any process issues;
  - Provost Schovanec: when I was Dean, a lot of faculty wanted the change; I was opposed to it. I do know that there was a lot of support among faculty in the sciences to change the requirement. I called a mtg. with the Chairs of English, CMLL, Kinesiology, Sports; at that time, we were talking about 6-hour reduction, asked for a compromise. I personally have a different view about the need for it, many of my colleagues disagreed, they wanted to provide more content in the area, looked at other schools. There was a lot of discussion.
  - Kaye: Physics believes, in comparison with peer institutions, that given the strict number of hours students can take, we don't have the ability to teach what students need to be successful in grad school. We had to find cuts someplace. It was not unanimous, there was lots of disagreement. Final vote was to cut as many hours out of the liberal arts core as possible.
  - Senator Held: I'm in biology, we never had a vote
  - Senator Siwatu: this is not consistent with what's happening in the College. We have a new dept., changes to curriculum, no faculty vote. What's happening in our College is not consistent with the policies described here.
  - Genevieve Durham: there are new programs websites, routing sheets are available, downloadable, there are new procedures, new policies. We welcome feedback from Faculty Senate for wording, etc.
    - new Programs: <https://www.depts.ttu.edu/provost/new-programs/>
    - we don't see anything that comes forward without a routing sheet. If what we are seeing is inconsistent with what you are seeing, you can tell us;
  - President Farmer: when asked what the vote was on any program over the last 5 years, no one could give one. There are some incentive issues (what you can expect of Assoc. Dean and Faculty). The first time the title "Associate Dean" was created was to specifically obviate faculty approval of a curriculum to get around the faculty, and it was busted by AAUP. Yeomans work (workload) is good, but there are exceptions and we have to figure out faculty oversight;
  - Senator Morse: is there any way to contest?
  - Genevieve Durham: I would like to discuss in our office and report back.
  - President Farmer: this is something our Academic Committee could vet. Will have to take up in the next session. The formal check would have to be Faculty Senate.
- New Business: TCFS Report-Farmer
    - Skipped TCFS report.
  - Faculty Reviews of College Deans **4:46pm**
    - See Michael Farmer's Mean/Median summary, (distributed at FS meeting);
    - Most improved award to Dean of Engineering;
    - Senator Morales: The problem is, we don't run the machine to do this. The office that takes care of it is understaffed, they need more time to work, we are trying to address this issue. They need a lot of time for processing.

- Open Forum: 2 minute open topic from the floor **4:51pm**
  - Faculty Senate President's response to financial conflict of interest (FCOI)
    - Reviewed the issue (discussed in detail in previous meetings this session -- financial information related to travel request, involving a junior faculty member from the College of Education);
    - Should not have been linked to FCOI in any way;
    - Main objection was taking 5.5 months to address the concern, particularly for an Assistant Prof.; this shows a great lack of compassion for the faculty's concern;
    - The issue should have been easily resolved. Suggestion was that she was under investigation with no instructions for complying. Concern for faculty welfare would have prevented the entire process. She was accused of violating OP (number of days of travel);
    - Provost Schovanec: Rob (Stewart) went through all the emails, met with President Farmer, and the Office of Provost did not raise this as an issue. The problem was implied at the Departmental level, when there wasn't any problem;
    - President Farmer: We are protected now. But, there is no protocol in place in a situation like this one. Any comment should go from Provost to ADPR right away and be addressed immediately. In the end Alice Young did her job, the Provost office did their job, receipts appeared.
- Announcements:
  - Chancellor Duncan will be here next month to talk about the Veterinary School, as will the President and Provost;
  - The President will talk about getting an OP passed from this body in May on Guns on Campus;
  - There will also be an annual presentation from Athletics.
- Adjournment **5:01pm**
  - Motion to adjourn: Senator Ramkumar
  - Motion seconded: Senator Cox