



1-1-2005

## Faculty Senate Minutes | 2000-2005

JSU Faculty Senate

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**MINUTES**  
*Fall 2000 through Spring 2005*

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**MINUTES 2000-2001**

**Jacksonville State University**  
**Faculty Senate Meeting Minutes**  
**September 18, 2000**  
**\*\* Next meeting: October 9, 2000 \*\***

**I. Call to Order**

The meeting was called to order by President Kelly Gregg.

Present: Jim Allen, Rita Boydston, Linda Cain, Linda Chandler, Wayne Claeren, George Cline, Myrtice Collins, Llew Cook, Mike Crowe, Susan DiBiase, Clint Gillespie, Jess Godbey, Kelly Gregg, Gloria Horton, Monika Hossain, Jason Huffman, John Jones, alternate for Fred Kelley, Miranda Killingsworth, Judy McKibbin, Jim McLaughlin, Dave Merriss, John Milewicz, Charlotte Reece, Kim Weatherford, Kim Womack, Barbara Yunker.

Absent: Jerry Chandler, Mike Davis, Gary Gee, Floyd Kirby, Jim McIntyre.

**II. Approval of Minutes**

George Cline moved that the minutes be approved as amended. Gloria Horton seconded. The motion passed.

**III. President's Report**

President Gregg reported that the Chairman of the State Ways & Means Committee wants to talk to the Senate. Date to be determined.

A calendar change has been proposed due to low enrollment in Summer II and the marathon sessions which extend into August, especially in the College of Education when teachers are back in school before the JSU sessions end. The proposed change is: May term, May 2-29; Summer I, June 4-29; Summer II, July 3-31. Commencement would be August 3.

A Fall Break in October has been proposed. The break would either be two days or five days. Senators were asked to discuss with colleagues and the Senate will address the issue at the October meeting.

Enrollment is up by a couple of hundred students; no final tally yet. There are some unfilled faculty slots. At the Academic Council it was mentioned that mandatory overloads may be possible in the future. Overload/adjunct pay is up to \$1500 from \$1000 per course.

Information was received from a conference of University lobbyists that in 1989 Alabama's funding of higher education was 90 percent of the average and in 1999 was 56 percent of the average. Since Governor

Siegelman took office, appropriations for higher education are up 12 percent in Alabama compared to 14 percent nationally.

#### **IV. Old Business**

##### **Threaten senators**

Kelly Gregg reminded the Senate that attendance at meetings is necessary in order to have a quorum to conduct business. We have a number of big issues to address this year. He asks that a proxy be sent if you are unable to attend a meeting.

##### **Resolution on accumulation of sick leave by faculty**

Kelly Gregg reported that the current form of the resolution would not pass. Sticking points with the administration would be the number of leave days per month requested and donation of sick leave to colleagues. Kelly emphasized that under the new policy, each department must keep a paper trail in order for accrued leave to count towards retirement. Deceitful recording of sick leave time would be considered a major infraction by the administration. Lively discussion ensued. The Senate approved a modified version of the resolution. The resolution will go before the Board of Trustees at its October meeting.

##### **Graduation ceremony**

In light of the dangerous conditions presented by overcrowding at the May 2000 graduation ceremony, all Spring and Summer commencements will now be held at the football stadium. Faculty will process in and everyone on the field will recess out. In the event of wet or cold weather, the ceremony will take place in the coliseum with nine guest tickets being issued per student. Keeping the aisles clear will be strictly enforced. December commencements will continue to be held in the coliseum.

#### **V. New Business**

##### **Committee assignments**

Faculty Senate committee assignments were distributed. The following were asked to serve as committee chairs: Susan DiBiase, Welfare; George Cline, Admissions and Scholarship; Judy McKibbin, Policies; Gloria Horton, Elections; and Dave Merriss, Faculty Honors. There are a few vacancies on the Faculty Research Grant committee. Kelly Gregg will contact the chair to determine what positions remain to be filled.

##### **Student Leadership Awards**

Kelly Gregg called for volunteers to serve on this committee. Rita Boydston volunteered.

##### **Ad hoc committee on faculty benefits**

Kelly Gregg charged this committee with studying other faculty handbooks to determine where JSU policies could be better defined where policies are vague or nonexistent. Some areas the committee will look at include grievance policies, tenure and promotion procedures, and the like. Kim Weatherford will chair this committee. Jess Godbey, Gloria Horton, Jason Huffman, and Barbara Yunker volunteered to serve.

It was reported that a faculty member is receiving harassing communications from a student who was expelled. The University doesn't have the authority to call the student's family because of the student's right to privacy and there is no policy in place to protect the faculty.

Another faculty member reported that a student who was expelled on gun violations has been showing up on campus at various offices, creating discomfort for the staff.

These two examples illustrate the need for a coherent, formal policy to deal with potential violence on campus.

### **Faculty Senate Web page**

Kim Weatherford has created a Faculty Senate Web page ([www.jsu.edu/depart/facultysenate](http://www.jsu.edu/depart/facultysenate)). Comments and suggestions are welcomed. Minutes will be posted here instead of being distributed in paper form. Senators are asked to let Kim know if they do not have Web access so she can send them paper copies of the minutes.

### **2000-2001 Roster**

Senators were asked to check the roster for accuracy and report any corrections.

### **Committee meetings**

Committees were asked to meet briefly following the Senate meeting to set up meeting times.

### **October meeting**

The Senate will next meet on Monday, October 9, 2000.

### **Tracking resolutions**

A request was made to track Senate resolutions in order to keep tabs on their progress. This is something that could be put on the Faculty Senate Web page.

### **Academic Preparation Day ("Dead Day")**

The question was posed to the Senate on how valuable Academic Preparation Day is to the Faculty and could we do without it if necessary. The consensus was that students are impacted most and the faculty will do what the students want in regards to keeping this day on the calendar.

### **Used textbook prices**

A faculty member noted that prices on some used textbooks are greater than the original price of the text as noted on the book cover. The question was raised as to pricing policies of used textbooks. It was suggested that the faculty member talk with the manager of the University Bookstore.

### **Handicapped access**

Concern was raised over the lack of handicapped access to some campus buildings, in particular, the Houston Cole Library. Kelly Gregg suggested an Ad hoc committee on handicapped access look into the problem. Myrtice Collins, Linda Cain, and Kim Womack volunteered to serve.

### **Evaluation of administrators**

It was suggested that someone from the Faculty Senate send a yearly reminder to Bibb Graves about administrator evaluations.

### **Faculty Honors committee**

Dave Merriss distributed a memorandum calling for nominations for Emeriti faculty.

## **VI. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Kim Weatherford  
Secretary, Faculty Senate

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## **Jacksonville State University Faculty Senate Meeting Minutes**

**October 9, 2000**

**\*\* Next meeting: November 13, 2000 \*\***

### **I. Call to Order**

The meeting was called to order by President Kelly Gregg.

Present: Rita Boydston, Linda Cain, Wayne Claeren, George Cline, Llew Cook, Clint Gillespie, Jess Godbey, Kelly Gregg, Gloria Horton, Jason Huffman, John Jones, Fred Kelley, Miranda Killingsworth, Floyd Kirby, Judy McKibbin, Jim McLaughlin, Dave Merriss, John Milewicz, Charlotte Reece, Kim Weatherford, Kim Womack, Barbara Yunker.

Absent: Jim Allen, Jerry Chandler, Linda Chandler, Myrtice Collins, Mike Crowe, Mike Davis, Susan DiBiase, Gary Gee, Monika Hossain, Jim McIntyre.

### **II. Approval of Minutes**

George Cline moved that the minutes be approved as written. Gloria Horton seconded. The motion passed.

### **III. President's Report**

President Gregg reported that preparations for the SACS self-study are underway and many faculty members will be contacted to serve on committees.

The library renovation has been approved at a cost of \$5 million. Red granite will replace the bowing marble panels, and the roof will be pitched. Construction will most likely begin in March.

Total enrollment is down one hundred students. Graduate student enrollment is up one hundred students.

The Trustees meeting is October 16, 2000 at 11:00 a.m. on the 11th floor of the Houston Cole Library.

#### **IV. Committee Reports**

##### **Welfare -- Susan DiBiase**

In Susan DiBiase's absence, Kim Weatherford reported that the committee has met and is continuing work on the mental health coverage letter to Blue Cross/Blue Shield.

##### **Admissions and Scholarship -- George Cline**

The committee will be looking at graduate school admission procedures and protocol.

##### **Policies -- Judy McKibbin**

No report.

##### **Faculty Honors -- Dave Merriss**

The committee will soon begin reviewing the Emeriti faculty nominations. Eight have been received thus far.

##### **Elections -- Gloria Horton**

No report.

##### **Ad hoc Committee on Faculty Benefits -- Kim Weatherford**

The committee has met and is reviewing faculty handbooks from other colleges and universities around the Southeast for grievance procedures and tenure and promotion procedures.

##### **Ad hoc Committee on Handicapped Access -- Kelly Gregg**

Two students have contacted President Gregg about some access problems on campus. They will attend the November Faculty Senate meeting to give a short presentation. Dan Miller will be in attendance, as well.

#### **V. Old Business**

##### **Resolution on accumulation of sick leave by faculty**

President Gregg reported that the Academic Council has requested clarification of the phrase "pay period" as used in the resolution. The senate reworded those portions of the resolution to read, "one (1) day of sick leave for each contract month."

The Academic Council also has reservations about new faculty starting with one year's worth of sick leave in the bank. The senate decided to leave this in the resolution, arguing that this would be a good recruitment tool for the university.

President Gregg will present the revised version of the resolution at the next Academic Council meeting later this month.

## **Academic calendar/Fall break**

Kelly Gregg reported that starting next year the academic calendar will be done five years at a time instead of each year.

Miranda Killingsworth (SGA representative) reported that the students are in favor of a long-weekend Fall break if they can keep Academic Preparation Day. They are not interested in a full week Fall break.

## **Harassing communications**

The student that had been making harassing communications toward a faculty member and disrupting departmental offices was arrested, released, and is now harassing the Graduate School office again. President Gregg told the Academic Council that we need a procedure in the Faculty Handbook to deal with such cases. University personnel are to call the Jacksonville Police Department if they feel threatened, and inform their supervisors that they have done so.

The Academic Council is considering re-writing the 1992 Faculty Handbook.

## **Used textbook prices**

Llew Cook spoke with University Bookstore personnel about the prices on some used textbooks that were greater than the original price of the text on the cover. This is not normal policy for the bookstore and they are aware of the problem.

## **VI. New Business**

### **President Meehan to address Faculty Senate**

President Meehan may be at the November meeting but his schedule was not certain at this point.

### **November meeting**

The Senate will next meet on Monday, November 13, 2000.

## **VII. Adjournment**

There being no further business, Geoge Cline moved to adjourn and Jason Huffman seconded. The meeting adjourned.

Respectfully submitted,

Kim Weatherford  
Secretary, Faculty Senate

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**Jacksonville State University  
Faculty Senate Meeting Minutes**

**November 13, 2000**

**\*\* Next meeting: December 11, 2000 \*\***

## **I. Call to Order**

The meeting was called to order by President Kelly Gregg.

Present: Jim Allen, Rita Boydston, Linda Chandler, George Cline, Llew Cook, Mike Crowe, Mike Davis, Susan DiBiase, Gary Gee, Clint Gillespie, Kelly Gregg, Gloria Horton, Monika Hossain, Jason Huffman, John Jones, Fred Kelley, Miranda Killingsworth, Jerry Kiser, Judy McKibbin, Jim McLaughlin, John Milewicz, Kim Weatherford, Kim Womack, Barbara Yunker.

Absent: Linda Cain, Jerry Chandler, Wayne Claeren, Myrtice Collins, Jess Godbey, Floyd Kirby, Jim McIntyre, Dave Merriss, Charlotte Reece.

## **II. Approval of Minutes**

George Cline moved that the minutes be approved as written. Judy McKibbin seconded. The motion passed.

## **III. Presentation from Disability Support Services (DSS)**

Student Jay Boneysteele addressed the Senate on behalf of the disabled students. He asked professors to be aware that some students' needs change from day to day and they may need different accommodations at different times.

He said the JSU campus was very accessible, but pointed out the following problem areas:

Bibb Graves Building isn't wheelchair accessible;

Merrill Building Room 101 isn't wheelchair accessible. Merrill 250 in new wing is accessible, but students in wheelchairs block other students' visibility. Power doors and a wheelchair lift are recommended.

The ramp at the Ramona Wood Building door is inclined, making it difficult for people in wheelchairs to open. Power doors are recommended;

Recommend a lift in the Stephenson weight room;

Sidewalk cut-outs at curbs are good for wheelchairs, but bad for the blind because they don't know when they're off the sidewalk and in the street.

Jay recommends that the university purchase a paratransit van to shuttle students in wheelchairs and blind students. He said the van would cost \$38,000 or less, and suggested that a local automobile dealer may be willing to donate all or part of the cost. A work-study student for DSS could operate the van. He requested that the Faculty Senate do a feasibility study to determine if such a van was an option.

Dan Miller from DSS also spoke about accessibility problems in computer labs and in certain elevators on campus.



Kelly Gregg asked for volunteers for an Ad hoc Committee on Handicapped Access.

#### **IV. President's Report**

President Gregg attended the Alabama Council of University Faculty Presidents meeting in Dothan. He reported the following:

Troy State University has approved a \$38,000 minimum starting salary for Asst. Professors and \$44,000 for Assoc. Professors.

Auburn University--Montgomery has passed a Faculty Development Initiative. Faculty that need instructional technology training will be paid 1/10 of their salary to attend summer classes. He also reported that 2/3 of the AUM Voting Budge Committee are faculty senators.

The University of North Alabama has given its president a vote of no confidence. They claim he has neglected academic programs and spent too much money on new building projects and facades.

The University of Alabama has joined the Workers' Rights Consortium which prohibits the use of foreign sweatshops for university logo merchandise.

Kelly also reported that some faculty senates are supporting domestic partner benefits, including same-sex domestic partner benefits. Finally, he reported that faculty at almost every other state institution accrue sick leave toward retirement and have done so for years. JSU will be hosting this meeting next year.

Kelly reported that North Carolina citizens approved a \$3.1 billion higher education bond. State schools will receive this money in addition to their normal budgets. Alabama is optimistically hoping for \$500 million from such a bond issue.

#### **V. Committee Reports**

##### **Welfare -- Susan DiBiase**

Susan DiBiase reported that the committee sent the letter of support for increased mental health coverage to Blue Cross/Blue Shield. This letter has been posted to the Faculty Senate Web site, along with the address of where to send such letters, at ([http://www.jsu.edu/depart/facultysenate/minutes/2000-2001/mental\\_health\\_coverage\\_letter.html](http://www.jsu.edu/depart/facultysenate/minutes/2000-2001/mental_health_coverage_letter.html))

At this point, Kelly Gregg gave an update on the sick leave resolution. It has been approved by both the Academic and Administrative Councils with no objections and is awaiting approval at the highest levels.

##### **Admissions and Scholarship -- George Cline**

The committee has a meeting scheduled with Rachel Parker to look at graduate school admission procedures and protocol.

##### **Policies -- Judy McKibbin**

No report.

##### **Faculty Honors -- Dave Merriss**

The committee accepted all emeriti nominations.

## **Elections -- Gloria Horton**

No report.

## **Ad hoc Committee on Faculty Benefits -- Kim Weatherford**

The committee distributed a memo on its findings on grievance procedures and tenure and promotion procedures. See discussion below in New Business.

## **VI. Old Business**

### **Fall break**

Jason Huffman reported that he has heard of some support for a Fall Break from students and faculty. He listed numerous schools that already have Fall Breaks.

Kelly Gregg reported that the Jacksonville School System is evaluating a year-round calendar. He suggested that we don't need to try to mesh our calendar with the surrounding school systems.

If we had a full week break, students would be willing to give up Academic Preparation Day ("Dead Day"). If the break was a long weekend, they want to keep Dead Day.

A full week break is better for classes that have laboratory requirements.

Susan DiBiase reported that the Nursing Faculty is against a Fall Break.

Some departments would like to see actual calendar scenarios before giving an opinion.

Some faculty are in support of a full week break at Thanksgiving. Others feel this is too late in the semester to serve the purpose of a "breather" midway through Fall semester.

## **VII. New Business**

### **Findings of Ad hoc Committee on Faculty Benefits**

Kelly Gregg addressed the point of collegiality. He reported that many schools have thrown out collegiality as a tenure requirement because it invites lawsuits. The AAUP charges that collegiality requirements are often used as covert discrimination against minorities and women.

Senators were asked to distribute the memo to their department colleagues and be prepared to discuss the recommendations at the December meeting. The memo will also be posted to the Faculty Senate Web site at ([http://www.jsu.edu/depart/facultysenate/minutes/2000-2001/faculty\\_benefits\\_memo.html](http://www.jsu.edu/depart/facultysenate/minutes/2000-2001/faculty_benefits_memo.html))

### **August Term**

The idea of an August term (akin to May term) was proposed. It did not meet with favor.

### **Parking Ticket Prices**

A faculty member recommended an exponential increase in parking tickets to discourage repeat offenders. There was some support for this idea, but it is probably not feasible.

### **Benches in Public Areas**

A recommendation was made to put benches across campus for students to use between classes. Judy McKibbin volunteered to write up a resolution asking campus organizations to donate benches.

## **December meeting**

The Senate will next meet on Monday, December 11, 2000.

## **VII. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Kim Weatherford  
Secretary, Faculty Senate

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## **Jacksonville State University Faculty Senate Meeting Minutes**

**December 11, 2000**

**\*\* Next meeting: January 22, 2001 \*\***

### **I. Call to Order**

The meeting was called to order by President Kelly Gregg.

Present: Linda Cain, Jerry Chandler, Linda Chandler, George Cline, Myrtice Collins, Mike Crowe, Kelly Gregg, Gloria Horton, Jason Huffman, John Jones, Fred Kelley, Jerry Kiser, Sarah Latham (Nursing alternate), Judy McKibbin, Jim McLaughlin, John Milewicz, Kim Weatherford, Barbara Yunker.

Absent: Jim Allen, Rita Boydston, Wayne Claeren, Llew Cook, Mike Davis, Susan DiBiase, Gary Gee, Clint Gillespie, Jess Godbey, Monika Hossain, Miranda Killingsworth, Floyd Kirby, Jim McIntyre, Dave Merriss, Charlotte Reece, Kim Womack.

### **II. Approval of Minutes**

Jason Huffman moved that the minutes be approved as written. Gloria Horton seconded. The motion passed.

### **III. President's Report**

Meredith Barnes from the SGA gave a short presentation on Up 'Til Dawn, a 24-hour event to raise money for St. Jude's Hospital. The event will take place March 9-10, 2001 in Stephenson Gym. She left an information packet and team applications with Kelly Gregg. Questions can be directed to Meredith at 782-8054.

Gene Blanton from the English Dept. distributed a 1997 memo regarding the 1989 Faculty Senate Constitution revision. This version was never approved. He specifically pointed out that Section 6. f). (1) e. (pages 7-10) covered the grievance portion, but that the entire Constitution was valuable, in light of the upcoming SACS visit.

### **IV. Committee Reports**

**Welfare -- Susan DiBiase**

No report.

**Admissions and Scholarship -- George Cline**

Members of the committee met with Dean Carr and Assoc. Dean Rachel Parker on November 14, 2000 to discuss Graduate admissions policies. Dean Carr gave an informative history of the Graduate program as it relates to admissions policies. The current admissions policy stems from a discrimination lawsuit in the 1970s, and a subsequent Consent Decree from the mid-1980s which froze admissions requirements. It is possible for individual departments to develop a set of standards in addition to the Graduate College standards, but these must be approved by the Graduate College and by the University Attorney. Rachel Parker indicated her willingness to work with any department in developing these standards, but the process takes two to three years.

Jerry Kiser said Educational Resources is developing guidelines for their department. Nursing already has standards in place.

**Policies -- Judy McKibbin**

No report.

**Faculty Honors -- Dave Merriss**

No report.

**Elections -- Gloria Horton**

No report.

**Ad hoc Committee on Faculty Benefits -- Kim Weatherford**

No report.

**V. Old Business****Resolution on benches in public areas -- Judy McKibbin**

Judy McKibbin submitted a resolution draft which the Senate edited. She will re-write the resolution and present it for a vote at the January meeting.

Kelly Gregg said the Art Dept. faculty indicated they would be interested in possibly having bench design as a student project.

**Fall break**

Kelly Gregg distributed a sample university calendar illustrating the possibility for a Fall Break in October. A university committee will be meeting Spring semester about calendar changes. Senators were asked to poll their faculty about the following: 1) Would they be in favor of a week-long break in October if it meant starting earlier in August? 2) Would they be in a favor of a week-long break at Thanksgiving? 3) Would they prefer no break? 4) Would they be in favor of a Fall break if it meant giving up the Labor Day holiday? 5) Would they be in favor of moving Spring Break earlier in the semester?

Next year, there will be no Wednesday classes the day before Thanksgiving, so a full-week break Thanksgiving week would be a possibility.

Questions were raised about pay on September 1st if we move to a new schedule where we start back to work earlier in August.

There was also a question raised about conflicts with classes during an August term. President Gregg had not heard that an August term was being considered and said he would check into this.

**Discussion on findings of Ad hoc Committee on Faculty Benefits  
Grievance Procedures**

There was a recommendation to keep the sexual harassment policy separate from other grievance procedures. Otherwise, pooling all other types of grievances under the same policy was supported.

There was a consensus that the University Hearing Committee makeup needs to change. Many like the idea of having a pool of tenured faculty and having each side strike an equal number of names to come up with the committee, like the jury selection process.

#### Tenure and Promotion

Some departments want to get rid of collegiality as a tenure and promotion criterion, and others want to see it defined and assessed. Kelly Gregg asked for faculty to proffer definitions of collegiality, how it will be assessed, and who will assess it.

Discussions about these issues will continue at the January meeting with the hopes of having a resolution ready for the February meeting that senators can then take back to their departments for comments.

### **VI. New Business**

#### **January meeting**

The Senate will next meet on Monday, January 22, 2001.

### **VII. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Kim Weatherford  
Secretary, Faculty Senate

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## **Jacksonville State University Faculty Senate Meeting Minutes**

**January 22, 2001**

**\*\* Next meeting: February 12, 2001 \*\***

### **I. Call to Order**

The meeting was called to order by President Kelly Gregg.

Present: Rita Boydston, Linda Cain, Linda Chandler, George Cline, Llew Cook, Mike Crowe, Mike Davis, Susan DiBiase, Gary Gee, Jess Godbey, Kelly Gregg, Gloria Horton, Monika Hossain, John Jones, Fred Kelley, Miranda Killingsworth, Jerry Kiser, Jim McIntyre, Judy McKibbin, Jim McLaughlin, John Milewicz, Charlotte Reece, Kim Weatherford, Kim Womack.

Absent: Jim Allen, Jerry Chandler, Wayne Claeren, Myrtice Collins, Clint Gillespie, Jason Huffman, Floyd Kirby, Dave Merriss, Barbara Yunker.

### **II. Approval of Minutes**

George Cline moved that the minutes be approved as written. Susan DiBiase seconded. The motion passed.

### **III. Guest -- President Bill Meehan**

JSU President Bill Meehan addressed the Senate about the state of higher education in Alabama. He anticipates a 3-5 percent proration of the JSU budget due to low sales revenues. If three percent, we will lose \$870,000 in the budget, and if five percent we will lose \$1.4 million. Dr. Meehan presented a packet of information containing the Alabama Commission on Higher Education (ACHE) 2001 recommended budgets for JSU and all Alabama public higher education institutions, rank of faculty salaries in Alabama's institutions of higher education, and average faculty salaries at public four-year institutions in the Southeast. He emphasized the need to stop faculty turnover at JSU, and advocates an increase in faculty salaries. In the last sixteen months we had almost double-digit faculty turnover. Alabama faculty salaries rank 46th out of 50 nationwide, and are next-to-last in the Southeast region. Other information in the packet included the proportion of physical plant gross square footage by age at Alabama public institutions (69 percent of the buildings are pre-1980), and the deferred maintenance statistics at Alabama colleges and universities. He also included a letter from Paul Hubbert to the AEA, a Dec. 10, 2000 *Birmingham News* article by Ed Richardson (Alabama schools superintendent), and facts and figures about education in Alabama. A list with legislative members' addresses and phone numbers was provided in case anyone chooses to write in support of higher education in Alabama.

Dr. Meehan encouraged participation in the Higher Educational Partnership which is comprised of all four-year schools in the state. Membership is \$12/year for faculty and staff. Some state universities have 100 percent enrollment of faculty and staff and 20 percent student enrollment.

Other information Dr. Meehan provided was as follows: enrollment is up 193 over Spring 2000 semester; JSU's Emerging Leaders' Day hosted 114 high school juniors; Preview Days are February 10 and March 17. He commended Dr. Gregg for his representation of the faculty at the Board of Trustees meeting.

### **IV. President's Report**

#### Faculty Sick Leave Resolution

President Kelly Gregg reported that the Faculty Sick Leave Resolution is still making its way through committees. The Department Heads Committee raised some concerns about enforcement of the policy and the paperwork required. Kelly anticipates approval of the resolution soon.

#### Commencement

The new system of providing tickets for Commencement guests led to the unfortunate circumstance of having to turn away four hundred people with tickets because the coliseum was already full. The overcrowding was caused by some people sneaking in without tickets and others entering with counterfeit tickets. Kelly reported that the administration has decided to issue fewer tickets per student next time and to have the tickets commercially printed. Uniformed police will take up the tickets at the entrance to the building. The administration discussed the possibility of a split ceremony but it was thought that guest speakers would not want to give two talks. Spring commencement will not be moved to the stadium as previously thought.

Members of the Senate made the suggestion to have departments host individual ceremonies so all family and friends could attend. Senators also overwhelmingly support a split ceremony. The majority think that two speakers is a reasonable solution to the problem of asking one speaker to be at both ceremonies. It is important that all family and friends of graduates be invited to Commencement in order for graduates to

leave with feelings of goodwill toward JSU. An Ad hoc committee will be formed and senators should discuss the issue with their colleagues.

## **V. Committee Reports**

### **Welfare -- Susan DiBiase**

No report.

### **Admissions and Scholarship -- George Cline**

No report.

### **Policies -- Judy McKibbin**

The Policies Committee met and concurs with the Ad hoc Committee on Faculty Benefits' recommendation to consolidate all grievances under one policy. They are still discussing the make-up of the University Hearing Committee.

### **Faculty Honors -- Dave Merriss**

The committee has called for nominations for the Outstanding Teacher Award, the Faculty Scholar Lecture Award, and the Thomas Award for Outstanding Community Education/Service Award. Nominations should be received by February 22, 2001 and should be addressed to the Committee of Faculty Honors, c/o Dave Merriss, Military Science Department, Rowe Hall. Questions should be directed to Col. Merriss at extension 5601.

### **Elections -- Gloria Horton**

Gloria asked for nominations for Vice President/President-Elect and Secretary before the February meeting. Her extension is 5409.

### **Ad hoc Committee on Faculty Benefits -- Kim Weatherford**

No report.

## **VI. Old Business**

### **Resolution on benches in public areas -- Judy McKibbin**

Judy McKibbin distributed the revised resolution on outdoor seating. George Cline moved that it be approved. Kim Womack seconded. The motion passed. Contact Kelly Gregg if you have ideas on the subject or know of groups that would like to participate in bench projects.

### **Fall break**

Kelly Gregg reported that the Jacksonville public schools are considering a modified calendar for next year that includes a Fall break from October 8-12. Support for a Fall break at JSU has been mixed, so there will be no more discussion on this topic until further notice.

### **Discussion on findings of Ad hoc Committee on Faculty Benefits**

#### **Tenure and Promotion**

Collegiality: There is agreement that if collegiality is to be used as part of the tenure and promotion process, it needs to be defined, and guidelines for assessment and who will assess need to be provided. George Cline distributed two handouts on collegiality. The one by the AAUP says that trying to split collegiality out of the other three prongs required for tenure and promotion (teaching effectiveness, research, and service) is unnecessary. These three areas should already include elements of collegiality, without using the word "collegiality." If people are fired or not given tenure based on collegiality, the university is opening

itself up for lawsuits and there is a precedent that the university would lose the suit. A suggestion was made to draw up a resolution saying that collegiality be dropped from tenure and promotion criteria or that it be defined by the administrative staff with specifics being given on how it will be assessed and by whom.

Formal third-year review: A resolution will be written that Faculty Annual Reviews (FARs) should be tied to tenure, and that the third-year FAR should be a formal, mini tenure and promotion review. Any problem areas should be addressed so the faculty member has a chance to improve before going up for tenure in the sixth year. There was a concern raised that it should not be held against faculty members if their third-year reviews are not favorable, but improvement is made by the sixth year.

#### Grievances

The Policy Committee is in favor of combining all grievances under one policy. They also are in favor of more faculty input on the University Appeals Committee and are still discussing the makeup of that committee.

### **VII. New Business**

#### **Higher Education Partnership**

Kelly Gregg encouraged the Senate to push for 100 percent faculty and staff membership in the Alabama Higher Education Partnership (HEP). The Alabama Education Association (AEA) is K-12's equivalent and they have been remarkably successful at lobbying in Montgomery. Miranda Killingsworth reported that the SGA is having a drive for student affiliate members in HEP.

#### **February meeting**

The Senate will next meet on Monday, February 12, 2001.

### **VIII. Adjournment**

There being no further business, Gloria Horton moved to adjourn and George Cline seconded. The meeting adjourned.

Respectfully submitted,

Kim Weatherford  
Secretary, Faculty Senate

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### **Jacksonville State University Faculty Senate Meeting Minutes**

**February 12, 2001**

**\*\* Next meeting: March 12, 2001 \*\***

### **I. Call to Order**

The meeting was called to order by President Kelly Gregg.

Present: Rita Boydston, Linda Cain, Linda Chandler, Wayne Claeren, George Cline, Llew Cook, Mike Crowe, Susan DiBiase, Clint Gillespie, Jess Godbey, Kelly Gregg, Gloria Horton, Monika Hossain, Jason Huffman, John Jones, Fred Kelley, Miranda Killingsworth, Jerry Kiser, Jim McIntyre, Judy McKibbin, Jim McLaughlin, John Milewicz, Charlotte Reece, Kim Weatherford, Barbara Yunker.



Absent: Jim Allen, Jerry Chandler, Myrtice Collins, Mike Davis, Gary Gee, Floyd Kirby, Dave Merriss, Kim Womack.

## **II. Approval of Minutes**

George Cline moved that the minutes be approved as written. Gloria Horton seconded. The motion passed.

