

# Faculty Senate Minutes for October 7, 2011

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The meeting was called to order by President Jack Zibluk.

The previous minutes were not approved due to numerous errors.

## **Presentations**

### **Nonie Wiggins, Athletic Committee**

Wiggins discussed the Charles F. Luter Academic Success Center for Student Athletes. The Center has three academic coordinators, an academic tutor, and a computer lab with laptops for student athletes to check out. The Center is open 8:00am to 9:00pm Monday through Thursday, 8:00am to 5:00pm Friday and 4:30pm to 9:00pm Sunday.

Wiggins also discussed the success of our student athletes. Currently, ten out of 14 of our athletics programs have an average GPA of 3.0. Over half of our athletes are on honor roll. ASUJ also has the highest graduation rate of student athletes ever – 65%. By NCAA standards, we had a 72% graduation rate. The football team has won the NCAA academic award nine out of the last ten years.

Wiggins next addressed the Academic Progress Rate, which counts student athlete eligibility and retention. The current benchmark is 925, but that is increasing to 930. All ASUJ sports have an Academic Progress Rate benchmark greater than 925 with only one with a four year average below 925. Student athletes must continuously be working toward a degree. By the start of their junior year, athletes must be 40% complete with their degree, 60% the next year and 80% their senior. Mrs. Wiggins reminded faculty to make sure the student athletes they advise take degree applicable courses. The Academic Success Center can advise student athletes when it comes to minors and degree changes.

Wiggins then talked about student grades and the email that went out asking to report on student athlete progress. She stated it is OK if your student does not have a grade yet, just report how they are performing (e.g. are they missing a lot of class?). She also stressed that students need to receive the grades they actually earn. If the student earns a F, they get a F. Finally, she said coaches should never contact faculty, especially about grades. If a faculty member is contacted by a coach, the faculty member is encouraged to either contact Nonie Wiggins of the Academic Success Center. She also reminded everyone that athletes sign the Burkely form to allow their grades to be shared.

Finally, Wiggins answered questions regarding grades, rosters and questionable practices regarding student athletes (e.g. staying in hotel rooms for home games).

## **John Hall, Quality Control of Online Programs**

Senator John Hall gave a presentation about the quality and integrity of online programs. Interim Vice Chancellor and Provost Glen Jones and Henry Torres also briefly talked about this issue.

Hall met with Dr. Andy Sustiche, Associative Vice Chancellor for Academic Services Lynita Cooksey, Interim Vice Chancellor and Provost Glen Jones and Henry Torres to discuss quality and integrity of online programs.

Hall asked what curriculum mechanisms does the faculty need to put into place to ensure quality. Problems faced with online programs include academic dishonesty with students and technical issues with exams. Hall also stated online program proposals should include assessment and quality control. Hall said that the Curriculum Committee must be involved with creating these mechanisms and recommended that Henry Torres be added to the Curriculum Committee to help set guidelines and give input for online courses.

Finally, Mr. Henry Torres discussed the reinstatement of the Faculty Resources Center.

## **Faculty Senate President's Report**

### **Chancellor Search Update**

President Jack Zibluk presented a handout (see Appendix A) of the job listing as it appears in the *Chronicle of Higher Education*. Zibluk pointed out the second paragraph of the qualification came from the faculty. Zibluk also stated that this search is a participatory search where the faculty has real input.

Zibluk also reported the chancellor search website (<http://www.astate.edu/chancellorsearch/>) is live. The site contains the ad, additional qualifications and an institutional profile. The website specially addresses the importance of research and the university's transformation into a research institution.

### **Research Funding**

President Zibluk attended a presentation on research funding and presented what he learned.

Zibluk stated research funding also includes indirect costs such as F&A funding (see Appendix B). F&A funding is charged to grants and goes for cost involved in doing research.

Zibluk reported that Dr. Mike Docktor had previously instituted a "Poet's Tax" for departments (e.g. Fine Arts, Communications, and Humanities) who do not receive the big grants. These departments are provided funding for "free" – no F&A. Dr. Docktor wants to match the Chancellor's funding to these departments. Zibluk will let the faculty know when Dr. Docktor's presentation is available online.

Julie Thatcher from ORTT spoke and said that the ORTT is now totally funded through F&A charges. Thatcher also indicated that IDC's can be carried forward through fiscal years so there is no rush to spend monies.

