**Date:** 9/13/18

**Time:** 3:30 p.m. – 5:00 p.m.

**Location:** Union, Room 302-A

**Minutes recorded and prepared by:** Faculty Senate Secretary, Dr. Jules Lowery.

**Voting Members Present:**

1. Vicki Webster
2. Gwendolyn Meador
3. Cetin Oguz
4. George Beals
5. Charles Abraham
6. Andrew Wegmann
7. Todd Davis
8. Maia Elgin-Wegmann
9. Clint Tibbs
10. Michael Mounce
11. Zinaida Taran
12. Severine Groh
13. Adam Johanson
14. Douglas L. Mark
15. Donna Koestler
16. Jana Donahoe
17. Lesley Mancini
18. Julie Lowery

**Non-voting Members Present:** Tricia Killebrew and Thomas Laub

**Meeting Minutes:**

1. The meeting was called to order at 3:30 p.m.
2. Approval of Minutes: the minutes from previous meeting, May 3, 2018, were unanimously approved with one correction to section IV, (c) where $100.000 should read $100,000. ( Senators Taran/ Wegmann)
3. **Guest Speaker:** Dr. Charles McAdams, Provost and Vice-President for Academic Affairs. Dr. McAdams discussed the following five points:
   1. Committees: think about the following two questions with regards to how effectively committees are currently working: (1) Is the current committee structure functioning well? If not, how could it be improved? (2) Is the current system operating fairly with regards to the “value” or “weight” serving on a committee adds to the faculty vitae? Specifically, is it fair to value service on all committees equally for tenure and promotion purposes when some committees require very little involvement and other committees require a considerable amount of involvement (time and effort)?
   2. Retention: DSU has plenty of initiatives that are working to keep standards at its highest level. Dr. McAdams encourages faculty to get fully involved and continue focusing on pro-active advising to help students remain on a completion track at DSU. Specifically discussed: active and proactive advising, nudging – reaching out to support students before they begin to fall behind, and academic maps – keeping close track on student progress along their “map” (program of study) so there are no missteps that could delay graduation. Reminder to faculty: reach out to the many supports and opportunities that help with active and proactive advising. Contact Dr. Gray Kane at the CTL for more information regarding help with advisement. Data related to DSU’s retention rates is available online.
   3. Tenure and Promotion: Two points discussed. (1) Dr. McAdams would like the FS to consider a recommendation of the Tenure and Promotion Taskforce for developing a common rubric for evaluations of tenure and of promotion. This recommendation has received mixed reviews from the deans and chairs. Dr. McAdams would like the FS recommendation on that. In case of FS support, options / feasibility of a universal tenure and promotion rubric should also be investigated. If the FS does not approve the idea, the matter will be dropped. (2) Most universities have a university-wide Tenure and Promotion Committee and also a university-wide Curriculum Committee. Dr. McAdams would like the FS to consider how we could bring this to DSU.
   4. Civil disagreement: Dr. McAdams would like for faculty at DSU to consider teaching and modeling appropriate ways to express and respond to opposing viewpoints and opinions. He suggested demonstrating this by hosting periodic on-campus debates that include teams of participants comprised of both students and faculty. The purpose would be to practice civil debate and to assist students with being able to develop their own rational thoughts to defend ideas. Dr. McAdams recommended a book on this topic called *The Coddling of the American Mind* by Greg Lakianoff.
   5. Enrollment and revenue: Dr. McAdams reported to FS on the shortfall DSU is currently experiencing. While enrollment at DSU is overall flat, the proportion of students on scholarships or on dual-enrollment has increased, which has decreased the revenue generated by tuitions. DSU is planning on monies from the contingency budget and private funds to balance this year budget. In addition, the need to fill current unfilled staff and faculty positions will be carefully examined by cabinet. Dr. McAdams indicated the burden may be more on staff positions which need to be filled quickly than on faculty position, since the cost of these will only show on the 2019/2020 budget. Two areas that need to work on to help generating revenue are 1) building summer enrollment and 2) increasing graduate enrollment. One suggestion regarding graduate enrollment was to focus on recruiting our own students.
4. **President’s Report:** Severine Groh
5. E-portfolio using OneNote (available through Office 365 free of charge for all DSU faculty) will be used for tenure and promotion submission and expected for all with December 1st, 2019 submission and for new hires only in 2018/2019. Dr. Gray Kane at the CTL will provide training and may even provide help for faculty who need to scan large amount of documents when switching from paper to e-portfolio.