## **III. President's Report**

### Proration

Kelly Gregg reported on the Academic Council's discussion of proration. JSU will take a cut of approximately \$1.7 million from its budget; the academic side of the university's cut will be approximately \$970,000. Of this amount, President Meehan's office will cover approximately \$500,000 and Dr. Watts' office will cover approximately \$250,000. The remainder will be broken down as follows: College of Arts & Sciences, \$95,000; College of Commerce and Business Administration, \$18,000; College of Nursing, \$18,000; College of Education, \$46,000; College of Graduate Studies, \$28,000; International House, \$1,000; Distance Education, \$15,000; Library, \$45,000; JSU-Gadsden, \$3,000; Dr. Becky Turner's office, \$1,000; Registrar's office, \$1,000. The Deans are to distribute new budgets to Dr. Watts by today. A full Summer schedule will remain intact. Proration is expected to last into next year, and a tuition increase should be expected.

### Higher Education Partnership

President Gregg distributed HEP enrollment forms and encouraged full participation by faculty and staff.

Support for K-14 schools in Alabama is so effective because of lobbying by the Alabama Education Association. HEP lobbies for Alabama universities and colleges.

Elizabeth Webb, Student Government Association President, addressed the senate and said a student rally for HEP membership is underway. The SGA is trying to get 500 student members this semester. A group of 25 students can join as affiliate members for \$2/student. Benefits of HEP membership are discounts on hotels, car rentals, and eye care.

### Drop/Add Period

Kelly reported that he has received student complaints about the week-long drop/add period. Students who enter a class at the end of the add period are being penalized for absences and/or having points taken off their grades. Academic Council is considering not penalizing students until they have added the classes. A possible solution is a shorter drop/add period.

### Commencement

Students are upset over the new six tickets per student policy for commencement. The new plan is to have a single ceremony in the football stadium; if it rains only six tickets will be issued per student for the coliseum. Students will have to pick up their tickets; they will not be mailed.

### Library

The Trustees approved a \$4 million bid for the new library facade. This bid came in at about \$1 million under the original estimate.

## **IV. Committee Reports**

**Welfare -- Susan DiBiase**

No report.

**Admissions and Scholarship -- George Cline**

No report.

**Policies -- Judy McKibbin**

The Policies Committee requested input on what kind of makeup is desired by the senate for the University Hearing Committee. After discussion, a suggestion was made to randomly select nineteen people from a pool of all tenured faculty. Both parties involved in the grievance would then strike five names each, leaving nine on the committee.

**Faculty Honors -- Dave Merriss**

The committee is still taking nominations for the Outstanding Teacher Award, the Faculty Scholar Lecture Award, and the Thomas Award for Outstanding Community Education/Service Award. The deadline for nominations is February 22, 2001. Address nominations to the Committee of Faculty Honors, c/o Dave Merriss, Military Science Department, Rowe Hall. Questions should be directed to Col. Merriss at extension 5601.

**Elections -- Gloria Horton**

Gloria requested nominations for Vice President/President-Elect and Secretary after today's meeting. The committee will meet March 7th.

**Ad hoc Committee on Faculty Benefits -- Kim Weatherford**

No report.

**V. Old Business****[Resolution on Collegiality](#) -- Ad hoc Committee on Faculty Benefits**

The resolution was passed out to senators. Llew Cook reported that the History/Foreign Languages dept. is in favor of keeping collegiality as part of tenure and promotion requirements. Susan DiBiase reported that Nursing is in favor of collegiality requirements. After discussion, revisions were suggested. The revised resolution will be put on the senate web site for review, with voting to take place at the March meeting.

**[Resolution on Faculty Annual Performance Evaluations](#) -- Ad hoc Committee on Faculty Benefits**

The resolution was passed out to senators. Gloria Horton reported that many in the English dept. are in favor of a third-year review. Llew Cook reported that the History/Foreign Languages dept. is concerned about having a third-year review. George Cline reported that the Biology dept. thinks a third-year review is good because they are concerned about faculty retention. After discussion, revisions were suggested. The revised resolution will be put on the senate web site for review, with voting to take place at the March meeting.

**VI. New Business****Ad hoc Committee on Handicapped Access**

Susan DiBiase contacted Dan Miller and the committee will meet with him Feb. 13th at 2:00 p.m.

**Teaching evaluations**

Concern was raised over poor evaluations for those teaching compressed video courses. It was

suggested that different means of evaluation may be needed for different modes of teaching. The comment was made that some other traditional courses have historically received low ratings, as well.

### **Job announcements**

Concern was raised over job announcements that have recently appeared in *The Chronicle of Higher Education*. The announcements are too general to attract good candidates. Another comment was made that the procedure should be changed so that applicants apply directly to the departments and not to the Human Resources office.

### **March meeting**

The Senate will next meet on Monday, March 12, 2001.

## **VII. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Kim Weatherford  
Secretary, Faculty Senate

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## **Jacksonville State University Faculty Senate Meeting Minutes**

**March 12, 2001**

**\*\* Next meeting: April 9, 2001 \*\***

### **I. Call to Order**

The meeting was called to order by President Kelly Gregg.

Present: L. Cain, W. Claeren, G. Cline, M. Collins, L. Cook, M. Crowe, M. Davis, S. DiBiase, G. Gee, J. Godbey, K. Gregg, G. Horton, M. Hossain, J. Huffman, J. Jones, F. Kelley, M. Killingsworth, J. Kiser, J. McKibbin, J. McLaughlin, J. Milewicz, K. Weatherford .

Absent: J. Allen, R. Boydston, J. Chandler, L. Chandler, C. Gillespie, F. Kirby, J. McIntyre, D. Merriss, C. Reece, K. Womack, B. Yunker.

### **II. Approval of Minutes**

Jason Huffman moved that the minutes be approved as written. George Cline seconded. The motion passed.

### **III. President's Report**

#### Alabama Council of University Faculty Presidents

Kelly Gregg attended the ACUFP meeting where the main topic of discussion was proration. ACUFP filed a legal document with the Alabama Supreme Court regarding proration. Kelly reported the following from other universities:

Auburn University: The Board of Trustees have announced proration cuts will not be uniform across the board. There is an estimate of 30-40% cuts in some departments, chiefly liberal arts.

University of North Alabama: Earlier this year the faculty submitted a vote of "no confidence" in the UNA president. The president has announced that if proration is in excess of 6.2% that tenured, full professors will not be immune to termination.

University of South Alabama: In light of proration, USA plans to release all adjunct and part-time professors and increase teaching loads for others.

#### **IV. Committee Reports**

##### **Welfare -- Susan DiBiase**

No report.

##### **Admissions and Scholarship -- George Cline**

No report.

##### **Policies -- Judy McKibbin**

A [Resolution on Grievances and the University Hearing Committee](#) was presented. After discussion, changes included dropping tenure, promotion, and reappointment issues from the resolution. Also added was a statement saying faculty could refuse to serve on the University Hearing Committee. The senators will get feedback from colleagues and be ready to vote on the resolution at the April meeting.

##### **Faculty Honors -- Dave Merriss**

The committee has met and has made decisions on the Outstanding Teacher Award, the Faculty Scholar Lecture Award, and the Thomas Award for Outstanding Community Education/Service Award.

##### **Elections -- Gloria Horton**

Gloria Horton presented the following slate of candidates for office for the year 2001-2002:

Vice President/President-Elect: John Jones

Secretary: Jason Huffman.

The Senate will vote on the slate at the April meeting.

##### **Ad hoc Committee on Faculty Benefits -- Kim Weatherford**

Kim Weatherford requested that this committee be dissolved since it has finished the work for which it was appointed. The committee was dissolved.

##### **Ad hoc Committee on Access for Disabled Persons -- Susan DiBiase**

Susan DiBiase and Kelly Gregg met with Dan Miller of DSS. They presented a [Resolution on Campus Access for Disabled Students](#) covering issues discussed in the meeting. Senators should get feedback from their colleagues for a vote on the resolution at the April 9th meeting.

#### **V. Old Business**

##### **[Resolution on Collegiality](#) -- Ad hoc Committee on Faculty Benefits**

Senators voted on the resolution which passed with 17 for, 1 opposed.

##### **[Resolution on Faculty Annual Performance Evaluations](#) -- Ad hoc Committee on Faculty Benefits**

Senators voted on the resolution which passed with 16 for, 1 opposed.

## **VI. New Business**

### **Position on Donative Sick Leave**

Kelly Gregg presented a position statement on donating sick leave for the senators to discuss. The staff is presenting such a position statement, as well. Alabama's K-12 school personnel are able to donate sick leave, and some universities such as Troy State and the University of West Alabama also have such policies.

### **April meeting**

The Senate will next meet on Monday, April 9, 2001.

## **VII. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Kim Weatherford  
Secretary, Faculty Senate

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## **Jacksonville State University Faculty Senate Meeting Minutes**

**April 9, 2001**

**\*\* Next meeting: May 14, 2001 \*\***

## **I. Call to Order**

The meeting was called to order by President Kelly Gregg.

Present: R. Boydston, L. Cain, L. Chandler, G. Cline, L. Cook, M. Davis, S. DiBiase, C. Gillespie, J. Godbey, K. Gregg, G. Horton, M. Hossain, J. Huffman, J. Jones, F. Kelley, M. Killingsworth, J. Kiser, J. McIntyre, J. McKibbin, J. McLaughlin, J. Milewicz, K. Weatherford, K. Womack, B. Yunker.

Absent: J. Allen, J. Chandler, W. Claeren, M. Collins, M. Crowe, G. Gee, F. Kirby, D. Merriss, C. Reece.

## **II. Approval of Minutes**

Jason Huffman moved that the minutes be approved as written. George Cline seconded. The motion passed.

## **III. President's Report**

### **Announcements**

Kelly Gregg asked senators who are leaving office to be sure to invite their replacements to the May meeting.

Susan DiBiase announced that Dr. Samuel Katz, M.D., noted virologist from Duke University, will be presenting the Phi Beta Kappa lecture on April 17th at 8:00 p.m. on the 11th floor of the Houston Cole Library. He will talk on work being done to halt the AIDS epidemic.

### Resolutions

President Gregg presented the Resolution on Collegiality, the Resolution on Faculty Annual Reviews, and the Position on Donative Sick Leave at Academic Council. The collegiality and faculty annual review resolutions are being referred to the Faculty Handbook Review Committee. This committee has scheduled several faculty input hearings during April and May to allow faculty members to voice their concerns, suggestions, and ideas regarding the faculty handbook. Written copies of concerns, suggestions, and ideas are required.

### Parking Committee

Kelly Gregg and Jason Huffman attended a recent meeting of the campus Parking Committee. Topics of discussion included who gets priority in parking, class scheduling (i.e., spread classes out to alleviate traffic and parking congestion), increase in parking fees, and the possibility of hiring student workers to enforce parking regulations.

### Sidewalk Construction

The sidewalk being built from Houston Cole Library down to Roebuck Waters is in response to the Faculty and Student Joint Resolution on Pedestrian Traffic presented last year. Items on the list are being addressed one by one.

## **IV. Committee Reports**

### **Welfare -- Susan DiBiase**

No report.

### **Admissions and Scholarship -- George Cline**

No report.

### **Policies -- Judy McKibbin**

See Old Business, Resolution on Grievances and the University Hearing Committee.

### **Faculty Honors -- Dave Merriss**

No report.

### **Elections -- Gloria Horton**

Gloria Horton opened the floor for nominations for the positions of Vice President/President-Elect and Secretary. There were no nominations. She then presented the slate of candidates from the March meeting: Vice President/President-Elect: John Jones, and Secretary: Jason Huffman. The Senate unanimously approved the slate. Congratulations were offered to the new officers.

### **Ad hoc Committee on Access for Disabled Persons -- Susan Di Biase**

See Old Business, Resolution on Campus Access for Disabled Students.

## **V. Old Business**

### **[Resolution on Grievances and the University Hearing Committee](#) -- Policies Committee**

Judy McKibbin presented a colleague's concern that leaving "faculty termination and dismissal" in the resolution may tempt the administration to do away with the current tenure and promotion appeals committees. After discussion, there was consensus that the issue was separate and should cause not confusion.

Senators voted on the resolution which passed unanimously.

[Resolution on Campus Access for Disabled Students](#) -- Ad hoc Committee on Access for Disabled

**Persons**

Susan DiBiase called for discussion of the resolution. A grammatical correction was made. Senators voted on the resolution which passed unanimously.

**VI. New Business**

**Athletic Program**

There is concern over the money being lost by the JSU athletics program since moving to Division 1AA. One person proposed moving back to Division 2A or cutting the athletic program in light of it's \$4 million loss this year and proration. The comment was made that every student spends \$500 on the athletic program each year. There was a reminder that it was the Board of Trustees that made the decision to move up to Division 1AA. President McGee and the coaching staff were against the change. One person commented that winning athletic teams can create a positive image for a school, resulting in increased enrollment.

**May meeting**

The Senate will next meet on Monday, May 14, 2001.

**VII. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Kim Weatherford  
Secretary, Faculty Senate

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**Jacksonville State University  
Faculty Senate Meeting Minutes**

**May 14, 2001**

**\*\* Next meeting: September 2001 \*\***

**I. Call to Order**

The meeting was called to order by President Kelly Gregg.

Present: R. Boydston, L. Cain, L. Chandler, W. Claeren, G. Cline, R. Conroy, M. Crowe, M. Davis, R. Davis, S. DiBiase, M.B. Edwards, G. Gee, J. Godbey, K. Gregg, G. Horton, M. Hossain, J. Huffman, B. Hug, J. Jones, J. McKibbin, J. McLaughlin, K. Weatherford, B. Yunker.

Absent: J. Allen, J. Chandler, M. Collins, L. Cook, C. Gillespie, F. Kelley, F. Kirby, J. Kiser, J. McIntyre, D. Merriss, J. Milewicz, C. Reece, K. Womack.

**II. Approval of Minutes**

Jason Huffman moved that the minutes be approved as written. George Cline seconded. The motion passed.

### **III. President's Report**

#### Resolutions

President Gregg reported that the sick leave resolution has been passed by the Administrative Council, Academic Council, and the Department Heads. It is going back to the Administrative and Academic Councils. The collegiality and faculty annual review resolutions have been referred to the Faculty Handbook Review Committee. Kelly also announced that some money may be given to the Senate to purchase some benches for campus in response to the bench resolution.

#### Road Construction

The Alumni House intersection is being straightened so that Trustees Circle will run directly into Roebuck Waters. A pedestrian signal will be installed. This project and the sidewalk being built from Houston Cole Library down to Roebuck Waters is in response to the Faculty and Student Joint Resolution on Pedestrian Traffic presented last year.

### **IV. Committee Reports**

#### **Welfare -- Susan DiBiase**

Susan DiBiase presented a [Position Statement on Workload](#) from the committee. This statement will be presented to the Faculty Handbook Committee next week. It was unanimously approved by the Senate.

#### **Admissions and Scholarship -- George Cline**

No report.

#### **Policies -- Judy McKibbin**

No report.

#### **Faculty Honors -- Dave Merriss**

No report.

#### **Elections -- Gloria Horton**

No report.

#### **Ad hoc Committee on Access for Disabled Persons -- Susan DiBiase**

Susan DiBiase requested dissolution of this committee since its work is done. The committee was dissolved.

### **V. Old Business**

None.

### **VI. New Business**

Kelly Gregg turned over the meeting to Gloria Horton, new president of the Senate. Gloria thanked Kelly and all the senators for their hard work this year. She then recognized the new senators in attendance: Roxana Conroy (Psychology), Rick Davis (Political Science), and Bill Hug (English).

Gloria passed out committee preference surveys for the 2001-2002 year. They are due back to her before July 1, 2001. She then passed around a roster for new and returning senators.

She reminded senators of the Faculty Handbook Committee hearings that are May 15th and 22nd at 9:30 and May 16th and 23rd at 3:00 in 214 Wallace Hall.

The following faculty members were appointed to serve a 3-year term on the University Research Committee beginning Fall 2001: Kim Weatherford (Library) and Barbara Yunker (Educational Resources). Gloria will contact someone from Management/Marketing about service on this committee.



## **VII. Adjournment**

There being no further business, George Cline moved to adjourn and Susan DiBiase seconded. The meeting adjourned.

Respectfully submitted,

Kim Weatherford  
Secretary, Faculty Senate

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## **MINUTES 2001-2002**

### **Jacksonville State University Faculty Senate Meeting Minutes September 10, 2001 \*\* Next meeting: October 8, 2001 \*\***

(Minutes corrected on October 14, 2001, as per Senate discussion)

#### **I. Call to Order**

The meeting was called to order by President Gloria Horton.

**Present:** Larry Beard, Rita Boydston, Linda Cain, George Cline, Myrtice Collins, Roxana Conroy, Llew Cook, Mike Davis, Richard Davis, Susan DiBiase, Clint Gillespie, Jess Godbey, Kelly Gregg, Debra Goodwin, Gloria Horton, Monika Hossain, Jason Huffman, Bill Hug, John Jones, Fred Kelley, Miranda Killingsworth, Jerry Kiser, Herschel May, Jim McIntyre, Jim McLaughlin, John Milewicz, Lori Owens, Kim Weatherford, Kim Womack, Barbara Yunker.

**Absent:** Jerry Chandler, Wayne Claeren, Gary Gee, Floyd Kirby.

#### **II. Approval of Minutes**

George Cline moved that the minutes be approved as amended. Kelly Gregg seconded. The motion passed.

#### **III. Address of Senate, President Meehan**

President Meehan thanked the Faculty Senate and former president Kelly Gregg for his leadership thereof. He cited improvements initiated by the Senate from the previous academic year including Safety (e.g. speed indicators on Hwy. 21, sidewalks, and the re-alignment of Roebuck Waters Dr.) and the Sick Leave Policy (the details of which are still being worked out in the Human Resources Dept.).

President Meehan provided handouts with information regarding the increased enrollment at JSU. For example, total enrollment is up 5.9%. Also, female students constitute 60% of the JSU student body. President Meehan noted that credit hour production is up, which results in more funding from Montgomery.

President Meehan thanked the faculty for its patience regarding the construction of the McGee Science Center and the renovations of the Library, Martin Hall, and Ayers Hall. He cited the Ayers renovation as the university's next major project, and he anticipates that \$6 million will be allocated for this renovation.

President Meehan noted that proration is expected again this year, possibly at 3% or less. If so, money will be taken from reserves, but if proration is exacted at a higher rate, then departmental budgets will be affected.

President Meehan announced that a capital campaign will be initiated after the search for a new VPASA is completed.

President Meehan also answered questions from the Senators. He noted that higher education and K-12 need to work together to push for tax reform, and mentioned that under the new Sick Leave Policy, returning faculty and new hires will begin with a 30-day bank of sick days.

#### **IV. President's Report**

President Horton noted that the policy on donative sick leave, supported by the Senate, had passed.

In the search for the VPASA there will be two open forums, one for each candidate. President Horton encouraged all senators to attend.

There were no committee reports, but committees were designated to meet immediately after the adjournment of the Senate meeting.

#### **V. Old Business**

##### **Sick Leave**

President Gloria Horton noted that Gary Dempsey in Human Resources was working on the fine points of the new Sick Leave Policy. She considered the policy to be "in effect", in her opinion.

##### **Donative Sick Leave**

It was noted that the donative sick leave policy was passed.

##### **Tracking of resolutions on web site**

Gloria Horton announced that it will be a goal of the Senate to track the progress of previous resolutions. The old resolutions will be posted on the Senate web page by Senate secretary Jason Huffman. Gloria Horton mentioned that she would check with Don Thacker on the progress of the "campus improvements" resolution from 2000-2001.

#### **VI. New Business**

##### **"Connecting at the Caf"**

Gloria Horton had talked to Becky Turner, and the idea of getting faculty together once a week for lunch had support. The location is Jack Hopper Dining hall, in the "football room", and the time will be

weekly on Wednesdays, from 11:30am to 1:30pm. She noted that Scott Williams said there would be no problem with this plan.

### **Faculty Forum for Effective Teaching**

Gloria Horton would like to form a committee to revive this program. Becky Turner had informed her that Faculty Senate would be in charge of this idea and that there may be funding for outside speakers. There would likely be two or three meetings per semester and perhaps receptions for new faculty. Gloria Horton called for volunteers. Linda Cain, George Cline, Gloria Horton, Roxana Conroy, and Susan DiBiase all volunteered.

### **Ad hoc committee on Obtaining Faculty**

This committee would be formed to discuss ideas on ways to attract and retain faculty to JSU, other than simply raising salaries. Gloria Horton called for volunteers and asked that John Jones be the chair. Monika Hossain, Kim Womack, Kim Weatherford, Larry Beard, Kelly Gregg, and Jess Godbey all volunteered.

### **United Way**

Gloria Horton mentioned the United Way campaign at JSU. Faculty are encouraged to give. \$7,754 has already been pledged this year. One may designate to what use one would like one's donation to go. JSU's goal is to reach \$10,000 in donations.

### **Calendar**

Two calendars were passed out to the Senators, and some discussion took place. One Senator wanted to know if a proposed Fall Break would match that of Jacksonville High. Kim Womack said that it should not; it would be unfair to those from other counties. Susan DiBiase said she was against giving up Academic Preparation Day. The SGA representative was not in favor of a Fall Break. Kelly Gregg said there was a push from the Education Dept. for a Fall Break. It was noticed that Option II seemed to have a mistake in it; there was an extra week's worth of classes compared to Option I.

### **Parking**

Barbara Yunker said that this issue still needs to be addressed. Gloria Horton asked if tickets were being issued yet. It was suggested that deans and dept. heads might get specially designated spots, and also that commuter lots may help. Lew Cook noted that parking tickets would generate money. Barbara Yunker said there were not enough spots. George Cline mentioned that it took him 10 minutes to get out of the parking lot. Jim McIntyre said the only reason to address this would be if President Meehan wanted it solved. Gloria Horton noted that many people do not buy decals.

### **Other New Business**

The new mission statement for JSU was read. Two Senators voiced support for the new statement. Kelly Gregg mentioned that a graduate student had been disqualified for her T.A. position because an incomplete grade had counted as an "F" for her GPA. Several Senators agreed this policy was not fair and unfounded. Susan DiBiase questioned whether Faculty Scholars should have to keep a 3.0 GPA in order to maintain their scholarships. She thought it may be unfair to students with difficult majors such as nursing. Jim McLaughlin announced the Gamecock Gallop homecoming race; faculty are encouraged to participate.

George Cline noted that it requires too much paperwork to bring in speakers from outside JSU. Several Senators agreed; it was noted that other universities require much less paperwork. Kelly Gregg volunteered to bring the food to the next meeting.

## **VII. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Jason P. Huffman  
Secretary, Faculty Senate

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## **Jacksonville State University Faculty Senate Meeting Minutes**

**October 8, 2001**

**\*\* Next meeting: November 12, 2001 \*\***

### **I. Call to Order**

The meeting was called to order by President Gloria Horton.

Present: Larry Beard, Rita Boydston, Linda Cain, Wayne Claeren, George Cline, Roxana Conroy, Llew Cook, Richard Davis, Susan DiBiase, Gary Gee, Clint Gillespie, Jess Godbey, Debra Goodwin, Gloria Horton, Monika Hossain (proxy), Jason Huffman, Bill Hug, John Jones, Fred Kelley, Miranda Killingsworth, Jim McLaughlin, John Milewicz, Charles Notar (proxy), Lori Owens, Kim Weatherford, Barbara Yunker, Mary Beth Edwards.

Absent: Jerry Chandler, Myrtice Collins, Mike Davis, Kelly Gregg, Floyd Kirby, Jim McIntyre, Herschel May, Kim Womack.

### **II. Approval of Minutes**

Two typographical errors were found in the Minutes of the September meeting. The minutes were approved as corrected.

### **III. President's Report**

The Senators introduced themselves individually, giving their names and departments.

President Gloria Horton announced that the SACS manual had been printed. Reports are due on October 15. New guidelines were announced for the faculty development grants. Priority will be given to tenure-track faculty, and possibly fewer grants will be awarded.

In Academic Council, the schedule for Fall 2001 was chosen as option I, which is similar to the Fall 2000 schedule. A draft of the new Sick Leave Policy was read. Rate of accrual is one day (8 hours) per pay period, including nine days for the academic year September to May, and up to three day for summer work. There is unlimited accrual. One full day is equivalent to eight hours, and one half day is four hours. JSU

reserves the right to require a physician's statement. Report to one's department head, there is a form to be filled out, signed by the faculty member and the department head, and sent to payroll. Gloria Horton noted the policy probably will be passed. John Milewicz asked if sick leave must be taken if one has no classes or office hours, such as possibly on a Tuesday or Thursday. Gloria Horton noted that the policy required leave only on days with responsibilities.

#### **IV. Committee Reports**

**Welfare** - no report.

**Admissions and Scholarship** - Bill Hug had talked to Kathy Cambron about the incomplete grade issue and is waiting to hear back on this. He had talked to Randy Harper about pre-requisites. A computer program is needed for this; Mr. Harper says it is pretty much impossible to solve this right now.

**Policies** - no report.

**Honors** - Linda Cain had talked to Col. Merriss. Information for professor emeritus letters will be sent out this week.

**Elections** - no report.

#### **V. Old Business**

##### **Parking**

Gloria Horton talked to President Meehan who said that faculty are not currently being ticketed. One Senator who had recently received a ticket disagreed. President Meehan said there was a possible plan for a new parking lot between Stone Center and Rowe Hall. There will be a joint committee formed between this Senate and the SGA to explore this issue. Mary Beth Edwards suggested a commuter lot, a parking deck, and no parking for freshmen as possible solutions. A Senator suggested JSU run a shuttle for perimeter parking. George Cline, Barbara Yunker, and Larry Beard all volunteered for this committee.

##### **Consultants**

Gloria Horton quoted President Meehan saying that Mr. Thacker claims our current policy is the law. John Milewicz suggested that it is an issue for the JSU attorney. George Cline noted that the current policy is ludicrous; it is a legal issue since JSU asks visiting faculty to violate their contracts. Jess Godbey asked that we get a letter of interpretation from an attorney. Jason Huffman suggested this come from the state level, which Rick Davis noted would be the attorney general. John Milewicz asked how often this issue comes up. George Cline said 8 or 9 times; Gloria Horton said several times in her department.

##### **Ad hoc committee on Retaining/Attracting Faculty**

John Jones said this committee had met on September 29. A list of recommendations was passed out to consider. The option of having department chairs instead of heads drew some discussion. Linda Cain remarked this would cause riot. Susan DiBiase said it would cause a big problem if the chair were ineffective. George Cline said the chance for retribution was high. John Milewicz noted that JSU should pay for health insurance again to attract faculty. Linda Cain offered that 12-month contracts might attract more faculty. Jason Huffman disagreed, noting that many faculty will consider only jobs with 9-10 month contracts. Some discussion was given to release time in May term. Rick Davis thought JSU could be more generous in counting time towards tenure.

#### **VI. New Business**

### **Three Senate Resolutions from 1998**

Gloria Horton announced that she would talk to Dr. Carr concerning this matter. If the resolutions were not found in the Vice President's files, they would be resubmitted.

### **University Forum**

Gloria Horton announced that volunteers were needed. This Forum meets usually once a month on the last Wednesday of the month. Five senators are needed. The officers are included automatically. Linda Cain and Lori Owens volunteered. Gloria Horton chose Kelly Gregg to be the fifth member of the Forum.

### **Other New Business**

Linda Cain announced that there may be space in the library for the Faculty Senate records and paperwork. It will be determined if there is money available to purchase a filing cabinet. Mary Beth Edwards announced that Alpha Omega Pi will sponsor a spaghetti dinner to raise money for arthritis research. It will be held October 8 at the BCM from 5pm to 8pm, and meals cost \$3 each.

### **VII. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Jason P. Huffman  
Secretary, Faculty Senate

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**Jacksonville State University  
Faculty Senate Meeting Minutes  
November 12, 2001**

**\*\* Next meeting: December 10, 2001 \*\***

### **I. Call to Order**

The meeting was called to order by President Gloria Horton.

Present: Linda Cain, George Cline, Mike Davis, Susan DiBiase, Gary Gee, Kelly Gregg, Debra Goodwin, Gloria Horton, Monika Hossain, Jason Huffman, John Jones, Fred Kelley, Jim McLaughlin, John Milewicz, Charles Notar, Lori Owens, Kim Weatherford, BarbaraYunker.

Absent: Larry Beard, Rita Boydston, Jerry Chandler, Wayne Claeren, Myrtice Collins, Roxana Conroy, Llew Cook, Richard Davis, Clint Gillespie, Jess Godbey, Bill Hug, Miranda Killingsworth, Floyd Kirby, Jim McIntyre, Herschel May, Kim Womack.

### **II. Sick Leave Policy - Mr. Gary Dempsey**

President Gloria Horton introduced Mr. Gary Dempsey of the Human Resources Department. Mr. Dempsey passed out copies of the new Sick Leave Policy. Mr. Dempsey noted that for years JSU has had no

accrual of sick leave for faculty. He said that President Meehan would like to have what the faculty wants. The new plan follows the staff plan more or less. Credit can be applied to the Teachers' Retirement System. Previously, there was a ceiling 15 months for this accrual; this has been removed for K-12 teachers, and he anticipated it would similarly be removed for higher education.

Mr. Dempsey then took questions from the Senate. John Milewicz asked if a faculty missed two weeks, but only taught on Tuesdays and Thursdays, would this count as only 4 days of absence. Mr. Dempsey replied that due to guidelines set forth by TRS, the rate of accrual needed to be comparable to the rate of usage for sick leave. Thus, regardless of teaching schedule, such a faculty should report two weeks' worth of sick leave.

Gloria Horton asked what should happen if one leaves for 30 minutes for a doctor's appointment. Mr. Dempsey replied that faculty should be reasonable. Department heads will enforce the policy, not his department. Staff are required to fill out forms even when leaving early. The idea is to behave according to professionalism. If two or three years pass without any such reports for a faculty member, this will look a little suspect.

George Cline asked why if a faculty gets classes covered, others are expected to cover the classes out of collegiality, but the absent faculty is still fully docked for time absent. Mr. Dempsey replied that reciprocal substitution will still be encouraged, and there may be those who attempt to abuse the policy. John Milewicz asked about accrual in the summer. Mr. Dempsey replied that in the summer (only) there is one day of sick leave accrual per pay period. Otherwise, a faculty member receives 9 days per year for a 9 month contract. George Cline asked if one receives a grant and is paid from this in the summer, will he receive sick leave accrual. Yes, was the answer. George Cline asked if personal days were no longer in use. Mr. Dempsey said the personal days policy is the same as before. Jason Huffman asked what should happen if one reschedules office hours for personal business, but not for an illness. Mr. Dempsey replied that this would not fall under the category of sick leave.