Lastly, a discussion was held regarding faculty travel and funding. Faculty travel is critically important to faculty development. The administration decided it would be best for academic deans to make travel

decisions for their faculty instead of there being a single travel fund that everyone draws from. Travel funds are diffused back to the colleges and from there and the deans can disburse to their faculty.

### **iPad-in-the-classroom Study**

The iPad-in-the-classroom study is “up in the air”.

The funds are still set aside to do an internal iPad study, but not much has been done. Currently, there are many more options available than when the study was first discussed a year ago. Before the study can continue criteria and parameters need to be discussed. For example, does the study need to examine cost? What about the benefits to teaching? Whatever is decided, the faculty needs to be the ones leading the study with possible student input. Zibluk stressed the need to find something that can be used across campus.

President Zibluk asked that everyone check with their faculty to see who is interested in joining the iPad Study Committee.

### **Old Business**

Interim Vice Chancellor and Provost Glen Jones was asked about differential tuition and how it is used for faculty equity. Dr. Jones stated that equity will first come from differential tuition, but funding can come from anywhere.

### **New Business**

#### **Internal Committees**

The following committees are in need of members: Finance, Nominating/Elections, and Status of the Profession. President Zibluk asked for volunteers.

#### **Other**

A motion was made to charge the Finance Committee to look how faculty monies are expended. It was suggested that the previous Finance Committee re-serve and address this issue.

A motion was made to ask Interim Chancellor G. Dan Howard to come and speak to the Faculty Senate regarding the status of implementing the faculty equity plan.

## **Attendance**

Jack Zibluk – President of Faculty Association

Beverly Gilbert – Past-president of Faculty Association

## **Agriculture**

Bill Humphrey

## **Business**

Richard Segall

Jollean K. Sinclair

## **Communications**

Pradeep Mishra

Larz Roberts

## **Education**

Joanna Grymes

John D. Hall

Andy Mooneyhan

Patty Murphy

Joe Nichols

Ann Ross

## **Fine Arts**

Claire D. Garrard

Marika Kyriakos

## **Humanities and Social Sciences**

Jerry Ball

Alex Sydorenko

## **Library**

April Sheppard, proxy for Tracy Farmer

## **Nursing and Health Professions**

LBrenda Anderson

Donna Caldwell, proxy for Deanna Barymon

Loretta Brewer

Bill Payne

Todd Whitehead

## **Science and Mathematics**

Bruse Johnson

Hai Jiang

Suzanne Melescue

## **University College**

Margaret McClain

**Deans' Council Representative**

Andrew J. Novobilski

**Visitors**

Glen Jones, Interim Vice Chancellor and Provost

Henry Torres, Interactive Teaching and Technology Center

Julie Thatcher, Office of Research and Technology Transfer

# Appendix A

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ARKANSAS STATE  
UNIVERSITY



## CHANCELLOR

### Arkansas State University-Jonesboro

Arkansas State University invites nominations and applications for the position of chancellor of the Jonesboro campus. The chancellor will function as the chief executive officer of the campus and will report to the Arkansas State University System president. Home to more than 14,000 students and more than 66,000 alumni, Arkansas State University-Jonesboro is the largest and oldest campus of the Arkansas State University System. Arkansas State University offers 42 degree programs with 150 major fields of study offered at the doctoral, specialist, master's, bachelor's, and associate degree levels.

Arkansas State University seeks a visionary, innovative, and consensus-building individual to lead the university in its second century of service. The successful candidate will have the character and integrity deserving of the public trust, an earned doctorate or recognized terminal degree, a minimum of five years of executive leadership experience, and a demonstrable commitment to the ideals of excellence and diversity.

Additional information, including an institutional profile and more detailed job description, may be found at [www.astate.edu/chancellorsearch](http://www.astate.edu/chancellorsearch)

Review of applications will continue until the position is filled, with priority consideration being given to applications received by January 9, 2012. The new chancellor will assume office on a date mutually agreed upon with the System President and Board of Trustees. Application materials (to include a letter of interest, a curriculum vitae, and the names, addresses, telephone numbers, and e-mail addresses of five references) must be electronically submitted (MS Word or Adobe PDF) via [chancellorsearch@astate.edu](mailto:chancellorsearch@astate.edu)

Under the provisions of the Arkansas Freedom of Information Act, applications are subject to public inspection. Arkansas State University (ASU) is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

All other communications should be directed to:  
**Pam Kail, Executive Assistant to the ASU System President**  
**Phone (870) 933-7903**