6. A new syllabus template has been approved by Academic Council and will have to be used by all instructors (face-to-face, online, or hybrid courses) by fall 2019. We are strongly encouraged to start using the template in 2018/2019. The template includes listing the contribution of the course to the Program Learning Outcomes. This may be an occasion for departmental / divisional curriculum committees to review program curricula. If rubrics can be added to the template, the existing rubrics and the template format should not be altered.
7. Membership of both the tenure and promotion committee and the tenure and promotion appeals committee are available on the homepage of the FS Canvas shell.
8. There is no expectation for senators and/or proxies to be available for each service request sent by the FS president or secretary. However, it is expected that senators and/or proxies communicate these opportunities and all other FS-related information to the colleagues they represent.
9. To facilitate communication between FS and the colleagues they represent, the FS president will do her best to maintain the FS canvas shell, make a draft of the minutes of each general FS meeting available on canvas as soon as possible after a meeting took place, and enroll any non FS colleagues who wish to have access to the shell. Finally, a form is available to send comments or suggestions to FS via the FS DSU webpage (http://www.deltastate.edu/about-dsu/administration/faculty-senate/). For a request to be considered for a general meeting, it should be received before the FS executive meeting takes place, a week prior to each monthly general FS meeting.
10. Dr. Groh abbreviated her report for sake of time to allow new business discussions. She indicated that she would make her report available on Canvas.
11. **Faculty Senate Committees**: FS president skipped the reporting for sake of time.
12. **Action Item**: Approval of the meeting schedule for the 2018-2019 school year (Beals/Wegmann). Approved unanimously.
13. **New Business:** 
    * 1. ***Tenure & Promotion -*** Dr. Groh, in response to Dr. McAdam’s request on the FS recommendation regarding a university-wide tenure and promotion committee, asked the Committee on General Academic Affairs to develop a set of questions to gain feedback from the faculty at large regarding 1) a campus-wide tenure and promotion committee, 2) the clarity of the criteria described in the tenure and promotion handbook to evaluate teaching, scholarship, and service, and 3) the equity, efficacy, transparency, etc… of the tenure and promotion evaluation process as it is currently made. Discussions showed that while some faculty feel the need to have a set of rubric developed by department/division especially regarding scholarship, others believe that the rubric system may not be necessary and/or that may not be doable in departments where the fields of specialty are too diverse to be accommodated by a unique rubric system. It also appeared that there were considerable differences in the expectations of what had to be included in portfolios among departments. Dr. Groh indicated that it was critical to obtain as much feedback as possible from faculty and to be able to link the feedback with the position of the faculty in the tenure and promotion process. DSU is likely one of the few university where tenure and promotion are not evaluated by a campus-wide tenure and promotion committee. As instructors and scholars, shouldn’t we be able to evaluate the validity of each other scholarship regardless of our own specific field? A motion to for the FS Academic Affairs Committee to design questions to pool the faculty regarding T&P specific criteria was presented by Senators Wegmann and Webster. The FS unanimously voted to approve the request.
      2. ***Delta State Foundation Prizes*** (<http://www.deltastate.edu/policies/policy/university-policies/employment/compensation/awards-faculty/>) used to be awarded to faculty twice a year for excellence in teaching or scholarships or service with a monetary prize attached to each. These awards had not been in use in many years since the funds were or still are not available. Because institutional recognition may be critical or faculty to have state or national recognition, Dr. Groh asked the FS to consider whether faculty would consider competing for these awards again even without the monetary prize attached to it. The FS will poll members of their respective departments and report back with the results of this poll during the October meeting.
      3. ***Professional Attire*** – This item was removed from the agenda by Dr. Groh for she found out after the agenda was set that this point was unlikely to be relevant for the faculty body at this time.
14. **Old Business**: none discussed for sake of time.
15. **Adjournment:** a motion to adjourn (Beals/Hebert) was unanimously approved at 5:18 p.m.

**Next Meetings:**

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| * Faculty Senate Executive Committee: | October 4, 2018 – Union 306 A |
| * Faculty Senate Meeting: | October 11, 2018 – Union 302 |