Some discussion was given to that of guest speakers and their tax/employment status. Mr. Dempsey passed out a list of 20 questions which is used by the university to determine if a guest should be regarded as an independent contractor or as a temporary employee. If a wrong decision is made, JSU is liable for all the tax. He noted that JSU prefers that one will be an independent contractor which results in less tax paid by JSU. Many forms must be filled out, however, if one is deemed a temporary employee. UAB was recently audited and forced to pay \$100,000 in fines and taxes. John Milewicz offered that he has worked for Regional Medical several times and such a status was a "no-brainer." Mr. Dempsey disagreed, saying one might be an employee, by IRS standards. George Cline noted that such speakers are being asked to violate their contracts at their home schools. Mr. Dempsey said that the IRS cares only about the taxes. Jason Huffman asked if we could help answer some of the questions, such as whether the speaker determined when/where the talk would occur. Mr. Dempsey replied, Yes, if possible. It was asked if many speakers are contractors, and the answer was Yes. Mr. Dempsey passed out a hypothetical example, comparing the two status possibilities.

Gloria Horton thanked Mr. Dempsey for speaking to the Faculty Senate.

### **III. Approval of Minutes**

Kim Weatherford moved that the minutes be approved as amended. Linda Cain seconded. The motion passed.

### **IV. President's Report**

President Gloria Horton announced that the forms for Educational Leave and Student Activities will be changed and will include fewer signature lines. Academic Council is looking into the situation regarding incomplete grades. Students will receive six tickets each for guests at the December 2001 graduation. The Board of Trustees passed a 3% raise this year. As far as she knew, this was the only salary raise at a public higher education institution in the State. The athletic plan presented by Tom Seitz was approved by the Board. President Meehan will negotiate with McClellan for use of space at the old fort. The renovation of the library should be complete by August 2002. There will be a study to renovate Ayers Hall.

## **V. Committee Reports**

**Welfare** - no report.

**Admissions and Scholarship** - This committee plans to meet next Friday.

**Policies** - no report.

**Honors** - Linda Cain reported that the committee had met and chose this year's Faculty Emeriti. The list has been sent to Dr. Turner.

**Elections** - no report.

## **VI. Old Business**

### **Attraction and Retention of Faculty**

John Jones passed out a list of 11 recommendations for the improvement of attraction and retention of faculty. He noted that the College of Arts & Sciences has a policy of 10 office hours per week, which may discourage candidates. Gloria Horton noted that Dean Wade said it was not a policy, but rather a guideline. Jason Huffman suggested adding extended faculty hours at Stephenson and P. Mathews Coliseum. Charles Notar observed with respect to #2 on the list (regarding an information packet) that JSU has information on its website. John Milewicz said that some schools require deans to raise money as part of the job. If JSU sought to name the school of business, this could raise money to establish chairs for the school. Current salaries are \$20,000 below market. A senator thought that Jacksonville was not a good area for such solicitation. John Milewicz suggested Sunny King or a company from Atlanta.

### **Faculty Questionnaire**

Kelly Gregg passed out copies of a survey from the Faculty Senate at the University of Alabama (Tuscaloosa). Susan DiBiase thought it would be a good idea to administer a similar list to the entire JSU faculty, and others agreed. Kelly thought we should compose a new list. He asked senators to send requests to add or delete questions via email. He will compose a new list for the next meeting.

### **Three Senate Resolutions from 1998**

Gloria Horton said she presented the list of three resolutions to Dr. Carr last week. We may hear about these by the next meeting.

## **VII. New Business**

### **Faculty Forum**

Gloria Horton announced that the forum will be called "Academe", which means "academic community", with a subtitle such as "supporting teaching and research." On November 27th, there will be reception on the 11th floor, especially for new faculty, at 3pm. They will talk about plans for the new year.



There will be approximately four meeting per year, with outside speakers included. Dr. Meade will present, and possibly someone from Assessment.

## **ACUFP**

Gloria Horton announced that this year's ACUFP had taken place at JSU. She said JSU is doing well, better than all other institutions of higher education in Alabama. There seems to be a lot of infighting at places such as Troy State, Auburn, Alabama, North Alabama, and even West Alabama.

## **Parking**

This committee has not yet met, but it plans to meet soon. There has been no response from the students. Neslon Coleman of the UPD called and wanted to have UPD representation on the committee. They are happy to have suggestions, which can be submitted to the chair Barbara Yunker.

## **Other**

Gloria Horton asked the senators to join the HEP, and to take the application forms to the faculty of their departments. She also passed out a form from ACCR group (on constitutional reform). They want to come to give a seminar on campus at some point in the spring. President Meehan has said this is a very important issue. Also, there will be a Faculty Scholar lecture tonight at 7:30; all are encouraged to attend. In the search for the VPASA, Gloria Horton said that there should be an announcement soon.

## **VIII. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Jason P. Huffman  
Secretary, Faculty Senate

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## **JSU Faculty Senate Meeting Minutes December 10, 2001**

(corrected January 14, 2002)

### **I. Call to Order**

The meeting was called to order by President Gloria Horton.

Present: Larry Beard, Rita Boydston, Linda Cain, Wayne Claeren, George Cline, Roxana Conroy, Mike Davis, Richard Davis, Susan DiBiase, Jess Godbey, Kelly Gregg, Gloria Horton, Monika Hossain, Jason Huffman, Bill Hug, John Jones, Fred Kelley, Miranda Killingsworth, Herschel May, Jim McIntyre, Jim McLaughlin, John Milewicz, Charles Notar, Kim Weatherford, Kim Womack, Barbara Yunker.

Absent: Jerry Chandler, Myrtice Collins, Llew Cook, Gary Gee, Clint Gillespie, Debra Goodwin, Floyd Kirby, Lori Owens.

## **II. Approval of Minutes**

Charles Notar moved that the minutes be approved. Kelly Gregg seconded. The motion passed.

## **III. President's Report**

President Gloria Horton announced that remuneration for Educational Leave had increased to \$1,500 for full time and \$750 for part time. Barnes and Noble has become the new proprietor of the campus bookstore; there will be possible discounts on non-textbook books for faculty. Dr. Rebecca Turner has been named the VPASA of the university. She will take over the position on January 1, 2002. There are currently no plans for appointing an acting associate VP of academic affairs.

Gloria Horton had been contacted by Dr. Lavender. The number of completed SACS faculty surveys is down; only 30% have been returned. The deadline has been extended. Faculty are encouraged to turn these in. A guarantee is expressed that the identities cannot be determined from the surveys. The policy for academic forgiveness has been changed. More awareness of the 2.0 minimum GPA will be emphasized. The form will include instructions. John Hammett has been named the acting department head of the HPER department. The speaker for graduation this year will be Jeh Jeh Pruitt. A record number of faculty members, 154 at last count, will be marching in December's ceremony.

## **IV. Committee Reports**

**Welfare** - no report.

**Admissions and Scholarship** – Bill Hug brought forth several resolutions from the committee. The first resolution recommended that grades of "incomplete" not be used in the calculation of a student's GPA. Some discussion was given to the clarity of the resolution. A sentence was added to improve this.

A second resolution asked the Graduate Council to clear up language in the catalog having to do with graduate students changing between thesis and non-thesis options for a degree.

A third resolution asked that the phone and internet registration systems be updated to incorporate automatic prerequisite checks. A fourth issue discussed by the committee concerned lowering the minimum GPA for the Faculty Scholars. However, the committee decided the current policy is adequate.

**Policies** - no report.

**Honors** - Linda Cain reported that several complaints had been received because the emeriti search is annual only. It is suggested, as approved by the executive committee, that applications for emeriti faculty be sought bi-annually, once in the fall and once in the spring.

**Elections** - no report.

## **V. Old Business**

### **Attraction and Retention of Faculty**

John Jones again presented a list of recommendations to improve attraction and retention of faculty. George Cline motioned that the list be approved as written; Jason Huffman seconded the motion. The Senate voted

unanimously to approve the list of recommendations. Gloria Horton sought discussion on where to send the list. It was decided that it would be best to send the list to VPASA Dr. Turner.

## **Parking**

Barbara Yunker reported that the Parking committee had met the previous Thursday to create a list of options for discussion. Some of the possible ideas included the following: creating a new division of the UPD for parking services, creating color coded zones, building more parking lots, increasing fines, and enforcing them more strictly. She reported that Nelson Coleman of the UPD claims the current lots would only accommodate 60% of our student body. Several senators doubted this claim. Some discussion was given to the recommendations. Fred Kelley noted that enforcement is the key to any adopted policy.

## **Faculty Questionnaire**

Kelly Gregg presented an edited version of the survey from the previous meeting. The point of the survey would be to ask faculty if they felt that the Faculty Senate should address a given issue. Several senators suggested reducing the number of options for answers. It was decided that a paper survey would likely yield more responses than an electronic one.

## **Academe**

Gloria Horton reported that Academe had its first meeting with a small turnout. The next meeting will be Jan. 17; flyers will be sent out. The speaker will be Mark Meade. Future programs may include the online reserve system, ethics in the classroom, and grant writing.

## **VI. New Business**

### **ACCR**

The Alabama Citizens for Constitutional Reform would like to host a seminar on the JSU campus to heighten awareness and provide information about constitutional reform. The senators agreed it would be best if this seminar were open to the members of the community.

### **Incremental raises**

Kelly Gregg suggested that the Senate consider a resolution concerning faculty raises associated with promotion. Other schools in Alabama have raises which are two to three times the amount given by JSU. The administration is perhaps unaware of the discrepancy between JSU's policy and others in AL.

### **Short terms**

Kelly Gregg suggested that certain classes are not appropriate for the short, 4-week terms such as the May Term. Some agreed, saying that students' needs should be considered first. The Policies committee will review this idea and create a draft resolution.

### **Graduation tickets**

Monika Hossain suggested that the current policy which allows graduates only a limited number of tickets for graduation is unfair. Some discussion was given to the idea of a split graduation, although some felt there was no support for this from the administration. It was suggested that the idea be brought up in the

Chanticleer and with the SGA. One senator's student received no help from Kathy Cambron in trying to turn in extra graduation tickets. Monika Hossain will write up a draft proposal.

## **VII. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,  
Jason P. Huffman

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## **JSU Faculty Senate Meeting Minutes**

**January 14, 2002**

(minutes corrected February 15, 2002)

**\*\*Next Meeting, February 11\*\***

### **I. Call to Order**

The meeting was called to order by President Gloria Horton.

Present: Larry Beard, Rita Boydston, Linda Cain, George Cline, Llew Cook, Richard Davis, Susan DiBiase, Clint Gillespie, Jess Godbey, Kelly Gregg, Gloria Horton, Monika Hossain, Jason Huffman, Bill Hug, John Jones, Fred Kelley, Miranda Killingsworth, Herschel May, Jim McIntyre, Jim McLaughlin, John Milewicz, Charles Notar, Lori Owens, Kim Weatherford, Kim Womack, Barbara Yunker.

Absent: Jerry Chandler, Wayne Claeren, Myrtice Collins, Roxana Conroy, Mike Davis, Gary Gee, Debra Goodwin, Floyd Kirby.

### **II. Approval of Minutes**

A typographical error was detected in the December minutes. The minutes were approved as corrected.

### **III. President's Report**

President Gloria Horton relayed that JSU is trying to acquire property at Fort McClellan jointly with Gadsden State. The aerospace group and domestic preparedness will be located there. Gadsden State will

sublease space from JSU. The renovation of Ayers Hall was approved by the trustees. They will remove asbestos, add a wing on the east side of the building, and plan to open for class in the fall of 2004. The new Miss JSU is Amber Reed. Library renovations should be complete in August 2002. The kiosk on the Ladiga trail should be done this spring. The next Board of Trustees meeting is on April 15, in Gadsden. There will

be a child care center at the fort next year. The old Jacksonville High School gym has been renovated; JSU will use it for practice and intramurals.

Gloria Horton noted that registration was at 7,849 students on the 3<sup>rd</sup> day of the semester, which was up 1,000 students from the spring of 2001. Preview Days will be held on February 16 and March 16. Gloria reported that Don Thacker has said in his annual financial report for JSU that the university has done

fairly well this year, although investments were down. There will be a higher education legislative committee formed to discuss the "board of regents" system. One member from each board of trustees for institutions in the state will report to the committee. Our representative will oppose the regents system.

#### **IV. Committee Reports**

**Welfare** - no report.

**Admissions and Scholarship** – Bill Hug brought forth several resolutions to be voted on. The first resolution recommended that grades of "incomplete" not be used in the calculation of a student's GPA. Charles Notar seconded this motion, and the resolution passed unanimously.

A second resolution asked the Graduate Council to clear up language in the catalog having to do with graduate students changing between thesis and non-thesis options for a degree. Linda Cain seconded this motion, and the resolution passed unanimously

A third resolution asked that the phone and internet registration systems be updated to incorporate automatic prerequisite checks. Linda Cain seconded this motion, and the resolution passed unanimously.

**Policies** - no report.

**Honors** - Linda Cain reported that she had received a note from Sandra Walker. The announcements soliciting nominations for the Outstanding Teacher and Scholar will be out soon.

**Elections** - no report. John Jones noted that this committee will meet soon.

#### **V. Old Business**

##### **Faculty Questionnaire**

Kelly Gregg presented the final version of the survey from the previous meetings, and the Senate was directed to take copies to their respective departments to distribute to faculty members. The surveys should be turned in by January 30 to Kelly Gregg.

##### **Attraction and Retention of Faculty**

John Jones noted that the final version of the list of recommendations had been presented to the executive committee. Gloria Horton has sent the list to VPASA Dr. Turner, and it will go to the Academic Council on Wednesday.

##### **Parking**

Barbara Yunker reported that the Parking committee had met on January 10. Stephanie Janis, Miranda Killingsworth, and Rob Hayes represented the SGA, and Nelson Coleman of the UPD was present. "Walk to class Wednesday" was adopted as a policy to encourage students and faculty to walk once a week. By next senate meeting, a list of recommendations will be ready. Dr. Yunker reported that VPASA Dr. Turner is ready to address the parking issue. Jim McIntyre asked if money collected from parking tickets would be used specifically for Parking. Dr. Yunker replied that all collected money would go to the general fund.

### **Short terms**

John Milewicz noted that the committee had not met yet. Monika Hossain commented that her department members felt the decisions on these courses should be up to the department heads or faculty.

### **ACCR**

Gloria Horton had received a letter from Gordon Stone. The Alabama Citizens for Constitutional Reform would like to set a date for the seminar by February 1. President Meehan has said this would be a good idea. Some discussion was given to the best time. Both 2:00p and 3:00p on Mondays were suggested.

### **VI. New Business**

#### **Academe**

Gloria Horton reported that the next Academe meeting will be January 17. The speaker will be Mark Meade. Future programs will include the online reserve system in March, Claudia McDade's presentation in May, and grant writing.

### **VII. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Jason P. Huffman

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## **JSU Faculty Senate Meeting Minutes February 11, 2002**

### **I. Call to Order**

The meeting was called to order by President Gloria Horton.

Present: Larry Beard, Rita Boydston, Linda Cain, George Cline, Myrtice Collins, Roxana Conroy, Llew Cook, Susan DiBiase, Clint Gillespie, Jess Godbey, Kelly Gregg, Gloria Horton, Monika Hossain, Jason Huffman, Bill Hug, John Jones, Fred Kelley, Miranda Killingsworth, Herschel May, Jim McLaughlin, John Milewicz, Charles Notar, Kim Weatherford (proxy), BarbaraYunker.

Absent: Jerry Chandler, Wayne Claeren, Mike Davis, Richard Davis, Gary Gee, Debra Goodwin, Floyd Kirby, Jim McIntyre, Lori Owens, Kim Womack.

## **II. Approval of Minutes**

An error was detected in the January minutes. The minutes were approved as corrected.

## **III. President's Report**

President Gloria Horton reported that Academic Council passed the Faculty Senate's resolution on prerequisites. The other two resolutions will be revisited. Academic Council is considering a new system whereby students would pay per page when printing in JSU computer labs. The usage in the labs is currently in excess of 250,000 pages per month. JSU has reached the bronze level of giving in its donations to the United Way. The bronze level is defined as between \$15 and \$24 per capita from an organization.

## **IV. Committee Reports**

**Welfare** - no report.

**Admissions and Scholarship** – no report.

**Policies** – John Milewicz reported that the committee had met to discuss the issue of which courses should be taught in the short terms. The committee agreed that there exist courses which should not be taught in May term and the short summer terms, but that these represented a minority of the courses and that this was not a problem in most departments. In trying to compose a resolution, the discussions fell apart. Committee members were worried about restricting instructors' freedom and decided that this decision must be taken care of at the department level.

**Honors** - Linda Cain reported that the announcements soliciting nominations for the Outstanding Teacher and Scholar were sent out. She encouraged faculty to nominate candidates for these awards and observed that talented people were being ignored.

**Elections** - no report. John Jones noted that nominations will be taken for next year's officers.

## **V. Old Business**

### **Parking**

Barbara Yunker passed out several pages of information resulting from the committee's work on the parking situation, including a map of campus with colored parking zones. Dr. Yunker noted that the committee had worked hard on the topic, that a large list of recommendations was compiled, and that this list needed to be pared down to a few items before being presented to the administration. She also noted that the SGA had retracted their support of the document, with the exception of items 1, 3b, 11, and 13. The list of recommendations was read by Dr. Yunker, and some discussion was given to several of the items. Notably, a multi-color zone system was recommended, several Senators observed that enforcement was the primary issue, and an SGA representative commented that many students currently do not purchase parking tags because this reduced the chances that they will ever have to pay a parking ticket. Several students entered complaints on the zones chosen which would change the status of current student parking spaces to faculty only. Another commented that students shouldn't be penalized by choosing to live on campus (with the zone system). Jason Huffman suggested that the "red" tag be eliminated from the proposal, so that on-campus students would not be allowed to drive to class, except to Mathews Coliseum. Others noted that safer sidewalks and bike lanes needed to be provided if more students would be expected to walk/ride to class. Nelson Coleman reported that there is a big box of stubs from parking tickets at the police station, and it

would be too hard to track down all the parking violators. The list of recommendations is to be taken to the departments for discussion and feedback.

### **Faculty Questionnaire**

Kelly Gregg presented the results of the faculty senate survey. There were 106 responses; it was unknown what rate of return this represented since the actual number passed out to faculty was unknown.

### **Incremental Raises**

Kelly Gregg presented a resolution asking that the administration reconsider the raises associated with promotion. Charles Notar moved to pass the resolution, and George Cline seconded. The motion passed unanimously.

### **ACCR seminar**

Gloria Horton announced that on April 1, from 3pm-5pm, Bailey Thomson from the University of Alabama would give a seminar here at JSU on constitutional reform. She also passed around a banner to be signed by the Senators. The banner will be taken to Higher Education Day in Montgomery.

## **VI. New Business**

### **Academe**

Gloria Horton reported that the next Academe meeting will be February 25. The speaker will be Brenda Phillips from the Institute for Domestic Preparedness who will speak about grant proposals.

### **HEP**

Gloria Horton passed out a Faculty Senate resolution concerning the Higher Education Partnership (HEP) which had been passed several years ago. At that time, JSU was at the top with the number of memberships in HEP. Now, that number has slipped, and President Meehan has asked Dr. Whitton to lead a membership drive. The cost is \$1 per month and may be done via payroll deduction. A strong representation in HEP may lead to university faculty procuring their own liability insurance in the future.

### **1998 resolutions**

Gloria Horton had not yet talked to VPASA Dr. Turner concerning the previously passed resolutions.

## **VII. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Jason P. Huffman

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# **JSU Faculty Senate Meeting Minutes**

**March 11, 2002**

## **I. Call to Order**

The meeting was called to order by President Gloria Horton.

Present: Larry Beard, Rita Boydston, Linda Cain, Roxana Conroy, Llew Cook, Mike Davis, Richard Davis, Susan DiBiase, Clint Gillespie, Jess Godbey, Kelly Gregg, Debra Goodwin, Gloria Horton, Monika Hossain, Jason Huffman, Bill Hug, John Jones, Fred Kelley, Jim McIntyre, Jim McLaughlin, John Milewicz, Lori Owens, Charles Notar, Kim Weatherford, Kim Womack, Barbara Yunker.

Absent: Jerry Chandler, Wayne Claeren, George Cline, Myrtice Collins, Gary Gee, Miranda Killingsworth, Floyd Kirby, Herschel May.

## **II. Approval of Minutes**

Bill Hug moved that the minutes be approved. A second to the motion was made, and the motion passed.

## **III. President's Report**

President Gloria Horton reported that Academic Council passed the new Incomplete Grade Policy. Information from the Preview Days showed that applicants to JSU from Georgia were up by 60 over last year, and all applications were up by over 200. There was an official change of titles for two administrative positions; the new titles are "Associate Vice President of Student Affairs", and "Associate Vice President of Academic Affairs". The number of required hours has changed in the Academic Forgiveness Policy. Kathy Cambron will be putting together a pilot program to put all midterm and final grades on the web. Class instructors will submit grades in this fashion as well. Academic Council did not discuss the Senate's other two resolutions. They discussed the new sexual harassment policy the entire meeting and ran out of time.

## **IV. Committee Reports**

**Welfare** - no report.

**Admissions and Scholarship** – no report.

**Policies** –no report.

**Honors** - Linda Cain again solicited nominations for the Outstanding Teacher and Scholar. The deadline will be Monday or Tuesday, and only a few applications have been submitted.

**Elections** - John Jones announced that nominations will be taken for next year's officers. Currently nominated are Bill Hug for vice president/president-elect and Kim Womack for secretary. Departments have been notified about current senators whose terms are expiring. Dr. Jones observed that while only 9 terms expire this year, 16 will expire in 2003. There will be an effort in the future, via 2-year terms and senator-replacement policies, to bring these numbers more in balance.

## **V. Old Business**

## **Parking**

Barbara Yunker passed out a draft of a resolution reflecting several of the recommendations brought forth by the Faculty and Student parking committee. Some discussion was given to the wording of the resolution. A fair amount of discussion was given to the individual statements outlined in the resolution. Some of the recommendations were thereby changed for the final form of the resolution.

## **Two Senate Resolutions from 1998**

These resolutions have been sent to Vice President Turner. They had been sent to Dr. Carr in December, but he did not respond to them.

## **Incremental Raises**

The resolution passed by the senate was given to Vice President Turner. No feedback had yet been received.

## **ACCR seminar**

Gloria Horton announced that on April 1, from 3pm-5pm, Bailey Thomson from the University of Alabama would give a seminar here at JSU on constitutional reform. There will be a press release this week.

## **VI. New Business**

### **Tenure Appeals Committee**

Gloria Horton announced that there may be an appeal to a tenure decision. Ms. Horton has appointed the following members of the Senate to be on the Tenure Appeals Committee: Linda Cain (chair), Barbara Yunker (education), John Milewicz (business), Beth Hembree (nursing), and George Cline (arts and sciences).

### **Academe**

Gloria Horton reported that the next Academe meeting will be Monday, March 18, and the topic will be the new library reserve system.

### **Faculty/Staff Newsletter**

Jason Huffman brought forth an idea from one of his department members to have a faculty/staff newsletter which would act as a forum for faculty to discuss important issues, air concerns or complaints, and keep up to date with current items that affect the faculty of JSU. Some discussion was given to the format, whether it should be email, paper, or online. Senators were to solicit feedback from their departments before the next meeting.

### **DROP**

There was a question about whether one could continue working after the set term decided on in the DROP retirement program. Fred Kelley said that he did not think so. John Milewicz said to check the website for rules.

### **Hoops for Habitat**

Kim Weatherford announced that the annual fundraiser Hoops for Habitat, a basketball game of students versus faculty, will take place on Tuesday, March 9.

## **Party**

A senator announced that there would be a party tonight for Patsy from Criminal Justice, who is leaving this year.

## **VII. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Jason P. Huffman

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## **JSU Faculty Senate Meeting Minutes**

**April 8, 2002**

### **I. Call to Order**

The meeting was called to order by President Gloria Horton.

Present: Larry Beard, Rita Boydston, Linda Cain, George Cline (proxy), Roxana Conroy, Llew Cook, Richard Davis, Susan DiBiase, Jess Godbey, Kelly Gregg, Debra Goodwin, Gloria Horton, Jason Huffman, Bill Hug, John Jones (proxy), Fred Kelley, Herschel May, Jim McLaughlin, Charles Notar, Lori Owens, Kim Weatherford, Kim Womack, Barbara Yunker.

Absent: Jerry Chandler, Wayne Claeren, Myrtice Collins, Mike Davis, Gary Gee, Clint Gillespie, Monika Hossain, Miranda Killingsworth, Floyd Kirby, Jim McIntyre, John Milewicz.

### **II. Approval of Minutes**

Kelly Gregg moved that the minutes be approved. Linda Cain seconded the motion, and the motion passed.

### **III. President's Report**

President Gloria Horton reported that the Vice President of Business Affairs is retiring, effective June 30, 2002. There is a search to find a replacement. The resolutions from 1998 which had been presented to Academic Council were not on the agenda at the previous meeting. The Council all traveled to Fort McClellan. Attendance at Preview Day was down from last year, but this may have been due to the weather. Ms. Horton had asked VP Turner about the resolution concerning incremental raises with promotion, but Dr. Turner had not yet seen this resolution. Ms. Horton also reported on the ACCR Seminar given by Gordon Stone. It was an informative session, but few faculty were in attendance. She did not know if the faculty were apathetic or if it were a poor choice of date.

### **IV. Committee Reports**

**Welfare** - no report.

**Admissions and Scholarship** - no report.

**Policies** - chair absent.

**Honors** - Linda Cain mentioned that this committee will meet next week.

**Elections** - Susan DiBiase acted as proxy for John Jones with respect to this committee. Ms. DiBiase reiterated the slate of officers which had been nominated at the previous meeting: Bill Hug for vice president/president-elect, and Kim Womack for secretary. After the floor was opened for other nominations, and none were made, Charles Notar moved that nominations be closed. Linda Cain seconded. Nominations were closed, and the slate above was accepted by acclamation. Next, a recommendation was made to change the bylaws of the Senate in order to allow a plan for equalizing the number of senators whose terms expire each year. Ms. DiBiase solicited volunteers to either serve shortened terms or lengthened terms in the Senate in order to expedite this plan. Linda Cain offered that only new senators be asked to serve shortened terms, but Susan DiBiase replied this would take longer to complete the process.

## **V. Old Business**

### **Incremental Raises and Two Senate Resolutions from 1998**

Gloria Horton announced that she would contact VP Turner for feedback on these resolutions.

#### **Parking**

Barbara Yunker passed out the final draft of a resolution to address the parking problems on campus. Some changes include the color of faculty spaces (from blue to white) and the introduction of green parking spaces for non-commuting students. Some discussion was given to the order of the items of the resolution. Gloria Horton suggested that numbers 4 and 5 (concerning enforcement and fines) be placed first. Barbara Yunker noted that the present order reflected the creation of a parking enforcement entity first and then the duties thereof. After the discussion, Charles Notar moved that the resolution be adopted, Susan DiBiase seconded, and the motion passed.

#### **Faculty/Staff Newsletter**

The subject of a possible faculty/staff newsletter was addressed again. Senators had been given the opportunity to seek feedback from their departments. Several senators had questions about how the newsletter would be managed. Barbara Yunker noted that there are many newsletters already. Linda Cain asked who would be responsible for the newsletter. Gloria Horton noted that the Academe newsletter already existed for the faculty. Jason Huffman, who had brought forth the idea, commented that the existing newsletters did not necessarily provide an easily accessible forum for addressing faculty concerns. Jim McLaughlin noted that the Senate itself was a forum for expressing such concerns via a faculty senator. Linda Cain commented that it sounded like a lot of work. Gloria Horton noted that the Senate minutes are posted on the web. Linda Cain moved that the discussion be closed, Bill Hug seconded, and the motion passed.

## **VI. New Business**

### **Education Funding**

Gloria Horton encouraged senators to contact their state representatives about the 1/3 split that higher education received of state education money, compared to 2/3 received by K-12.

### **Academe**

Gloria Horton reported that the next Academe meeting will be Thursday, May 16. Cladia McDade will present, and the topic will be "ways to make freshmen successful".

### **May Meeting**

The first order of business for the May meeting will be for the new officers to take over.

### **Fun & Fit**

Jim McLaughlin announced a spring event of fun competitive activities to promote fitness. It will be Saturday, April 13, and many prizes will be given.

### **University Goals**

A draft of the JSU university goals was passed out. This will replace the "purposes" section of the JSU catalog.

### **Lecture**

Susan DiBiase announced the Phi Beta Kappa lecture which will take place Tuesday, April 9 at 7:30pm.

### **VII. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Jason P. Huffman

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## **MINUTES 2002-2003**

### **JSU FACULTY SENATE MEETING MINUTES**

**September 16, 2002**

**\*\*Next Meeting: October 14, 2002\*\***

### **I. Call to Order**

The meeting was called to order by President John Jones at 3:05 p.m.

Present: Safaa Al-Hamdani, Larry Beard, Linda Cain, Wayne Claeren, Roxana Conroy, Llew Cook, Mike Davis, Rick Davis, Clint Gillespie, John Graham, Kelly Gregg, Celia Hilber, Lynn Hiilhouse, Gloria Horton, Monika Hossain, Bill Hug, John Jones, Herschel May, Karen Myers, Lori Owens, Jan Wilson, and Kim Womack.

Absent: Jeff Dodd, Deborah Francis, Gary Gee, Jess Godbey, Debra Goodwin, Larry Hardin, Ben Hardy, Robert Hayes, and Floyd Kirby.

## **II. Special Addresses to the Faculty Senate**

### **President Bill Meehan's Address**

President Meehan began his address by thanking the faculty for “outstanding enrollment” for the second year of all time. Enrollment has increased to 8968 students. He reported that he has a support request for salary increases from the Board of Trustees. President Meehan clarified some confusion regarding the Drop Program and encouraged faculty who are interested to speak to their financial advisor and Human Resources. He reported that the bond issue has passed and the university is set to begin completion of Ayers by 2004. Renovations will also begin on the former MP school at McClellan and the Athletic Department. His plan is to stage the renovations so that individuals will only have to move once. He reported that the Police Academy will possibly be moving to McClellan and Technology will move to Ayers from Self Hall. Physical Facilities and Program: President Meehan reported that internet education is up 47%, taking the burden off of classroom activities. He acknowledged that internet courses are more “labor intensive than most think”. He encouraged staff to develop on-line courses. The President related that Rowen and Weatherly have been taken down due to asbestos and other physical problems. This will result in 100 additional parking spaces. The President dispelled the rumors the University is cutting down trees for dirt to make the new soccer field. He related that neither a parking deck nor shuttled parking lots seem cost effective at this time. He reported that there are plans to increase staff during the next year.

President Meehan ended his address by congratulating the football team and the band for their performances against Mississippi State the Saturday prior to the meeting.

