

Agenda of the Faculty Senate
November 10, 2022 - Zoom Meeting
3:30-5:00pm

- I. Recognize proxies
- II. Approval of agenda
- III. Approval of minutes from October 13, 2022
- IV. Remarks from Dr. Ken Kitts, President

Standing Committees

i. Faculty Affairs

- 1. Review of Policies for Policy Environment Task Force (SGEC: FS)

- a. Proposal for Revisions to Workload Policy
- b. Policies Concerning Adjunct Faculty
- c. Promotion Policy

ii. Academic Affairs

- 1. Reviewing Online Proctoring Services (FS)

iii. Faculty Attitude Survey

iv. Faculty Handbook Oversight

b. Other Committees

i. Faculty Senate Constitution Review

ii. Parental Leave Policy Review

VIII. Unfinished Business

IX. New Business

Faculty Senate Minutes
13 October 2022

Call to order:

A regular meeting of the University of North Alabama's Faculty Senate convened via Zoom Video Conferencing at 3.30pm with President Stovall presiding.

I. Recognized Proxies and New Senators

Kelsey Paquin for Gretchen Windt

Beth Sewell for Felecia Harris

Rachel Winsor, BDCP Lisa Ann Blankinship, Greg Brunkley, Dan Burton, Corey Cagle, Gabriela Carrasco, Justin Carter, Helen Coronel, Chris Cottingham, Frank Diaz, Anissa Graham, Einar Gudmundsson, Achini Herath, John Hodges, Andrea Hunt, Ann-Marie Irons, Lauren Killen, Kelly Latchaw, Ian Leoppky, Thomas Lukowicz, Jennifer Maddox, Janna Malone, John McGee, Bryan McHenry, Jessica Mitchell, Jason Price, Chris Purser, Craig Robertson, Lindsey Sherrill, Patrick Shremshock, Kevin Stoltz, Jessica Stovall, Jason Watson, Pete Williams

Rashaun Warren

Due to absent proxy

Ketsy Hecker, Angel Tomlinson

distributed by Sen. Robertson, 2

nd by Sen. Williams. Motion

passes.

III. Approval of minutes from the 8 September 2022 Meeting

[Updated item 2 under X. New Business to read as "Motion for Faculty Affairs Committee to provided Task Force information and charge."]. Minutes approved as amended by Sen. Watson, 2nd by Sen. Williams. Motion passes.

IV Remarks from Dr. Ken Kitts, UNA President

- President Kitts provided update on funding from Montgomery.

V. Remarks from Dr. Ross Alexander, Provost and Executive Vice President for Academic Affairs

- Dr. Alexander provided updates on new QEP program, academic programs that will soon launch, and addressed questions regarding the potential site of new engineering building and the Cypress Creek indoor practice range.

- Dr. Alexander was asked to comment on how faculty may be placed in newly created positions without apparent consideration of protocols that would support the university's commitment to DEI initiatives.

VI. Remarks from Dr. Jessica Stovall, Faculty Senate President

- FS President Stovall thanks Senators for their service and communication with their departments.

VI. Reports

- a. Standing Committees
 - i. Faculty Affairs – Sen. Carter (Chair) provided update
 1. Review of Policies for Policy Environment Task Force (SGEC:FS)
 - a) Policies Concerning Adjunct Faculty
 - b) Promotion Policy – survey submitted to department chairs
 - c) Workload Policy – currently reviewing policy for updates

FS President Stovall will request an extension from SGEC.
 - ii. Academic Affairs – Sen. Cottingham provided update.
 - a) Proposal for Revisions to Graduate Faculty Selection Policy - Motion proposed by Sen. Cottingham to approve; no second needed as motion comes from committee. There was no discussion. Motion passes: 33Y:0N:0Abs
 - b) Proposal for Revisions to Nepotism Policy – Motion proposed by Sen. Cottingham to approve proposal which updates language of the policy to reflect state code; no second needed as motion comes from committee. Discussion. Motion passes: 32Y:2N:0Abs
 - iii. Faculty Attitude Survey – Sen. Purser provided update that the committee was currently soliciting feedback from FAS.
 - iv. Faculty Handbook Oversight – Sen. Robertson provided update of no report.
- b. Other Committees
 - i. Faculty Senate Constitution Review – Sen. Watson provided update that the committee has reviewed the FS Constitution and prioritized areas that will be updated.

