FACULTY SENATE MINUTES
SAM HOUSTON STATE UNIVERSITY
February 17, 2011

Members Present:

Tracy Bilsing (CHSS), Len Breen (CoE), Donald Bumpass (CoBA), Rebecca Bustamente (CoE), Erin Cassidy (NGL), Jeff Crane (CHSS), Donna Desforges (CHSS), Mark Frank (CoBA), Debbi Hatton (CHSS), Renee James (CoAS), Bill Jasper (CoAS), Gerald Kohers (CoBA), Paul Loeffler (CoAS), Drew Lopenzina (CHSS), Sheryl Murphy-Manley (CoAS), Dwayne Pavelock (CoAS), Ling Ren (CoCJ), Doug Ullrich (CoAS), Ricky White (CoAS).

Members Not Present:

Carl Brewer (CoBA), Chad Hargrave (CoAS), Hee-Jong Joo (CoCJ), Joyce Mc Cauley (CoE), Sheryl Serres (CoE), Tracy Steele (CHSS).

Call to Order:

The meeting was called to order at 3:30 by Senate Chair Frank.

Minutes Approved:

Motion to approve minutes from February 3, 2011 passed unanimously.

Chair's Report:

Meetings with Provost Payne, Feb. 8, 2011

1) It is VERY unlikely there will be money for merit and market raises this year. There will be money for promotions but the chances are slim there will be any other funds available. (The Senators requested clarification on, if there is no money for raises this year, how will future raises be determined.)
2) Funding for summer school has some people concerned due to a large deficit. There has been discussion summer pay but there will not be changes this summer.
3) Due to Banner, summer teaching stipend will be paid beginning June 1 regardless of which summer session. (The Senators were uncertain on how this change would affect retirement funds and requested additional information. Another concern was regarding payment beginning on June 1, and only Summer II classes being taught, and the Summer II class not making.)
4) There are space concerns on campus. DELTA may be moving, as well as, faculty members housed in the Smith-Kirkley dorm. No specific destination has been determined for these units.
5) The AACSB accreditation team has completed its preliminary review. The results were mixed due to problems with faculty credentials. Additional review teams will be on campus in the future.
6) The THCB is taking a hard-line on the 120 hr rule for degree plans. If there is a program in the state that can offer the degree in 120 hours, then all programs must offer the degree for 120 hours. SHSU has several degree plans requiring more than 120 hrs.

7) SHSU has ten programs identified as Low-Producing (LPP.) The university has sent justification to THCB on the programs. Hopefully the explanations will be sufficient to retain the programs.
8) The decision to move exclusively to eCollege has been made. The transition from Blackboard to eCollege will take place over four to five semesters. The colleges have been asked to volunteer for the transition order. The College of CJ will go first followed by COBA.
9) Bill Angrove has no problem with changing the date to distribute on-line IDEA forms. He recommended that the Senate visit with Rita Caso on the process.
10) The deans are considering how to handle on-line classes which have enrollments over 50. One consideration is providing teaching assistants.

Academic Affairs Council Meeting
   The APC has not met since the last Senate meeting.

Update on Search for Vice President of Finance and Operations and Dean of the College of Fine Arts and Mass Communication
   The search committees are progressing nicely. The CFAMC Dean's committee has narrowed the pool to eight with two internal candidates. The VP-Finance and Operations search committee has two sub-pools, one with three and one with four. Chair Frank and Chair-elect Hatton will meet with the final VP applicants.

Sense of the Senate
   The Senate sent the family of John Huber and Mitchell Muesham cards of condolence for the passing of their family members.

Committee Reports:
Academic Affairs- Report presented by Bill Jasper
   1. **Concerns on the Cell Phone Use Policy (AP 100728)**
   Background: Some instructors use cell phones as a testing or response device, and it appears that the APC policy prevents this type of non-traditional assessment. Language in Section 2.0 does allow the instructor flexibility during class time, but there is no flexibility in Section 3.0 which addresses use of the technology during testing.

   Recommendation: Change the first sentence to in Section 3.0 of the policy to: "Any use of a telephone or text messages or any device that performs these functions during a test period is prohibited, *except when expressly permitted by the instructor.*"

   Outcome: The Senate voted to accept the recommendation and will send it Provost Payne and the APC.

2. **Chairs Evaluation of Faculty Teaching Effectiveness (AP 820317)**
   Background: Campus faculty members voiced concern that the student evaluations score from the IDEA system is being overly relied upon by some department chairs in their FES teaching score. Under the Faculty Evaluation System, as described by AP 820317, a detailed list of possible evaluation components is provided to department chairs under Section 2.0 of the policy.

   Recommendation: A letter should be sent to all department chairs from CAD reminding them of APS 820317, which was revised on September 23, 2009, and asking them to base their evaluations of teaching effectiveness on factors other than just IDEA student Evaluations.

   Outcome: The Senate voted to discuss the concerns with Provost Payne before moving forward with the recommendation.

3. **Pre-drop Evaluations for On-line Courses**
   Background: Concerns have been raised that students who drop an online course prior to the designated drop date are still allowed to evaluate the professor under the IDEA system as long as the evaluation was done before the drop date. Questions have arisen as whether these evaluations should be considered reliable in the final review. If not, could the rating be dropped from the system?

   Recommendation: The Academic Affairs Committee discussed this concern, but decided not to take action on this item unless more information was provided. Since the IDEA student evaluations were anonymous, how could they be removed from the system after a student drops a class? Additionally, this concern extends to faculty teaching courses in the classroom because students are allowed to drop the course up until the final, while, IDEA forms are distributed earlier in the semester.

   Outcome: The Senate agreed that this is a sensitive issue that should be addressed with Bill Angrove and Rita Caso. Chair Frank will inquire about the concerns (?)

4. **Problems with Scholarship Applications and Scholar X**

   Background: Faculty members have expressed concern about the administration of Scholar X, scholarship applications, and faculty recommendations forms. Below is a partial list of issues that need to be addressed:

   a. The faculty form used to evaluate scholarship application asks about the patriotism of the application. Our initial impression was that this item should be deleted from the evaluation form.

   b. Instances were noted when data was keyed into the system incorrectly. We will investigate whether this was human error, or a computer problem.

c. Sometimes it is hard to get an accurate list of eligible students for a given scholarship. When a list is provided, there are errors on it, such as academic Major, contact information, etc. In at least one case, a student was told they received a scholarship, only to find out later that they were not eligible.

d. Students apply for a scholarship, and then do not receive feedback so they are not sure they are being considered for scholarships.

e. Faculty members request information from the scholarship office, and calls are not returned in a timely manner.

Recommendation: These items should be discussed during the faculty senate meeting, and other inputs from senators should be compiled. Then, the Academic Affairs Committee will meet with the scholarship office to gather more information.

Outcome: The Senate agreed that the committee should continue to pursue this issue.

Committee on Committees-Report presented by Gerald Kohers
1. Senate elections are coming up. It will be posted on-line shortly.
2. Members of the Senate decided to disseminate the annual faculty survey without changes.
3. The Senate voted (19-0-0) to place before the faculty a recommendation to increase the size of the senate by five members. If 2/3rds of the faculty who completes the annual faculty survey agree, the motion will be sent to President Gibson for final approval. By increasing the membership to 30, each committee will be comprised of seven Senators.

Time precluded reports from Faculty Affairs and University Affair committees.

Meeting Closed:
-The Senate was called to a close 5:00 pm.

-The next Senate meeting will be held March 3, 2011.

Respectfully Submitted,
Debbi Hatton
Approved - March 3, 2011