Call to order:

A regular meeting of the University of North Alabama's Faculty Senate convened via Zoom Video Conferencing at 3:30pm with President Williams presiding.

I. Recognized Proxies

Jan Gellock for Michael Stocz.

Members in attendance

Lori Alford, Lisa Ann Blankinship, Tabitha Blasingame, Cory Cagle, Justin Carter, Stephanie Clark, Lisa Clayton, Frank Diaz, Sarah Franklin, Litzy Galarza, Felicia Harris, Betsy Heckert, John Hodges, Scott Infanger, Lisa Kirch, Christopher Klein, Thomas Lukowicz, Jennifer Maddox, Janna Malone, John McGee, Prema Monteiro, Eric O'Neal, Katie Owens-Murphy, Gary Padgett, Cheryl Price, Jason Price, Chris Purser, Ansley Quiros, Terry Richardson, Craig Robertson, Sunhui Sim, Kevin Stoltz, Jessica Stovall, Jillian Stupiansky, Mark Terwilliger, Brian Thompson, Jason Watson, Laura Williams, Pete Williams, and Gretchen Windt. Dr. Lee Renfroe, serving as past Faculty Senate President was also in attendance.

Members not in attendance (without proxy)

Rae Atencio (Department of Military Science-3rd consecutive absence of Mr. Atencio from Faculty Senate meetings), Tim Butler (Department of Management and Marketing), Ian Loeppky (Department of Music), and Ravi Gollapalli (resigned from Senate – 5th consecutive meeting without a replacement from the Department of Engineering and Technology).

II. Approval of the Agenda

President Williams requested approval of the February 11th meeting agenda. The meeting's agenda was approved by acclamation.

III. Approval of minutes from the January 14th 2021 Meeting

President Williams requested approval of the minutes from the January 14th meeting.

Senator Hodges moved to approve the minutes from the January meeting and Senator Robertson seconded the motion.

The minutes were approved.

IV. Remarks from Dr. Ken Kitts, UNA President

Regarding Covid-19 Vaccine availability, President Kitts noted that vaccines are coming to UNA as the Phase IB plan included higher education but not all personnel. To date, the initial efforts to vaccinate UNA employees has prioritized campus-first responders and health services providers but forward efforts will aim to voluntarily vaccinate faculty teaching face-to-face courses. The goal is to get those faculty vaccinated within the next two weeks. An additional supply of vaccinations will be sought and additional faculty/staff will be encouraged to receive a vaccination as part of UNA's recovery plan.

President Kitts then reported on recent news from Montgomery regarding UNA's budgetary hopes for the next fiscal year. Currently, the news is positive as the Governor's **proposed** budget for the 22-23 fiscal year puts UNA at a rarely seen advantage. With the Governor's **proposed** budget, UNA leads the pack of 14 Alabama public schools with a 16% increase. Large as this is, President Kitts noted that UNA would need three years of such increases to achieve average funding comparable to other comparable Alabama public Universities/Schools. Other similar schools are in the 6-9% range given the Governor's proposed budget. This is only a proposed budget.

President Kitts emphasized that, with this ideal budget, priorities will be placed on COLA increases, infrastructure development, and hiring that has lagged given COVID-19.

Regarding UNA's efforts to rename buildings, the Alabama Memorial Preservation Act limits some universities more than others (the difference appears grounded in how schools in Alabama were chartered. Some are "Constitutional" while others, like UNA, are "Statutory"). UNA falls into the statutory category and appears, given President Kitts' statement, to be less able to independently make desired name changes. President Kitts stated there are currently two competing bills to amend the Act. One weakens it. This bill failed to get successfully out of committee. The other bill aimed to strengthen the law with stiffer fines. This bill has been referred to state legislative committee.

President Kitts concluded his remarks by addressing the current composition of the UNA Board of Trustees which currently lacks a member given the death of Trustee Joel Anderson in October, 2020. UNA expects some announcement regarding the replacement of Mr. Anderson soon.

V. Remarks from Dr. Ross Alexander, Provost and Executive Vice President for Academic Affairs

Dr. Alexander began his remarks by discussing enrollment for the Spring, 21 semester. Although the census data for Spring, 21 is March 17th, data currently suggest a record enrollment for a Spring semester. UNA looks to see a 5-6% increase in enrollment over last Spring. UNA has experienced record enrollment every semester since Summer, 2018. Both the upcoming Summer and Fall semesters look positive.