# Appendix B

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# Research Administration Budget DRAFT

10/7/2011

	FY11	FY12 <i>(flat)</i>	FY12 <i>(if growth)</i>
Salaries	\$726,397	\$726,397	
Fringe Benefits (28% of salary)	\$203,386	\$203,386	
Materials & Equipment	\$50,000	\$50,000	
Phone	\$537	\$540	
Travel	\$1,800	\$2,000	
Memberships, Dues, Subscriptions	\$25,000	\$25,000	
Software Licensing	\$22,000	\$22,000	
Misc Internal Grant Funding Programs	\$25,000	\$25,000	
Dues for State-Wide Organizations	\$25,000	\$25,000	
Intellectual Property Legal Fees	\$113,000	\$113,000	
Centers of Excellence Seed Funding	\$100,000	\$150,000	\$150,000
<b>Research Development</b>			
<i>MEASURE</i>	\$25,000	\$25,000	
<i>Create @ STATE</i>	\$15,000	\$15,000	\$5,000
<i>SURF Match and Internal Awards</i>	\$30,000	\$30,000	
<i>Undergraduate Student Travel</i>	\$3,000	\$7,000	\$3,000
<i>Graduate Student Travel</i>	\$7,000	\$7,000	\$3,000
<i>Faculty Research Awards (FRAC)</i>	(base E&G)	(base E&G)	\$20,000
<i>Faculty Reassigned Time (FRAC)</i>	\$41,250	\$41,250	\$10,000
<i>Faculty Travel (FRAC)</i>	(base endowment)	(base endowment)	\$10,000
<i>Institute for Research Development</i>	(summer) \$70,000	(spring) \$30,000	(summer) \$70,000
<i>F&amp;A Support for 3 colleges (Poet's Tax)</i>	\$30,000	\$46,130	
<i>Professional Development Workshops</i>	\$4,000	\$4,000	

# ARKANSAS STATE UNIVERSITY GOVERNING PRINCIPLES FOR THE DISTRIBUTION OF FACILITIES AND ADMINISTRATION (INDIRECT COST) REVENUES

## 1.0 INTRODUCTION

Arkansas State University (ASU) is committed to enhancing the growth of research and other sponsored activities on campus. Allocation of funds derived from Facilities and Administrative Charges (F&As) is a tangible way to provide incentives for robust research activities.

## 2.0 PURPOSE

The purpose of this policy is to provide incentives for generation of external funding at ASU and to provide sufficient funds to offset the administrative costs that result from sponsored program activities.

## 3.0 DEFINITIONS

**Facilities and Administration Costs (F&As).** 'Facilities' is defined as depreciation and use allowances, interest on debt associated with certain buildings, equipment and capital improvements, operation and maintenance expenses, and library expenses. "Administration" is defined as general administration and general expenses, departmental administration, sponsored projects administration, student administration and services, and all other types of expenditures not listed specifically under one of the subcategories of Facilities ....(OMB Circular A-21).

**Indirect Costs.** Indirect Costs was the name used by the federal government before the "F&As" terminology was adopted.

**Office of Research and Technology Transfer.** For the purposes of this document, the Office of Research and Technology Transfer includes the pre-awards, compliance, and technology transfer functions.

**Office of Sponsored Programs Accounting.** For the purposes of this document, the Office of Sponsored Programs Accounting is the program with responsibility for post-awards activities.

**Principal Investigator.** The individual with primary responsibility for solicitation, implementation, and administration of an externally sponsored grant or contract.

## 4.0 APPLICABILITY

All University employees who participate in or administer sponsored program activities, directly or indirectly.

## 5.0 REGULATIONS

United States OMB Circular A-21

## 6.0 GOVERNING PRINCIPLES

Facilities and Administration funds (F&As) are allocated by a variety of funding agencies to offset campus costs of research and/or contract activities. In addition to offsetting the direct costs associated with research and/or contract activities, F&A funds will be used to:

- promote the generation of additional external funds,
- contribute to the establishment of centers or institutes of excellence,
- enhance graduate and undergraduate research,
- provide grant training and other promotional activities,
- provide incentives to faculty including, but not limited to, seed grant programs, sabbatical leave programs, etc., and
- support the costs associated with the protection of intellectual property.

