

Faculty Senate Meeting Minutes

February 2, 2022

1:30pm-3:00pm

Zoom

Invitees: Dr. Emily Cutrer, Dr. Melinda Arnold, Dr. Angie Parmentier-Sikorski, Dr. Corrine Hinton, Dr. David Allard, Dr. Rebeca Cooper, Dr. Doug Julien, Dr. Kelly Cordray, Dr. Sheila Moore, Dr. Drew Morton, Dr. Michael Perri, Dr. Sean Bailey, Dr. Vikram Bhadauria, Dr. Nelson Irizarry, Dr. Brian Matthews, Dr. Faycal Znidi

Attendees: Dr. Angie Parmentier-Sikorski, Dr. Corrine Hinton, Dr. David Allard, Dr. Sean Bailey, Dr. Vikram Bhadauria, Dr. Rebeca Cooper, Dr. Nelson Irizarry, Dr. Doug Julien, Dr. Brian Matthews, Dr. Drew Morton, Dr. Michael Perri

Absent: Dr. Emily Cutrer, Dr. Melinda Arnold, Dr. Kelly Cordray, Dr. Faycal Znidi

Guests: Dr. Brian Billings, Dr. Sara Lawrence, Dr. Joe Burzynski,

- I. **Call to Order (1:30 pm)**.....Dr. Angie Sikorski
- II. **President’s Report**.....Dr. Emily Cutrer
 - a. No report given.
- III. **Provost and VPAA’s Report**.....Dr. Melinda Arnold
 - a. No report given.
- IV. **Approval of Minutes from 12/09/2021**.....Dr. Angie Sikorski
 - a. Morton-motined to approve the minutes; Perri-2nd the motion; Sikorski acknowledged a correction in the spelling of name; Minutes were unanimously approved with note of the correction.
- V. **Committee Reports**
 - a. Faculty Welfare.....Dr. Drew Morton
 - i. Sikorski stated that that information garnered from the faculty morale survey was submitted to Dr. Arnold, who in, turn asked what faculty would like to see.
 - ii. Morton stated that members of the Subcommittee selected items they believed to be immediate, short-, and long-term goals; The list was shared with Senate (shared screen).
 - iii. Sikorski reiterated the idea of untethering salaries from enrollment due to the announcement made by Dr. Cutrer that faculty and staff will receive continual merit increases.
 - iv. R. Cooper agrees to having a formal commitment to address the items submitted to administration and assuring that there is a clear understanding of the evaluation process related to the determination of merit; Sikorski, Morton, and Julien explain merit calculations.

- v. Julien agrees that overcommunication is needed to clarify a distinction between salaries and morale.
 - vi. Morton expressed caution about investing time making decisions subjectively only for there to be affirmation of what's considered without objectivity; Morton and Perri agree to remain informal unless asked again, at which time, at more formal approach will be initiated.
- b. Budget.....Dr. Corrine Hinton
- i. Hinton recalled a discussion of previous salary reports from FY 2022 and detailed salary reports of the previous 3 fiscal years. This request was brought to the attention of Cutrer and Arnold. Will follow up at the next leadership meeting to determine status.
 - ii. Hinton asked about point of contact for the new building and learned that Cutrer is the contact person; Solicited Senate for a list of documents questions concerning specific items (i.e., direct and indirect costs) to provide to Cutrer for answers; Hinton stated that questions can be emailed directly to her.
- c. FRED.....Dr. Rebeca Cooper
- i. Cooper shared that FRED has not formally meet she did review the Spring timeline; Emailed has been sent to the Committee to review the deadline date, meeting times, rubric (contacted Dr. Lawrence for input); Discussed special grant procedures and how to increase interest and participate in FRED.
 - ii. Morton attributed the decrease in participate to COVID.
 - iii. Julien stated that the decrease in participation may be attributed to the ambiguity of what is acceptable and what is not acceptable.
 - iv. Sikorski stated that we need more flexibility in the use of FRED funds and mentioned that the decrease in participation may be attributed to distrusting how funds would be spent.
 - v. Hinton addressed the issue of outstanding FRED reports and eligibility criteria.
 - vi. Cooper asked if a meeting is needed to accurately determine the usage definition of FRED funds; Perri supports the idea of maintaining flexible when awarding funds.
 - vii. Morton addressed past decision-making based on the need to give residual funds so the guideline were not followed very strictly.
- d. Rules and Procedures.....Dr. Michael Perri
- i. Perri shared that the Committee met and discussed faculty performance review, faculty academic workload, reporting requirements, complaint and appeal procedures, and tenure and promotion. The Committee discussed the following:

