**FACULTY SENATE MEETING MINUTES**

**North Carolina A&T State University**

**101 Academic Classroom Building**

**Tuesday, March 26, 2019**

**3:00 p.m.**

**Dr. Julius Harp, Chair Presiding**

**Senate Members Present:** Phoebe Ajibade,Mohd Anwar, Narayan Bhattarai, Dewayne Brown, Robert Cobb, Jr., Steven Culver, Nicole Dobbins, Yewande Fasina, Bonnie Fields, Galen Foresman, Julius Harp, Scott Harrison, Elizabeth Hopfer, Hyung Kim, Luba Kurkalova, Anna Lee, Daniel Limbrick, Mary Lind, Ahmed Megri, Gregory Meyerson, Elsie Moore, William Randle, Thomas Redd, Philip Rubio, Katherine Silton, David Tidwell, Jacqueline Williams, Danielle Winchester, Alexander Yap.

**Departments Not Represented:**  Agribusiness, Applied Economics and Agriscience Education; Computational Science and Engineering; Mechanical Engineering; Counseling; Administration and Instructional Services; Social Work and Sociology; Criminal Justice; Journalism and Mass Communication; Built Environment; Physics; Applied Engineering Technology; Nanoengineering.

The meeting was called to order by Chair Julius Harp at 3:05 pm.

**Roll Call**

**Approval of the February Faculty Senate Minutes**

* It was moved and properly seconded to approve the February minutes.
* Senators approved the minutes by unanimous vote. There were no corrections or additions.

**Remarks from the Provost and Legal Affairs Dr. Beryl McEwen & Dr. Katherine Murphy**

* Provost McEwen brought forth two policies for faculty discussion: (1) Office Hours and (2) Grade Submission. These two policies are required by the UNC System, and the system requires sanctions to be included in the policies. The policies are in draft form.
  + Dr. McEwen encouraged senators to submit comments using tracked changes in Word. She will make edits, then share another draft to be reviewed over the two-week comment period.
* Comments previously shared by senators have been sent to Dr. McEwen via email (from Nina Ingram). Additional comments shared at the meeting about the **Office Hours Policy** included:
  + Senator Randle asked for a definition of *office hours.* 
    - *Response:* These are times set aside to assist students without an appointment. This may occur in faculty offices, in a lab, or online.
  + Senator Randle followed up to ask for recommendations on how to handle schedule changes that arise that conflict with office hours.
    - *Response*: Dr. McEwen suggested that faculty place a note on the door notifying students when they will return.
  + Senator Tidwell asked about the choice of 10 hours as the required number of office hours. He shared research showing that 10-15 office hours per week is more common at community colleges, and that doctoral institutions typically designate far less (between 1-5 hours).
    - *Response*: Dr. McEwen said it is a suggestion in the policy, but that it could be edited.
  + Senator Yap shared additional concerns posed by the Welfare Committee. Specifically, wording should be clarified regarding the allocation of online or face-to-face hours; the definition of “during a work week”; and the differences in expectations (if any) among faculty and staff advisors. In addition, there is general concern that this policy will conflict with the spirit of Preeminence 2023, as it may limit research and engagement efforts.
  + Senator Meyerson said that he often meets with students well outside of the assigned office hours. It would be great if the policy would include wording to accommodate flexibility.
  + Dr. Kurkalova expressed concerns about the language that faculty should be available during advising and registration – except when not in class.
    - *Response*: Dr. McEwen said that she planned to address this suggestion in the next revision, as she didn’t think about it in the first draft.
* Comments shared at the meeting about the **Grade Submission Policy** included:
  + Clarification is needed about faculty who miss the submission deadline due to emergencies; whether this policy applies to final grades, midterm grades, or early alerts; and whether the policy covers grades posted in AggieAccess and/or Blackboard.
* Dr. Katherine Murphy shared information about required changes to several sections in the UNC Code
  + Section 603: Discharge/Serious Sanctions (corresponds to A&T Appendix B2, Section 4 in the Faculty Handbook). The major change is that if the Chancellor issues a negative decision after the recommendations of the Faculty Hearing and Reconsideration Committee: (1) faculty pay stops, even if the appeals are not complete, and (2) there is no longer an additional appeal to the Board of Governors (the appeal to the Board of Trustees is the final stage).
  + Section 604: Non-Reappointment (corresponds to A&T Appendix B2, Section 5 in the Faculty Handbook). The change in this section is that any appeal for non-reappointment now goes to the Board of Trustees and not the Board of Governors.
  + In addition, the Appeals Policy includes some minor wording changes for clarity. There are no changes in timing, the burden of proof, or allowable grounds for hearing or appeal.
  + These changes go into effect July 1, 2019. Things currently pending through June 30, 2019 are not affected by these changes.
  + The Faculty Handbook Committee will work to adjust A&T policies to align with the UNC Code. These will be brought forward for Senate approval in September and Board of Trustees approval in November.

