

Faculty Senate Minutes for February 6, 2015

Chair Julie Isaacson called the meeting to order at 3:00 pm. The meeting was held at the Delta Center for Economic Development, Room 201.

Approval of Minutes

Minutes of October 17, 2014

Senator Win Bridges moved to approve the minutes of October 17, 2014. Senator Pradeep Mishra seconded the motion. A brief discussion included comments from Senator John Beineke, suggesting an addition to the minutes of comments from Dr. Cooksey indicating senior faculty need to listen more to junior faculty and allow them a greater voice in the decision-making process. Senator Mitch Holifield moved to approve the minutes as corrected and the motion was seconded by Senator John Hall. The motion carried with two abstentions.

Minutes of November 7, 2014

Senator John Hall moved to approve the minutes of November 7, 2014. Senator Brenda Anderson seconded the motion. The motion to approve was unanimous.

Minutes of November 21, 2014

Chair Julie Isaacson suggested edits be made to the minutes on page 3 in the section regarding the employee discount for campus housing. Chair Isaacson requested a note be added to reflect she was in error to state that language addressing an employee discount for campus housing is included in the Faculty Handbook, given that a subsequent search of the handbook revealed there is no reference to that discount. Chair Isaacson requested an additional correction on page 4 in the section regarding the Historical Committee to change “distinguished alumni” to “distinguished faculty”. Senator Kyle Chandler requested a correction to reflect his attendance at the meeting. Senator Brenda Anderson moved to approve the minutes as corrected and the motion was seconded by Senator John Hall. The motion carried with two abstentions.

Guests

Mr. Henry Torres, Chief Information Officer

The Senate was pleased to welcome Henry Torres, who provided an update of the 2012 security breach that resulted in tax fraud for 243 of our faculty, staff, and student workers. Mr. Torres reported the IRS continues to lead this investigation in consultation with the FBI. Additionally, he stated that the IRS provides little information regarding the ongoing investigation, only that the case is not closed and that there have been no additional cases of tax fraud as a result of that breach. In compliance with an IRS requirement, the Information and Technology Services group continues to maintain all related files, servers, and software in the state at which they were at the time of the breach.

Mr. Torres provided an update on a second security breach that occurred approximately 12 months ago in which a Childhood Services database was breached. That system houses data on 385 daycare centers across the state of Arkansas. He reported the investigation found evidence that a contract programmer who worked on the software over a period of

fifteen years failed to keep the code secure and thus hackers may have extracted data from the database of approximately 50,000 records. As a result of the breach, all persons with information included in the database were informed of the issue and provided an 800-number for additional support. Mr. Torres said there had been no tax fraud reported on any individuals in this database as a result of this breach.

In the discussion that followed, Senator John Hall asked if Mr. Torres knew exactly how the breach related to tax fraud had occurred on our systems, and Mr. Torres replied that they did not know how that had happened, but that they did learn that those employees affected had been hired prior to November 11, 2011. Mr. Torres added that at some point, the data likely had been breached and it possibly could have happened at a third-party vendor location, such as an insurance company, a bank, or a financial institution, that has access to our data through electronic transmissions, and that since the breach, we have taken steps with additional procedures to protect our data. Information provided by the FBI indicates the perpetrators of the breach likely are professionals rather than amateur hackers, based on the subsequent illegal financial transactions that were capped at \$245K, which is below the current \$250K limit that constitutes a major fraud case by the FBI.

In an update on the state of our information systems, Mr. Torres reminded faculty that we have a network that is open to the public rather than a private network that we can “lock down” and therefore ITS has implemented a variety of tools to protect the network and the computers, including an intrusion detection/intrusion prevention device that operates 24/7 to monitor the approximate two to four billion transactions that occur each month on our network. This appliance tracks and filters malware and locks down systems (isolates them from the network) when malware is detected. He reported that approximately 100 -150 computers are infected each month from approximately two billion network transactions, and that these primarily are student computers logging on to our network from student housing. ITS regularly communicates with students asking them to use the free antivirus software provided by the university, however there is no mechanism in place to enforce computer security by the student population. According to Mr. Torres, one mechanism that is in place to protect our systems is the implementation of a separate network for student housing that requires authentication of student users for access to the primary network. Mr. Torres reported that the university made a significant financial investment in the last year in both hardware and software security measures. Additionally, an IT security panel has been convened, an IT security coordinator was named, and weekly security meetings take place to discuss security activities and remediation in order to protect our constituents. One significant finding of the the IT security team is the prevalence of “phishing” attempts on our network in which our users receive an email requesting them to click-on a link, the result of which is an attempt to acquire sensitive information such as usernames, passwords, etc. Mr. Torres reminded the Faculty Senate that ITS will never ask our users to click on a link and that email of this nature will never come from our ITS Helpdesk.