Collected funds will be distributed on the basis of Facilities and Administrative costs earned by the colleges or equivalent unit. In cases where awards are shared by colleges or equivalent units, F&As will be distributed on the basis of faculty effort.

F&As will be distributed on or before October 31, January 31, April 30, and July 31 of each year as follows:

<b>Allocation</b>	<b>Entity</b>
3%	Chancellor
8%	Provost
3%	Finance and Administration
47%	Associate Vice Provost for Research
39%	Dean or Equivalent
<b>100.00%</b>	<b>Total Distribution</b>

The salary, fringe benefit, material costs, and travel expenses associated with the administration of the Offices of Research and Technology Transfer and Sponsored Programs Accounting will be charged to the allocation accorded the Associate Vice Provost for Research. Likewise, the Deans and or equivalent are expected to share F&A distributions with the faculty members who are responsible for generating them.

FY2011 Carryforward	\$ 2,333,728.00	\$ 573,579.75
FY 2012 IDC (projected)	\$ 2,333,728.00	\$ 1,096,852.00
<b>Total IDC Available During FY2012</b>		<b>\$ 1,670,431.75</b>

### Projected Expenditures

Salaries (see attached)	\$	726,379.00
Fringe Benefits	\$	203,386.12 (28% of salary)
Materials and Equipment	\$	50,000.00
Phone	\$	536.63
Travel	\$	18,000.00
Memberships, Dues and Subscriptions	\$	25,000.00
Software Licensing Fees	\$	22,000.00
Research Development Programs:		
<i>Research Magazine</i>	\$	25,000.00
<i>Create@Astate</i>	\$	15,000.00
<i>SURF Match and Internal Awards</i>	\$	30,000.00
<i>Undergraduate Student Travel</i>	\$	10,000.00 (Current year \$6,000)
<i>Graduate Student Travel</i>	\$	10,000.00 (Current year \$7,000)
<i>Faculty Research Awards</i>	\$	60,000.00 (Current year \$40,000)
<i>Faculty Travel Awards</i>	\$	40,000.00
<i>IP Legal Fees</i>	\$	100,000.00 (Current year \$84,579.29)
<i>Summer Institute (Stipends and Supplies)</i>	\$	70,000.00 (Current year \$53,458)
<i>Start-Up Funds for Centers of Excellence</i>	\$	115,000.00 (Current year \$100,000)
<i>IDC Support for Non-Earning Colleges</i>	\$	50,000.00 (Current year \$51,650)
<i>Professional Development Workshops</i>	\$	4,000.00 (Current year 3,208)
<i>Faculty Scholarship Programs (Poet's Tax)</i>	\$	46,130.00 (Current year 30,000)
Miscellaneous Internal Grant Funding Programs	\$	25,000.00
Dues for State-Wide Organizations	\$	25,000.00
<b>Total Expenditures for FY2012</b>	<b>\$</b>	<b>1,670,431.75</b>

**ARKANSAS STATE UNIVERSITY**  
**FEDERAL AWARDS - TYPICAL DIRECT AND INDIRECT COSTS**  
Reference Table

This list is not all-inclusive but represents commonly used expenditures. There may be rare instances when charges normally treated as indirect costs may be charged directly to sponsored projects. Refer to the Arkansas State University Fiscal Procedures Statement and Office of Management and Budget Circular A-21 for further guidance.

