

## Faculty Senate Meeting Minutes

November 11, 2022

1:30-3:00pm

UC 251 (zoom option available)

**Invitees:** Dr. Emily Cutrer (absent), Dr. Melinda Arnold (absent), Ms. Kathryn Montgomery, Dr. Corrine Hinton (arrived late), Dr. Brian Matthews, Dr. Craig Nakashian, Dr. Brian Billings, Dr. Vikram Bhaduria (absent), Dr. Joy Cooper (Zoom), Dr. Rebeca Cooper, Dr. Kelly Cordray (Zoom), Dr. Sheila Moore (Zoom), Dr. Lisa Myers, Dr. James Nguyen (absent), Dr. Godpower Okereke, Dr. Sebastian Schmidl (Zoom), Dr. Faycal Znidi (absent), Dr. Holly Whitaker (Acadeum via Zoom)

- I. Call to Order at 1:34 p.m.....Dr. Brian Matthews
- II. President’s Report.....Dr. Emily Cutrer
  1. No report
- III. Provost and VPAA’s Report.....Dr. Melinda Arnold
  1. No report
- IV. DEIB Director’s Report.....Ms. Kathryn Montgomery
  1. Ms. Montgomery is in the process of assembling the new DEIB committee comprised of faculty, staff, and students. Due to overwhelming student interest she will be assembling a separate Student Council to focus on events and training as well.
  2. She is continuing efforts to forward DEIB in recruiting and retention
  3. She is developing a recognition program for those on campus who have contributed positively to DEIB
  4. The Student Success Equity Initiative continues
- V. Special Presentation.....Dr. Holly Whitaker, Acadeum
  1. Acadeum is a consortium so that students can take pre-approved courses across universities. If non-TAMUT students take courses we list, we keep 75% of revenue generated. TAMUT needs to identify 2-3 priority situations where Texarkana would encourage the use of Acadeum and then submit a list of courses that match those scenarios. See attachment for more information.
- VI. Approval of Minutes from 10/14/2022.....Dr. Brian Matthews
  1. Dr. Billings moved, Dr. Okereke seconded. Minutes approved 9-0-0.
- VII. Committee Reports & Business Items
  1. Curriculum Committee..... Dr. Godpower Okereke
    - No report

2. Core Curriculum Assessment.....Dr. Kelly Cordray
  - No report
3. Educational Technology.....Dr. Faycal Znidi
  - (via email) Has arranged a meeting with CIO Aaron Harding to discuss faculty IT needs.
4. Academic Rules & Procedures.....Dr. Craig Nakashian
  - Recommendation for Revisions to UP 12.06.99.H0.01 (*Post Tenure Review*)
    - Approved on consent agenda.
5. Academic Standards.....Dr. Lisa Myers
  - Held a meeting October 24<sup>th</sup> to discuss changes to the commencement program in terms of graduates' recognitions and honors as well as the affirmation process for recommending changes to admissions requirements.
  - Plan to meet with Toney Favors, Michael Fuller, et al in late November to discuss current academic standards
  - Any recommended changes for the commencement program will be submitted for approval for the May 2023 program
6. Faculty Welfare.....Dr. Joy Cooper
  - Faculty Morale Survey, 2022
    1. Want to use SurveyMonkey to distribute survey due to concerns about anonymity in Qualtrics. Cost is \$99. Vote to approve moved by Dr. Myers, seconded by Dr. Billings. Passed 10-0-0.
  - Program Coordinator Appointments Process
    1. Concerns raised by CBET members regarding how department chairs and program coordinators are chosen. In creating academic departments, CBET was told that chairs would be elected, but in actual fact they are appointed by the dean. For coordinators, there is a desire to see a stronger process of polling program faculty before choosing a coordinator.
7. FRED.....Dr. Rebeca Cooper
  - No submissions received yet; will send out a reminder to faculty.
8. Budget Committee.....Dr. James Nguyen
  - (via email) My committee members have carefully reviewed the CUPA data that our Provost provided and made the following (3) suggestions:
    1. Faculty salaries should be annually/regularly adjusted to keep pace with inflation, in addition to merit increases (if available).
    2. Salaries of newly hired faculty should not significantly exceed those of current faculty members with similar qualifications. If this is the case, the salaries of those (affected) faculty should be increased accordingly.
    3. AACSB data (controlled for school characteristics and other factors) or CUPA (Region) data should be used for business faculty as those data sets more accurately reflect the true (market) values

(Dr. Matthews yielded direction of the meeting to Dr. Hinton)