Dr. Alexander then addressed COVID-19 and its impact on the national environment of higher education and UNA. Nationally, over 650,000 jobs in higher education have been lost. This represents an approximate $183 billion dollar loss. Fortunately, no adverse employment decisions have been made at UNA because of the collective effort on everyone's part to adjust to the pandemic and keep people employed.

Speaking to current and future UNA capital improvement projects, Dr. Alexander mentioned that UNA's Culinary Arts Management program will be moving to the McKinney Center by Summer, 21. Renovations to Norton Auditorium have been completed with improved seating and acoustics.

The UNA Career Center has been moved to the Collier Library.

Dr. Alexander reported that UNA will serve as "managing partner" of the Lauderdale County Workforce Development Center. UNA, and the Center will collaborate with NWSCC, the Lauderdale County School System and others. Completion of construction efforts related to the new Agricultural Center and the new home of the Allen Thornton Career Technical Center is 2022.

On a final note, Dr. Alexander notified senators that the UNA College of Business has been reaccredited by AACSB.

Senator Richardson asked Dr. Alexander to discuss recent rumors concerning the removed of course fees/lab fees. Dr. Alexander responded by saying such a discussion is true and open for input. He stated that the current course fee system is not balanced and adds some degree of sticker shock when fees are added to traditional semester tuition and other costs. Dr. Alexander did say that if course fees were eliminated, no department would be going backward on the total budgetary allocations for 2022 compared to 2021.

VI. Remarks from Laura Williams, Faculty Senate President

President Williams made no comments.

VII. Reports

A. Standing Committees

1. Faculty Affairs – none

2. Academic Affairs – none

3. Faculty Attitude Survey – none

4. Faculty Handbook Oversight – none

VIII. Unfinished Business

A. Request for clarification and definitions of administrative titles (FS)

This particular issue was first addressed by Faculty Senate several months ago. More recently, a request was made for Dr. Joy Borah to oblige the Faculty Senate's request. Due to unforeseen circumstances related to Dr. Borah's office and her SACS obligations, the requested report has been delayed. It is anticipated that Dr. Borah will attend the Faculty Senate meeting in March to provide a complete report.

B. Proposal from the Registrar's Office for a Revision to Graduation Application Dates (SGEC: F)

See Appendix A

Senator Richardson moved to open the floor for discussion regarding this proposal. Senator Stovall seconded the motion.

Mr. Mitch Powell, Interim University Registrar, discussed this proposal. The proposal requests that deadlines for students to apply for graduation be moved up one month to the following dates: Fall graduation deadline is Oct. 1st; Spring graduation is Mar. 1st; and Summer graduation is Jun. 1st.

Mr. Powell stated that it is important for his office to recognize graduation deficiencies earlier because the new listing of eight-week term courses will help students possibly fix any graduation deficiency. The interval between February and October would be the new idea window for students to apply for graduation.

Senator Klein stated that his department thought an audit window should be even earlier. Mr. Powell responded by stating that if you move the graduation application date up too early then too many students might simply miss the application deadline.

Senator Richardson noted that, not so long ago, students had to submit before the semester they graduated. This was problematic. He would support a deadline moved up provided it stays in the semester the student wants to graduate.

Senator Carter asked if there was anything that would stop students from applying early. Mr. Powell responded stating that there is nothing stopping students from applying early.

Senator Owens-Murphy asked for an explanation of how students are notified that they should apply for graduation. Mr. Powell responded by noting that given current practices, his office is working to develop strategies to more effectively notify students.

Senator Richardson called the question.

A vote was taken. There were 34 votes to approve the proposal. There were no votes in opposition and no abstentions.

IX. New Business

A. Proposal for revisions to Chapter 2 language of the new tenure and promotion policy, and Appendix 2E language of the old tenure and review policy regarding the order of items in the tenure and promotion portfolio (SGEC: F)

See Appendix B

It is the case that faculty want their individualized CV to be the first version seen in Digital Measures for the purpose of tenure and promotion evaluation. Currently, the Digital Measures version of each faculty CV has priority. Ms. Vandiver and Ms. Walton have worked with President Williams, President-elect Watson, and Mr. John McGee to alter this. The term "Faculty Qualifications Report" is the name given to the Digital Measures version of the faculty CV instead of CV.

Senator Stovall thanked the above-mentioned people for working on this improvement.

Senator Richardson pointed to the new number 3 on this and the next proposal and expressed disapproval that the word "or" makes the statement confusing. He made the case that clearer wording is required.