<b>DIRECT COSTS</b>	<b>FACILITIES &amp; ADMINISTRATIVE INDIRECT COSTS</b>
<b>SALARIES, WAGES, RELATED FRINGE BENEFITS, such as:</b> <ul style="list-style-type: none"> <li>➤ principal investigator</li> <li>➤ post doc</li> <li>➤ graduate student</li> <li>➤ research associate</li> <li>➤ research technician</li> <li>➤ research nurse coordinator</li> </ul>	<b>ADMINISTRATIVE AND CLERICAL SALARIES, WAGES, FRINGE BENEFITS, such as:</b> <ul style="list-style-type: none"> <li>➤ business manager</li> <li>➤ secretary</li> <li>➤ department administrator</li> <li>➤ administrative assistant</li> <li>➤ accountant</li> <li>➤ accounting clerk</li> </ul>
<b>OFFICE SUPPLIES</b> <ul style="list-style-type: none"> <li>➤ normally indirect unless the specific requirements of a particular project scope clearly indicate a need for a volume of costs beyond routine, which creates an unlike circumstance</li> <li>➤ justification/certification form required to be maintained with the invoice, T-29 or TV in the departmental federal grant or contract file</li> </ul>	<b>OFFICE SUPPLIES</b> <ul style="list-style-type: none"> <li>➤ pens, pencils</li> <li>➤ paper, tablets</li> <li>➤ files, folders, binders</li> <li>➤ transparencies</li> <li>➤ staples</li> </ul>
<b>LABORATORY SUPPLIES AND MATERIALS</b> <ul style="list-style-type: none"> <li>➤ non-administrative</li> <li>➤ medical, scientific</li> <li>➤ pharmaceutical</li> </ul> <p>G/L Account 439300 - Laboratory Supplies</p>	<b>INSTITUTIONAL DUES, MEMBERSHIPS AND SUBSCRIPTIONS</b>
<b>COMPUTER SOFTWARE AND SUPPLIES used for:</b> scientific and technical purposes <ul style="list-style-type: none"> <li>➤ research data collection</li> </ul> <p>if used specifically for a particular project</p>	<b>GENERAL PURPOSE COMPUTER SOFTWARE AND SUPPLIES (used for administrative purposes)</b> <ul style="list-style-type: none"> <li>➤ word processing and spreadsheet programs</li> <li>➤ diskettes</li> <li>➤ printer paper</li> <li>➤ toner cartridges</li> </ul> not dedicated to a particular project

DIRECT COSTS	FACILITIES & ADMINISTRATIVE INDIRECT COSTS
<b>EQUIPMENT</b> <ul style="list-style-type: none"> <li>➤ scientific and technical</li> <li>➤ dedicated</li> <li>➤ computer (dedicated to a particular project)</li> <li>➤ maintenance contract (dedicated-equipment)</li> <li>➤ rental</li> </ul> if used specifically for a particular project	<b>GENERAL PURPOSE EQUIPMENT (used for administrative purposes)</b> <ul style="list-style-type: none"> <li>➤ copier</li> <li>➤ office furniture</li> <li>➤ computer</li> <li>➤ maintenance contract (administrative use-equipment)</li> </ul> not dedicated to a particular project
<b>MAINTENANCE/REPAIRS EQUIPMENT</b> <ul style="list-style-type: none"> <li>➤ requires justification explaining the expenditure's direct application to the federal award</li> <li>➤ justification can be written on the invoice or charge document copy that is maintained in the department's grant or contract files</li> </ul> if used specifically for a particular project	<b>MAINTENANCE/REPAIRS FOR GENERAL PURPOSE EQUIPMENT (used for administrative purposes)</b>  for equipment not dedicated to a particular project
<b>RENTAL OF SPACE</b> project-specific rented off-campus from a third party	<b>MAINTENANCE/REPAIRS FOR FACILITIES</b> <ul style="list-style-type: none"> <li>➤ buildings</li> <li>➤ grounds</li> </ul>
<b>SUBCONTRACT COSTS</b>	<b>UTILITIES</b>
<b>POSTAGE</b> <ul style="list-style-type: none"> <li>➤ normally indirect unless the specific requirements of a particular project scope clearly indicates a need for a volume of costs beyond routine, which creates an unlike circumstance</li> <li>➤ justification/certification form required to be maintained with the invoice, T-29 or TV in the departmental federal grant or contract file</li> </ul>	<b>POSTAGE</b> <ul style="list-style-type: none"> <li>➤ U.S. non-priority mail</li> <li>➤ interoffice mail delivery</li> </ul>
<b>TELEPHONE CHARGES</b> <ul style="list-style-type: none"> <li>➤ long distance (project-specific)</li> <li>➤ cellular (project-specific)</li> </ul>	<b>TELEPHONE CHARGES – Basic</b> <ul style="list-style-type: none"> <li>➤ local calls</li> <li>➤ cellular phones (general use)</li> <li>➤ pagers, voice mail</li> </ul>
<b>PRINTING AND PHOTOCOPYING</b> <ul style="list-style-type: none"> <li>➤ normally indirect unless the specific requirements of a particular project scope clearly indicates a need for a volume of costs beyond routine, which creates an unlike circumstance</li> <li>➤ justification/certification form required to be maintained with the invoice, T-29 or TV in the departmental federal grant or contract file</li> </ul>	<b>PRINTING AND PHOTOCOPYING</b> <ul style="list-style-type: none"> <li>➤ administrative forms</li> <li>➤ routine – low volume photocopying</li> </ul>