**Executive Committee Meeting Report Dr. Julius Harp**

* Dr. Harp and Dr. Foresman met with the Chancellor and Provost on March 12, 2019. Major items discussed included:
  + *Senate’s role on campus*
    - The Chancellor wants the Faculty Senate to take a more prominent and clarified role on campus. Dr. Harp will talk to Senate Chairs at other institutions for ideas for greater engagement.
  + *UNC-System Engagement Survey*
    - Chancellor Martin has asked the Senate to work with Ms. Elbert in Human Resources to interpret the data and come up with campus strategies to address engagement.
* The Senate’s planned dinner for new faculty will not occur due to a similar event that was previously scheduled. Instead, Dr. Harp proposed the idea of inviting new faculty to the April Senate meeting to meet with faculty senators.
  + Senators suggested that we have a clear purpose for the meeting. Some senators felt that the results of the Engagement Survey would be a good topic, while others felt that new faculty might not be the right audience for this type of discussion.
  + There were also questions about whether this meeting might be better positioned at the start of the fall semester. Dr. Harp shared that there are funds available that should be used before the end of the year; this activity could be a way to engage with new faculty and show appreciation for senators in general.
  + The Senate agreed to move forward with the invitation to new faculty at the April meeting.
* During this portion of the meeting, Senator Meyerson asked for clarification about term limits for senators. The Handbook specifies 2-year terms, with a limit of 3 consecutive terms. Exceptions can be made by departments. He asked what other universities with more engaged Senate bodies are doing; do they have salary equity committee? Do they have different term limits for senators?
* Dr. Harp will send additional notes from the Executive Committee meeting to senators.

**New Programs and Curricula Committee Report Dr. Galen Foresman**

* The committee met March 12, 2019 to review 11 packets: Business Education, Marketing and Supply Chain Management (2), Architectural Engineering, Civil Engineering, Biological Engineering, Social Work and Sociology, Built Environment, Biology, Math, and Physics. Questions from the Senate included:
  + Senator Redd asked how (or if) we validate that repeatable courses are significantly different if students take one course several times. Departments should oversee this issue, though several senators expressed concern about the potential for students to take the same course, multiple times, for credit.
* Senator Dobbins asked if there is a landing page for curriculum changes that includes copies of curriculum change forms and policies? Dr. Foresman responded that guidelines have been created and shared with Associate Deans. However, it is important that this information be more readily available and current on the website.
* Prior to voting, the Senate lost a quorum. Curriculum changes will be voted on in April.

**Faculty Handbook Committee Report Dr. Galen Foresman**

* Dr. Foresman provided the report on behalf of Dr. Fields
* The Hearing and Reconsideration Committee needs to be changed from 7 members to 9 members, to reflect the number of units on campus.
* Voting will occur in April.

**Nominating Committee Report Dr. Galen Foresman**

* Dr. Foresman provided the report on behalf of Dr. Fields.
* Departments need to vote in new senators. The Nominations committee will send out a list to notify which departments need to vote in new senators.
* There are several open positions within the Senate:
  + 2 faculty assembly delegates
  + 2 faculty assembly alternates
  + Secretary
  + Vice Chair
* Voting will occur in April.

