

## **Faculty Senate Minutes for November 2, 2012**

Chair Julie Isaacson called the meeting to order at 3:05 p.m. The meeting was held at the Delta Center for Economic Development, Room 201.

Senator Alex Sydorenko moved to approve the minutes of October 5 with corrections to page 6, last paragraph. In the first sentence, Academic Calendar should be changed to Graduate Bulletin. The motion was seconded by Faye Cocchiara. The minutes were accepted unanimously.

### **Presentations**

#### **Early Alert Program**

Jill Simmons, University College, and Darla Fletcher, ITS, spoke to the Faculty Senate about the faculty submission side of the Early Alert Program. The purpose of the Early Alert program is allow faculty to submit concerns of various origins for student ranging from first year freshmen to graduate students. The program can be accessed through MyCampus.

Jill Simmons explained what happens after faculty submission. The student is sent an email informing them that a submission has been made on their behalf to the EAP. Various notifications are sent depending on the student involved and the specific concern. Groups include but are not limited to: learning support services, Honors, athletics, and Wilson Advising.

Darla Fletcher stated the program has been in use since the Fall 2009 semester. Mrs. Fletcher spoke of how the program has evolved and the hopes that it will continue to improve. Any suggestions are welcome.

Senator John Hall voice appreciation for the EAP service. Senator Bill Rowe stated that adjuncts are also involved in utilizing the EAP program for students.

#### **Travel and Expense Module**

Cassey Tune, Banner Technical Support Office, and Carol Barnhill, Procurement, spoke to the faculty senate about the Travel and Expense Module and how the process of travel reimbursement would be changing.

Ms. Tune explained that the current process is a very manual time consuming process requiring several levels of audits. The new system will be entirely online. This will eliminate the need for duplicate entry. Document will be able to be scanned and imported. The new system will allow for quicker turnaround time for payment, ability to track the status of reimbursement, and allow administrators to easily locate an employee in the event of an emergency. Year-end reports will also be possible.

Ms. Tune informed the Senators that training for the new system would be provided with online and face to face options. The projected rollout date is March 2013.

## Old Business

### Religious Holiday Observance Policy Report

In the absence of Andy Mooneyhan, Senator Bruce Johnson provided an update on the work of the Religious Holiday Observance Committee. Senator Johnson state the group had meet and divided responsibilities between the members. The committee would be meeting again during the next week.

### Revised Adjunct Faculty and Training Resolution

Senator John Hall provided an update of the recommendations made since the last Senate meeting. Senator Hall stated that this was the second draft and was not a resolution to be voted on at today's meeting. Senator Hall stated that he hoped that the Senate would be ready to vote on the resolution at the next scheduled meeting.

Suggested changes at this time:

- First page 7<sup>th</sup> “whereas”, instead of requiring training, encourage training. This would include banner, blackboard, early alert system, etc.
- First page 10<sup>th</sup> “whereas”, adjunct and temporary full-time faculty should not teach an excessive number of hours as opposed to capping at 12 hours.
- Second page number 4, change first sentence to “All ASU-J adjunct and temporary full-time faculty will be recommended to complete formal instructional training offered through the Interactive Teaching and Technology Center (ITTC) before they begin providing instruction at the University or during their first semester of employment.”
- Third page number 7, teach no more than 12 semester hours if expected to perform scholarship, service, and/or research. If solely teaching, no more than 15 hours should be assigned.
- Third page number 8, changes were made to payscale that reflected those suggested by Dr. Cooksey
- Page 2, number 1, added the statement “except in unusual circumstances” and the statement “In a case where a qualified and competent adjunct or temporary full-time faculty member cannot be identified and employed during a given semester it is appropriate to cancel a course offering”. Chair Isaacson suggested that the later addition be a separate bullet point.

Concern was voiced by Senator Hall about the possibility adjuncts are teaching at multiple institutions.

Robin Hicks addressed the senate concerns about adjuncts teaching at multiple sites. Faculty are required to complete concurrent employment form when working at different state institutions.

Robin Hicks addressed number 8 on page 3. Increase in pay for the spring semester would cost the University \$280,000. This does not include adjuncts that teach in colleges with differential tuition. Many of those colleges already pay adjuncts \$2000 for a three hour course. Mrs. Hicks stated that she has been with at ASU 23 years and adjunct salaries have only been increased once. Increasing adjunct pay may be phased in.

Chair Isaacson reminded the senate that cost should be considered as we vote to send the proposal through with or without support.

Senator Hall stated that the faculty senate finance committee reports are showing that academic is not receiving its fair share of funding. Academics have to be the top priority.

Senator Bill Rowe addressed what Dr. Pratt said at the last meeting concerning hours and temporary full time. Robyn addressed this point by stating that once a temporary faculty member teaches over 15 hours, they become benefited employees.

Robin Hicks stated that she appreciated any support offered by faculty senate.

Senator Warren Johnson voiced the need to keep the amount of hours adjuncts can teach flexible due to the fact that every college and department is different.

Senator John Hall pointed out that the current board approved faculty handbook states that the current teaching load is 12 hours. Senator Hall pointed out the AAUP recommends the undergraduate teaching load be 9 hours and graduate teaching load be limited to 6 hours.

Mrs. Hicks agreed with Senator Hall that the typical adjunct teaching load is 15 hours.

Chair Isaacson commended Senator Hall and the committee for their outstanding work on the resolution. Any additional recommendations should be sent to Senator Hall quickly with plans to vote on the resolution at the next meeting. A final draft will be sent out for review prior to the next meeting.

#### Faculty Senate Patent Task Force

Fabricio Medina-Bolivar agreed to call the first meeting.

#### Faculty Senate Sub-Committees

Chair Julie Isaacson asked that interested senators to sign up for vacant positions. The sub-committees should be expecting contact for Chair Isaacson. If the sub-committees have not yet done so, they are encouraged to get up and running as soon as possible.

### **New Business**

#### EEOC

EEOC been a hot topic on the list serve. Chair Isaacson has sent information to Mike McDaniel, Chair of the faculty handbook committee. The statement is old and has been updated since 2006. Chair Isaacson will pass information concerning items that may be missing she has received onto

the Handbook Committee. Chair Isaacson asked if the handbook should stick with a general statement or include more descriptors including political affiliation, marital status, parental status, military service, etc. Senator Rowe suggested that the handbook stick with the minimum general definition offered by the EEOC.

#### Chair's Report

- Shared Governance Committees: If shared governance committees are doing work concerning the campus, senators serving on those committees should contact Chair Isaacson to be given time on the senate agenda to offer a report.
- Reminder of the "Re-Inventing the Classroom" lecture/luncheon on Tuesday, November 6<sup>th</sup>. The speaker is Dr. Rankin. This service is provided by ITS in partnership with the Faculty Association.
- The opportunity to have the new Athletic Director speak to the senate was discussed. Chair Isaacson stated that it would be a good way to begin mending and building a relationship between academics and athletics. Senators demonstrated agreement. Date and time TBD.
- Reminder of the Chancellor's reception scheduled for November 12 from 4-6 p.m. at the President's home. Invitations were sent. Please RSVP as soon as possible.
- The next meeting was scheduled for November 16<sup>th</sup>. Senators voted to postpone the meeting until November 30<sup>th</sup> due to Fall Break.
- Faculty senators were reminded to sign in and send a proxy in the event they are unable to attend a meeting. Also, senators should be passing important information along to their respective colleges.

Senator Alex Sydorenko moved to adjourn the meeting, which was seconded by Senator John Hall.

The meeting was adjourned at 4:11 p.m.