In an update on the recent implementation of an IT security measure, Mr. Torres reported a 78 percent completion rate for a new computer security training program that is entitled, “Securing the Human.” He added that the university seeks 100 percent participation in the video-based training, noting that faculty and employee participation in information security education results in increased network security for our campus. This security training

program provides short videos (approximately seven minutes in length), every four months, that provide information on the latest hacking activities and simple measures that we can take to mitigate the risk of security breaches on our campus as our user base adopts a variety of devices in addition to campus-based computers, including mobile devices and personal computing devices that access our network from off-campus.

In the discussion that followed, Senator John Hall stated that all of the software training required of faculty is a lot of work and that he had taken the new security training and had learned nothing new, to which Mr. Torres responded that the initial training covers fundamental concepts and that ongoing training and reminders of safe-computing practices have been shown to increase network security and protect the computing resources used by all of our constituents. Senator Hall added that there were difficulties with logging in to the training program, and Mr. Torres added that the issue of login problems is being addressed. Senator Hall commented on a more general issue on training, stating that faculty are inundated with email and memos stating they must complete this or another training, and that this ongoing training takes away from faculty's true duties of teaching, research and service, and that some faculty are okay with this, while others are not. Mr. Torres replied, pointing out the current security training requirement is only seven minutes in length and yes, it is mandatory because ITS needs faculty's assistance with network security. Mr. Torres agreed that some of the content in "Securing the Human" is indeed repetitive and may be perceived as common knowledge. On the other hand, he stated ongoing information systems security training is necessary given the reliance on networks for our processes and communication, and that the network security training should take no more than seven to ten minutes, four times a year. Mr. Torres emphasized the need for ongoing education and training for all network users in order to limit our liability and comply with current state and federal regulations.

In an update on the faculty productivity tracking software project, Mr. Torres reported the Faculty Productivity Software Committee approved the adoption of "Data180-Faculty180" as the standard faculty productivity tool to be adopted by all colleges on campus. Mr. Torres offered that the decision to adopt Data180 was made based on the evaluation of three software solutions. Following open demonstrations, the committee met to assess each product's features and user-friendliness and discuss potential issues including training and support. The committee recommended the acquisition of Data180-Faculty180 and a pilot implementation is planned for March 2015. Mr. Torres added that technical support will be provided for data migration of faculty information from other systems currently used on campus.

In the discussion that followed, Senator John Hall asked for information about the software selection committee and assurance that faculty were involved in the selection process. Mr. Torres informed the Senate that the Faculty Productivity Software Committee is comprised of five deans and two representative of ITS, and that the process of evaluation included open invitations extended to both faculty and administration via email notification to attend one of two product demonstrations that were conducted by each software vendor. Senator Sinclair offered that she had attended the open presentations for all three software products as a member of the Computers and Technology Committee, and had completed detailed evaluation forms provided to all attendees. Mr. Torres added that the selection

committee took steps to include faculty in the evaluation process. Senator Hall added he felt strongly that the selection and adoption of faculty productivity software is a shared governance issue, and it should have been evaluated by the university PRT committee.

Mrs. Carolyn Ponce, ITTC Faculty Center

The Senate was pleased to welcome Mrs. Carolyn Ponce, who provided an update on upcoming changes to Blackboard. She announced that we will receive an email notification that the planned upgrade will occur May 8-11, 2015. She provided highlights of several upcoming changes, including improvements with Blackboard exams and the planned inclusion of a “gamification” feature that will allow instructors to award badges or certificates for student achievement. She added that there will be changes to group management tools as well as changes that allow for in-line grading of assignments.

According to Mrs. Ponce, training will be provided with twice-monthly Blackboard Update Preview Sessions to be held on Monday afternoons. Specific dates for this training is located in the ITTC online scheduler. The previews will highlight changes in the software. She noted that ITTC seeks volunteers to act as a faculty cohort / focus group and those interested in serving should contact Steve Leslie. A test site has been set up and all faculty have been provided with two courses on this test system. She noted there are limitations to the test environment and she announced that anyone planning to use Blackboard for summer sessions should contact ITTC for in-depth training and additional support.