**Educational Policy Committee Report Dr. Zachary Denton**

* Dr. Denton shared the latest draft of the student evaluation instrument.
* Some suggestions were not incorporated if they were too specific to a single program.
  + Senators asked if departments could include individual, tailored questions? Dr. Jost said that it is possible to have a common instrument, with an option to ask additional questions or an option to evaluate TA’s as well.
* Dr. Denton will share the electronic version of the draft with Senators to gather additional feedback and vote in April. This means that the survey will not be used this Spring, with the hope that it will be approved in April, validated, and used in Fall 2019.

**Faculty Welfare Committee Report Dr. David Tidwell**

* The committee met on March 21, 2019. The committee evaluated the ombudsman process at several institutions (the University of Kentucky and UNC Chapel Hill), to better understand structure and personnel. If A&T had a dedicated office/position like this, it could be a way to provide assistance to non-tenure track faculty.
* Senator Lee is working on work-life balance along with other individuals on campus. A survey will go out tomorrow to assess faculty needs in terms of work-life balance.
* Dr. Tidwell announced that the Welfare Committee needs a new chair. The Handbook indicates that the chair needs to be a senator.

**Academic Calendar Committee Report**

* No report

**Constitution Committee Report**

* No report

**Presentation from Veteran and Disability Support Services Ms. Wanda Kellyman**

* Ms. Kellyman presented the office structure. Veterans Affairs is now separate from the Office of Accessibility. Ms. Kellyman is currently the only full-time individual in the Office, though they are hiring for an Access Coordinator and an Accessibility Support Temp. There are 552 students currently registered with the Office of Accessibility.
* General accommodations information shared:
  + Students must have a record/history of impairment and must self-identify to qualify for accommodations.
  + Students must fill out paperwork in the Office of Accessibility to provide accommodations. Paperwork takes 2 weeks for processing. Students must provide documentation to substantiate the need for accommodation – 140 students out of 552 do not have documentation; students will not receive accommodation if they don’t provide documentation.
  + Accommodations are not negotiable and cannot be revised.
* She highlighted some faculty issues:
  + In testing, only 4-5 students can be accommodated at a time.
  + Time and a half or double time is the only timing accommodated.
  + Testing requests must be received 5 days in advance. Exam Proctor Sheets have been shared with faculty and must be completed and sent to [oarprocor@ncat.edu](mailto:oarprocor@ncat.edu). Once the tests are completed, they can be scanned and sent electronically or can be shared through interoffice mail.
  + For online testing, time can be extended online in Blackboard, but students don’t necessarily have to go to Office of Accessibility for testing.
  + Tests must be provided by 5PM on the day before the scheduled proctored test/exam.
* She also provided information about several issues that are no longer being handled by the Office of Accessibility:
  + Medical or retroactive withdrawals
  + Surcharge letters
  + Class substitutions and course waivers
  + Pregnancy
  + Excuse notes – can only be related to their disability and must be for registered students
  + Notetaking services – should be requested at the beginning of the semester
* Questions
  + Do faculty have to respond to accessibility notifications shared via email?
    - *Response*: No
  + Do faculty fill out a form for every test?
    - *Response*: Yes. Students should fill out the proctor exam sheet with faculty. It is possible to fill out for the entire semester at one time.
  + Is it possible that students could alter the form after talking with the faculty?
    - *Response*: If there is that concern, faculty can scan in and submit the forms via email.
  + Is it possible to get cameras in the testing site?
    - *Response*: There is a prioritized list of needs to include funding for staff, testing rooms, assistive technology, furniture, cameras and computers.
  + Can we code or protect accessibility notifications?
    - *Response*: The office is researching it.

The meeting adjourned at 5:25pm.

Dr. Elizabeth Newcomb Hopfer

Secretary