ARKANSAS STATE UNIVERSITY
FACULTY SENATE MEETING
March 15th, 2024
HSS 1028

Attendees: Ed Salo, Karen Graham, Dwayne Powell, Richard Segall, Alexandr Sokolov, Robert Robinette, Guolei Zhou, Khem Aryal, David Pearlman, Arianne Pait, Bert Greenwalt, Venna Kulkarni, Zahid Hossain, Gary Edwards, Robert Williams, Suzanne Melescue, Jake Qualls, Shannon Brantley, Paul Finnicum, Kristen Sumler, Addie Fleming, Audrey Folsom, John Hershberger

Proxy Attendees: Addie Fleming for Katie Camden, Cathy Reese for Kim Vickrey, Karen Graham for Sarah Scott, Lucy Barnhouse for William Maynard, Robert Williams for Ibrahim Duyar

Guests: Sandra L. Combs

Absentees: LTC J. Morgan Weatherly, Scott Mangan, Toccara Carter, Cheryl Knight, Pradeep Mishra, Rollin Tusalem, Andrea Brown, Gary Edwards, DayDay Robinson, Matt Carey, Jessica Curtis

Meeting Called to Order: Ed Salo established a quorum. The meeting was called to order at 3:00 pm by Ed Salo.

Order of the Day: Motion to approve the order of the day by John Hershberger, seconded by Audrey Folsom, all in favor, motion carried.

Approval of Minutes: One edit from Provost's office to remove a sentence regarding AP from minutes. Motion to approve the March 1, 2024 meeting minutes by Robert Robinette, second by Khem Aryal, all in favor, motion carried.

Guest Speaker- Dr. Melanie Wicinski (*mwicinski@AState.edu*), **Associate Vice Chancellor for Accreditation and Assessment**

- Simple Syllabus (SS): Syllabus Management System
- Melanie and her office will oversee implementation
- Larissa Morales (rep from SS) present via Zoom to discuss SS functionality
  - Overview, demonstration on Canvas and SS site.
  - Don't have to leave Canvas to access SS. Faculty can edit and submit within Canvas. Students will get a published, non-editable version. Policies can be done as a template at admin level for consistency.
  - Dashboard view 2 views: column approach (to do, approval, completed) or list view (to do, approval, completed). Advanced filter options. Syllabus library- intuition's syllabi repository (where all published syllabi are housed).
  - Live customer support 7 am to 6 pm (CST); 5 min response time with real people

- o Can students print? Yes, and they can download as PDF. Can also share as URL.
- o Can add portions, but can't change the banner
- o Can access everyone's syllabus through the repository
- o When? CNHP is piloting in summer and rest of faculty in fall. Current system/database is crashing. Faculty will have to use it. Hoping to have it ready in the next few weeks. Will be announced to faculty as soon as possible. Will work with Deans/Chairs/Faculty. May have to make edits for accreditors, lab pieces, etc. May have to push back to fall/spring.
- o Steering committee reps- working on template. Will have some input when it comes to your college.
- o Required policies are currently on the Assessment website that will be added: https://www.astate.edu/a/assessment/syllabi-policies ; You can also add additional policies.
- o A syllabus is an agreement between the institution and the student; it needs to look and be a professional document.
- o Students will also have their own dashboard/app (books, class time/room)
- o What about faculty who don't use Canvas? Can log directly into Simple Syllabus. Don't have to use Canvas.
- o Changes done in Canvas can automatically change syllabus and notify the students.
- o Learning outcomes will be built in; you'll only have to add course outcomes.
- o Not allowing videos or audio; can put in LMS, but not syllabus.
- o You can build tables within SS. Once you build it once, it will be there.
- o Can search and pull from previous documents, even if you deleted it in the previous semester.
- o Is there an adaptive release like a check box and how they must read each section? Not each section, but for the whole document. Bottom left corner, it will track as they read/scroll. Acknowledgement statement, then they have to click acknowledgement button. Can see percentage they read and last date/time.
- o Will be trainings and drop-in sessions.

Guest Speaker- Lori Winn (*lwinn@AState.edu)*, Human Resources
- Optional voluntary retirement program
- 2024 OPTIONAL VOLUNTARY RETIREMENT INCENTIVE PROGRAM
- Announcement late yesterday, been since 2018 when offered last program; different in that recipients will automatically receive 50% payout of salary over 2 years; 403b with TIAA; can roll out to private account or withdraw. Can choose the investment vehicle. Is there a default investment it goes into? Lori-I believe it is how it is structured today, but you will have to manage it.
- Requirements: 60 years of age (by June 30th); at least 10 years of consecutive service with the University (by June 30th); agreeing to retire as of June 30th. If already announced, will have to change retirement date.
- State of Arkansas does not let us utilize more than 5% of savings that we would have; we will be will under it. There's 171/172. In 2018 our take rate was 33%

- How long for insurance for spouse and children? Can remain unless they are eligible for someone else (at full cost of plan) until they are Medicare eligible or eligible via another avenue.
- HR Webpage, portal to banner, log in and will tell if eligible or not, and will give you predicted payout; sick leave will be paid out directly.
- 45-day window for individual to elect; opened today and closes midnight on April 29th
- Kristin Helms, Benefits Coordinator *khelms@AState.edu*
- Who decides this? This came from questions about when we were going to offer another retirement incentive program, discussed with executive committee, some debate, but came about that this would be a good time.
- How will vacancies be filled? Will be some restrictions; must show state that we reduced savings; have to monitor who takes and is that position critical; depends on accrediting requirements and other factors are taken into account, but all depends on who accepts the plan

Provost Update/Q&A- Dr. Calvin White- Will McClean present
- Dr. White unable to attend; Will McClean present to answer questions
- No questions submitted to Qualtrics survey
- Saturday yield program- faculty advising, then moved to another person and backlog of people. Two stops. Made it difficult. Nikesha in University college helps coordinates, so can send questions and concerns to her.
- Students said they were coming, but they signed up for classes before they got there? College by college? It has worked like this before, we just moved it up. WN is a safeguard if students decide to go somewhere else.
- Early registration- other universities will probably follow suit. We're going to fight for every student; we're all fishing in the same pond
- How are scholarships paid for? We can bring Financial Aid in to discuss.
- Well ahead on admits 1146/1148 last year on 11th day of class (fall); already admitted 584 and registered, have student IDs. Yield doesn't usually start increasing until May/June.
- Lab space? Accreditors and contact hours? How will this be dealt with? We'll adjust when we get there. The underutilization of space is unreal.
- Enrollment cliff—only domestic and does not affect international; expecting 200 international students, must have in-person courses (not-online).

Old Business:
- Reports from Committees
  - Equity Committee- Cathy Reese, proxy for Kim Vickrey, stated no real report. Sent an email to Chancellor about equity concerns with input from committee and faculty. Sent on Tuesday, but haven't heard back yet. Asked about Chancellor's equity plans. Hoping to get a reply. Will keep you guys posted. Committee planning to begin meeting more regularly.
  - Discussion to have it made a permanent standing committee. It will have to be presented, vote at the next meeting, and then go to full faculty vote electronically to amend bylaws to add that. Could make this a permanent voice from faculty.

New Business:

- None

Other Business:

- None

Ed Salo adjourned the meeting at 4:15 pm. The next meeting will be Friday, April 5, 2024.