Senator Kirch questioned word ordering "resume or vitae" or "vitae or resume". Senator Watson said, this is hold-over old language that appears in several places. He noted that many changes would be necessary to remedy this issue.

President Williams moved this to old business to be addressed at the March meeting.

B. Proposal for revisions to Chapter 2 language of the new tenure and promotion policy, and Appendix 2E language of the old tenure and review policy regarding the peer committee meeting and vote (FS)

See Appendix C

This proposal comes from Senator Franklin. Senator Franklin stated that a lot of work has gone into the revisions to the tenure and promotion policy. She has heard from associate professors who find it difficult to work objectively on these committees given the current process. It was suggested that full professors may pressure associate professors to vote a certain way knowing that the associate professor will soon also be applying for promotion. This issue highlights the need for confidential voting on tenure and promotion issues. People serving on departmental level committees should be meeting in-person and people should be able to vote in secrecy.

Senator Richardson commented on the size of the tenure and promotion committee and also noted that it is committee chair's responsibility to constitute the committee. It is not a Dean's job to pick people to serve on such committees.

Senator Cheryl Price questioned whether assistant professors should be voting on promotions when they will be applying for promotion at a later date.

President Williams moved this to old business to be addressed at the March meeting.

X. Information Items – SGEC Town Hall Meeting February 16th

President Williams reminded everyone of the virtual event. Please register for the event and submit your questions. Questions can be submitted during the meeting.

XI. Adjourn

Senator Monteiro moved to adjourn the meeting. Senator Stovall seconded the motion. The meeting was adjourned at 4:29 pm.

Appendix A

Graduation Application Deadline Dates

Policy

Currently the deadlines for students to apply for graduation are as follows:
Fall – November 1st
Spring – April 1st
Summer - July 1st

It is requested to move the deadlines up one month to the following:
Fall – October 1st
Spring – March 1st
Summer - June 1st

Rationale

Moving the dates up one month provides the following benefits:

- It allows more time for departments to review degree check outs and submit necessary substitutions, waivers, etc.
- It allows more time to work on possible resolutions to graduation deficiencies. For example, in the Fall and Spring terms, the 2nd 8 weeks could provide an opportunity to register a student for a missing requirement.
- It allows more time for our office to verify commencement participation.

Summary

The previous decision to move the graduation application deadline to the current dates may have been made pre-maturely. The intent was to allow students more time to decide if they wanted to apply, but in actuality, most students who are consistent in their advising appointments will know of their intent to graduate well ahead of one month before the end of the semester.

By moving the dates up one month, we're providing a better service to our graduates by identifying deficiencies earlier with more time to identify possible options or allow the student to move their graduation application forward to the next semester so they can develop their class schedule accordingly.

Respectfully submitted,

Mitch Powell
Interim Registrar

Appendix B

Tenure and Promotion: New Policy
Section 2.5.3, Procedure for Tenure and Promotion p. 2-13

evidence of accomplishments will be submitted ~~the faculty member will present~~ by October 1 via the online database that UNA has established for this purpose ~~by October 1 on electronic portfolio that provides evidence of accomplishments~~. Candidates can withdraw their application at any time in the process with the understanding that a final decision will not be made for promotion and/or tenure. This choice by the candidate may have an impact on continuation of employment if the decision to withdraw a promotion and/or tenure application is in the final academic year of probationary status (See Section 2.5.5). The timeline for reviewing promotion and/or tenure materials can be found in Appendix 2.D/2.D.1.

The electronic portfolio will contain the information set forth by the University, plus the college and/or departmental guidelines. The information will be housed on the online database that UNA has established for this purpose and will be accessible only by the administration and committee members involved in the promotion and/or tenure review process.

1.   Application for Promotion and/or Tenure (See Appendix 2.F)

2.   A cover letter in which the faculty member indicates degree of merit or level of prestige or quality of work specific to his/her area in order to demonstrate quality of scholarship for university-wide committee members who may be unfamiliar with the field, as well as indicates which of the areas in item 3 should be weighed more heavily or less heavily than others.