Old Business

14FA 03 – Selection of Department Chairs and College Deans

Chair Isaacson reported that members of Senate have seen and approved this proposal numerous times; nonetheless, the proposal has received an additional edit from SGOC as that committee is not satisfied with some of its language. Therefore, the proposal has been forwarded to Dr. Maurice Gipson, Assistant Vice Chancellor for Diversity, who will advise the committee.

14FA-05 – Modifying Post-Tenure Review

Chair Isaacson reported that this proposal was approved at the November 21 meeting; however, a statement was inadvertently deleted and has now been reinstated. The revision was attached to this meeting’s agenda. Senator Lars Roberts moved to approve the proposal with changes. Kyle Chandler seconded the motion. The motion carried with a unanimous vote of the Senate.

14FA-06 (Formerly 13 FA-07) – Adding Evaluation of Administrative Duties to PRT

Chair Isaacson reported that this proposal had been tabled at the November 21, 2014, meeting because the Senate has requested that she send comments to the UPRTC and ask that committee to consider that faculty administrative duties should be aligned with one of three areas: teaching, research, service. Chair Isaacson reported that change was made. Senator Gretchen Hill moved to approve the proposal as edited, and the motion was seconded by Senator Lars Roberts. With no further discussion, the motion carried with a unanimous vote of the Senate.

New Business

15SP-01 – Proposal to Modify Faculty Handbook Section 111.b.1 Teaching Load

Chair Isaacson reported that this proposal will add a new paragraph to the existing Faculty Handbook section on teaching load that states when enrollment caps on classes are set, the maximum number of students should be determined by the department chair or director in consultation with the faculty and the college dean. See the proposal for specific language.,

Senator Mitch Holifield moved to approve the proposal, and the motion was seconded by Senator Brenda Anderson. In the discussion that followed, Senator Kyle Chandler noted there are differences in graduate-level teaching loads across colleges and questioned the need for Senate to look into that. Chair Isaacson replied that he referred to a course load issue and the proposal is concerned with course size. Senator John Hall suggested the Senate should move forward with this proposal and consider course load at another time. The Chair called the vote and the Senate responded all in favor with two abstentions.

15SP-02 – Proposal to Modify Faculty Office Hours

Senator Greg Phillips moved to approve the proposal, and the motion was seconded by Senator Fabricio Medina-Bolivar. In the discussion that followed, Senator Wendy Crist suggested a typographical correction. Senator John Hall question if the proposal refers to those who teach both online and face-to-face. Senator Mitch Holifield replied that the proposal states that faculty whose advisees and students are in totally online programs may meet the office hours requirement by maintaining virtual office hours. Chair Isaacson voiced concern that the proposal refers to administrative office hours 8:00 am to 5:00 pm. Senator Gretchen Hill suggested the Senate may need to address what is meant by office hours. The question was called by Senator John Hall and the Senate voted in favor of the proposal with 21 in favor, 5 opposed, one abstention.

Travel Reimbursement

Senator Bill Rowe presented concerns that faculty receive differential treatment regarding reimbursement for food while traveling on behalf of the university. He suggested that the travel policy (that provides a per-diem rate for food) that should apply to all faculty regardless of college affiliation should therefore be included in the Faculty Handbook. In the discussion that followed, various aspect of the university travel policy were considered after which Chair Isaacson called for volunteers for a task force to consider the issue. No volunteers stepped forward and Chair Isaacson agreed to advise all Senators of the current travel policy and plate the issue on the agenda for the next meeting of Faculty Senate to be held on February 20, 2015.

Apple Distinguished Educator Program

The Senate welcomed Dr. Gina Hogue, Associate Vice Chancellor for Academic Services, who announced that Astate has been designed as an Apple Distinguished Educator for its work with the FYE program. Dr. Hogue thanked the FYE faculty for their work and expressed how proud the university is to have received this prestigious award. More information about this award is available online at <http://www.astate.edu/news/apple-distinguished-program-award-presented-to-arkansas-state>

New Software Tool to Help Students

Senator Sinclair announced that she will serve as Faculty Liaison on the implementation of a new software tool that is designed to promote communication between students and their advisors and instructors. She reported that the goal of the new software is to help students stay on track with their academic program. The software will live inside the MyCampus portal as a simple interface that pulls together information from several internal systems. More information about the software is forthcoming and demonstration presentations will be provided in the coming weeks.

Chair's Report

Recognition of Senator John Hall

Chair Isaacson thanked Senator John Hall for his outstanding leadership in organizing the Distinguished Faculty Award Ceremony that was held on December 10, 2014. More information about this ceremony is available online at <http://www.astate.edu/news/31-distinguished-a-state-faculty-selected-for-wall-of-honor>

Faculty Housing Discount

Chair Isaacson reported that she has taken the issue of the faculty housing discount to the University Executive Committee and that group will look at data that identifies the number of faculty who have children in this group.