- VIII. President of Faculty Senate Report.....Dr. Corrine Hinton
1. See attached sheet.
- IX. Ad hoc Committee Reports
1. OTAFA.....Dr. Corrine Hinton
    - Spring Funding Proposal- approved 8-0-2. See attached sheet for details of proposal.
  2. Course Evaluation Review.....Dr. Vikram Bhadauria
    - No report
  3. Developing No Confidence Vote language.....Dr. Brian Matthews
    - No report
- X. New Business
1. Dr. Okereke raised a concern on the cumbersome hiring process for adjuncts. Discussion ensued that hiring in general is cumbersome and takes a long time.
  2. Printing majors on diplomas
    - Do we want to investigate doing this?
    - Can we do it effectively and fairly?
  3. Enrollment Appeals Committee & Academic Appeals Process
    - We need to flesh out the details and membership for an Enrollment and Academic Appeals committee. Motion made to have the Academic Standards committee appoint the initial faculty membership. Dr. Nakashian moved, seconded by Dr. Billings. Motion carried 8-0-0.
  4. Collecting questions and concerns regarding the faculty salary study (remit to Senate by December 1) for Dr. Arnold's review and response
    - No discussion
- XI. Meeting adjourned at 3:45 pm.
- XII. Next Regular Meeting – Friday, December 9, 2022 at 1:30pm in UC 251 (Zoom option available)

## FACULTY SENATE PRESIDENT REPORT

Dr. Corrine Hinton

11.11.2022

### I. “Between Meeting” Business

Met with Academic Advising Director, Venus Lillis, at her request to discuss implementation concerns with the amended academic and admission appeals process (passed by Faculty Senate in April 2022). Based on these concerns, I’ll be asking Academic Standards to review the new process and work toward more specific implementation guidance (new business item on the agenda, X.b.).

### II. Special Senate Meeting – October 25, 2022

On October 25, 2022, Faculty Senate hosted a Special Senate meeting during which Dr. Arnold, Provost, revealed and discussed the results of the faculty salary study. After the meeting, Dr. Arnold shared the data with faculty via email. In lieu of formal meeting minutes (as not formal Senate business was conducted), the link to that presentation is included [here](#) (passcode – Ns\*bq6sX) and was also distributed to all faculty via email on October 26.

### III. Report from University Leadership Team

The University Leadership Team (ULT) met on Tuesday, November 1<sup>st</sup>. The following agenda items were covered:

- a. Representatives with Ad Astra conducted a classroom utilization and schedule optimization study, sharing their findings during the ULT meeting. Major takeaways:
  - i. classes that do not conform to our standard offering time slots negatively impact our space optimization
  - ii. gaps in the schedule negatively impact our space utilization
  - iii. adding time options may help address space issues and students’ abilities to manage their schedules
- b. Changes to authentication processes (more coming from IT soon)
- c. Staff expressed concern for the staff CUPA study based on issues with job duties not matching job descriptions
- d. The Big Event transferring to Student Life; date change, possibly to April 15, to avoid conflict with Easter weekend
- e. Faculty Senate brought forward a list of faculty IT needs and concerns to share (as collected from Senators, department chairs, and individual faculty from October 27 – November 1)

**Note:** This list was then shared by Jeff Hinton (CFO) with Aaron Harding, CIO. Aaron then shared these and discussed with his team. I received the following response from Aaron via email on November 10:

*[S]ome of these issues were known to us, and we were already putting changes in place to address these. Here is a summary of what we are doing to address these issues.*

- *Providing training and direction to our personnel on good customer service practices. This is key and would address several of the issues from a base perspective. We are, after all, a service department and customer service must be our first objective. Changes to this aspect of our department should reflect in improved responses, timely resolution, and improved customer satisfaction.*
- *We have hired an Operational Manager to increase the efficiency of the department and to help assure that the day-to-day operations are running smoothly and without interruption. This role will also focus on customer service throughout the issue lifecycle. **{Note: this was a reconfiguration of an existing vacant position and was therefore a budget-neutral hire}***
- *Redefining roles and responsibilities within the I.T. department to increase efficiency and help manage a workload that continues to increase with new technology and faculty/staff needs.*
- *Reconfiguring our ticketing system so that it becomes easier for the end-user to create a ticket. This will also add automation to some processes that have been manual up until now.*
- *Rework processes for software/hardware vetting and installation. This includes working with Texas A&M University Shared Services to ensure we follow the proper accessibility guidelines and with Texas A&M University Security Operations Center to ensure we are following federal, state, and system guidelines for security practices.*
- *Per Dr. Hinton's suggestion, Adam and I will be meeting with the department chairs to listen and discuss the concerns and needs they have, and to share what we are doing to address those.*

#### **IV. Report from Senate Leadership Meeting**

Dr. Hinton was attending a conference during the October leadership meeting which took place on October 19. Drs. Matthews and Nakashian met with Drs. Cutrer and Arnold in her place. Dr. Matthews will provide an overview of this meeting at Faculty Senate.

#### **V. Other Items of Note:**

- A. Commencement is scheduled for Saturday, December 17<sup>th</sup> with ceremonies at 9:00am and 11:30am. Faculty who plan to attend should ensure they have regalia (rentals can be obtained through the Eagle Bookstore) and RSVP to Shannon Gustafson when the email request to do so arrives in the next week or two.
- B. Reminder to faculty that fall 2022 grades must be submitted no later than 8am on Monday December 19<sup>th</sup> to ensure the Registrar and Financial Aid have enough time to complete end-of-term processing ahead of the Christmas holiday