### **Presentation by Chief Coleman and Officer Singleton of the UPD**

UPD has been working with various groups on campus to address the parking problems. This year, parking fines were increased, UPD hired two ticket officers, and purchased a parking boot. The purpose of the boot is to immobilize cars whose drivers have unpaid parking tickets. The proposed idea at this time is to “boot” after one has five unpaid tickets over 30-days old. In order to get the boot removed, the individual will have to pay unpaid fines plus a \$20 removal fee. The UPD hopes that this will encourage decal purchases. There will be a bright orange sticker placed on the booted car with instructions on how to proceed to have the boot removed. Officer Singleton provided a demonstration of the booting process. The student council representative voiced SGA support of the boot after some concern was raised that the new process might tarnish the University's reputation of being the “Friendliest Campus in the South” (hereafter referred to as “FCITS”).

## **III. Approval of Minutes**

Typographical errors were detected in the May minutes. The minutes were approved as corrected.

## **IV. President's Report**

President John Jones began his report with a round of introduction. He then welcomed everyone back for a new year. He reported that at the end of last year past President Gloria Horton had requested a filing cabinet and a place to put it. Dr. Turner granted this request by giving the Faculty Senate an office in the library on 4<sup>th</sup> floor, a telephone line (extension: 8202), a computer, and money in the budget to hire a student worker. President Jones thanked Gloria Horton for all her hard work and accomplishments. He reported that much of

the discussion at the last Academic Council meeting centered around the increase in enrollment and the SACS Self Study Newsletters. Meetings regarding the SACS Self Study are set for October 8<sup>th</sup> at 2:30, October 14<sup>th</sup> at 4:00 p.m. and October 16<sup>th</sup> at noon in the Wallace Auditorium. Parking was moved off the agenda and moved to the Wednesday meeting. He reported that UPD wants to start using the boot by October, 2002. (Kelly Gregg moved to accept their proposal. After more discussion regarding our reputation of the "FCITS", Rick Davis moved to accept. All were in favor with one opposed. Gloria Horton raised concern for additional signage to display parking codes in highly visible areas for visitors.) President Jones further reported that the Academic Council discussed problems with the pilot project of posting grades via the computer. According to Cathy Cambron, they are aware of the problems encountered and are addressing the concerns. The Board of Trustees met on July 15, 2002 and resolved certain rules with administering the TIAA-CREFF. They will now allow role overs from other places of employment, at age 50+ one can make additional payments, and hardship early withdrawals can now be replaced at six months. Joe Delap has been named Associate Vice President of Academic Affairs. Decision process for the V.P. of Institutional Advancement continues. The V.P. of Adm/Business Affairs has been paired to top six candidates. A new committee has been formed for which John Jones is a non-voting member. It is the Recruitment and Retention of African American Faculty. The committee was formed per a Federal mandate. Academe met last Monday and is set to meet again on October 21<sup>st</sup>. Check the newsletter for specifics. The money for the park benches has been set aside and the benches have been ordered.

## V. New Business

1. **Committee Assignments:** Handout of assignments reviewed
2. **2002-2003 Roster:** Handout of Roster provided
3. **Meeting Schedule:** Handout provided
4. **May Term Release Time Policy:** Kelly Gregg reported that variations across campus in May term release vary greatly from no May terms off to most May terms off. Faculty requesting a standardized policy across campus. The Welfare Committee was asked to review it. Senate asked to take it back to Faculty for discussion.
5. **Graduate Teaching Assistantship Policy:** Kelly Gregg reported that Graduate Assistants are teaching up to 7 labs a week with up to three different preps. There is concern that this negatively impacts their Thesis prep. Time and a request is made that the Faculty Senate put forth a resolution to limit the number of labs to possibly two or three sections per semester and thus increase the number of TA's. Those who teach graduates were asked to bring back information after discussing it with their faculty. Senate will also get input from Dean Carr.
6. **Distance Learning:** Significant discussions/concerns being raised with were the University is going, whether or not Distance Learning actually enhances student learning, and which classes lend themselves or do not lend them selves to this format. ADM/Scholarship to address Distance Learning.
7. **Other New Business:** Jim Invited all faculty for free cholesterol and fitness screenings. He also related that the 22<sup>nd</sup> Gamecock Gallup is set for 11/09. Linda Cain related a problem in the honors Committee has a question regarding adding a category for outside grant recipients at same time as all other categories. She announced that United Way Pledges need to be submitted.

## VI. Adjournment

Being no further business, the meeting was adjourned at 4:20 p.m.

**\*\*Next meeting: November 11, 2002\*\***

## **I. Call to Order**

The meeting was called to order by President John Jones.

**Present:** Linda Cain, Roxana Conroy, Cameron Crotts, Jeff Dodd, Deborah Francis, Clint Gillespie, Debra Goowin, John Graham, Kelly Gregg, Ben Hardy, Gloria Horton, Monika Hossain, Bill Hug, Augustine Ihator, John Jones, Herschel May, Jim McLaughlin, Karen Myers, Charles Notar, Jan Wilson, and Kim Womack.

**Absent:** Safaa Al-Hamdani, Larry Beard, Wayne Claeren, Llew Cook, Mike Davis, Rick Davis, Gary Gee, Jess Godbey, Celia Hhilber, Lynn Hillhouse, Floyd Kirby, and Lori Owens.

## **II. Special Addresses to the Faculty Senate**

### **Dr. Turner's Address to the Faculty Senate**

Dr. Turner introduced Dr. Joe Delap, Associate Vice President for Academic Affairs. She proceeded by announcing that enrollment at Jacksonville State University has increased and that graduate enrollment is growing faster than undergraduate. She said that she hopes to increase faculty where needed and that every vacancy they had that could be filled has been filled. Human Resources will be conducting a survey of all Department Heads to determine possible staffing needs over the course of the next five years. She said that President Meehan is aware of the need to fill faculty positions and supports the action. Dr. Turner reported that a new committee mandated by Judge Murphy has been designed to increase and retain African American faculty and administration. The guidelines given by Judge Murphy were as follows: a committee be formed (which is chaired by Dr. Turner and consists of about 11 members), and that an additional \$269,000 be issued for the recruitment of such faculty and that survey's be performed to determine where the greatest under representation of African American faculty is present. Dr. Turner reported that Dr. Delap is going to be working policy and procedures for the Study Abroad Programs. She said that President Meehan's criteria for studying abroad is that it be safe, the program pays for its self, and that it be of academic quality. The President will not let us use our state money for international travel. International travel should all go through the Foundation. She said that the RFP's have gone out and the deadline is October 15th. The SGA has money available for student travel. Robert Hayes of the SGA said that student allocations can be up to \$300 as long as the organization is recognized and has a fund raiser of some sort. Dr. Turner said that the short term summer schedule was only a proposal intended to generate discussion and feedback.

Dr. Turner ended her address after answering questions posed by the faculty.

### **Presentation by SGA Representatives Tim Cain and Jamie Eubanks**

SGA is promoting a fundraiser for St. Jude Children's Research Hospital in which donations are collected through groups of 7 that have to raise at least \$750. The final event will be on January 31st - February 1st 2003. They were appealing to the faculty to participate and noted that in the last fund raiser a faculty group raised the most money.

## **III. Approval of Minutes**

Typographical errors were detected in the September minutes. The minutes were approved as corrected.

## **IV. President's Report**



President John Jones announced that the proposed new Faculty Handbook is online for review. He reported on how several Faculty Senate resolutions were addressed in the proposed new handbook. The new sick leave policy was in the handbook as well as the third year review resolution. He also said that the loophole that allowed people to apply for a promotion has been closed. Individuals must now wait until the end of their 5<sup>th</sup> year to apply for promotion. Collegiality has been defined. The resolution regarding the University Hearing Policy was not accepted. However, after debates with the University attorney, President Meehan insisted on having one additional faculty member to the committee. The graduation ceremony for Fall has been split into two sessions (Professional Studies, Education, and Nursing at 10:00 a.m. and CCBA and Art and Sciences at 2:00 p. m.). Graduation rates are up the increase is due to improved recording keeping practices and retention of students. The next Board of Trustees meeting will be held Monday, October 21<sup>st</sup> at 10:00. The rededication of the Library will be at 1:00 and the dedication of the Ladiga Trail will follow at 2:00 p.m.

## V. Committee Reports

- A. **Welfare-** No report at this time
- B. **Admissions and Scholarship** - Gloria Horton said that she would be calling her committee to let them know when they would be meeting.
- C. **Policies-** No report at this time
- D. **Honors** - Linda Cain reported that she will be meeting with Joe DeLap to reword the Emeriti request letters and that they should be going out soon after. The new Faculty Handbook now includes non-tenured faculty as eligible for Emeriti status.
- E. **Elections-** No Report at this time

### 1. VI. *Old Business*

- A. **Resolution for TA's Course Reduction-** Kelly Gregg presented a draft resolution for discussion. After discussion by the Faculty Senate, Kelly Gregg agreed to e-mail the faculty senate members a draft of the resolution to share with their faculty for further discussion next meeting.
- B. **Other-** No other old business was discussed

## VII. New Business

- A. Proposed New Summer Calendar- President Jones asked how the senate wished to respond to the proposed short terms and Gloria Horton suggested that it be tabled until the next meeting when everyone has had a chance to review it within their departments.
- B. 3<sup>rd</sup> Year Review- The Academic Council requested suggestions on how to proceed with implementing a 3<sup>rd</sup> year review policy for tenure track faculty. After discussion, President Jones agreed to get specifics on what the Academic Council is requesting. The Welfare committee will then carry out the charge.
- C. Academe Meeting-Gloria Horton announced that the Academe meeting will take place on Monday October 21st in 1101B of the library. She encouraged faculty members to let her know of any awards they've won or conferences they have presented so that they can receive recognition in the Academe newsletter.
- D. Other- President Jones announced that a conference on Cross Disciplinary\_\_\_\_\_ that will be held at Emory on November 2, 2002. Entry forms for the **2<sup>nd</sup> Annual Gamecock Gallup** were distributed along with course maps. President Meehan will introduce the President's Cup this year. He will award a plaque to the department with the highest number of participants and another to the department with the highest % of faculty participation in the Gamecock Gallup.

## VII. Adjournment

The meeting was adjourned at 4:23p.m.

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## JSU FACULTY SENATE MEETING MINUTES

November 11, 2002

\*\*\*Next meeting: December 9, 2002\*\*\*

### I. Call to Order

The meeting was called to order by President John Jones.

**Present:** Safaa Al-Hamdani, Larry Beard, Linda Cain, Roxana Conroy, Llew Cook, Mike Davis, Rick Davis, Jeff Dodd, Deborah Francis, John Graham, Ben Hardy, Robert Hayes, Celia Hilber, Lynn Hillhouse, Gloria Horton, Augustine Ihator, John Jones, Herschel May, Jim McLaughlin, Karen Myers, Charles Notar, Lori Owens, and Jan Wilson.

**Absent:** Wayne Claeren, Gary Gee, Clint Gellespie, Jess Godbey, Debra Goodwin, Kelly Gregg, Larry Hardin, Monika Hossain, Bill Hug, Floyd Korby, and Kim Womack.

### II. Approval of Minutes

Typographical errors were detected in the October minutes. The minutes were approved as corrected.

### III. President's Report

President Jones announced that Pete Mathews will be stepping down from his position as the head of the Board of Trustees and Jim Bennett will be entering into the position. Two other members on the board, James Thornton and Bob Kennamer, will also be stepping down from the Board. In order to honor Mr. Mathews President Meheen asked him to speak at the spring commencement. President Jones also said the salary increase has been approved retroactively to the first of the year. The Board included information about the recommended fall salary schedule which was handed out to the senators. He said that President Meehan congratulated everybody on increased enrollment and that Standard and Pores were impressed by the enrollment management plan. Since the English and Math departments are having a hard time covering classes President Jones said it would be interesting to see the plan. President Jones said the Academic Council met on November 6, 2002 in Gadsden but we were not represented. President Jones said that at last month's meeting with Dr. Turner she told him to contact Dean Wade about the Faculty Senate's 3rd year review. He said he would do so this week.

### IV. Committee Reports

**A. Welfare** - President Jones said the committee is looking into TA workloads.

**B. Admissions and Scholarship** - Gloria Horton said that they will be having a meeting to look into Distance Learning.

**C. Policies** - No report at this time.

**D. Honors** - Linda Cain asked her committee members to meet after the meeting in order to schedule their next meeting. She also announced that she has received several letters concerning requests for Emeriti.

**E. Elections** - No report at this time.

### V. Old Business

**1. TA Resolution** - President Jones said Dr. Carr informed him that graduate assistants/ teaching assistants are to work no more than 20 hours a week and that the faculty supervisor is responsible for making sure

those hours are not exceeded. After a discussion by the Faculty Senate it was agreed upon that the senate would wait to hear what Dean Carr thinks and tabled the issue to the next meeting.

**2. Summer Calendar** - The Faculty Senate agreed that there was no need for a formal response to the summer calendar because the issue has been exhausted. Augustine Ihator asked whether it was customary to teach May term without compensation. President Jones replied that the problem had to do with funding.

## **VI. New Business**

**1. ACADEME** - Gloria Horton encouraged the Faculty Senate to attend the "Capturing Our Student's Cheatin' Hearts" program that would be held on Nov. 14th at 2:30pm. She also invited any ideas and interest in arranging a program for the second semester.

**2. TIAA CREFF** - President Jones informed the senate that the question was raised why faculty do not have access to the money they contribute and he said that he would look further into the issue.

**3. Chanticleer** - President Jones told the senators that a Chanticleer reporter interviewed him and expressed interest in regularly attending Faculty Senate meetings.

## **VII. Adjournment**

The meeting was adjourned at 3:45p.m.

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# **JSU FACULTY SENATE MEETING MINUTES**

**December 9, 2002**

**\*\*\* Next meeting: January 13, 2003\*\*\***

## **I. Call to Order**

The meeting was called to order at 3:02 p.m. by President John Jones.

**Present:** Larry Beard, Linda Cain, Roxana Conroy, Llew Cook, Rick Davis, Jeff Dodd, Deborah Francis, John Graham, Kelly Gregg, Ben Hardy, Celia Hilber, Gloria Horton, Bill Hug, Augustine Ihator, John Jones, Jim McLaughlin, Karen Myers, Jan Wilson, and Kim Womack.

**Absent:** Safaa Al-Hamadani, Wayne Claeren, Gary Gee, Clint Gillespie, Jess Godbey, Debra Goodwin, Larry Hardin, Robert Hayes, Lynn Hillhouse, Monika Hossain, Floyd Kirby, Herschel May, and Lori Owens.

## **II. Approval of Minutes**

Typographical errors were detected in the November minutes. The minutes were approved as corrected.

## **III. President's Report**

President Jones reported that in a meeting with Dr. Turner she requested faculty input regarding the Faculty Awards ceremony. He encouraged the senators to get in contact with him should they have any suggestions. Graduation is set to go with the split ceremony. There are 133 faculty members scheduled to attend graduation. Faculty should only attend the ceremony of their college. Spring graduation may be moved to the coliseum as well. The main topic at University Forum was "Emergency Management" presented by Barry Cox. The ACCUFP meeting focused on a report to ACHE. The search for a Vice President in Administrative and Business Affairs is underway. The first Candidate, Mr. Clint Carlson, has been interviewed and two

more, Alison Barker and Linda McFall, will interview in January 2003. He informed the senators that he would disseminate information regarding the interviews to Faculty Senators through e-mail.

### III. Committee Reports

**Welfare** - No report at this time.

**Admissions and Scholarship** - The committee has received data from distance learning and is working on assembling it.

**Policies** - No report at this time.

**Honors** - New Emeriti names have been submitted.

**Elections** - No report at this time.

### IV. Old Business

- 3rd Year Review** - A draft of the Faculty Senate's recommendation on the policy's implementation was handed out. The senators agreed on creation a form similar to that of the Faculty Annual Review (FAR). Gloria Horton suggested making the form uniform for the entire university and Deborah Francis suggested that department heads receive training on filling out this new form so that they are uniform as well. It was agreed that President Jones would make a form that resembled what had been requested. The form will be E-mailed to the senators for their input before it will be taken to Academic Council.
- TA Resolution** - A new draft of the resolution was handed out. Kelly Gregg said it was good to leave the wording somewhat vague while making some general suggestions. The resolution was approved with a few modifications.
- TIAA CREFF** - President Jones said according to TIAA CREFF the ability to take money depends on the individual institution's plan and the type of fund the money is in. He is still looking into it.

### V. New Business

- Sick Leave Policy** - Linda Cain suggested that every faculty member should receive a more detailed copy of the new Faculty Sick Leave Policy since some questions have arisen this semester on how time is accrued and subtracted. President Jones said he will get details and it will be discussed at a future time.
- Substitutes** - The senators were asked to send substitutes to both senate and committee meetings when they can not attend themselves.
- May Term Resolution** - A resolution prepared by Kelly Gregg was handed out regarding the equity of granting May term releases across campus. Kim Womack said she would look through old faculty handbooks to find if there is a policy in writing.
- Faculty Research Committee** - President Jones said that Dr. Turner would like to see this facilitate people in funding their research instead of being a roadblock. One idea to receive a grant was that it be based on the value of the research. Kelly Gregg suggested that all parties involved sit down together and begin discussions.
- New Meeting Time** - Gloria Horton pointed out that more Monday, Wednesday, Friday classes end at 3:15 next semester and suggested that the senate meetings be moved to 3:15 p. m. It was agreed upon.

### VI. Adjournment

The meeting was adjourned at 4:24 p.m.

**January 13, 2003**

**\*\*\* Next meeting: February 10, 2003\*\*\***

## **I. Call to Order**

The meeting was called to order at 3:18 p.m. by President John Jones.

**Present:** Safaa Al-Hamdani, Linda Cain, Roxana Conroy, Rick Davis, Jeff Dodd, Jess Godbey, Debra Goodwin, John Graham, Kelly Gregg, Lynn Hillhouse, Gloria Horton, Monika Hossain, John Jones, Herschel May, Jim McLaughlin, Karen Myers, Jan Wilson, and Kim Womack.

**Absent:** Larry Beard, Wayne Claeren, Llew Cook, Mike Davis, Deborah Francis, Gary Gee, Clint Gillespie, Larry Hardin, Ben Hardy, Robert Hayes, Celia Hilber, Bill Hug, Augustine Ihator, Floyd Kirby, Charles Notar, and Lori Owens.

## **II. Approval of Minutes**

The minutes were approved.

## **III. President's Report**

President Jones said that the split graduation ceremonies both went well. He also announced that he presented the TA workload at the last Academic council and that Dean Carr said he would look further into the issue. Dr. Lavender noted that the resolution raises a problem because the SACS report says that JSU has no graduate students teaching any courses. President Jones said Dr. Carr replied that he was not aware of students teaching, but rather assisting the instructor. The next Academic Council meeting will be on January 15, 2003.

## **IV. Committee Reports**

**Welfare** - No report at this time.

**Admissions and Scholarship** - No report at this time.

**Policies** - No report at this time.

**Honors** - Linda Cain said the results on Emeriti should be in on Wednesday the 15th. She announced that the letters would be going out next week and encouraged the senators to nominate anyone whom they thought should be recognized in the categories.

**Elections** - No report at this time.

## **V. Old Business**

**1. 3rd Year Review** - President Jones presented a draft of the 3rd year review and included a copy of the form that would be filled out. After some discussion it was agreed upon to have recommendations rather than weaknesses as an area to fill out. Also a place was created for the dean to respond on the form and a deadline, August 1st, given to the dean and the VPASA to return the form. President Jones said he would present the new recommendation to the next Academic Council meeting.

**2. GA Resolution** - President Jones agreed to report back what after the next the Academic Council meeting.

**3. TIAA CREF** - President Jones said he got in contact with Judy Harrison who informed him that there are no loan provisions or cash back provisions because it was written into the original contract between the university and TIAA CREF about 30 years ago. She also said she is not aware of the option to take

money out prior to retirement at any other universities. Rick Davis asked whether it was a permanent contract and President Jones said he'd find out.

**4. Sick Leave Policy** - President Jones contacted Karen Davis who said that some of the details that have caused confusion are not written into the policy. Employees have to work more than half the month to get the 8 hours of sick leave. Linda Cain said that it should be written. Kelly Gregg asked why it was by month and not something smaller, for example by the week. President Jones said that he would contact Karen Davis again and Kelly Gregg and Linda Cain agreed to draft a resolution regarding the sick leave policy.

**5. May Term Release** - President Jones said that there was nothing written in the policies and procedures manual and Kim Womack said the same applied for the current and previous handbooks. After discussion it was concluded that the senators would get feedback from their departments and the issue would be discussed at next month's meeting.

**6. Smoking Issue** - In his absence it was decided that Llew Cook, who raised the issue, could lead its pursuit.

## **VI. New Business**

**1. On-Line Grading** - Faculty would like to be able to see the date when a student dropped or withdrew from a class in order to determine a passing or failing grade. President Jones said that he would get in contact with Kathy Cambron.

**2. ACADEME** - Gloria Horton announced that the next event would be held on January 22 at 3:00 p.m. John Gardner would be in to discuss the "First Year Experience". She also said that Sharon McCarthy would talk about legality in the February meeting.

**3. ALLIES** - John Graham informed the senators about a new service, Alabama Libraries Exchange Service, which will allow faculty and students to borrow books from partner libraries using a photo ID and returning them to any other partner library across Alabama.

**4. VPABA Candidates** - President Jones reminded the senators that Alison Barker will be meeting with department heads and Faculty Senate representatives on Friday, January 17th from 9:00 to 10:00 a.m. in the Gold Room and will have an open forum from 2:00 to 3:00 p.m. The same time schedule applied for the next candidate, Linda McFall, during the following week.

## **VII. Adjournment**

The meeting was adjourned at 4:21 p.m.

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**JSU FACULTY SENATE**  
**February 10, 2003**  
**\*\*\* Next meeting: March 10, 2003\*\*\***

## **I. Call to Order**

The meeting was called to order at 3:15 p.m. by President John Jones.

**Present:** Linda Cain, Roxana Conroy, Rick Davis, Jeff Dodd, Deborah Francis, Clint Gillespie, Jess Godbey, John Graham, Kelly Gregg, Ben Hardin, Celia Hilber, Lynn Hillhouse, Gloria Horton, Monika Hossain, Bill Hug, John Jones, Karen Myers, and Charles Notar.

**Absent:** Safaa Al-Hamdani, Larry Beard, Wayne Claeren, Llew Cook, Mike Davis, Gary Gee, Debra Goodwin, Larry Hardin, Robert Hayes, Augustine Ithator, Floyd Kirby, Herschel May, Jim McLaughlin, Lori Owens, Jan Wilson, and Kim Womack.

## **II. Approval of Minutes**

The minutes were approved.

## **III. President's Report**

President Jones begun by welcoming the members of the Student Government Association to the meeting. He announced that Dr. Cox gave a presentation about the Emergency Management Program On-Line. He said that at the Board of Trustees meeting spring enrollment was said to have been the highest it has ever been. He also said that the Board approved both the Faculty and Staff handbooks. At Academic Council President Meehan approved the creation of a two-year catalogue. It will remain a one-year catalogue for 2003-2004, but will become a two-year thereafter. The Masters of Arts in General Studies has been renamed to Masters of Arts and Liberal Studies so that there will be no conflict with general studies. President Jones said Kathy Cambron presented proposal calendars that are for the most part the same with the exception of the summer terms. The summer terms have been fused together so that everything ends neatly by the end of July. He also said that the Ad hoc committee has been dealing with the issue of timing for advisement. Kelly Gregg, who serves on the committee, said that no advising will be done when advisors are not there meaning that there will be no enrollment in August. President Jones also announced that beginning fall 2003 there will only be two commencements, one in the fall and the other in the spring. Both will be held in Pete Mathews Coliseum and will be split. Students graduating in the summer terms will be given their degree at the time of completion and will be invited to march in the fall.

## **IV. Committee Reports**

**Welfare** - No report at this time.

**Admissions and scholarship** - Gloria Horton said the committee will have a meeting later this month, but at the moment is still working on distance learning.

**Policies** - No report at this time.

**Honors** - Linda Cain encouraged the senators to nominate people for honors.

**Elections**- No report at this time.

## **V. Old Business**

**1. 3rd Year Review** - President Jones said Dean Webb was grateful of the proposal and was happy that it didn't involve too much paperwork. He said that the deans were concerned about the form attached to it, however, and are looking it over. They will report back at the next Academic Council meeting.

**2. GA Resolution** - Dean Wade and Dean Carr were present to answer any questions regarding the GA Resolutions. There being none Kelly Gregg announced that the issue was resolved.

**3. TIAA CREF** - President Jones said he contacted Judy Harris regarding how often the University's contract with TIAA CREF is reviewed and she replied that there is no set time. Adjustments are made based on a change in the University's contract with its employees.

**4. Sick Leave Policy** - President Jones said that Karen Davis is already in the process of putting the finer details in writing so that we may all review the policy.

**5. May Term Release** - President Jones presented a new alternative to the others (1. Being released from teaching once every four years and 2. Forming an application committee that would review people's requests for time off) regarding May term release. He said Dr. Turner saw no problem in extending professional

development leave to cover May term. It would cost the University \$1,500 to hire an adjunct. Kelly Gregg said he would draft a resolution on professional development leave for May term for next month's meeting.

**6. Smoking Issue** - President Jones said he has not heard about any progress as of yet from Llew Cook.

**7. On-Line Grading** - President Jones said that Kathy Cambron is working on the issue of being able to see the date a student withdraws in order to determine passing or failing. Questions arose of how fast students are dropped from the rosters and how one can know who should not be attending class anymore.

**8. ACADEME** - Gloria Horton told the senate that on February 25th in room 1103A of the Houston Cole Library Terry McCarthy will be talking about legal issues for faculty members. Topics will include due process in plagiarism cases and gate keeping issues. She encouraged senators to inform her of any topics they would like him to address.

## **VI. New Business**

**1. Historian** - President Jones proposed that the Faculty Senate constitution be revised to add a Historian who will be responsible for researching the senate's background and reporting back to the senate. The proposal was voted on and approved by 7 senators from different colleges. It was decided that the wording in the By-Laws would be discussed at next month's meeting.

**2. Attendance Policy** - The Senators complained about students not attending class or leaving class before it's over. President Jones said that the University had an attendance policy in the catalogue that required students to attend 75% of class to be eligible to pass, but the Faculty Senate had it removed and placed in the departments. It was agreed upon that the senators would talk with their departments in order to find out how wide spread the problem is and at next month's meeting decide whether to keep it a departmental policy or return it to being a university policy.

**3. Prerequisites** - Jeff Dodd brought up the question of how it can be determined whether a student has completed his/her prerequisites before registering for a class.

## **VII. Adjournment**

The meeting was adjourned at 4:20 p.m.

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**JSU FACULTY SENATE**  
**March 10, 2003**  
**\*\*\*Next meeting: April 14, 2003\*\*\***

## **I. Call to Order**

The meeting was called to order at 3:20 p.m. by President John Jones.

**Present:** Larry Beard, Linda Cain, Roxana Conroy, Jeff Dodd, Deborah Francis, John Graham, Kelly Gregg, Ben Hardy, Celia Hilber, Lynn Hillhouse, Gloria Horton, Monika Hossain, Bill Hug, Augustine Ihator, John Jones, Herschel May, Karen Myers, Charles Notar, and Jan Wilson.

**Absent:** Safaa Al-Hamdani, Wayne Claeren, Llew Cook, Mike Davis, Rick Davis, Gary Gee, Clint Gillespie, Jess Godbey, Debra Goodwin, Larry Hardin, Robert Hayes, Floyd Kirby, Jim McLaughlin, Lori Owens, and Kim Womack.

## **II. Approval of Minutes**

Typographical errors were detected in the February minutes. The minutes were approved as corrected.



### III. President's Report

President Jones said SACS had come and gone. The University received some recommendations and suggestions, but the most significant was the lack of an effective evaluative procedures for various academic and administrative programs. President Jones said the University received a commendation because of the support given to students in keeping with the student-centered mission statement. Graduation is set for April 26th at 6:30 p.m. It will be held in the Paul Snow stadium, weather permitting, and it will not be a split ceremony since Pete Mathews will be speaking. President Jones said that at Academic Council, held on February 19, enrollment issues were discussed as well as the pressure of increasing to 10,000 students. At the March 5th Academic Council meeting President Meehan discussed the governor's state of address and how he did not mention using the Rainy Day fund. President Meehan said the University has \$300,000 for salary adjustments set aside and that the governor said there would be a 6% budget reduction. It is believed, however, that the reduction could be as much as 8.5% - 12%. As of now the University will not approve any out-of-state travel unless it is essential to the University or the state. Nevertheless, departments will be asked to keep track of travel they do not approve. President Meehan said that across-the-board raises for next year for cost of living increases are unlikely. President Jones said the 2003-2004 calendar was approved. It is the same as the current year's calendar with the exception of the summer terms that have been pushed closer together. It was also noted that during the 2004 May term the breaks between class will be reduced from 30 minutes to 15 minutes. At University Forum a capital campaign to raise \$30 million for the JSU Foundation was discussed.

### IV. Committee Reports

**Welfare** - No report at this time.

**Admissions and Scholarship** - Gloria Horton informed her committee members that they would have a meeting next Monday at 3:15 p.m.

**Policies** - No report at this time.

**Honors** - Linda Cain said she had sent off the nominations to Dr. Turner.

**Elections** - Bill Hug announced that he is seeking nominations for next year's officers. The nominations must be received by March 21 either by E-mail or campus mail.

### V. Old Business

**1. 3rd Year Review** - President Jones said that at Academic Council it was said that the interview may take place, the form will note the fact of the interview, but no actual content from the interview may be recorded because of legal concerns. If the content was documented, it would require a full portfolio review process such as when applying for tenure or a promotion. After some discussion it was agreed upon that the Faculty Senate would ask that the list of topics (teaching, community service, etc.) to be addressed at the interview be included on the form.

**2. May Term Release** - Kelly Gregg informed the senators of the changes that had been made to the resolution and the senators voted unanimously to pass it.

**3. Smoking Issue** - No report.

**4. Historian** - The proposal to amend the by-laws to add a historian was voted on and passed unanimously.

### VI. New Business

**1. Higher Education Day** - Senators were encouraged to pass along information to other faculty members and students with regard to Higher Ed. Day. President Jones said that Gordon Stone had stressed the importance of numbers at the event.

- 2. ACADEME** - Gloria Horton informed the senators that the next meeting will be held on March 18th in conference room 1101C of the Huston Cole Library. She said the four individuals that received technology grants will be present to talk about how they applied, how others can apply, and how they used their grants.
- 3. SGA Internet Booklists** - Members of the SGA, Jonathan Taylor and Jennifer Mince, spoke to the senators about their proposal that would make lists of required textbooks available to students on department websites. The purpose of these lists would be to give students the options of buying books on Internet sites that would save them money. The senators advised the SGA to look into the contract between the Administration and Barnes & Noble.