Change in Faculty Senate Leadership

Chair Isaacson regretfully informed the Senate that she had received a letter of resignation from Faculty Association President-Elect, Faculty Senate Chair-Elect Dr. Jollean Sinclair that she resigns from this position due to health concerns. A motion to accept the resignation was made by Senator Debbie Shelton and seconded by Senator Brenda Anderson. The motion to accept Senator Sinclair's resignation was approved by the Senate by a unanimous vote.

Chair Isaacson reported that she had consulted with the Senate Parliamentarian, Mr. Win Bridges, on the process to fill the open position at the February 6 meeting of the Senate. Following from that consultation, Chair Isaacson advised that Senator Bruce Johnson, Secretary of the Faculty Senate Executive Committee, had volunteered to assume the position of President-Elect/Chair-Elect. Chair Isaacson asked if there were nominations from the floor. There were no nominations forthcoming from the Senate floor and the motion to accept Senator Bruce Johnson as the President-Elect/Chair Elect was made by Senator Greg Phillips and seconded by Senator Medina-Bolivar. The motion to accept Senator Bruce Johnson as the Chair-Elect was approved by the Senate by a unanimous vote. Chair Isaacson announced that Senator Sinclair has offered to serve as Secretary of the Senate and asked if there were nominations from the floor. There were no nominations forthcoming and the motion to accept Senator Sinclair as the Secretary was made by Senator Greg Phillips and seconded by Senator Pradeep Mishra. The motion was carried by a unanimous vote.

In the discussion that followed, Senator John Hall asked the Senate members if they should take time to consider the change in leadership, at which time Senate Parliamentarian Mr.

Win Bridges advised that the process of election can be made by nomination from the floor and that the Senate could either accept today's vote of approval or negate today's vote of approval of Senator Johnson as Chair-Elect, or they could delay the decision for 30 days or whatever time the Senate thinks is needed. Senator Bridges asked if Senator Phillips was willing to withdraw his motion to approve Senator Johnson as the Chair-Elect and he replied in the affirmative. Senator Bridges asked if Senator Medina-Bolivar was willing to withdraw his second to approve Senator Johnson as the Chair-Elect and he replied in the affirmative.

The discussion that followed addressed the nomination process and concerns that the Senate should accept nominations for the position at its next meeting. Senator Greg Phillips moved that a deadline for nominations for President-Elect/Chair Elect be set for Friday February 20, 2015 and that the election shall be held within two weeks of that date. The motion was seconded by Senator John Hall and was carried by the Senate with two abstentions.

Additional Comments

Senator Judy Pfriemer advised that faculty should check the prerequisites for their courses due to an issue with Banner that automatically sets all defaults to "D".

Senator Bill Rowe requested information about insurance coverage from the System Office that outlines specific out-of-pocket expenses. Chair Isaacson offered that she will request a benefits information update from Jennifer Smith, Associate Vice President for Benefits.

Senator Win Bridges moved to adjourn at 5:00 pm. Senator Lars Roberts seconded the motion.

February 6, 2015

Senators in Attendance:

Absentees:

Proxies:

Association Officers:

Chair Julie Isaacson

Agriculture (1)

Greg Phillips

Business (3)

Sam Pae

Richard Segall

Jollean K. Sinclair

Education & Behavioral Science(6)

John Beineke

Julie Grady

John Hall

Mitch Holifield

Ryan Kelly

Andy Mooneyhan

Mitch Holifield

Engineering (1)

Shivan Haran

Fine Arts (3)

Claire Abernathy

Kyle Chandler

Bill Rowe

Humanities & Social Sciences (5)

Win Bridges

Hans Hacker

Gretchen Hill

Warren Johnson

Cherisse Jones-Branch

Library & Information Resources (1)

Wendy Crist

Media & Communications (2)

Pradeep Mishra

Larz Roberts

Military Science (1)

Cecil Clark

Nursing & Health Professions (6)

Brenda Anderson

Rejoice Addae

Donna Caldwell

Larry Morton

Judy Pfriemer

Debbie Shelton

Science & Mathematics (4)

Jeff Jenness

Bruce Johnson

Fabricio Medina-Bolivar

Suzanne Melescue

University College (1)

Nikeshia Nesbitt

Visitors

Marika Kyriakos