~~2~~3.   Current Resume or Vita submitted via the online database that UNA has established for this purpose

~~3.   Current Resume or Vita (pulled into application via the online database that UNA has established for this purpose)~~

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4.   Faculty Qualifications Report pulled into application via the online database that UNA has established for this purpose

     a.   Education (Institution, major, minor, degrees awarded, and dates degrees were awarded)
     b.   College/university teaching or library/educational technology services experience as appropriate to field (include position and dates)
     c.   Other teaching or library/educational technology services experience (describe and include dates)
     d.   Other related experience (describe and include dates)

~~4~~5.   Supporting information for the following items, as outlined in section 2.5.1, submitted via the online database that UNA has established for this purpose

     a.   Effectiveness in Teaching/Effectiveness in Role as Library or Educational Technology Faculty

2-13

2.5.3 Procedure for Promotion

A.   Faculty Members Who Are Not Department Chairs

The promotion process will be initiated when the faculty member submits by e-mail to the department chair, dean, and Provost and Executive Vice President for Academic Affairs a notification of intent to apply by May 1. The dean will confirm, with the Office of the Provost and Executive Vice President for Academic Affairs, whether the candidate is eligible for promotion and notify the candidate by May 15. By October 1, ~~T~~the candidate submits an electronic portfolio via the online database that UNA has established for this purpose ~~by October 1~~.

The electronic portfolio will contain the following, be housed on the online database that UNA has established for this purpose, and be accessible only by the administration and committee members involved in the promotion review process:

1. Application for Promotion (See Appendix 2.F)

2. Current Resume or Vita submitted via the online database that UNA has established for this purpose   ~~—pulled into application via the online database that UNA has established for this purpose~~

~~2~~3.   Faculty Qualifications Report pulled into the application via the online database that UNA has established for this purpose

   a. Education (Institution, major, minor, degrees awarded, and when)
   b. College/university teaching or library experience as appropriate to field (include position and dates)
   c. Other teaching or library experience (describe and include dates)
   d. Other related experience (describe and include dates)

~~3~~4.   Supporting information for the following items** - submitted via the online database that UNA has established for this purpose

   a. Teaching/Library Effectiveness
   b. Scholarly or creative performance
   c. University and community service
   d. Any other relevant information

2E-4

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Appendix C

MEMORANDUM

TO: Dr. Laura L. Williams
           President, Faculty Senate

FROM :   Dr. Sarah Franklin
           Department of History

RE: Proposed Revision to Faculty Handbook

DATE: January 29, 2021

Please see attached a proposal to revise section 2.5.3 of the Faculty Handbook,
"Responsibility of the Peer Promotion and/or Tenure Committee."

From Section 2.5.3 of the Faculty Handbook, as amended by the Faculty Senate 1/14/21

Responsibility of the Peer Promotion and/or Tenure Committee

When a faculty member applies for promotion and/or tenure, it is the responsibility of the department chair to form a peer promotion and/or tenure committee and to supply the names of the committee members to the Provost and Executive Vice President for Academic Affairs via promotions@una.edu by September 1. In Library and Educational Technology Services, the dean serves the functions of chair and dean. The department chair shall convene a peer promotion and/or tenure committee, consisting of all tenured faculty not applying for promotion in the department. No committee shall consist of less than five tenured faculty. When that number is not possible at the departmental level, the chair will complete the committee membership from among all tenured faculty not applying for promotion from other departments in the college or in a related discipline. The department chair or designee will supervise the election of a committee chairperson. * It is the responsibility of the peer promotion and/or tenure committee chair to complete an evaluation form (Appendix 2.G) on each candidate, with a copy to each committee member, that addresses strengths and weaknesses in relation to the university, college, and departmental criteria established for promotion and/or tenure and to recommend for or against the granting of promotion and/or tenure. By November 15, the peer promotion and/or tenure committee chair will submit the evaluation form via the online database that UNA has established for this purpose. The evaluation form, composed by the candidate's peer promotion and/or tenure committee chair and copied to each committee member, should provide information directly addressing the degree of merit or level of prestige or quality of scholarly outlets cited within the candidate's portfolio. These should include discipline specific accomplishments relative to effectiveness in teaching; research, scholarship, and other creative activities; and service. The final evaluation form for each candidate will be approved by the promotion committee prior to its submission to university system. Each candidate will have access to the committee's final form through the Evaluation feedback system. Members of the peer promotion and/or tenure committee participate with the understanding that all matters related to their deliberations remain confidential.

This proposal is to include the following language at the above asterisk. This language is taken verbatim from the Faculty Handbook, 2.5.3, with respect to "Responsibility of the University-Wide Promotion and Tenure Portfolio Review Committee." If approved, this language would be placed in the "new" promotion and tenure policy and the "old" policy as recorded in Appendix 2.E of the Faculty Handbook.

"After all members have reviewed each portfolio, the committee will meet *en masse* (convened in person) to discuss each portfolio and vote on each candidate by reported numerical secret ballot."