## **VII. Adjournment**

The meeting was adjourned at 4:27 p.m.

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**JSU FACULTY SENATE**  
**April 14, 2003**  
**\*\*\*Next meeting: May 12, 2003\*\*\***

### **I. Call to Order**

The meeting was called to order at 3:19 p.m. by President John Jones.

**Present:** Safaa Al-Hamdani, Larry Beard, Linda Cain, Roxana Conroy, Mike Davis, Jeff Dodd, Jess Godbey, John Graham, Kelly Gregg, Ben Hardy, Lynn Hillhouse, Gloria Horton, Monika Hossain, Bill Hug, Augustine Ihator, John Jones, May Herschel, Jim McLaughlin, Karen Myers, Charles Notar, Jan Wilson, and Kim Womack.

**Absent:** Wayne Claeren, Llew Cook, Rick Davis, Deborah, Gary Gee, Clint Gillespie, Debra Goodwin, Larry Hardin, Robert Hayes, Celia Hilber, Floyd Kirby, and Lori Owens.

### **II. Approval of Minutes**

Typographical errors were detected in the March minutes. The Minutes were approved as corrected.

### **III. President's Report**

President John Jones said that the ACUFP petitions for better funding for higher education have been sent. At the last Academic Council meeting Randal Stevens, the manager of the bookstore, was present. He informed those present that faculty and staff get a 20% off discount at the bookstore, 10% off in any Barnes & Nobel, and 5% off online purchases. Stevens said that JSU and Barnes & Nobel have a new contract that gives the university a cut of what is made from the store. He said that the university gets approximately \$200,000 per year from student's buying their books at the bookstore. President Jones said Stevens reminded faculty that JSU has a deal with the bookstore on campus and that they should not send their book lists to the one on the square. He said that submitting personal book packages, created by the faculty, to the bookstore on the square is against policy. Stevens told faculty that when ordering book packs with CDs in them the professors should order only the book if they do not need the CD. This and being mindful to students when making booklists will help save the students money. President Jones announced that ACHE has approved the name change for the BA and MA of General Studies to Liberal Studies. Also, President Meehan approved the 2003-2004 calendar. The University of Alabama System is proposing to get rid of all remedial courses at the senior level institutions and leave them to the community colleges. This would create a lot of upheaval,

loss of jobs, and it might possibly affect enrollment. President Jones also said that the May 22nd awards ceremony will be indoors and is set to go.

### **III. Committee Reports**

**Welfare** - No report.

**Admissions and Scholarship** - No report.

**Policies** - No report.

**Honors** - Linda Cain said that the committee will be sending out the second round of letters for emeriti early next week and those names will come out next December.

**Elections**- Bill Hug submitted 3 names to the Faculty Senate for approval as officers next year. Jeff Dodd as Vice President, Llew Cook as Secretary, and John Jones as historian. The move was approved.

### **IV. Old Business**

**1. 3rd Year Review** - President Jones said he spoke to Dr. Turner about inserting a sentence in the form that will declare the purpose of the meeting being held. Dr. Turner said it was a good idea and that she would draft it into the form.

**2. May Term Release** - President Jones said Dr. Delap asked him and the deans for input on the policy and that Dr. Delap is currently working on developing some guidelines that will mirror what has been said by all parties.

### **V. New Business**

**1. Park-and-Walk Program** - Roxana Conroy distributed the Park-and-Walk proposal to the senators and informed them that Dr. Bitgood is seeking endorsement from the faculty.

**2. ACADEME** - Gloria Horton said there will be no more meetings until next for. The committee is working on ACADEME's fall schedule and is inviting any program ideas the faculty might have.

### **VI. Adjournment**

The meeting was adjourned at 3:39 p.m.

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## **JSU FACULTY SENATE**

**May 12, 2003**

**\*\*\*Next meeting: September 15, 2004\*\*\***

### **I. Call to Order**

The meeting was called to order by President John Jones at 3:26 p.m.

**Present:** Linda Cain, Roxana Conroy, Rick Davis, Jeff Dodd, Deborah Francis, John Graham, Ben Hardy, Monika Hossain, Bill Hug, Augustine Ihator, John Jones, Floyd Kirby, Jim McLaughlin, Karen Myers, Jody Poe, Roland Thornburg, Kim Womack, and Jeff Zinzag.

**Absent:** Safaa Al-Hamdani, Larry Beard, Wayne Claeren, Llew Cook, Mike Davis, Gary Gee, Clint Gillespie, Jess Godbey, Debra Goodwin, Kelly Gregg, Larry Hardin, Celia Hilber, Lynn Hillhouse, Gloria Horton, May Herschel, Charles Notar, Lori Owens, and Jan Wilson.

## II. Approval of Minutes

Typographical errors were detected in the April minutes. The minutes were approved as corrected.

## III. President's Report

President Jones said that Academic Council, University Forum, and the Board of Trustees had met and the discussions were similar. The meetings informed those present that the Uniprint system has been installed. The system requires students to swipe their ID cards so they may be charged for printing in all of the computer labs on campus. It is believed that the system will bring paper usage down 40 - 60%. It was also said that enrollment is down compared to this time last year but is still higher than it was two years ago. ACE is proposing a ? on two programs; Masters of Science and Emergency Management. ACE has a changed the name Supplemental Learning Services to Tutoring Services so that students may have a better idea of the service. Experimental Course has been put in writing since SACS recommended that it be done. Faculty can perform an experimental course for two years, this will not effect May term experimental courses. President Jones also informed the senators that the SACS report is available for viewing. The split ceremonies will be done indoors at all three commencements. At the Board of Trustees meeting and University Forum meetings it was discussed that tuition will increase by \$150 per semester. Housing will also increase by 10% for the first time in 10 years. President Jones said that Governor Riley's budget proposal would mean a \$1.1 million cut for JSU. President Jones also announced that Clint Carlson was named VPABA and will begin as of July 1st.

## IV. Committee Reports

**Admissions and Scholarship** - Bill Hug conveyed a message form Gloria Horton that the issue of Distance Learning will be continued next year.

**Elections** - No report.

**Honors** - Linda Cain informed her committee that they will have a meeting on Thursday afternoon and that emeriti won't be announced until December.

**Welfare** - No report.

**Policies** - No report.

## V. Old Business

1) **3rd Year Review** - President Jones said that Dr. Turner saw a new draft of the form but sent it back to be redrafted

2) **May Term Release** - Still in the hands of the deans who will be meeting on Wednesday of this week.

## VI. New Business

President Jones handed over the gavel to the new President of the Faculty Senate, Bill Hug.

1) **Long Term Insurance** - It was brought up that while other colleges have long term insurance, JSU does not and the possibility of obtaining it was question. President Hug said he'd look into it and have some information at the September meeting.

2) **Committee Preference Surveys** - President Bill Hug distributed and reminded the senators to fill out the committee preference surveys for the Faculty Senate and the University Standing Committees and to submit them by the deadline indicated at the bottom of each

## VII. Adjournment

The meeting was adjourned at 3:50 p.m.

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## **MINUTES 2003-2004**

### **JSU FACULTY SENATE**

**September 15, 2003**

\*\*\*Next Meeting: October 13, 2003\*\*\*

#### **I. Call to Order**

The meeting was called to order at 3:16 p.m.

**Present:** Safaa AI-Hamdani, Larry Beard, Freddy Clements, Roxanna Conroy, Chris Cook, Llew Cook, Tracy Broom, Richard Davis, Jeff Dodd, Deborah Francis, Jess Godbey, John Graham, Kelly Gregg, Ben Hardy, Celia Hilber, Lynn Hillhouse, Gloria Horton, Monika Hossain, Bill Hug, Augustine Ihator, John Jones, Tony Logsdon, Steve Loucks, Herschel May, Karen Myers, Charles Notar, Lori Owens, Jodi Poe, Roland Thornburg, Jan Wilson.

**Absent:** Debra Goodwin, Larry Hardin, Kim Womack, Jeff Zanzig

#### **II. President Meehan's Address to the Senate**

President Meehan reported JSU's enrollment for Fall 2003 was a record 9031 students; he thanked the faculty for their efforts. Also, he expressed his appreciation to those who worked to promote Governor Riley's tax package; JSU did all possible to educate the voters of Alabama about the package.

The President distributed JSU's enrollment numbers. He pointed out that JSU is the least expensive of four-year schools in Alabama. Though he will do all he can to avoid raising tuition in Spring, 2004, it will go up in Fall, 2004.

Governor Riley has recommended level funding for our operations and maintenance; while this would represent an actual increase of 0.83%, JSU will lose several funded projects.

The state will now bill JSU for phone service (formerly free). Meehan suggests forming a consortium with other universities to achieve a better price for this.

JSU will not have to pay insurance costs for retirees in the system; the University had planned ahead for this.

However, the school will have to increase PEEHIP costs from \$2 for individuals; the President does not know when this will occur.

The Governor will use one-time federal funds to cover State expenses, but things will be worse next year.

JSU will consider a tuition increase for Fall, 2004. There will be no new positions offered.

#### **III. Approval of Minutes**

The minutes were approved without changes.

#### **IV. President's Report**

Overall, enrollment was down substantially for Summer 2003, though it increased for the Marathon sessions.

President Meehan requests all possible assistance and recommendations to the Enrollment Management Committee.

JSU's short term meeting times have been altered: beginning this May, there will be 15- minute intervals between classes.

Withdrawal from JSU can now be done online.

There will be two commencement exercises for graduation in December, 2003.

There have been revisions of the procedure for tenure and promotion.

1) Self-evaluation of collegiality and letters of support will be included.

2) A Third Year Review will be conducted.

3) The application will be submitted in a single binder; tabs are available online.

4) Documentation will be placed in other folders, kept in an "evidence room" in each college.

The August ACHE meeting approved the Master's program in Emergency Management.

Applications for University scholarships will now include a high school graduate's GPA in junior and senior years as well as scores on college entrance tests.

A new Sexual Harassment Policy has been drafted; Dr. Turner requests that the Senate make comments. An objection might be that the policy was written primarily to protect the University.

There will be no Faculty Research Grants this year, due to financial troubles. Only essential travel will be funded, on a case-by case basis.

#### **V. Committee Assignments**

The committee assignments were indicated on a separate sheet of paper.

#### **VI. Old Business**

a. 3rd Year Review -Deans were asked to revise the form to include exchange between dept. head and the professor.

b. Long-term Health Insurance -cannot be used for nursing homes; this is a separate program. Several Senate member expressed interest in pursuing the matter; Dr. Hug will request further information from Human Resources.

c. New Sick Leave -was put in print in the new Faculty Handbook. Dr. Hug requests comments on it.

d. Distance Learning -the Admissions and Scholarships Committee will review its growth and policies.

e. Guidelines for University Research Committee -Dr. Turner wants a "kinder and gentler" process; Kelly Gregg of the Welfare Committee will look at this.

#### **VII. New Business**

a. Advisement- Jeff Dodd reintroduced resolutions of Feb 9,1998, concerning advisement, monitoring of prerequisites, and scheduling of General Education courses. Discussion followed; Senate voted to reaffirm these resolutions. Dr. Hug will take them to Dr. Turner and raise these issues with her again.

b. Emergency Plan -Faculty have expressed concern regarding an emergency plan in case of an accident at the Anniston Army Depot. Dr. Hug will distribute a recommendation for Senate consideration, and collect comments.

c. Terminal Degrees -JSU offers financial support, details are available on the website. Offers of \$1500 made for 12 months, for faculty only.

d. Sick Leave -reports made that some hours earned have not been registered on Sick Leave account. Faculty is advised to contact Ellen Merriman in Human Resources.

e. Social Security numbers on id Cards -this can be corrected by contacting Human Resources, then go to the id office for a new id.

#### **VIII. Adjournment**

The meeting was adjourned at 4:33 p.m.

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**JSU FACULTY SENATE**  
**October 13, 2003**

**I. Call to Order**

The meeting was called to order at 3:14 p.m.

**Present:** Safaa Al-Hamdani, Larry Beard, Chris Cook, Llew Cook, Rick Davis, Jeff Dodd, Deborah Francis, Debra Goodwin, John Graham, Kelly Gregg, Ben Hardy, Lynn Hillhouse, Gloria Horton, Bill Hug, Augustine Ihator, John Jones, Tony Logsdon, Steve Loucks, Herschel May, Karen Myers, Dave Neal, Carol Uline (for Charles Notar), Lori Owens, Jodi Poe, Jan Wilson.

**Absent:** Tracy Broom, Freddy Clements, Roxana Conroy, Jess Godbey, Larry Hardin, Monika Hossain, Roland Thornburg, Kim Womack, Jeff Zanzig.

**II. Dr. Turner's Address to the Senate**

Dr. Turner values her relationship with the Faculty Senate and prefers the team approach.

Concerning the draft of the Sexual Harassment Policy: she has had input from the Executive Committee and taken this to Human Resources for changes indicated. She believes it is a compromise document, a better product, but still incomplete. There should be a section on due process and a form for recording and reporting incidents. There should be training, through Human Resources. The policy still needs the President's approval.

Concerning the Emergency Plans: she agrees with the need. There is a committee and there is a draft. She does not know when it will be finished but it will be "better late than never ." It currently includes "shelter in place" and the students are not required to stay on campus. JSU will not require taping of doors and windows, but instead have students seek a central location in buildings on upper floors.

Concerning Long-term Healthcare: this is available and JSU faculty and staff can purchase this.

Concerning the Leave Policy: this was modified last year. It has been linked to a committee looking to advance employment of African-American faculty and staff. This committee formed in Summer, 2002. It has begun to look at options and to seek money for implementation. Approximately \$7000 has been spent, mostly to buy information on doctoral candidates and to survey the JSU community for strategies to promote African-American representation. A problem will arise with less funding next year. We will have to look to internal hires, and we can encourage pursuit of higher degrees from faculty already here. There will be a contract for participants and they would owe service to JSU .

Concerning the budget for travel and research: there was no call for research grants. There might be one in 2005. Travel and research can be supported, but not from this source. Deans and Department Heads will need to know goals of travel and research. Dr. Turner has given them her recommendations. Faculty giving papers will be given priority, especially those seeking tenure. JSU can expect a 6 to 18 % cut in budget next year.

**III. Approval of Minutes**

The minutes were approved without changes.

**IV. President's Report**

Dr. Hug sees the need for a form to be completed at the time of the 3rd Year Review. Sections 2.4.6 and 2.4.6.1 of the Faculty Handbook seem to give a definitive explanation of purpose and criteria of the 3rd year review. The applications for promotion and tenure provide a section for the Department head's comments. But there is no statement following the 3rd Year Review itself.

President Meehan formed a new committee, the Extra Compensation Committee. It will look at two types of extra compensation: 1) institutional 2) non-institutional. Institutional is income related to work at the university. The debate centers on allowing 20 to 33% of income above base salary. All non-institutional income is allowed. Summer and overload income are currently not to be considered as extra compensation .

The Senate's 1998 resolutions on advisement and prerequisites were given to Dr. Turner. She seemed favorable to them.

The Welfare Committee is now examining long-term healthcare for retirees.

#### **V. Committee Reports**

- A. Admissions and Scholarship: Wednesday will be the most convenient day for committee meetings.
- B. Elections: no report
- C. Honors : will meet October 27 to consider Emeriti status awards.
- D. Policies: no report
- E. Welfare: will research guidelines for Faculty Research Grants. But there is no hurry, because there is no money available.

#### **VI. Old Business**

A. Sick Leave Policy: Initially, Human Resources stated that the Faculty Handbook is just an overview. Since then they have indicated that the Faculty Handbook provides a complete statement.

B. Faculty Education Leave: Dr. Hug will raise further issues with Dr. Turner.

C. University Emergency Plan: The Senate drafted a recommendation. David Neil from Emergency Management Department added that a plan was drafted for "General Disaster," but it has not been approved. There are issues of coordination within the University. The Senate voted unanimously to accept the recommendation.

#### **VII. New Business**

The Senate is requested to issue information on course packets. The JSU bookstore can put these together in hard copy, but this requires additional 6-8 weeks of time. The JSU Library puts resources online, but this raises copyright issues. Putting one article or chapter online is not a problem, and the Library will clear copyright issues.

#### **VIII. Adjournment**

The meeting was adjourned at 4:28 p.m.

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**Faculty Senate Meeting: November 10, 2003**

\*\*\*\*\*Next Meeting December 8,2003\*\*\*\*\*

**Present:** Safaa Al-Hamdani, Larry Beard, Roxana Conroy, Chris Cook, Llew Cook, Jeff Dodd, Debra Goodwin, John Graham, Kelly Gregg, Celia Hilber, Lynn Hillhouse, Gloria Horton, Monika Hossain, Bill Hug, Augustine Ihator, John Jones, Tony Logsdon, Steve Loucks, Karen Myers, David Neal, Jodi Poe, Roland Thornburg, Jan Wilson.

**Absent:** Tracy Broom, Freddy Clements, Richard Davis, Deborah Francis, Jess Godbey, Larry Hardin, Ben Hardy, Herschel May, Charles Notar, Lori Owens, Kim Womack, Jeff Zanzig.

**Call to Order:** The meeting was called to order at 3:15 p.m.

**Guest Speaker:** Bill Hug introduced Jim Fuller, Head of the JSU Athletic Department. Mr. Fuller addressed the Senate, presenting several of his goals for the future of his department. He stressed the importance that will be placed on academics in each sport, as well as for each student athlete, in order to improve the academic standing of JSU's athletic program. He also explained several ways he will be attempting to save money in his department as an effort to



cooperate with across the board cutbacks at the University. Mr. Fuller also expressed his desire to develop and maintain a good relationship with the JSU faculty.

**Approval of the Minutes:** The Senate approved the minutes for the October meeting.

**President's Report:** President Hug announced that Dr. Turner and Karen Davis are working on revisions to the Sexual Harassment policy, and that more emphasis will be placed on resolving issues at lower levels, following due process, and providing a form for complaints.

Next, Hug presented the calendar for the 2004-2005 school year, which has been approved with the following dates: August 26th, first day of class for Fall; December 11 th, graduation; January 10th, first day of class for Spring; April 29th, graduation; classes in May, June and July, with Summer II finals on July 26th.

It was then announced that a new standing committee on Strategic Planning had been approved, and that Dr. Turner will be setting a date for the committee to be charged by the President.

President Hug the told the Senate that letters will be sent to all faculty and staff concerning parking tickets, and he urged that payment be prompt, as unpaid tickets will result in the owner's car being booted.

Recommendation on the Emergency Plan was given to Dr. Turner who was in agreement, then passed on to Dr. Meehan.

President Hug announced that the resolutions on advisement were presented to the Academic Counsel, received favorably, and that Dr. Turner wants to consolidate the two resolutions into one. Dr. Turner is also interested in utilizing the mainframe to solve the problem.

JSU has submitted a bid to host the Ohio Valley Conference Championship, which will be the Saturday after Thanksgiving, November 29th.

Extra Compensation Committee met last Thursday. Results include a 33 1/3 % ceiling on extra compensation. Summers and overloads will be excluded from extra compensation. Mr. Carlson will have drafts sometime this week.

**End of President's Report.**

### **Committee Reports:**

**Admission and Scholarships Committee:** will meet November 12th at 3:00 p.m.

**Honors Committee:** Completed work on the applications for Emeritus awards. The Committee's list of recipients was then sent to Dr. Turner for approval.

**Policies Committee:** No report

**Welfare Committee:** Dr. Gregg handed out information on extra benefits programs, but announced that due to the cost, these would need to be researched on an individual basis. Also Dr. Gregg announced the changes to the Grant Proposal requirements: deadlines for submissions would be less strict, but incomplete proposals would receive lower priority; changes were made to the miscellaneous costs and total amount required on the budget, as well as doing away with the colored paper requirement. He also announced that there would likely be no grant money until 2005.

**Old Business:** Dr. Hug brought up the sick leave policy and the fact that it is not accurately represented in the faculty handbook. He announced that to earn one sick day, faculty must work two weeks of the month, and that sick leave may be donated as long as the minimum required hours are kept. President Hug then asked that the Senate ok a request for further revision to ensure the accuracy of the policy.

Announced that requests for donated sick time are the responsibility of each department and that the breadth of the request depends on the department as well.

Faculty Education Leave: President Hug said he would ask Dr. Turner for clarification, especially concerning the term "renegotiation."

The question of whether or not faculty education leave time counts toward tenure, and if so how much, was raised. Apparently, if faculty member is on tenure track it will count, but how much is up to negotiation. Also, there is not an across the board minimum of time required after leave is taken, and Dr. Turner and Dr. Delap will work on revising the policy.

The lack of a form for the third year review was discussed. It was agreed that the same form needed to be used for the Third Year Review as well as the tenure review.

**New Business:** Mrs. Horton announced that Academe will meet Monday, November 17th at 3:00 in room 1103A of the library. Pete Conroy will be the guest speaker and will address environmental projects that the university is involved in.

**Meeting was adjourned at 4:30 p.m.**

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### **Faculty Senate Meeting December 8th, 2003**

**Meeting called to order at 3:15pm.**

President Hug passed out several handouts, and asked for any corrections to November's minutes. Mrs. Horton moved that the minutes be approved.

**President's report:**

President Hug announced that there had been an Academic Council meeting last Wednesday. The Academic Calendar which they approved was not approved by the President, who asked that it be amended to include an additional week of classes after Thanksgiving. As a result, graduation will be December 18 th, not December 11 th. This new schedule will consist of 39 MWF classes and 26 TT classes in the fall, 39 MWF classes and 27 TT classes in the spring. Mrs. Horton suggested that if graduation was going to be later, then there should be no classes the entire Thanksgiving week. As a whole; the senate felt the matter should have been voted on. President Hug said he would take both matters to Dr. Turner for consideration.

It was then reported by President Hug that Dr. Turner had asked that faculty be more faithful in responding to requests for progress reports on student athletes. Lynn Hillhouse then brought up concern that record-keeping was not accurate in this area. A resolution was proposed that only one progress report be required, with emphasis then made on timely submission.

Dr. Turner had also asked deans to check Summer I 2004 schedules for errors.

Higher Education Day is February 26th. Administration would like to get as many students involved as possible. Students will have opportunity to meet state legislators, view graduate program displays, as well as job fair displays. JSU will provide transportation.

**End President's Report.**

**Committee Reports:**

Admissions: Survey is being worked on concerning Distance Learning at other universities.

Honors: no report.

Policies: no report.

Welfare: no report.

**Old Business:**

Dr. Hug informed senate that he had let Dr. Turner know of their concerns regarding the Third Year Review policy, and lack of official form. He also told her of discrepancies in the sick leave policy between the handbook and official policy (ie. 1 day per month vs. 1 day per two weeks on payroll, maintaining 96 hours to donate sick leave, etc.). President Hug also asked Dr. Turner about the possibility of May Term leave being integrated into Professional Development leave, but Dr. Turner said that would give the deans less freedom in assigning May Term workloads. She said that she would urge department heads to be fair and consistent in assigning May Term leave. President Hug said he would re-open the issue with Dr. Turner.

President Hug announced that he had still not received any response to the email he sent out regarding mandatory overloads. Dr. Gregg said it would be a good idea to ask for a statement from the University concerning whether or not mandatory overloads would be required. President Hug asked if the matter needed to be sent to a committee before it was taken up with Dr. Turner.

**New Business:**

New ID numbers will be assigned to everyone in the Spring semester. The re-carding process will begin in March as part of an effort to reduce the risk of identity theft. Concern regarding interfacing with rosters was brought up. President Hug said he thought it would be an across the board change.

Jeff Dodd attended an ACUFP meeting on behalf of the Senate, and had several handouts from the meeting, including statement issued by ACHE requesting additional powers. Four recommendations came from this list and are being promoted by the ACHE chair. ACUPF expressed alarm, voiced by Potts (UNA) that the additional powers would be used by various groups to gain political leverage. President Hug said Dr. Meehan felt that the state legislature would not allow ACHE to have full financial control, but that even if they did, it would be to JSU's advantage. If ACHE is given financial power and revises formula for financial dispersement, there will be more competition.

Dr. Hug also announced that President Meehan will address the senate at the January meeting.

JeffDodd announced that he had received a copy of a resolution from UA regarding university and faculty involvement.

Hug announced that President Meehan has signed a sexual harassment policy, which is now official. The Senate was given no indication that the policy had reached that point, and it is still very open-ended. The policy lends itself towards university/faculty conflict because of its lack of due process. It could also be recognized as censure of faculty rights by the AAUP. President Hug asked Dr. Hardy to draft a response to the policy. Mrs. Horton requested that Dr. Hardy also look into the student handbook sexual harassment policy as well.

**Meeting adjourned at 4:17pm.**

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**Faculty Senate Meeting  
January 26th, 2004**

**Present:** Richard Davis, Jeff Dodd, Jess Godbey, Debra Goodwin, John Graham, Kelly Gregg, Celia Hilber, Lynn Hillhouse, Gloria Horton, Monika Hossain, Bill Hug, Augustine Ihator, John Jones, Tony Logsdon, Steve Loucks, Herschel May, Karen Myers, David Neal, Charles Notar, Lori Owens, Roland Thornburg, Jan Wilson.

**Absent:** Safaa Al-Hamdani, Larry Beard, Tracy Broom, Freddy Clements, Roxana Conroy, Chris Cook, Llew Cook, Deborah Francis, Larry Hardin, Ben Hardy, Jodi Poe, Kim Womack, Jeff Zanzig.

**Meeting Called to Order 3:20 p.m.**

Dr. Hug introduced President Meehan and thanked him for his willingness to discuss ACHE and the Sexual Harassment Policy.

President Meehan touched on several subjects of faculty concern, including insurance, retirement, the sexual harassment policy, and ACHE. He then provided background information on ACHE, and said that the request for more power was a reaction to a move to abolish ACHE completely. President Meehan said that the present system of governance, boards of trustees for the respective schools, is beneficial for JSU, and that a centralized board would be less concerned with the individual visions of the particular schools. He then announced that the Council of Presidents has agreed to support a strengthened role for ACHE, so long as ACHE does not have monetary control. As of now, ACHE determines program viability and program approval. Senator Jeff Dodd then voiced concern over how a stronger ACHE would impact the quality of the state's higher education, since most of its members have no higher education experience. Dr. Hug also voiced concern over the possibility of ACHE acquiring power to abolish units or departments. In response, President Meehan said the body would be more likely to concentrate on issues such as having too many colleges of Engineering, etc.

President Meehan then discussed out-of-state tuition, noting that the 32,000 out-of-state students in Alabama schools bring an estimated 910 million dollars into the state each year. Dr. Meehan feels that we will lose a lot if we discourage those students from coming to Alabama and that what the state really needs is new revenue.

President Meehan then discussed the costs of faculty medical insurance and retirement; these, he said, will be the next big issues that JSU tackles. According to current projections, the monthly insurance rate of two dollars for single individuals will increase to 60 dollars; the monthly rate of 134 dollars for family coverage is projected to go up to 155 dollars. Dr. Meehan believes that Paul Hubbard would fight this increase, especially since a good benefits plan has to be used to attract new faculty to make up for less appealing salaries.

The Sexual Harassment Policy was discussed next. Dr. Meehan has formed an *ad hoc* committee, comprised of administrators, the Senate's Executive Committee, and Senator Ben Hardy, to recommend revisions to the policy. These would make it more pertinent to faculty concerns, including academic freedom, while maintaining the policy's legal viability. Dr. Meehan would like to see the revised policy in place by the end of February.

The President then addressed enrollment, saying that spring numbers were down 102 students, or 330 credit hours, from last year. He does not feel, however, that this will keep JSU from reaching its goal of 10,000 students. But he is concerned about the possible loss of Georgia students in the 50 mile radius, since 770 students are from that area.

President Meehan then made closing comments, thanking the Senate for their time and consideration, and commending them for their job performance.

Dr. Hug announced that the *ad hoc* Committee will meet to discuss revisions to the sexual harassment policy.

December minutes were read and approved.

**President's Report:**

The firm of Monroe and Jenkins had made an overview presentation of the architectural plan for the university, and offered to meet with the Faculty Senate for a presentation. Senator John Graham noted that there is a copy of the masterplan in the lobby of the library.

JSU has entered into an agreement with the Japanese organization NCN concerning an ESL program for Japanese students, beginning in 2005.

Dr. Meehan has requested that 5%, 10%, and 15% reductions in funding be looked at by each college within the University and that deans submit reports.

Tim Smith from Institutional Effectiveness received a message from ACHE announcing the posting of a website which will profile Alabama's colleges and universities; each institution can determine 40% of the material in its profile.

### **Committee Reports:**

Admission and Scholarship: Gloria Horton asked for emails of schedules from committee members so that she could set up a meeting. She also announced that Academe will meet Thursday at 3 p.m.

Honors: Received a request from the Vice President for nominations for faculty awards.

Policies: No Report.

Welfare: Kelly Gregg asked if it was the responsibility of the Senate to make it known to the faculty that there may be a distinct drop in take-home salary. The Senate then discussed the issue of an increase in insurance costs, and felt that if a campus-wide announcement was made, it should be phrased as an awareness issue. Senator Gregg was appointed to draft a statement concerning the issue.

### **Old Business:**

A. ACHE-Dr. Hug asked whether or not the Senate wanted to take a position concerning ACHE's request for additional powers. He then passed out a resolution from UA recommending that, if ACHE's powers are increased, each institution have representation in the body. The Senate decided to work on a resolution of its own, which Jeff Dodd agreed to draft.

B. 3rd Year Review-Dr. Hug announced that the form for the faculty annual report will be revised to include space for the department head's assessment of the 3rd Year Review.

C. Sick Leave-- Karen Davis is supposed to revise the Faculty Handbook statement so that it corresponds to the policy.

D. May Term-- Dr. Turner said she would be willing to look at a proposal concerning May Term leave. There is no stated policy at this time concerning the issue.

### **New Business:**

Lynn Hillhouse raised the concern of having a quorum present at Senate meetings in order to conduct business. Dr. Hug will check the Constitution and Bylaws concerning absences, and refer to the policy in the announcement of the February meeting.

**Meeting adjourned at 4:30 p.m.**

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### **Faculty Senate Meeting**

**\*\*9 February 2004\*\***

**Present:** Larry Beard, Freddy Clements, Llew Cook, Richard Davis, Jeff Dodd, Debra Goodwin, John Graham, Kelly Gregg, Ben Hardy, Celia Hilber, Gloria Horton, Monika Hossain, Bill Hug, John Jones, Tony Logsdon, Steve Loucks, Herschel May, Karen Myers, Roland Thomburg, Jan Wilson, Kim Womack.

**Absent:** Safaa Al-Hamdani, Tracy Broom, Chris Cook, Deborah Francis, Jess Godbey, Larry Hardin, Lynn Hillhouse, Augustine Ihator, David Neal, Charles Notar, Lori Owens, Jodi Poe, Jeff Zanzig.