1. The faculty performance review was determined by system requirements and faculty will have access to their personnel files and an implementation for unsatisfactory rating.
 2. There were minor changes with the complaint and appeal procedures.
 3. The tenure and promotion process was revised with a focus on changes to the current timeline.
 4. The committee received a letter submitted by Dr. McKnight containing suggestions for clinical faculty and lab coordinators; Committee agreed to follow the guidelines of sister institutions; The letter was also sent to Arnold who wants to develop an overall institutional standard for workload to define all lab and clinical differentials; Perri suggested that the colleges should be able to establish their own standards that are not regulated by system rules.
- ii. Julien suggested that Perri meet with Arnold now that she is involved in the discussion.
 - iii. Moore addressed the need to consider the variations of experience and other instruction and ask questions of who are affected by these variations to reduce any form of discrimination and subjectivity.
 - iv. Hinton expressed to need to have college guidelines to govern decisions and that these guidelines are representative and equitable in terms of labor and compensation, regardless of status; This is an intentional collaboration between the Deans and Provost.
 - v. Matthews stated that there is a workload policy that will be revisited to discuss the interpretation of actually workload (i.e., courses versus hours).
 - vi. Sikorski asked that the Committee review the suggestion of a new faculty evaluation form.
- e. Ed Tech.....Dr. Faycal Znidi
- i. Sikorski gave report for Znidi. The Committee met last Tuesday to discuss the following:
 1. Shared that Canvas and Blackboard will run simultaneously in Spring and Summer 2023 to allow for the transition from Blackboard to Canvas.
 2. Suggested that Microsoft Teams to be used in classrooms and faculty are asked to encourage students to use Microsoft 365 to implement Teams instead of Gmail.
 3. Looked at different options for HyFlex model; discussed HyFlex instruction options.
 4. Discussed Adobe Pro rollout.

- 5. Discussed HDMI to stream lectures in classrooms.
- f. Curriculum.....Dr. Doug Julien
 - i. Nothing to report.
- g. Academic Standards.....Dr. Kelly Cordray
 - i. Dr. Joe Burzynski provided the report. Discussed the upcoming agenda which includes admissions standards for AY 23-24; Working on admission and suspension appeals; Reviewing extra institutional learning experiences.

VI. Ad hoc Committee Reports

- a. Faculty Evaluation Form.....Dr. Corrine Hinton
 - i. Sikorski noted that this task was placed with Perri’s Committee.
- b. DEI.....Dr. Julien & Dr. Matthews
 - i. Matthews shared who the Diversity, Equity, and Inclusion Search Committee consist of and conveyed the timeline as follows:
 - 1. 2/7/2022 - Team members submit interview questions and information for matrix to Lauren Baird (Lauren.Baird@tamut.edu).
 - 2. 2/8/2022 - Team meets to finalize interview questions and matrix.
 - 3. 2/8/2022 - Submit interview questions and matrix to HR.
 - 4. 2/9/2022 - Team members have access to review applicants.
 - 5. 2/9-18/2022 - Team members review and rank the applicants.
 - 6. 2/18/2022 - Team members submit their rankings (we did not set this date at the meeting; however, it will help for our meeting on 21st).
 - 7. 2/21/2022 - Team will discuss rankings and determine top candidates and will determine a timeline to conduct interviews.
 - ii. Matthews reiterated Cutrer’s reminder to encourage those who faculty are aware of to apply for the position.
- c. OTAFA.....Dr. Corrine Hinton
 - i. Hinton stated that the Arnold was supportive of the proposal but was concerned about the Title III grant regarding student retention initiatives, which was not initially received, could possible be replaced by another grant; If the Title III grant is awarded in addition to the other source, this may violate Title III stipulations that require a single-director model rather than a co-director model which is supported by the Committee.
 - ii. Hinton will ask for Arnold to respond to how to reconcile the concerns that the Committee have about a single-director model.
- d. Scheduling.....???
- i. No one is currently scheduled to chair this committee; Will await volunteers.
- ii. Sikorski asked for volunteers; No response from the Senate.
- iii. Hinton suggested sending an email to solicit volunteers.

VII. Other Business

- a. Hinton shared that the amendment to the undergraduate and graduate degree forms have been removed from the website and that there are concerns about the removal process.
- b. Dr. Lawrence shared that she had to send an email to request the form and was told to process the form as normal by submitting it to the Dean and Provost.

VIII. Next Meeting

- a. Next meeting scheduled for 03/02/2022
- b. Meeting adjourned at 3:21 pm.