**Meeting called to order at 3:25p.m.**

### **President's Report:**

Dr. Hug reminded the Senate that February 26th is Higher Education Day, and faculty are requested to encourage students to attend.

He then announced that there is a feasibility study being pursued for a community broadband fiber-optic program, looking into such issues as economic development, and vocational training programs..

The Center for Institutional Effectiveness is issuing its new Fact Book; those who have information for it should contact Tim Smith.

Next, Hug announced that there would be a new method of reserving tables for Preview Day. Instead of requesting number of tables when making reservations, the number of linear feet should be requested.

Hug also told the Senate that there will be a presentation in either March or April concerning the Master Plan for the university, and that Dr. Turner is making the arrangements.

### **Committee Reports:**

Academics and Scholarship: Committee will probably meet February 19th-Mrs. Horton will email members to confirm the date.

Honors: The call for nominations has gone out; please submit.

Policies: No report

Welfare: Dr. Gregg passed out handout concerning possible decrease in salary/benefits package. He felt the only thing to do was to let other faculty members know, and recommended that the faculty be informed so they can oppose if desired. The Senate then discussed possible methods of disseminating the information to the faculty and staff, including email, campus mail, etc. Also, the Senate discussed whether to ask for a statement of Dr. Meehan's support, encouraging political action by faculty and staff.

### **Old Business:**

ACHE: Jeff Dodd said he felt the Senate should postpone any action on the proposed new powers, because the new powers are really within their current powers, as proposed by Bob Riley. He then announced that the press releases on the topic could be found on the Bob Riley website, which also proposed an increase of three times current tuition for out of state students, an Executive ACHE director appointed by the governor, and that remediation programs for four year institutions be moved elsewhere. Mrs. Horton raised the concern that a lot of faculty would be lost if this happened.

Third Year Review: Drs. Turner, Delap and the Deans are working on a revision to include a space for department heads to acknowledge and discuss review.

Sick Leave: Dr. Turner is working on revisions to current policy to bring it in line with the policy outlined in the handbook.

May Term: Dr. Turner feels that a specific policy would cause a loss of current leave opportunities. Dr. Hug said he tried to make the draft of a policy broad enough to define a process so that a record of unfair denial of May term leave requests would be recorded, yet still leave some room for department heads to have freedom in granting requests. The Senate then discussed the need for a written policy so that the department heads would be required to inform the deans of their decisions. Dr. Jones suggested leaving the latitude for such decisions with the deans and department heads, but proposing that one or two spots be available each May term for faculty to apply for. Next, the Senate discussed the difference in a "reduced

course load," and "professional development leave." Dr. Hug asked that a May term proposal be sent to the Policies committee to be reviewed for use by different departments, considering how different departments have used May term leave in the past.

Sexual Harassment Policy: The *ad Hoc* committee has met twice, and made recommendations at second meeting concerning the new policy. The university lawyer has agreed to most of the policy, and another appointment is scheduled for later in the week to discuss revisions. There has been progress made in establishing an informal procedure as well as a formal one. There has not, however, been much improvement in the area of academic freedom, so the policy will not be ideal, but better than the first policy, leaving more leeway for determining course material and how to teach it. President Hug then thanked Ben Hardy for serving on the committee.

**New Business:**

Freddy Clements brought up trouble he had been experiencing with the student athlete reviews.

Mrs. Horton announced that Academe would meet Monday, Feb. 16th at 3:30pm.

**Meeting adjourned at 4:15p.m.**

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**Faculty Senate Meeting  
8th March 2004**

**Present:** Larry Beard, Freddy Clements, Roxana Conroy, Llew Cook, Jeff Dodd, Jess Godbey, Debra Goodwin, John Graham, Kelly Gregg, Celia Hilber, Gloria Horton, Bill Hug, John Jones, Tony Logsdon, Steve Loucks, Herschel May, Karen Myers, David Neal, Charles Notar, Lori Owens, Roland Thornburg, Jan Wilson, Kim Womack.

**Absent:** Safaa Al-Hamdani, Tracy Beard, Chris Cook, Richard Davis, Deborah Francis, Larry Hardin, Ben Hardy, Lynn Hillhouse, Monika Hossain, Augustine Ihator, Jodi Poe, Jeff Zanzig.

**Meeting called to order: 3:20pm**

The Senate reviewed and approved the minutes from February's meeting.

Dr. Hug introduced the university architects, who presented the projected improvement plan for the Jacksonville University campus.

**President's Report:**

Dr. Hug said that the university attorney has not responded on the sexual harassment policy changes.

**Committee Reports:**

Admissions and Scholarships: no report.

Honors: Nominations have to be in by next meeting. Will email committee members.

Policies: no report.

Welfare: no report.

**Old Business:**

Discussed need for revision of the University's interim emergency plan. Senate discussed concerns with the emergency plan, including lack of detail, policy assumptions, etc.  
Academe will meet next Tuesday at 3: 15 pm.

**Meeting adjourned at 4:35 pm.**

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**Faculty Senate Meeting  
12 April 2004**

**I. Meeting called to order: 3:22 pm**

**II. The Senate reviewed and approved the minutes from March's meeting.**

**III. New Business:**

Bill Hug introduced SGA President Emily Williams, who introduced the new SGA officers. SGA member Jonathan Taylor presented two SGA resolutions involving the syllabi and the advisement at JSU .

Taylor presented the SGA's resolution (SR 06) that each syllabus should contain a set of standards in a specific order to promote consistency and uniformity .He also proposed that distribution of the syllabi be made by e-mail and be made available on the JSU website. He demonstrated the use of an automated grader to be added to the syllabi. Questions and comments from the Senate focused on the problem of faculty access to their students and prospective students, the differences in standards among the departments, and the current use of Blackboard system which gives students internet access to the syllabus. Taylor consented to look further into these issues.

Jonathan Taylor presented the SGA's resolution (SR 07)that faculty advisors set standards to improve their advisement skills. His recommendations included use of a check-off sheet in each department so that advisors do more than just indiscriminately clear students to register. Questions and comments from the Senate focused on students' use of DARS forms, the University catalog, and the University's advisement office. Rick Davis moved that the SGA solidify the resolutions in light of JSU' s capabilities. The SGA resolutions were sent to the Faculty Senate's Policy Committee.

Bill Hug then introduced Tracy Broom, Academic Advisor for student athletes. She described the strict rules that apply to athletes and the use and importance of athlete grade reports. These are sent out twice a semester and help her office keep track of athlete progress and absences.

**IV. President's Report:**

Bill Hug informed the Senate that enrollment at the University's Preview Days improved, that paychecks over the summer ( except marathons) will be one check for the entire amount. Payment for Summer I will be on 1 July, and payment for Summer II will be 1 August.

**V. Committee Reports:**

A. Admissions and Scholarship: The committee is collecting information on distance education classes at JSU. Issues include looking into complaints about the quality of distance ed classes. The committee is trying to determine if there is a policy in place.

B. Elections: There are three candidates for executive offices in the Faculty Senate: Rick Davis for Vice-President, Karen Myers for Secretary , John Jones for reelection to Historian. Voting will take place at the May meeting. New Senators will be introduced in May.

C. Honors: The process of determining awards for Faculty Research has been completed.

D. Policies: The committee will be called to meet soon.

E. Welfare: No Report.



## **VI. Old Business:**

Jeff Dodd attended the most recent Academic Council meeting. Regarding the University's plans in case of a chemical spill at the Anniston Depot, Chief Snider will talk before the Faculty Senate if invited. Currently, it is the choice of individual (both student and faculty) to shelter in place or evacuate the area. Also, a program has been started to send faculty to Cuba for research.

**Meeting was adjourned at 4:30 pm.**

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## **Faculty Senate Meeting 10 May 2004**

I. Meeting called to order at 3:20 pm.

**Present:** Safaa Al-Hamdani, Llew Cook, Richard Davis, Jeff Dodd, John Graham, Miriam Hill, Gloria Horton, Monika Hossain, Bill Hug, John Jones, Karen Myers, Charles Notar, Tim Barnett, Roland Thornburg, Jan Wilson, Clark Hudspeth, Teresa Reed, Donna Herring.

**Absent:** Larry Beard, Tracy Broom, Freddy Clements, Roxana Conroy, Chris Cook, Deborah Francis, Jess Godbey, Debra Goodwin, Larry Hardin, Ben Hardy, Celia Hilber, Lynn Hillhouse, Augustine Ihator, Tony Logsdon, Steve Loucks, Herschel May, Jodi Poe, Jeff Zanzig.

II. The Senate approved the minutes of April 2004 meeting with the knowledge that the list of present and absent members was incomplete. The corrected roll is to be added later.

## **III. President's Report:**

The university president, Dr. Meehan, has signed a revised version of the Sexual Harassment Policy. The revisions include statements on academic freedom, due process, formal and informal complaints, rights of the accused, and an appeal process. Bill Hug advised the Senate that a significant omission exists in the student section of the policy regarding due process. The Student Handbook is to be revised in the future and Bill Hug suggests that the Senate be diligent and take part in that process. He asked President Meehan to consult the Faculty Senate before beginning any revision process. Bill Hug was asked to evaluate a new film for the university on Sexual Harassment in the workplace.

Bill Hug attended the Trustees meeting where it was reported that tuition will increase in the fall semester of 2004. Full-time faculty can expect a 3% raise, pending the budget approval. Pete Matthews stepped down from the board and was replaced by Ronny Smith.

As of May 2004, enrollment for the fall semester has increased. The program for salary adjustments will continue, and travel funds will be available for the next academic year.

## **IV. Committee Reports:**

A. Admissions and Scholarship: The committee's work on evaluating the distance ed program at JSU is incomplete.

B. Elections: Nominations for the Senate's executive offices was closed. The new positions were filled: Rick Davis will be Vice-President, John Jones will be Historian, Karen Myers will be Secretary.

C. Honors: No report.

D. Policies: The committee discussed efforts to eliminate May Term but came to the conclusion that there would be substantial opposition. First, the May term generates income for the university. Second, faculty duties during the May Term is included in the faculty contracts. The committee advised the Faculty Senate to continue efforts to alleviate the burden of May Term. Possible solutions include: decreasing

workload in other semesters and enacting a policy for uniformity and fairness in the process of department heads granting leaves for May Term.

E. Welfare: No report.

**V. Old Business:**

None.

**VI. Installation of Officers and Senators for 2004-2005:**

Jeff Dodd assumed the Presidency of the Faculty Senate from Bill Hug. The Senate commended Bill Hug's performance and contributions over the past year.

**VII. New Business:**

Safaa Al-Hamdani presented the draft of a resolution asking the Faculty Senate to support his efforts to ship the donated textbooks he has collected to the students at Baghdad University in Iraq. Gloria Horton made a motion to suspend the rule that a resolution cannot be considered until the following meeting. The motion passed. The Senate voted to accept Al-Hamdani's resolution.

The Senate passed a motion to allow Jeff Dodd to use \$2,000 of the Senate's remaining funds to help with the shipping of textbooks to Baghdad University.

The Senate advised Al-Hamdani to contact Dr. Turner to seek further assistance. The Senate discussed the possibility of forming an ad hoc committee to assist the project.

**VIII. Announcements:**

The Houston Cole Library has increased its hours of operation over the summer of 2004.

The concluding meeting of Academe will be held on 19 May. Four members of the JSU faculty who received technology grants will describe how they used the funds to improve learning in their classrooms.

IX. The Faculty Senate adjourned at 4:01 pm.

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## **MINUTES 2004-2005**

*MINUTES  
FACULTY SENATE  
JACKSONVILLE STATE UNIVERSITY  
September 20, 2004*

**I. Call to Order**

The meeting was called to order at 3:15 pm.

**Present:** Larry Beard, Freddy Clements, Roxana Conroy, Llew Cook, William C. Cook, Rick Davis, Jeff Dodd, Jess Godbey, Debra Goodwin, Ben Hardy, Donna Herring, Celia Hilber, Miriam Hill, Lynn Hillhouse, Clark Hudspeth, Bill Hug, Augustine Ihator, John Jones, Tony Logsdon, Steve Loucks, Bill Lowe, Herschel May, Karen Myers, Charles Notar, Lori Owens, Jodi Poe, Teresa Reed, Roland Thornburg, Jeff Zanzig.

**Absent:** Safaa Al-Hamdani, Tracy Broom, Sherron Deweese, Deborah Francis, John Graham.

## **II. President Meehan's Address to the Senate**

President Meehan distributed enrollment numbers for the Fall 2004 semester. He reported that the enrollment for Fall 2004 was down by 101 students to 8,930, and the number of full-time equivalent students has decreased by 117, down to 8,750. The overall decrease in the number of students translates into less tuition monies taken in by the University. However, the President stated that he will still request a four percent raise for the faculty and staff when he meets with the Board of Trustees on October 18. He hopes that JSU's enrollment continues to grow – reaching the goal of ten thousand students.

President Meehan introduced Tim Smith from JSU's Institutional Effectiveness office. Mr. Smith stated that his office collects all types of assessment data on JSU. He stated that his office can help with faculty research efforts and accreditation efforts, and that his office is available to provide service across the University.

The President stated that Ayers Hall is scheduled to be completed this academic year, that the Police Academy is moving to McClellan this year (freeing Brewer Hall by Spring 2005 for reallocation), that Curtiss Hall will eventually be returned to dormitory status, and that the smokestack will come down in the next year or two. He also announced that several accreditation teams will be on campus this year, evaluating several of JSU's programs.

The President stated that there will be a pool of funds for salary adjustments this year. The Education Trust Fund is in good financial shape, and the monies from the fund will only be one-time monies. There has been a mandatory pay raise, which only affects K-12, but this pay raise could positively impact our health benefits.

## **III. Approval of Minutes**

The minutes for the May 2004 Senate meeting were approved with one correction: salary adjustments will be continued for next year.

## **IV. President's Report**

The Board of Trustees met on July 12 and received a positive report of everything that has been happening on campus. The next Board of Trustees meeting is October 18.

Academic Council Meeting: A new extra compensation policy will be put into effect on October 1.

The SACS final report will be sent out this week.

ACHE statistical abstract is now available online. ACHE will no longer be sending out paper copies.

The School of Nursing is now requiring a criminal background check and a drug screening test for all faculty and for all nursing students. These requirements were put into place based on requirements of the outside facilities with which the School of Nursing is associated.

Dr. Turner announced that faculty search committees should do thorough background checks on prospective employees, followed up by checking with applicants' former employers. Karen Davis, Human Resources, reminded committees to make sure required licenses are valid before offering employment. It was announced in the Academic Council meeting that the University Police Department will do a background check on all individuals who apply for employment. The University will have to get permission from the prospective employees before conducting the check.

*SENATE RESPONSE:* At this point, the Senate raised questions as to whether or not these background checks can be put into place without Faculty Senate approval. Concern was raised over the possibility of abuse of faculty's rights. The point was made that if the School of Nursing is requiring background checks and drug screening tests, eventually all faculty will be required to submit to background checks and drug tests. It was decided that the Senate should investigate how this new ruling came about, and that this issue

should be turned over to a Senate committee. President Dodd stated he would secure a hard copy of this new ruling and would have it available at the next Senate meeting.

A new copyright policy was approved by Academic Council – to be put into place this year.

Class schedules: A University committee has been formed, with Dr. Delap and Dr. Carr, to redesign the way the JSU Class Schedule book is laid out. Classes will no longer be listed by college, but will be listed in alphabetical order – combining undergraduate and graduate classes. The exception is the Department of Distance Learning, which will have both a separate listing and will be included in the alphabetical listing. For summer classes, courses will not be listed by terms. Instead they will all be listed in alphabetical order, along with the term they're offered. These changes are to take place soon.

There will be an Articulation and General Studies meeting on November 4.

Academe will meet September 28 at 3 pm in 1103B, Library. The speaker will be Dr. Claudia McDade, who will speak about her trip to Bulgaria, funded by the Fulbright Scholarship. She will share ways for faculty to become involved in this program. Destinations include: Australia, Egypt, Indonesia, and Asia.

The Academic Planning Calendar is online. The 2005-2006 calendar has been approved with no significant changes. Final exams for the summer sessions will no longer be held on the same day of pre-registration for the next session. Summer 2 and Marathon B grades will be due the day after their final exams.

There are problems with both undergraduate and graduate students not applying for graduation before the deadline dates.

The Academic Council approved an entirely new classification of temporary faculty: the virtual lecturer. This person will be highly specialized and will deliver their course by way of electronic means. Their salary will be negotiated, there will be no benefits, and they must meet SACS criteria for temporary faculty. This status applies only to non JSU faculty.

Salaries for adjunct employees are being studied. Currently, JSU adjunct salaries are relatively low and may need to be raised. Dr. Turner will set up a new pay schedule for assignments involving special expertise.

The University is continuing to consider different ways of balancing competing pressures: on the one hand, to keep tuition low, and on the other hand, to put more money into faculty salaries in order to alleviate salary compression problems among current faculty and to facilitate recruitment in high demand areas. Ideas that have been mentioned range from relatively minor adjustments such as changing the current credit window for full time tuition (currently 12 - 16 hours) to major policy changes such as charging more in tuition and fees for programs that are particularly expensive to staff. To help evaluate the effects of different approaches, Tim Smith is preparing a program which will allow investigation of "what if" scenarios involving tuition and fee structures. Anyone wishing to submit ideas about this is welcome to contact his office.

Books for Baghdad: The University itself is not allowed to spend any money on this project. An ad-hoc committee has been formed to assist with this project. A shipping company has been found that has agreed to ship the textbooks for free. They will provide a 40' x 10' x 10' container with a 20,000 pound weight limit. Currently we have received about 2000 books and \$4000 in donations. If we receive \$5000 more in cash, we can then donate \$9000 towards the shipping costs and fill the container any way we please. If our total cash donations total less than \$9000, then the shipment will have to include some other school supplies (not books) of sufficient value to make up the difference. (It isn't practical to assign a monetary value to the books.) This project has become a worldwide effort. The biggest problem is that too many people are sending "junk" books – which are books more than five years old. The project especially needs science, mathematics, computer science, technology, and medical books. It was moved that the ad-hoc committee for the Books for Baghdad project be approved, and it was approved unanimously.

Some of the Senate's money was spent this past summer on a new computer and on Faculty Senate stationery. In addition, a new student worker for Faculty Senate, Loren Girman, has been hired.

## **V. Introduction of Senators and Committee Assignments**

The newly elected senators were introduced.

Committee assignments for the 2004-2005 year were distributed to the senators.

## **VI. Old Business**

None.

## **VII. New Business**

It was suggested that the prayer at University functions should be more ecumenical in tone. There is concern that people of different religious beliefs could be offended by a prayer directed towards one set of beliefs. This concern was turned over to the Welfare Committee for further study.

Concern was raised over the use of the data collected by the University for the Capital Campaign drive. This issue was turned over to the Welfare Committee. Some senators stated that not everyone has received a Capital Campaign information packet. More packets are available from Melanie Delap.

The Senate By-laws allow for the appointment of a Senate parliamentarian. Rick Davis was appointed to this post.

## **VIII. Adjournment**

The meeting was adjourned at 4:30 pm.

Respectfully submitted,  
Karen Myers, Senate Secretary

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*MINUTES*  
*FACULTY SENATE*  
*JACKSONVILLE STATE UNIVERSITY*  
**October 11, 2004**

## **I. Call to Order**

The meeting was called to order at 3:16 p.m.

**Present:** Roxana Conroy, William C. Cook, Rick Davis, Sherron Deweese, Jeff Dodd, Deborah Francis, Jess Godbey, Debra Goodwin, John Graham, Ben Hardy, Celia Hilber, Bill Hug, Augustine Ihator, John Jones, Tony Logsdon, Steve Loucks, Bill Lowe, Karen Myers, Charles Notar, Lori Owens, Jodi Poe, Teresa Reed, Roland Thornburg, Jeff Zanzig.

**Absent:** Safaa Al-Hamdani, Larry Beard, Tracy Broom, Freddy Clements, Llew Cook, Donna Herring, Miriam Hill, Lynn Hillhouse, Clark Hudspeth, Herschel May.

## **II. Dr. Turner's Address to the Senate**

Dr. Turner announced that faculty research was off to a good start this fall. She met with Dr. Meehan to secure more funds to support research this year. She encouraged the faculty to apply for these funds.

She reminded the Senate that the Board of Trustees will meet on October 18. She stated that Dr. Meehan does plan to ask for the four percent salary increase for all JSU employees. This salary increase will be paid for out of reserves, due to the drop in student enrollment. Dr. Turner also noted that monies have been set aside for a salary adjustment in the spring. This money will go to the deans for distribution. The purpose of this adjustment is to raise salaries to move them closer to the national average.

Addressing JSU's Capital Campaign, Dr. Turner stated that she had been made aware that some employees were feeling pressure to give to the campaign. She stated that no one should feel pressure to give; no one will be forced or strong-armed to give. She also stated that the names of faculty who contribute will not be distributed to her office – or to anyone else not associated with the Campaign. As of October 1, the goal of the campaign was \$300,000 for JSU employees; \$264,952 has been donated as of October 11 – which is 88 percent of the goal. Dr. Turner stated that she feels we will be able to meet and probably surpass our goal. The overall goal of the campaign is \$17,500,000. So far, \$9,954,952 has been committed.

Dr. Turner also stated that she has been made aware of concerns about background checks for employment purposes. Human Resources is considering performing background checks on prospective employees, but those persons would have to sign a release form giving permission. (Currently, prospective employees do sign a release form allowing the University to contact references that are not on the applicant's reference list.) Dr. Turner encouraged all departments to check references other than those listed on resumes. Recently, a person was hired that - it was later learned - had a criminal record. As a result, some applicants for some positions are getting background checks to make sure the applicant's record is clean. The background check policy covering all positions is not currently in effect; the policy is presently being developed. Once the new policy is in place, search committees would do their committee work and check references, and then Human Resources would do the background check before the person was offered employment. Once this new policy is in place, all of JSU's job announcements will go out with a statement that background checks may be conducted. The University's application forms will have to be changed to address background checks once this new policy is put into place. Karen Davis, of Human Resources, and Joe Delap, Associate VPAA, would meet with the search committees and would make sure that the search committees were informed of this new policy once it is in place. According to Dr. Turner, Human Resources is open to letting the Senate participate in developing this policy. Once Karen Davis has a drafted policy, Dr. Turner will give the policy to the Senate so they may have a voice in the policy. Dr. Turner stated that the new policy will not be voted on before Faculty Senate has an opportunity to have input. Since Human Resources will be responsible for checking applicant information and reviewing it, they will be the ones to decide how to use the information. If questionable information is uncovered about a job applicant, Human Resources would decide whether the information is of such a nature that it should go to Dr. Turner or be kept in Human Resources. Dr. Turner assured the Senate that Karen Davis would work very hard to maintain the privacy of each applicant. If there is a negative report and this information would be used to deny employment, the information would be shared with the applicant. The Senate raised some questions regarding liability and whether background checks should be conducted before an applicant is brought to campus for interviews. Dr. Turner indicated that these issues should be addressed in the new policy.

Regarding the Senate's concerns about prayers at University functions and the feelings of people of other religious faiths, Dr. Turner stated that she shared those concerns. Dr. Turner indicated that Dr. Meehan is very interested in continuing to use the pool of ministers connected with the University. She said that efforts have been made in the past to make these ministers aware that the University community is a very diverse one, and the ministers have been asked to respect that diversity. She said she is aware that we have

faculty and staff of various faiths and suggested that perhaps some faculty/staff members might be willing to offer prayer – or could submit names of their religious leaders who would be willing offer prayer - at various University events. Dr. Turner went ahead to say that efforts would be made to remind the current ministers of the need to consider and respect all faiths when offering prayers.

Dr. Turner addressed the perception that the rules for promotion and tenure have changed, stating that they absolutely have not been changed. Dr. Turner met with Dr. Meehan and he confirmed that the rules have not changed. The individual departments of the University have the autonomy to decide the criteria for promotion. She stated that we don't want to have loose standards, but we want to have standards defined by the individual departments. The bottom line: There have been no changes. Pages 19 and 20 of the Faculty Handbook state the criteria for promotion and tenure. In 1995, the individual departments were asked to write and forward to the administration what each department's criteria would be for promotion and tenure. These criteria were sent simply to inform the administration. Dr. Turner said that the departments were not asking the administration for approval.

Dr. Turner expects some of the buildings on campus to be finished this year, giving us more space and better utilization of space. Some years ago, there was a plan, from the Enrollment Management Committee, to make all freshman and sophomore classes meet in the quad. Dr. Turner stated that as of now that plan is not a viable option because too many offices would have to move. The plans for the future campus configuration are located in Dr. Meehan's office, but these plans only represent a concept. Dr. Turner reported that the completion of the Police Academy building at McClellan is behind schedule. Gadsden State hoped to be in the building by this fall and will probably move there in November. She reported that Gadsden State is scheduled to go into the new building first, followed by the Police Academy. Dr. Turner stated that she is hopeful that the Academy will be in the facility sometime in January. Building 3181 at McClellan will house, in addition to the Police Academy, the Teacher In-service Center, the Institute for Emergency Preparedness, the Archeology Resource Lab, and Continuing Education. Moving these departments should help the parking situation as well as building use.

When asked who authorized the change in our health insurance (the co-pay has increased), Dr. Turner stated that the change was implemented by PEEHIP – not by the administration. She stated that we only have the ability to review proposed changes in life insurance.

### **III. Approval of Minutes**

The minutes from the September 20, 2004, meeting were approved.

### **IV. President's Report**

The president did not have to attend any meetings since the last Faculty Senate meeting, so there was no president's report.

### **V. Committee Reports**

A. *Admissions and Scholarship*: The committee will meet on Monday, October 18. John Jones is continuing to gather information about distance education.

B. *Elections*: A new senator from the Music Department has been added. Dr. Wendy Faughn (formerly Connell).

C. *Honors*: The due date for emeriti faculty applications is October 24. Senators were asked to remind their respective departments of this deadline.

D. *Policies*: This committee was asked to consider requesting an additional day to grade exams and determine grades at the end of semesters. The issue: Sometimes grades must be turned in the very next day after a final exam. This can be especially tough when a final exam is given in the evening of the last day of exams. The Senate's student worker, Loren, will research this topic in the archived faculty minutes and resolutions.

E. *Welfare*: A resolution on prayer was presented to the Senate. The committee stated that the problem isn't in who delivers the prayer, but it's the prayer itself. Dr. Turner had stated earlier in the meeting that the University has been including prayer at University functions, but she would appreciate a resolution to support the idea that the content of the prayers should be sensitive to various faiths. It was moved that the resolution presented be passed. The resolution passed by a vote of 11 in favor and 7 opposed. Some of those who opposed felt that no prayer should be offered at functions; others who opposed weren't against having prayer at functions, they did not agree with the wording of the resolution.

The subject of promotion was discussed. While Dr. Turner had addressed the "new" policy, saying it was a misconception, some senators stated that a "new" tenure and promotion statement had been passed around to some departments. Dr. Turner seemed to suggest that the policy set up by the individual departments in 1995 were in force. Some departments have these 1995 policies in writing and some do not. This supposed new policy has been a very active topic of discussion in the Senate's Executive Committee. It was suggested that this topic be brought up at the next Academic Council meeting. It was also suggested that the Senate might ask Dr. Turner to put in writing the fact that there is no new policy and no change in the current policy for tenure and promotion.

Capital Campaign: The JSU Foundation will keep a detailed record of giving, and concern was again raised by some senators over who would have access to the names of those who did and did not donate. Further, concern was raised over who would know how much each person donated. It was reported that Melanie Delap stated that the records were kept by her office to be able to send out thank you letters. If a person selected the option of donating to the Capital Campaign through payroll deduction, their information would also be sent to payroll so deductions could be made. If a faculty member is already giving to the University through a previous campaign, it does not count towards the current capital campaign. It was suggested that Melanie Delap disseminate this information because apparently some faculty members felt they were already being given credit for donating since they were donating through a previous campaign.

F. *Books for Bagdad*: This operation has become somewhat stagnant. Safaa Al-Hamdani, the head of Books for Bagdad, is experiencing a lull in contributions; he has about half the books and half the money he needs. Safaa is trying to postpone a visit from the shipping company until he can get in better shape. Senators were asked to mention the need for books and money at department meetings. The deadline for collecting is the end of October. The Senate might issue a challenge through the University Digest to the University at large. It is hopeful that the SGA and students will get involved. There are other universities who are collecting for this cause, and Safaa will have to drive around and collect from these universities. Safaa has about 2000 books and needs another 2000. It was suggested that book publishers be contacted, as well as the campus bookstore, to ask for donations. Any and all help would be appreciated.

## **VI. Old Business**

None

## **VII. New Business**



Some senators questioned whether or not the MFAT exam was required of students by all departments. The purpose of the MFAT is to evaluate the students; it is not intended to be used to determine whether or not a student may graduate. Some departments require students to retake the MFAT if their score is low.

## **VIII. Adjournment**

The meeting was adjourned at 4:31 pm.

Respectfully submitted,  
Karen Myers, Senate Secretary

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*MINUTES*  
*FACULTY SENATE*  
*JACKSONVILLE STATE UNIVERSITY*  
**November 8, 2004**

## **I. Call to Order**

The meeting was called to order at 3:17 p.m.

**Present:** Roxanna Conroy, Llew Cook, Rick Davis, Sherron Deweese, Jeff Dodd, Debra Goodwin, Celia Hilber, Miriam Hill, Lynn Hillhouse, Clark Hudspeth, Bill Hug, John Jones, Tony Logsdon, Steve Loucks, Herschel May, Charles Notar, Lori Owens, Jodi Poe, Teresa Reed, Roland Thornburg

**Absent:** Safaa Al-Hamdani, Larry Beard, Tracy Broom, Freddy Clements, Wendy Faughn, Deborah Francis, Jess Godbey, John Graham, Ben Hardy, Donna Herring, Augustine Ihator, Bill Lowe, Karen Myers, Emily Williams, Jeff Zanzig

## **II. Approval of Minutes**

The minutes for October 11, 2004, were approved.

## **III. President's Report**

The **memo from Dr. Turner** regarding tenure and promotion should be made available to all faculty members who have concerns involving this issue.

**Board of Trustees meeting on October 18, 2004:** President Dodd announced that the SGA has created a new website; it can be accessed at <http://sga.jsu.edu/>.

The Senate then addressed the last page of the Enrollment Management Committee Report. It was stated that the report presents clearly defined strategies for increased enrollment at the University. Emphasis

was placed on the fact that some of these strategies address not only the attraction of new students but also the quality of services that are provided to our existing students. Any comments concerning the Enrollment Management Committee Report are welcome.

The next topic of discussion was the agreement formed between JSU and the JSU Foundation. It was commented that this agreement has been developing for some time. Its purpose is to define the legal relationship between the JSU Foundation and JSU. This is an important contract that should be filed and kept as a reference for any issues that may arise concerning the legal distinction between JSU and the JSU Foundation.

**Academic Council meeting on November 3, 2004:** The Senate went into a discussion concerning the amount of extra compensation a faculty member could receive. A newly adopted policy specifies that faculty members are not allowed to receive more than thirty-three percent, or one-third, of their regular monthly salary in extra compensation from JSU each month. Summer teaching is excluded from this policy. Concern was raised regarding the awarding of grant money. The point was made that one could write for and do the work required to obtain a large grant, but still only receive the same amount of compensation. The extra compensation policy could make it so that one would not want to pursue grants. There will be a meeting held in room 122 of Martin Hall on November 9 at 3:00 p.m. Any faculty members having questions concerning this policy are encouraged to attend the meeting.

The next issue that was discussed involved the Supplemental Payments and Awards Policy. It was announced that new information had been added to the policy, but that this information was somewhat unclear. A comment was made that supplemental payments should not be recognized as extra income. It was decided that the meeting on November 9 would be a good opportunity for the faculty to ask questions regarding this statement. The importance of a member from the Faculty Senate to attend this meeting was also brought forth.

The Resolution on Prayer at University Functions met with little reaction from the Academic Council; the council neither endorsed the resolution nor officially addressed the issue raised in the resolution. It was stated that Dr. Turner was not in attendance at the meeting, and that Dr. Delap called for a motion to be made regarding the resolution. The Senate was informed that there was no response from council members and that a motion was not made. The observation was made that the Academic Council could be reacting to the legal tension that surrounds this matter. It was then decided to leave any further discussion regarding the prayer resolution for Old Business.

The Alabama Council of University Faculty Presidents (ACUFP) Meeting on November 12-13 at Alabama State University in Normal, Alabama, was announced. The comment was made that this would be an excellent opportunity for senate members to see how other universities conduct meetings. Dr. Reed remarked that senate strategies and patterns of governance could be addressed.

#### **IV. Committee Reports**

- A. *Admissions and Scholarship*- Dr. Hug informed the Senate that the focus would be on the issue involving the equivalence of courses in the classroom versus courses on the Web. Frank King believes that courses offered on the Web should be kept small; perhaps no more than 18-25 students. Dr. Hug also mentioned that he would meet with Louis Clark of the Distance Learning Advisory Committee.
- B. *Elections*- No report
- C. *Honors*- Dr. Horton reported that there are currently three nominees being considered for Faculty Emeritus. The nominees are: Jerry Smith, Lionel White, and Lowell Duffey.
- D. *Policies*- No Report
- E. *Welfare*- Dr. Reed read the memo she received from Melanie Delap concerning the Capital Campaign. The memo indicated that it is important for faculty to donate to the campaign in order to show participation and involvement, but that the amount given is not an issue. A question was raised as to whether the memo should be duplicated and given to the faculty. Dr. Loucks offered

the comment that the memo should be revised to include the information that budget managers of the departments will have names and information concerning the amount donated. It was then stated that the Welfare Committee should determine a specific course of action to present to the Senate. The prayer resolution was again mentioned; however, it was decided to leave any further discussion for Old Business.

- F. *Books for Baghdad*- Dr. Dodd reported that the program is coming along very well. He has received two calls from Dr. Al-Hamdani saying that he has received fifty boxes of books from Berry College and another fifty from a university in California. The visit from the relief agency will go on through the 18 and the 21 of November. This is when the project will receive the official word to proceed. Dr. Al-Hamdani has also received several donations including numerous overhead projectors. He says that everything is going very well and that he hopes that this project will serve as a catalyst for further international involvement. It was also announced that Phi Beta Kappa will be holding a meeting on the 20 of November. Dr. Al-Hamdani will be there offering more details on the Books for Baghdad project and his perception of Iraq. All are invited and encouraged to attend this meeting.

## **V. Old Business**

The Senate discussed the fate of the prayer resolution. Due to the legal tension that surrounds this issue, the Academic Council does not want to endorse a resolution in written form. A case involving a federal court in Indiana was brought up in which a public university's practice of having a non-denominational prayer at graduation was upheld.

It was noted that the legal status of the prayer at a public university graduation is not clear, and a question was posed on whether or not JSU has taken an official stance on prayer. Dr. Owens mentioned that the State Attorney General could possibly advise the University on this issue. The point was made that the resolution is not "dead" because it was passed by the Senate. It was also stated that President Meehan cares about this issue and is very sensitive about it.

A discussion then ensued regarding whether or not a prayer could be ecumenical. Dr. Hillhouse said that it was possible since there are ministers who are trained to be ecumenical and address all faiths. The University must make the effort to appeal to a higher nature by confronting this issue. It was stated that the faiths of many individuals are not being addressed at JSU. Dr. Jones mentioned the fact that Dr. Turner had encouraged this resolution. The Senate resolved that definite action needs to be made on this issue. Dr. Cook mentioned that concerns of this nature are commonplace in universities, and that they have been discussed before. The idea was put forth that perhaps the Senate could gather information from the ACUFP meeting to find out how other schools have dealt with this issue. It was then decided to table this resolution for further investigation to be discussed at the next Faculty Senate meeting; all members were in favor.

## **VI. New Business**

**Strategic Planning Committee:** Rick Davis offered information involving the University's pursuit of meeting the SACS requirement of developing a Vision Statement. This statement would be different from JSU's Mission Statement because it would address the concept of "where we want to go and to be." It was noted that the Faculty Senate's representative on this committee is Bill Hug. If anyone has any suggestions on this matter, please see Rick Davis or Bill Hug. As of now, there is nothing concrete concerning this issue.

## **VII. Adjournment**

The meeting was adjourned at 4:07 p.m.

Respectfully submitted,  
Loren Girman, Student Worker

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***MINUTES***  
***FACULTY SENATE***  
***JACKSONVILLE STATE UNIVERSITY***  
**December 13, 2004**

**I. Call to Order**

The meeting was called to order at 3:16 p.m.

**Present:** Kristi Beam (alternate for Lynn Hillhouse), Roxana Conroy, Llew Cook, Rick Davis, Jeff Dodd, Wendy Faughn, John Graham, Miriam Hill, Clark Hudspeth, Bill Hug, John Jones, Tony Logsdon, Steve Loucks, Bill Lowe, Herschel May, Karen Myers, Lori Owens, Jodi Poe, Teresa Reed, alternate for Emily Williams

**Absent:** Safaa Al-Hamdani, Larry Beard, Tracy Broom, Freddy Clements, Sherron Deweese, Deborah Francis, Jess Godbey, Debra Goodwin, Ben Hardy, Donna Herring, Celia Hilber, Augustine Ihator, Charles Notar, Roland Thornburg, Jeff Zanzig.

**II. Approval of Minutes**

The November 8, 2004, minutes were approved.

**III. President's Report**

Dr. Dodd met with Dr. Turner on December 11. Dr. Turner reviewed the Senate's Resolution on University Prayer with President Meehan. She indicated that both she and Dr. Meehan support the Senate's position concerning this issue. Dr. Turner stated that President Meehan has been made aware of the legal issues brought up in the Academic Council meeting, but President Meehan is not concerned because the audience is an adult audience, not a school-aged audience.

Dr. Turner was going to try to find the individual department criteria for promotion and tenure. Dr. Delap will chair a committee to review the various sets of criteria from the different departments. Differences are expected, but some areas of uniformity should fall into place. Dr. Delap is supposed to set up in-service seminars for department heads and deans to go over the criteria for promotion and tenure. It was stated in the Senate that some type of training should be provided for new faculty members so they will know the promotion and tenure criteria.

In Dr. Dodd's meeting with Dr. Turner, she also stated that there should be some money for salaries and adjustments, effective May 1. There is going to be a serious effort to raise the pay of adjunct faculty and the pay for overloads. Also, President Meehan wants to increase the money for grants.

The Academic Council met on November 17. They discussed the Supplemental Payments and Awards Policy. The Council learned that gifts and awards will not be included in extra compensation. People are still concerned - not so much about the amount, but about the distribution of extra compensation. A certain amount of monies must be allocated per month to prevent people from exceeding the limit set by the Supplemental Payments and Awards Policy. If a large amount is received during the summer, it will put people over the limit.

Dr. Dodd attended the Alabama Council of University Faculty Presidents (ACUFP) meeting held November 12 and 13. He stated that there was a sharp focus at the meeting on funding higher education in the state. Gordon Stone, of the Higher Education Partnership (HEP), spoke at the meeting. Mr. Stone suggested that there are lots of possibilities for state universities to get involved politically. He suggested the possibility of instituting affiliate HEP partnerships for different groups on campuses. The cost of HEP membership for these groups would be negotiated (approximately \$2 per head). It is critical to increase the membership of HEP. He stated that there are 150,000 potential members on campuses throughout the state. Mr. Stone also stated that it might be productive for state universities to establish a relationship with their campus lobbyists. JSU has three representatives to HEP, but we don't know who they are. Dr. George Makowski, President of ACUFP, also urged senators to become more politically involved. He suggested that universities invite their alumni who are serving in the state legislature to visit their campuses. Dr. Makowski stated that the legislature in Montgomery view university faculty as being "strange creatures," and we need to change that view. He stated that we need to communicate our needs to the legislators. We have a double-edged sword: Faculty boast about all the monies we receive through grants and then turn around and plead for money from the legislature. Dr. Dodd pointed out that Laura Hall, representative for the 19<sup>th</sup> district, suggested that the best way to communicate with our legislators is by contacting them at home, not in Montgomery. She also said that requests and questions should be given directly to the representatives in a clearly written format (and limited to one page in length).

While at the ACUFP meeting, Dr. Dodd asked how other universities handle prayers at their functions. He was told that, basically, they don't worry about it.

There was a new buzzword at the ACUFP meeting: shared governance. Basically, shared governance is a way of structuring university committees to make sure faculty is represented. It is NOT meant to trump the university president's power.

#### **IV. Committee Reports**

- A. *Admissions and Scholarship*: Dr. Hug met with Dr. Louise Clark concerning distance learning. She told him that the only issues the distance learning committee has addressed involve technical issues – not academic issues. T. Allen Smith conducts a systematic assessment of the distance learning service provided to the faculty and the students at the end of each semester. There is no real assessment of learning outcomes. The study of this issue will continue.
- B. *Elections*: No report.
- C. *Honors*: President Meehan has requested a copy of the criteria established for the three university-wide awards given each spring (Faculty Scholar Lecturer Award; Thomas Award for Outstanding Community Education and Service; McWhorter Outstanding Teacher Award). We currently are unable to find these criteria. The search is continuing.
- D. *Policies*: No report.

E. *Welfare*: Questions were again raised about the Capital Campaign. Steve Loucks, Welfare Committee, met with Melanie Delap, head of the Capital Campaign. Mr. Loucks was told that the Capital Campaign committee was planning to put a report in the Gem of the Hills, listing everyone who has contributed to the Campaign. As of this date, this report has already appeared in the Gem of the Hills magazine. Some University employees are concerned about who will actually see the names of the contributors and how much they contributed. The contributors' names did appear in the Gem of the Hills; the amount given only appeared in ranges. Ms. Delap stated that this report was only meant in a positive light.

Some faculty seemed upset over the tactics used by some department heads asking them for contributions to the Campaign. Ms. Delap stated that the Campaign committee only wanted to be able to state that our faculty has contributed. The total amount contributed was needed so the President could use it as a basis to get more contributions from outside companies and organizations. Ms. Delap is to prepare a letter explaining the workings of the Campaign, and anyone will be welcome to view the letter. Ms. Delap stated that she would be happy to come to the Senate and answer questions, if the senators wish.

F. *Books for Baghdad*: This effort is going great; we are currently in the home stretch. We are contracting with International Relief and Development to ship the books. The books will be sent in mid to late January, 2005. The end of December, 2004, has been set as a tentative deadline. Safaa Al-Hamdani has been sorting and packing the books. Buckeye Diamond Logistics is taking the books to Oxford, Alabama, putting them on palettes and shrink wrapping them – for free. There will be some positive international programs as a result of the Books for Baghdad project. Eighteen or so Iraqi female softball players will be on JSU's campus this summer, staying for about two weeks in the International House, working with the JSU softball staff, and touring.

There are thousands of books that are not appropriate for shipment, and they will be sold at a book sale next spring. Kelly Gregg would appreciate help with this project. The money raised from the book sale will go to help defray the costs of the Books for Baghdad project.

## **V. Old Business**

None.

## **VI. New Business**

Some faculty members are receiving emails with strange subjects – which can often lead to pornographic sites. Faculty members are concerned about having this record on their hard drive. Oftentimes, a faculty member may not recognize the sender's address and open the email thinking it's from a student. JSU's Computer Services Web site has spam software to help with this type of problem.

## **VII. Adjournment**

The meeting was adjourned at 3:55 p.m.

Respectfully submitted,  
Karen Myers, Senate Secretary

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**MINUTES  
FACULTY SENATE  
JACKSONVILLE STATE UNIVERSITY  
January 24, 2005**

**I. Call to Order**

The meeting was called to order at 3:20 p.m.

**Present:** Roxana Conroy, Llew Cook, Sherron Deweese, Jeff Dodd, Debra Goodwin, John Graham, Celia Hilber, Miriam Hill, Clark Hudspeth, Bill Hug, Augustine Ihator, John Jones, Tony Logsdon, Steve Loucks, Bill Lowe, Karen Myers, Charles Notar, Jodi Poe, Teresa Reed, Emily Williams.

**Absent:** Safaa Al-Hamdani, Larry Beard, Tracy Broom, Freddy Clements, Rick Davis, Wendy Faughn, Deborah Francis, Jess Godbey, Ben Hardy, Donna Herring, Lynn Hillhouse, Herschel May, Lori Owens, Roland Thornburg, Jeff Zanzig.

**II. Approval of Minutes**

The minutes for December 13, 2004, were approved.

**III. President's Report**

The Academic Council met on January 19. The International House is going to have a reunion in Paris, France, in 2006. The intent is to reunite JSU's European alumni with some of their former American roommates and friends.

Dr. Turner and Dr. Delap announced some international education opportunities. Representatives from the Study Abroad Program will visit JSU this summer to provide information and speak about offering JSU faculty the opportunity to teach abroad. Most of these programs are offered in the summer so there will be no conflict with normal teaching duties.

The new vision statement for the University has been approved.

JSU's Institutional Research and Assessment Office has just released the new JSU Fact Book. CDs of the Fact Book are being distributed to faculty through campus mail. In addition, the Fact Book can be viewed online, or a printed copy may be obtained from Mr. Tim Smith. Mr. Smith is always willing to provide any needed information pertaining to the University and is open for suggestions regarding what information to include in the Fact Book.

The Board of Trustees met this morning (January 24). Several announcements and decisions were made regarding the University's physical plant. The stadium will be receiving new turf, a new scoreboard, and

other upgrades. The steam plant, Luttrell Hall, and Abercrombie Hall will all be demolished. Tentative plans are to build a new facility in the Abercrombie Hall area to expand the College of Education and Professional Studies.

A unified budget request from all of the state's two- and four-year colleges has been created. If this budget is approved, it would give JSU about a ten percent increase in state appropriations. The Senate raised the question whether two- and four-year schools would be getting the same raise as K-12 schools. JSU is going to ask for the same amount K-12 is getting (which is a seven percent increase in compensation) or at the very least, a four percent increase in compensation. There may not be enough money in the state's Education Trust Fund to secure a seven percent raise for both K-12 and higher education schools. It appears that the two- and four-year schools may once again be pitted against the K-12 schools.

Also at the Board of Trustee's meeting, the Admissions Office gave a presentation regarding scholarships. JSU has a marked increase in students applying for alternative funding. Our students get both government and alternative loans but are unable to consolidate them. The average indebtedness of our students is about \$20,000 by the time they graduate. Federal money is going to be cut, so JSU is anticipating that more students will be applying for scholarships.

Mr. Randy Harper gave a presentation to the Board concerning JSU's information technology plan. He says that we are currently at a crossroads in our technology needs. There is an information technology steering committee, comprised of about 25 members. The committee is considering adopting a new program called Banner which would give us much more functionality than does our current system. The company which produces Banner serves hundreds of campuses across the country, and they serve about 25 schools in Alabama. To install the program, there is a one-time cost of about \$4,500,000; there is also an annual cost of about \$635,000 to maintain it. So the projected cost for Banner over the next 10 years is about \$10,400,000. It would take between 18 months and three years to get Banner up and running, and it would require JSU to change some of its business processes. The projected cost for making necessary upgrades to the current system, but introducing no new functionality, over the next 10 years is about \$6,385,000. If the committee recommends the purchase of Banner, the purchase will have to be approved by the Board of Trustees.

Mr. Joe Serviss announced the production of a new annual report. It will be sent around to university presidents in an effort to raise JSU's tier three rating to a tier one rating. If anyone knows of anyone who should receive this report, please let Mr. Serviss know.

The Print Shop is increasing its rates from one cent per page to two cents per page.

The News Bureau is starting to translate some of JSU's broadcasts and Web pages into Spanish to accommodate Spanish speaking parents and site visitors.

On Wednesday, January 26, Academe will meet in Conference Room B on the tenth floor of the Library. Dr. Randall Davis, English Department, will talk about strategies for incorporating writing into different disciplines.

President Dodd stated that he has had a couple of inquiries about the inventory software which everyone must install on their office computers. Some people were told that this program is actually spyware. Dr. Dodd told the Senate that while this new software could be used as spyware, he was assured by Randy Harper that the software will be used just for inventory purposes. Using this software, inventory information is refreshed each day and this information is used to help make informed decisions about technology needs on campus.

#### **IV. Committee Reports**



- A. *Admissions and Scholarship*: Dr. Bill Hug is working on the draft of the distance learning report. He plans to present it to his committee soon. He should have a report for the Senate in March.
- B. *Elections*: No report.
- C. *Honors*: A call for the three awards (Faculty Scholar Lecturer Award; Thomas Award for Outstanding Community Education and Service; McWhorter Outstanding Teacher Award) will go out to the JSU mailboxes on Friday, January 28.
- D. *Policies*: No report.
- E. *Welfare*: Mr. Steve Loucks spoke with Ms. Melanie Delap concerning the Capital Campaign. She has delivered another letter stating that budget members do see the exact amounts given by donors, but provision of this information is intended in a positive light. Mr. Loucks is going to ask her to combine the information provided in the two letters she's written into one and post the new letter on the JSU Digest Web site.
- F. *Books for Baghdad*: This effort is essentially finished. Ten thousand books and about \$15,000 in various types of educational supplies were collected and shipped. The books and supplies have been taken to Oxford, Alabama, to a shipping company, Buckeye Diamond Logistics. They will be shipped out at 4 p.m. on Friday, January 28, to New Orleans, then to International Relief and Development in Washington, D.C., and then shipped on to Baghdad. All shipping charges are free. This project was a tremendous success. Dr. Safaa Al-Hamdani will need a little more help at Buckeye Diamond Logistics this Thursday and Friday. It was suggested that maybe the SGA could help Thursday night or Friday morning. Emily Williams, SGA President, stated that she would contact the fraternity presidents to see if they would be willing to assist. As to the future of this program, it's up in the air. Right now, this is a one time project, but the door will be left open. Dr. Al-Hamdani would like to continue this effort in some way, but not in the current format. The project as it is now consumes about 95 percent of his time. The Senate feels that Dr. Al-Hamdani should be given some type of recognition for all of his hard work.

## **V. Old Business**

The Senate Executive Committee is working on some issues, but nothing is ready to come to the Senate floor.

## **VI. New Business**

Dr. Teresa Reed, Welfare Committee, stated that she has been approached by a faculty member who was serving on a departmental hiring committee. The faculty member stated that one of the applicants for the position being reviewed was a woman who had a four-year gap in her work experience while she was raising her family. The hiring committee was unwilling to consider her due to this gap. Ms. Karen Davis, Human Resources, was consulted and she stated that it was against the law to reject someone on these grounds. This particular hiring committee did not contact Ms. Davis before starting their work, so they had not been apprised of hiring conditions. There is concern that this type of practice occurs from time to time. Obviously, the current hiring process is not working. Ms. Davis stated that she would be happy to address the Senate concerning this issue and other hiring issues. Dr. Reed stated that she would be willing to contact all of the department heads to see how this process is being handled. No decision was made by the Senate.

The issue of background checks was brought up again. Currently, no policy has been drawn up. Dr. Turner has assured the Senate that if or when a background check came into being, there would be a Faculty Senate review before the policy was finalized. The College of Education is already conducting background checks. They are required to conduct these checks based on a State Department policy which requires background checks for teacher certification.

Ms. Emily Williams, SGA President, spoke to the Senate about the SGA Tsunami Relief Fund. The SGA is trying to raise money to send to the afflicted areas. The first \$2,500 raised will go to a water purification system. The second \$2,500 will be sent to the American Red Cross. Anyone wishing to contribute can do so in cash or by writing a check to the Baptist Campus Ministry or delivering donations to the Office of Student Life. On Tuesday and Wednesday, January 25 and 26, SGA members will be collecting money around campus.

## **VII. Adjournment**

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,  
Karen Myers, Senate Secretary

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*MINUTES*  
*FACULTY SENATE*  
*JACKSONVILLE STATE UNIVERSITY*  
**February 14, 2005**

## **I. Call to Order**

The meeting was called to order at 3:15 p.m.

**Present:** Larry Beard, Roxana Conroy, Rick Davis, Jeff Dodd, Wendy Faughn, Debra Goodwin, John Graham, Ben Hardy, Celia Hilber, Miriam Hill, Lynn Hillhouse, Bill Hug, John Jones, Tony Logsdon, Steve Loucks, Bill Lowe, Herschel May, Karen Myers, Lori Owens, Jodi Poe, Teresa Reed, Emily Williams,

**Absent:** Safaa Al-Hamdani, Tracy Broom, Freddy Clements, Llew Cook, Sherron Deweese, Deborah Francis, Jess Godbey, Donna Herring, Clark Hudspeth, Augustine Ihator, Charles Notar, Roland Thornburg, Jeff Zanzig.

Mr. Gordon Stone, Executive Director of the Higher Education Partnership (HEP) addressed the Senate. He stated that the Higher Education Partnership has the responsibility of making sure that a member of HEP is present in the state legislature whenever policies are made which affect HEP members. (HEP covers faculty, staff, and students at four-year schools.) Global issues for universities cover four basic points: (1) universities don't want the legislature to start the education budget writing process with a figure

lower than last year's figure; (2) universities want to make sure mandatory costs are funded (retirement and health for retirees); (3) universities want to be at an equal level with K-12 and the two-year schools; and (4) if a bond is issued, universities want to be part of that bond.

Mr. Stone stated that we currently have a governor who has given us (higher education) a budget that has exactly what we have asked for. He stated that Governor Riley's proposed budget covers PEEHIP and provides for a four percent increase in pay. Prior to the 1990's, the appropriation amounts were 1/3 for higher education and 2/3 for K-12. In the 1990's, that formula changed. HEP is asking for the formula to be reinstated. HEP is asking for 1/3 of any new money to be distributed to higher education. Last year, higher education did not get near 1/3 funding; they only got 17 percent of the new money. This year, HEP is asking the legislature for supplemental appropriations to make up last year's shortage of \$46 million.

Currently, there is a request by K-12 and the two-year schools for a seven percent increase in pay. HEP is asking the legislature to fund a salary increase for higher education in the same amount, but it is hard to know whether that money is going to be there to fund a seven percent raise. HEP is going to ask for higher education's normal appropriation and then move up.

Higher Education Day will be held on March 3 in Montgomery. Everyone is strongly encouraged to attend. There will be a free rally from 11 am to noon. From noon to 1 pm, there will be a free lunch for the attendees and all the legislators, which will give attendees the opportunity to visit with the legislators one on one. The theme of this year's Higher Education Day will be "2005 is the year for higher education." Faculty members are encouraged to send emails, make phone calls, and make face-to-face contact with their legislators. The governor, lieutenant governor, and the speaker of the house have all agreed to speak at Higher Education Day. In addition, Dr. Meehan and Jim Bennett, chairman of JSU's Board of Trustees, will be speakers. JSU will be taking three busses to Montgomery. The whole idea behind Higher Education Day is communication. Higher Education Day and HEP are not just for students; they are also for faculty and alumni. Anyone can go to the HEP Web page and print off a membership form to join. The cost is only \$12 per year.

Dr. Dodd questioned Mr. Stone about forming a political action committee at JSU. Mr. Stone suggested that if such a committee were formed, it would be important that they not get caught up in details because the details can change. He suggested working with Dr. Meehan in creating a political action committee. He stated that it's important to be in the communication loop, but to not get locked into a corner. It's often hard to know what's really going on in the legislature. The University of North Alabama formed a committee with their faculty senate, and their committee is plugged into the partnership committee so they can keep abreast of what is going on in Montgomery. Mr. Stone stated that he would be glad to sit down and talk to the people who would be interested in creating and serving on a political action committee at JSU.

## **II. Approval of Minutes**

The minutes for January 24, 2005, were approved.

## **III. President's Report**

Dr. Dodd reported that there were no university committee meetings since the last Senate meeting. The scheduled Academic Council meeting was cancelled. He has not been able to meet with Dr. Turner, but he plans to do so soon.

In reference to the Sexual Harassment policy, Dr. Dodd stated that Mr. Marvin Jenkins was in touch with him about a revision to the policy. The revision to the policy is not being handled by a committee. The Senate's Executive Committee has given Dr. Dodd some input concerning the contents of the Sexual Harassment policy. Inasmuch as the Executive Committee handled the Sexual Harassment policy last year, Dr. Dodd stated that they would probably handle it again this year rather than having the full Senate address this issue.

Dr. Dodd issued a reminder to the senators, on behalf of Ms. Karen Davis, Human Resources, to ask their departmental colleagues to participate in a Human Resources employee survey to determine what types of employee assistance programs are helpful to JSU employees. (This survey was emailed to the faculty.) The survey has not been getting much response, so Ms. Davis is asking for participation again.

The deans have requested input concerning what type of functionality the Banner program should have, if adopted. Dr. Dodd stated that he would be happy to receive information from the Senate and make those suggestions known to the proper committee.

Dr. Dodd stated that ACUPF always schedules a meeting to coincide with Higher Education Day and that he would be attending that meeting. The purpose of the Higher Education Day ACUPF meeting is to discuss political issues and any other topics which may arise.

#### **IV. Committee Reports**

- G. *Admissions and Scholarship*: Dr. Bill Hug is working to wrap up the draft on distance education. He hopes to have it to his committee in the next couple of weeks.
- H. *Elections*: The election committee members were asked to meet briefly after the Senate meeting.
- I. *Honors*: Nominations are currently being accepted for emeriti faculty and the three awards (Faculty Scholar Lecturer Award; Thomas Award for Outstanding Community Education and Service; McWhorter Outstanding Teacher Award). The deadline for submissions is March 4.
- J. *Policies*: Drug testing and criminal background checks for the College of Nursing can be accessed through the College of Nursing Web page.
- K. *Welfare*: The committee will receive a new, signed copy of Ms. Melanie Delap's letter explaining how information is reported concerning the Capital Campaign.
- L. *Books for Baghdad*: This effort is essentially finished. The books did ship out about a week ago Friday. Ten thousand books and a lot of supplies were shipped. The project is now dormant but not necessarily dead.

#### **V. Old Business**

Dr. Teresa Reed reminded the Senate that there is a problem with departmental hiring committees. She again asked the senators to solicit people in their departments for information or stories about hiring committee situations in an effort to discover the types and scope of the problems. Feedback is also needed for the Human Resources office pertaining to what types of information that office should be providing to the departmental hiring committees.

#### **VI. New Business**

The senators were encouraged to join HEP. Any organization, of any size, on campus can be an institutional member for about \$2 a person. Dr. Dodd stated he would get in touch with Mr. Stone to see if it would make a difference if the Senate became a group member. The Senate might need a committee to interface with HEP. The creation of such a committee must be done in coordination with Mr. Jack Hopper, JSU's representative to HEP. It was suggested that the Executive Committee could oversee the formation of this committee. Dr. Dodd stated that it might be wise to form such a committee to keep the Senate current

with what other universities are doing. He also stated that he wanted to know if anyone would be interested in serving on such a committee before he spoke to Mr. Hopper.

A senator asked if anyone had heard how much money had been raised by the Capital Campaign. No one knew the exact amount of contributions, but around 60 percent of the faculty has contributed.

## **VII. Adjournment**

The meeting was adjourned at 3:55 p.m.

Respectfully submitted,  
Karen Myers, Senate Secretary

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**Capital Campaign Letter** - See next page . . .

JACKSONVILLE STATE UNIVERSITY  
700 PELHAM ROAD NORTH  
JACKSONVILLE, ALABAMA 36265-1602

OFFICE OF  
INSTITUTIONAL DEVELOPMENT

February 15, 2005

TELEPHONE: (256) 782-5306

Dr. Jeff Dodd  
Faculty Senate Chair  
Jacksonville State University  
Jacksonville, AL 36265

Dear Dr. Dodd:

This letter is to address how the information is used regarding employee participation in JSU's Power of 125 Capital Campaign.

The Capital Campaign office and the JSU Foundation office keep detailed information for record keeping purposes, such as sending thank you letters or keeping up with numbers of participants. The only detailed information that is shared outside of those offices is to Human Resources, in the case of payroll deductions. Also, account managers receive monthly activity reports from the JSU Foundation. These reports include a detailed listing of the pledges and gifts which have been credited to the account. This is the same procedure that was used before JSU's Power of 125 Capital Campaign began. Many account managers like to send thank you notes and/or add the names of people who have supported the program financially to mailing lists.

The employees are considered part of the capital campaign and as such, the campaign staff reviews numbers to date. Employee names are not given or discussed. The Faculty-Staff Co-Chairs committee is given a list of people who are in their area. The list includes givers and non-givers. No amounts are given, only names. If an employee has not contributed to the campaign, they may be approached to see if there are any questions or if any help is needed. There is not any pressure to participate. It is just an opportunity to voice questions or concerns.

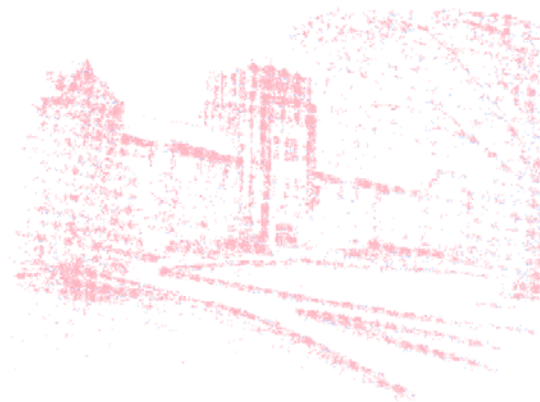
We are looking for participation by the faculty and staff. It is not how much one gives; it is the participation that counts which sends a very strong message to potential contributors.

Very sincerely,



Melanie Delap  
Director of Institutional Development

cc: Steve Loucks



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**MINUTES**  
**FACULTY SENATE**  
**JACKSONVILLE STATE UNIVERSITY**  
**March 14, 2005**

**I. Call to Order**

The meeting was called to order at 3:20 p.m.

**Present:** Roxana Conroy, Llew Cook, Sherron Deweese, Jeff Dodd, Wendy Faughn, Debra Goodwin, John Graham, Ben Hardy, Celia Hilber, Miriam Hill, Clark Hudspeth, Bill Hug, Augustine Ihator, John Jones, Tony Logsdon, Karen Myers, Lori Owens, Jodi Poe, Teresa Reed, Mardracus Russell.

**Absent:** Safaa Al-Hamdani, Larry Beard, Tracy Broom, Freddy Clements, Rick Davis, Deborah Francis, Jess Godbey, Donna Herring, Lynn Hillhouse, Steve Loucks, Bill Lowe, Herschel May, Charles Notar, Roland Thornburg, Jeff Zanzig.

**II. Approval of Minutes**

The minutes for February 14, 2005, were approved.

**III. President's Report**

Dr. Jeff Dodd met with Mr. Marvin Jenkins, Associate Vice President for Student Affairs, about the sexual harassment policy in the student handbook. Mr. Jenkins told Dr. Dodd that the Senate will be getting a draft of this policy and will be able to review it in detail before it is finalized. In the Student Handbook, Mr. Jenkins is planning to refer to the sexual harassment policy found in the Policies and Procedures Manual. The entire statement regarding academic freedom is also going to be placed in the Student Handbook. Dr. Dodd indicated that the wording of the sexual harassment policy is crucial; the Senate wants to be able to see the policy draft.

The Academic Council met two times since the last Senate meeting.

*At the February 16 meeting:*

- A reminder was issued that there are policies for groups engaging in private fund raising. These policies are found in the Manual of Policies and Procedures. Some groups have not been following the stated policies.
- It was announced that the University is probably going to move forward with purchasing the new Banner software. However, before making the purchase, a competitive bid will be taken (for legal reasons).

*At the March 2 meeting:*

- A proposal was introduced by Dr. Louise Clark, Associate Dean of the CCBA. She suggested that perhaps when the University tracks enrollment, a heading might be created to differentiate between "conditionally" enrolled and "unconditionally" enrolled students.
- It was announced that the calendar for the 2005-2006 academic year has been modified. The spring break has been changed to the week of March 20 to be in line with local area schools.
- Dr. Clark announced that the University is aware of the computer system going down in the

midst of registration and is working to fix the problem.

- Mr. Randy Harper, Computer Services, announced that there will be some additional work on the computer inventory system. Computer Services has made some changes to the current system which has created the need for a new inventory program to be installed on all campus computers. This new inventory program will replace the inventory program which was just recently installed on campus computers.

The Alabama Council of University Faculty Presidents (ACUFP) met on March 3 and 4 in Montgomery. Several topics were discussed, including the budget situation. While the budget starts out sounding great, almost half of the money is one-time money and will not be available in subsequent years. Governor Riley wants to take \$70 million out of the education fund and apply it to other budget items. Dr. Bill Meehan, the current president of the Alabama Council of University Presidents, addressed the ACUFP meeting. The Alabama Council of University Presidents is asking for a base of last year's appropriations, full funding for PEEHIP for all four-year schools and for retirees, raises of at least four percent (or if K-12 gets something higher, four-year schools should get the same), the opportunity to participate in an education bond issue, and supplemental payment for retirees' insurance. The chair of the house budget committee also addressed the ACUFP meeting. It is not known if there is enough money for the Alabama Council of University Presidents' proposal and the monetary items the Alabama Council of University Presidents is asking for – plus the \$70 million which Governor Riley wants for other budget items. The ultimate goal of the Alabama Council of University Presidents and all the four-year schools is to get back to the one-third/two-thirds split between K-12 and higher education (one-third for higher education and two-thirds for K-12).

A copy of Senate Bill 240 was distributed to all the senators. Dr. Dodd requested that the senators read the bill very carefully. This bill has gone through committee and is in its second reading (there are three readings of a bill). While the bill is an odd document, it passed through committee almost instantaneously. The bill seems to be trying to push the door open for the teaching of creationism at the K-12 and university levels. Whether this interpretation is correct, Dr. Dodd couldn't say. People who teach biology, physics, and chemistry might have a real problem with the bill.

Also at the ACUFP meeting:

- A representative from the University of Alabama announced that the University of Alabama is planning to increase its enrollment from 21,000 to 28,000 by 2013.
- It was announced that the Alabama Council of University Presidents passed a resolution in support of international students coming to universities in the state because of the diversity it brings to the universities, not to mention the money it brings to the state.
- The University of North Alabama objected to their geography program being terminated because it is not viable. Cutting the program will not save any money because none of the faculty will be released.
- Dr. Meehan announced that his perception of ACHE seems to be more friendly which means we might be able to fix some of the excessive controls put in place. The new program moratorium put in place by ACHE is ending in September. New programs will now be considered.
- The University of Montevallo announced that there is a Web site that is attached to an organization which does a lot of lobbying. The site's Web address is [www.studentsforacademicfreedom.org](http://www.studentsforacademicfreedom.org). At the site, students can rate faculty members and can complain if they think one of their faculty members has discriminated against them. There are some pretty inflammatory statements made by students at the site. The site is not being monitored in any way.
- ACHE is continuing to collect more and more information about what is going on at our campuses. They are apparently creating a faculty database, and they are penetrating pretty



deep. They are going around campuses interviewing senate presidents. There is a bill which could lead to ACHE making comparisons of programs at the different schools.

Dr. Dodd closed his report by apologizing for the lack of refreshments at Senate meetings. He stated that he was looking into extracting money from our budget to cover the cost of refreshments. He promised refreshments at each meeting from now on!

#### **IV. Committee Reports**

*A. Admissions and Scholarship:* Dr. Bill Hug, committee chair, gave out his committee's report on Distance Learning (DL). The report is intended to strengthen faculty involvement in DL. While the University provides the technology, the faculty control and are responsible for the pedagogy and content. The committee wants to offer eight recommendations. Three are most important.

First, the Admissions and Scholarship Committee wants to limit enrollment, because distance learning courses are so time-intensive. At present, a number of DL courses exceed reasonable limits. In the fall of 2004, one 500-level course had 48 students enrolled; another had 86. In Spring, 2005, one 400-G course had a capacity of 70 undergraduates and 20 graduates, while one 500-level class had 90 seats.

Second, the Admissions and Scholarship Committee wants to broaden and strengthen the powers of the DL Advisory Committee, the body responsible for ensuring quality in DL courses. Right now, it has very few powers. There are 16 members on the committee, and only five are faculty members.

Third, the Admissions and Scholarship Committee wants to make the approval process for a distance learning course more rigorous. Right now, a new distance learning course which corresponds to an existing on-campus course doesn't undergo University review. However, proposed courses which don't have a corresponding on-campus course are reviewed. One senator asked how the limits on the number of students allowed to enroll in a DL course could be determined. Dr. Hug responded that the administration determines the number of allowable students. He stated that if the University allows too many students to enroll, it is doing a disservice to the students. Dr. John Jones stated that in distance learning courses, the less time spent face-to-face with students, the more that has to be made up for in the technology. It is important that the courses be designed to promote ample communication between the students and the faculty. Since communication is handled via email, it takes much more time in a distance learning course than in a typical classroom situation. However, a current policy which offers overload pay to teachers whose DL classes exceed twenty-five actually promotes overloaded DL classes.

Dr. Hug thanked Dr. Jones for his contributions to the Admissions and Scholarship Committee's work. Dr. Dodd thanked Dr. Hug for the well written report, and requested that the senators take it to their departments and see what other faculty members think.

*M. Elections:* No report.

*N. Honors:* Dr. Debra Goodwin, chairperson, announced that this committee met March 7 and reviewed nominees for faculty honors and emeriti. The results will be announced at a later date.

*O. Policies:* Dr. Ben Hardy, committee chairperson, introduced two resolutions for the Senate's review. The first resolution requested that grades not be due in the Registrar's office for 38 hours after the last exam. Dr. Hardy stated that he believes there is administration support for this resolution. The second resolution requested May term leave for professional development with full pay. Since May term is a brief period, the administration should be receptive. If a faculty member can get a substitute or if the department head can get a substitute, a faculty member should be able to get the leave. It was pointed out that a faculty member could possibly even get one of their colleagues to take their place. It was moved and seconded that the Senate go ahead and vote on both resolutions.

The resolution requesting additional time to post grades was passed unanimously.

One of the senators stated that the May term professional development resolution might do away with the current fall and spring semester leaves. The Faculty Handbook states that a faculty member can request a one semester leave at full pay and two successive semesters at half pay. Therefore, a faculty member could possibly apply for spring and May term. The concern was that if a faculty member got spring off and a May term off, then the University would only pay them half pay. The idea of letting everyone have a May term off equitably will not be heard by the administration again. Dr. Hardy stated that this proposal is our “last shot.” He stated that we are trying to get some flexibility in May, at a low cost to the University. A senator asked if there would be any way of changing the proposal to clarify the wording about successive semesters. Dr. Hardy stated that a faculty member would have to make a separate application for May term, just as they make for a fall semester and a spring semester. He felt that if the administration gives a faculty member a spring semester at full pay, they should give the faculty member full pay for May term as well. The Senate decided to include in the wording that May term not be considered a successive semester because it is not a full semester. This type of leave is not the same as the regular May term leave given by the department heads. It was moved and seconded that the amended resolution be accepted.

The amended resolution requesting May term professional development was passed unanimously.

Both resolutions will be taken to Dr. Turner, VPAA, and posted at the Senate Web site.

- P. *Welfare:* Dr. Teresa Reed, chairperson, reported that the letter from Ms. Melanie Delap about the Capital Campaign is posted at the Senate Web site (in the Minutes section).

## **V. Old Business**

Dr. Dodd reintroduced the idea of forming a political relations committee. He reported that both President. Meehan and Mr. Jack Hopper, JSU’s HEP representative, are very enthusiastic and supportive of the idea. The goal of the committee would be to keep the Senate informed and more active in Montgomery politics. At the recent ACUFP meeting, it was suggested that faculty should be more active in keeping tabs on the legislature and the budget. University faculty members usually don’t have time to go online and keep up with everything the legislature is doing. The primary purpose of the political relations committee would be to cooperate with Dr. Meehan and Mr. Hopper in getting information flow from faculty to Montgomery and back. Almost every state university has a committee similar to the committee Dr. Dodd is advocating. Dr. Dodd suggested that the Senate’s Executive Committee could appoint a political relations committee if this idea is approved by the full Senate. To set up and appoint such a committee, something would have to be written down as a charge for the committee. This committee could be made a regular standing committee of the Senate; then only senators would be members of the committee. If the committee was not made a regular standing committee, people could be pulled in who are not senators at the moment. This decision would be left up to the Senate. Dr. Dodd reported that a lobbyist spoke to ACUFP and stated that creating a political relations committee is the way to play the game. The current budget situation is not going to get better. Next year, the general fund will be in terrible shape. The University of North Alabama currently has such a committee and Dr. Dodd would like to see our Senate use their committee as a model for ours. Dr. Dodd clarified that the Higher Education Partnership PAC (HEP PAC) is separate from the Higher Education Partnership. He doesn’t know the relationship of the local pacs to the HEP PAC. He stated that he just wanted to get started as a group monitoring and going to Montgomery. Pressure and information

flow will be the important tasks of the committee. Dr. Dodd noted that in about 15 years, if things keep going as they are, Medicaid will take up the entire budget of Alabama. Everyone is going to have to work hard to get their part of the pot. This is a time when higher education is coming together. The University of Alabama and Auburn University are lobbying together. HEP doesn't have it in for K-12, but universities are important, too. There should be some steady ratio of funding. Dr. Dodd urged the Senate to give power to the Senate's Executive Committee to decide on the type of committee that should be set up. It was moved and seconded that the Senate's Executive Committee set up the political action committee. The motion passed unanimously.

Dr. Augustine Ihator serves as the Faculty Senate representative on the JSU Foundation Board of Directors. On February 26, Dr. Ihator participated in the Foundation's annual board meeting in Callaway Gardens, Georgia. At the meeting, Dr. Meehan gave a review of the Foundation's situation, discussing who was responsible for the investing of the Foundation's money and how the money would be distributed. Also at the meeting, Mr. Joe Serviss, Vice President for Institutional Advancement, gave a review of where the University is regarding the Capital Campaign. He asked for more faculty participation. Without faculty participation in the Campaign, it is very difficult for those who go out to solicit contributions when the faculty members have not fully supported the Campaign. It is not the amount of money given by the faculty members, it is the number of faculty who give. Dr. Ihator asked if the senators would go back to their respective departments and explain this issue. He stressed to the Senate that full faculty participation in the Capital Campaign would greatly help the University in fund raising endeavors because prospective donors will be much more motivated to give if the faculty has shown its full commitment to the Campaign. At the JSU Web site, there is a Capital Campaign thermometer which shows the amount of faculty members who have participated.

Another issue that was discussed at the Foundation's Board of Directors meeting was the possibility of having insurance to protect the Board of Trustees. This insurance would then protect the Capital Campaign money from law suits.

## **VI. New Business**

None.

## **VII. Adjournment**

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,  
Karen Myers, Senate Secretary

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***MINUTES***  
***FACULTY SENATE***  
***JACKSONVILLE STATE UNIVERSITY***  
**April 11, 2005**

## **I. Call to Order**

The meeting was called to order at 3:20 p.m.

**Present:** Larry Beard, Roxana Conroy, Llew Cook, Rick Davis, Sherron Deweese, Jeff Dodd, Wendy Faughn, Debra Goodwin, John Graham, Miriam Hill, Clark Hudspeth, Bill Hug, Augustine Ihator, John Jones, Steve Loucks, Karen Myers, Lori Owens, Jodi Poe, Teresa Reed, Mardracus Russell.

**Absent:** Safaa Al-Hamdani, Tracy Broom, Freddy Clements, Deborah Francis, Jess Godbey, Ben Hardy, Donna Herring, Celia Hilber, Lynn Hillhouse, Tony Logsdon, Bill Lowe, Herschel May, Charles Notar, Roland Thornburg, Jeff Zanzig.

The Student Government Association addressed the Senate. Emily Williams, outgoing SGA president, introduced the new SGA president, Mardracus Russell. Antonio Davis, SGA Vice President of Organizational Affairs, authored an SGA resolution addressing the implementation of Jax Cash. This resolution has been in the works for approximately two years. It introduces the idea of allowing students to “store” money on their JSU ID cards, thus allowing them to make purchases at sites on campus as well as at various stores and restaurants around Jacksonville. The concept is similar to systems at other state universities (Troy University, University of Alabama, and Auburn University). A printed copy of the SGA resolution was distributed to the Senate. The Faculty Senate was not asked to vote on the resolution; the SGA only wanted the Senate to know what was going on. The SGA representatives indicated that the Jax Cash Resolution has been referred to Dr. Meehan, and an ad hoc committee has been set up to study the idea. Mardracus Russell introduced the new SGA officers to the Senate: Antonio Davis (mentioned above); Justin Lord, Vice President of Student Senate; Casie Sanders, Vice President of Student Activities; and Emily Rollins, Director of Publicity.

## **II. Approval of Minutes**

The minutes for March 14, 2005, were approved.

## **III. President’s Report**

Dr. Jeff Dodd reported that the JSU Board of Trustees had not met as of April 11. They are scheduled to meet on April 18.

The Academic Council met April 7:

- Dr. Rebecca Turner, Vice President for Academic and Student Affairs, reported that the salary adjustments for salary compression have been approved and will go into effect June 1. She also reminded the Council members that anyone in charge of any university events should post that event on the central JSU event calendar at the JSU Web site.
- Fall applications for admission are up by 300 students, and acceptances are up by 250 over last year. However, the enrollment of transfer students is down. The yield rate in the percentage of students who enroll is about 50-60 percent for JSU.
- A new form is planned for reporting extra compensation. Dr. Dodd has a copy if anyone wants to see it. The form is apparently posted on line, but Dr. Dodd was unsure of its location. The rules governing extra compensation have not been changed.

- Mr. Tim Smith, Director of Institutional Effectiveness, recommended to the Academic Council that when doing teacher evaluations, some type of university-wide standard be used – rather than departmental standards. Using university-wide standards is necessary for SACS accreditation. Dr. Turner requested that this idea be turned over to a committee composed of deans and others. This proposal will be examined this summer.
- Dr. Claudia McDade, chairperson of a subcommittee on retention, surveyed the faculty to see how they felt about non-traditional class meeting times (such as Saturdays and Sundays). The response to the survey was negative. The same type of survey is being sent to the students, but the response rate has been low. The retention subcommittee extended the student survey due date to April 15 in hopes of getting more responses.
- Mr. William Hubbard, University Librarian, requested that people respond to the survey about library services. Currently, the faculty response rate is about eight percent.
- Beginning in May term, printed rosters will no longer be distributed. All class rosters will be accessed through the Internet. Dr. Turner reminded faculty that checking the accuracy of class rolls is critical because mistakes can cost students in terms of financial aid (among other things). Sometimes a faculty member will drop a student out of a class without the student's knowledge - which can be extremely detrimental to the student's financial aid. Dr. William Carr, Dean of the College of Graduate Studies, stated that if there is a course numbered 400 / 400G, or higher, faculty should make sure the student is enrolled in the correct section.
- The Honors Committee accepted the recommendations for emeriti faculty.
- The Senate's resolution on May term professional development leave was received well by the Council. The resolution is scheduled to go to the Dean's Council for review, and they will report back on May 4. The Senate resolution on grading time for final exams also appears to be headed for approval. The resolution was appreciated. Dr. Turner is going to appoint a scheduling committee to review all scheduling practices. Dr. Dodd was unsure as to when the scheduling committee would be appointed or would meet.
- Dr. Dodd reminded Dr. Turner about two clarifications in the sick leave policy that should be in the Faculty Handbook: (1) an employee must have a certain amount of sick leave banked before they can donate sick leave to another employee; and (2) if an employee works two weeks in a month, they will earn one full day of sick leave for that month.
- Dr. Turner announced that a new master's degree program in manufacturing systems was approved by ACHE.

Dr. Dodd stated that he is still working with Mr. Marvin Jenkins, Acting Associate Vice President for Student Affairs, about the wording of the sexual harassment policy. He and Mr. Jenkins are in agreement with the premise, but the wording of the policy is still not finalized.

The formation of the Senate's Political Relations Committee was announced at the Academic Council meeting by Dr. Dodd. He reported that the Academic Council seemed very receptive. Dr. Rick Davis has been named the chairman of the Political Relations Committee.

Dr. Dodd referred the Senate to a federal bill which allows for-profit educational institutions to compete for federal grants. He also discussed two bills on the table in Montgomery. One bill would require each educational institution in the state to annually report their yearly expenditures. The other bill would greatly expand the power of ACHE. This bill would empower ACHE to create and administer a rising junior exam.

#### **IV. Committee Reports**

- A. *Admissions and Scholarship:* Dr. Bill Hug, committee chair, announced that the request for responses to the draft on distance learning produced some recommendations. Ms. Martha McCormick, head of the MCIS Department, recommended that an attendance policy be established for DL courses and recommended that training of DL faculty be done online. In addition, she suggested that a plagiarism and collusion policy be established. Dr. Hug announced that he is still accepting suggestions, but the deadline for submitting those suggestions would be Monday, April 18. There was a motion to incorporate Ms. McCormick's suggestions into the distance learning draft and forward the updated draft to the senators before the next Senate meeting. The motion was seconded, and it passed unanimously.
- B. *Elections:* Dr. Rick Davis, committee chairperson, asked senators who are scheduled to rotate off the Senate to remind their department heads that they either need to be reelected (if they have only served one term) or a replacement senator needs to be elected. Senator term expirations can be accessed at the Faculty Senate Web site. Dr. Davis, current president-elect, announced that he will not be able to serve as Senate president next year. The Election Committee has met to discuss and select Senate officers for the coming year. A couple of the positions are difficult to fill. Dr. Davis stated that any senator who was willing and interested in serving as a Senate officer next year should contact the Elections Committee as soon as possible. He also announced that the committee would be meeting again immediately after the Senate meeting.
- C. *Honors:* Dr. Debra Goodwin, chairperson, announced that the recipients for the faculty awards have been selected. The University awards ceremony is scheduled for May 26 at 5 pm.
- D. *Policies:* No report.
- E. *Welfare:* No report.
- F. *Political Relations:* Dr. Rick Davis has been appointed chair of this new committee. He stated that he plans to have regular meetings with Dr. Meehan, Mr. Jack Hopper, JSU's representative to the Higher Education Partnership (HEP), and Mr. Gordon Stone, Executive Director of HEP, to keep information flowing between Montgomery and the faculty. The committee is an ad hoc committee so it doesn't have to consist solely of senators. Dr. Davis stated that he would like people who are interested to work on the committee on a continuing basis. The Senate's Executive Committee will be formulating a mission for this new committee.

#### **V. Old Business**

None.

#### **VI. New Business**

The SGA's resolution on Jax Cash was discussed again. The intent of the resolution is to expand Flex Dollars (currently, Flex Dollars only encompasses Dominos). The SGA wants to expand to other local restaurants. Right now, other businesses don't participate because JSU has a special contractual agreement with SODEXHO. With the current system, students can deposit a minimum of \$50 onto their Flex Dollars

card and use the card for dining on campus or at Dominos. With Jax Cash, a student would deposit a minimum of \$50 onto the card, and one dollar would be applied to help purchase the system. This one dollar fee would be taken one time, when a student initially applies for the card. The University would get 3.5 percent of each sale made with the card. Ideally, many types of area businesses (like Wal-Mart) would be included on the card. The SGA is proposing to open the Jax Cash system to faculty, too. The only way the SGA can get this new system through is by requiring all housing students (only those living in housing without a kitchen) to subscribe to a JSU meal plan. Some universities are using outside companies to run their cash systems, but the SGA's proposed system would be run in-house. The SGA's plan is to start the system with the in-coming freshmen. The SGA Web site offers more information about the plan: sga.jsu.edu.

Dr. Dodd furnished the senators with a delectable array of snacks and sweets. Loren Girman, Senate student worker, graciously prepared, delivered, and set up the assortment.

## **VII. Adjournment**

The meeting was adjourned at 4:10 p.m.

Respectfully submitted,  
Karen Myers, Senate Secretary

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*MINUTES  
FACULTY SENATE  
JACKSONVILLE STATE UNIVERSITY  
May 9, 2005*

## **I. Call to Order**

The meeting was called to order at 3:20 p.m.

**Present:** Larry Beard, Freddy Clements, Roxana Conroy, Rick Davis, Sherron Deweese, Jeff Dodd, Wendy Faughn, Debra Goodwin, John Graham, Miriam Hill, Clark Hudspeth, Bill Hug, Srinivasaro Krishnaprasad, Tony Logsdon, Steve Loucks, Bill Lowe, Karen Myers, Charles Notar, Jodi Poe, James Rayburn, Teresa Reed, Mardracus Russell, Bethany Skaggs.

**Absent:** Safaa Al-Hamdani, Tracy Broom, Llew Cook, Deborah Francis, Jess Godbey, Ben Hardy, Donna Herring, Celia Hilber, Lynn Hillhouse, Augustine Ihator, John Jones, Herschel May, Lori Owens, Roland Thornburg, Jeff Zanzig.

Dr. Jeff Dodd recognized Miss Loren Girman, Faculty Senate student worker, with a certificate of appreciation. The Senate moved and seconded a motion to recognize Loren's valuable contributions to the Senate for the year.

Dr. Dodd also introduced and welcomed the new senators. New senators in attendance were: Srinivasaro Krishnaprasad, MCIS Department; James Rayburn, Biology Department; and Bethany Skaggs, Library.

## **II. Approval of Minutes**

The minutes for April 11, 2005, were approved.

## **III. President's Report**

Dr. Jeff Dodd reported that the JSU Board of Trustees met on April 18:

- At the Board meeting, two documents were handed out to and discussed by the trustees. The first document was a state plan for Alabama higher education, covering the years 2004-2009. The second document was JSU's report on how the University intends to carry out the state plan. JSU's plan has been sent through the University president, to the Board of Trustees, and on to ACHE. President Meehan stated that JSU's report emphasizes our plans for enrollment growth. JSU's enrollment has grown substantially, but mainly in the graduate school, in distance learning, and in dual enrollment. President Meehan also pointed out that the number of faculty at JSU has grown proportionately to the increase in enrollment; however, the number of administrative and staff positions have stayed about the same. He is pleased with this fact and pointed out that JSU is channeling money into the faculty and the classrooms, not into administrative jobs. The state of Alabama contributes about 34 percent of JSU's funds. Forty percent of our funding comes from tuition.
- Also at the Board of Trustees meeting, Mr. Jim Fuller, Athletic Director, gave a presentation stating that he felt "it's time for athletics to pay its own way." He presented several plans to back this statement. He announced that work on the stadium should be completed in July, in time for summer graduation. Work on the field house should be complete in June.
- The Building Committee reported that the Chimney Peak Observation Point is about finished.
- Mr. Joe Serviss, Vice President for Institutional Advancement, reported that his office is hiring a larger staff. A new position has been created for a Director of Development, and a separate position has been created for handling gifts (Major Gifts Officer). Basically, the fund raising part of Ms. Melanie Delap's job, Director of Institutional Development, will be assigned to two new people.
- The administration is working hard to increase our *US News and World Report* college ranking. Twenty-five percent of that rating is based on evaluations by peer institutions. The administration is hoping to improve this part of the rating by mailing brochures to those peer institutions.
- Tuition for graduate students will be going up in the fall, but tuition for undergraduates will be staying the same. The 12-16 hour full-time window is going to disappear in fall 2006. All students will pay tuition by the hour. Distance Learning students are already paying by the hour.
- The state budget is still being debated in the state legislature. According to Mr. Clint Carlson, Vice President for Administrative and University Business Affairs, indications are that we can



expect a \$4 million increase in state appropriations, but we are expecting a \$5 million increase in expenditures.

The Academic Council met on May 4:

- Salary adjustments for salary compression have been approved and will be given out in during the month of May. The purpose of the adjustments is to bring salaries closer to regional averages.
- Dr. Rebecca Turner, Vice President for Academic and Student Affairs, stated that the University is going to try to open more computer labs for students. These labs will not belong to individual departments but will be made available to students at large.
- Applications are up about 300 over last year at this time. The enrollment yield rate is usually about 50 percent.
- Multicultural Services will be assimilated into the office of Student Life. There will be two new directors: one for Greek Life and the other for Multicultural Services.
- Bids have been opened for the new information technology system (which includes the Banner system). Three companies have bid so far.
- The Senate's resolution for May Term Professional Development Leave passed the Academic Council unanimously. Only two leaves will be granted the first year to see how it goes. The number of leaves will more than likely be expanded.
- The Senate's resolution on the deadline for submitting course grades is still an agenda item on the Academic Council. Something will probably be decided this summer.
- Dr. Turner announced that the Faculty Handbook will be revised. If there any changes that anyone would like to see included, they should contact Dr. Turner's office as soon as possible.
- Dr. Dodd announced in the Academic Council meeting that all Senate minutes and resolutions have been archived on the Senate Web site. Dr. Turner asked if there was anything in the archives which had been dropped in the past. Perhaps these items can be addressed again.
- Books for Baghdad: The books have arrived in Baghdad along with \$11,000 in supplies and equipment. Baghdad University is in the process of distributing everything.

#### **IV. Committee Reports**

G. *Admissions and Scholarship*: Dr. Bill Hug, committee chairman, reported that the revisions that were approved at the April 15 Senate meeting have been included in the distance education report. He provided the senators with the revised edition of the report and indicated that changes were highlighted in boldface and appeared on page 7 and pages 9-11. The changes on page 7 addressed online training for faculty. The changes on pages 9-11 addressed various topics, including attendance, honesty, and proctoring. A few years ago, there were some questions raised about how distance education was run. The purpose of the report is to address those concerns. The report addresses the administration of the program and those who teach in the program. It is intended to be from the faculty's perspective. Dr. Dodd announced that he had notified the Academic Council that a

report on distance education would be forthcoming. There was a motion to send the distance education report to the Academic Council. The motion was seconded and passed unanimously. A copy of the report will be placed on the Senate Web site.

- H. *Elections*: Dr. Rick Davis, committee chairperson, welcomed the new senators. He announced that he will be unable to serve as Senate president next year. Instead, he will serve as chairman of the new Political Relations Committee. No one has agreed to serve the Senate as president or secretary for the 2005-2006 year. Dr. Dodd accepted the nomination to serve a second term as president and Dr. Bill Hug accepted the nomination to serve as secretary. Ms. Karen Myers will continue to serve as the Senate Webmaster, even though her term is ending. The senators unanimously elected: Dr. Jeff Dodd, president; Dr. Teresa Reed, vice-president/president elect; Dr. Bill Hug, secretary; and Dr. Clark Hudspeth, historian.
- I. *Honors*: Dr. Debra Goodwin, committee chairperson, announced that the University honors ceremony will be held Thursday, May 25, at 5 pm in the Library. Those receiving invitations are to RSVP by May 13.
- J. *Policies*: No report.
- K. *Welfare*: No report.
- L. *Executive Committee*: No report.
- M. *Political Relations Committee*: Dr. Rick Davis, committee chairman, stated that the committee is in the process of trying to decide the direction the committee will take. The purpose of the committee is to work with the University lobbyists, with Dr. Meehan, and with the Higher Education Partnership. This will be an ad-hoc committee, so it will not be made up of only senators. The committee wants to include faculty outside the Senate as well. Anyone interested in serving on this committee should get in touch with Dr. Davis. The committee plans to get set up in the summer. Dr. Lori Owens, Political Science senator, has agreed to serve on this committee as well.

## **V. Old Business**

None.

## **VI. New Business**

Dr. Dodd announced that there is a bill pending in the state senate, Senate Bill 19 (SB 19), which will give ACHE a lot more power. There is some concern over these changes and they should be reviewed. The contents of this bill can be accessed through the JSU Web site. To view this bill, on the JSU home page, click on the link to *ACHE*, click on the link to *News Information and Research*, and then click on the link to *Legislation Affecting Higher Education*. Dr. Dodd urged the senators to keep an eye on this site.

Dr. Dodd asked the Senate if there was any new business they wanted to present. He reminded the senators that the Senate doesn't just handle complaints; senators can come and ask questions, too. Senators are urged to provide ideas and input on all affairs affecting JSU.

## **VII. Adjournment**

The meeting was adjourned at 4:05 p.m.

Respectfully submitted,  
Karen Myers, Senate Secretary