VII. Unfinished Business

- a. Proposal for Faculty Handbook Revisions: Transcript Requirements (SGEC: FS)- Motion to approve proposal made by Sen. Carter and seconded by Sen. Killen. No discussion. Motion passes: 34Y:1N:0Abs

VIII. New Business

- a. Proposal for Review and Report on Online Proctoring Services (FS) – FS Pres. Stovall proposed a review as an action from FAS 2022 results. Sen. Cottingham made a motion to send to Academic Affairs to collect information on faculty

needs for online proctoring. Motion seconded by Sen. Carrasco. No discussion.
Motion approved: 33Y:1N:0Abs

b. Proposal to Form an Ad-Hoc Committee to Update the Parental Leave Policy (FS)
– FS Pres. Stovall proposed that a committee form as an action from FAS 2022
results. Motion to form committee made by Sen. Watson and seconded by Sen.
Cottingham. Discussion on how committee would be formed. Motion approved:
35Y:0N:0Abs

XI. Information Items

- None

XII. Adjourn

- Motion to adjourn proposed by Sen. Bowie and 2nd by Sen. Buckley. Meeting adjourned at 4.27pm.

3.2 WORKLOADS

Faculty members who have full-time appointments should understand that they are obligated to full-time service to the University, including classroom teaching, class preparation, grading and evaluation, office hours, student advisement duties, committee or other institutional affairs activities, professional enrichment experiences, research and/or other creative activities, and service.

-week, first 8-

week, interim sessions).

3.2.1 Assignments

During ~~regular~~ Fall and Spring school terms, full-time faculty members are considered to be on duty beginning ~~the first day of registration~~ two business days before regular classes start through the ~~last day of the~~ close of term as published in the University Calendar.

wide adjuncts and overloads, and rates of pay for adjunct faculty teaching applied music at other institutions in the region.

B. Full-time faculty are restricted to no more than one class overload in any semester (normally

Department chairs will receive an \$8,000 supplement each year, a six-hour teaching load reduction in the fall and spring semesters, and a three-hour teaching load reduction during the summer ~~term~~semester.

3.2.5 Off-Campus Instruction

The University schedules a limited number of credit courses in off-campus locations. Assignment to off-campus instruction may be made a part of the regular teaching load or may be requested of faculty on an overload basis.

3.2.6 Interim Periods

Courses and workshops are offered from time to time in the interim periods of May, August, December, and the spring recess. Interim session courses may be assigned to and taught by any qualified member of the faculty, subject to the concurrence of the department chair and college dean. Instruction for such courses may be requested at additional payment. Interim credit work through study abroad is arranged with individual faculty members through the department chair and college dean.

3.2.7 Overloads for Department Chairs

During the academic year, chairs of departments may participate ~~in~~ university administrated grants and contracts where the grant provides funding support for course buyouts or course releases. Specifically, the funding agency authorizes the use of grant funds to offset that portion of the department time and effort dedicated to executing the grant, with no resulting increase in responsibilities. ~~In regular school terms, and where~~When the grant does not provide funding support for course buyouts or course releases, chairs of departments may not assume course overloads or extra-duty responsibilities associated with university-administered grants or contracts except as required by unforeseen emergencies and as based on determination of the chair of the department and approval of the dean of the college.

From: [Vandiver, Renee P](#)
To: [Johnson, Lorie Michelle](#); [Stovall, Jessica E](#); [Bolton, Melissa Buckner](#); [Sandvig, Amber Fay](#)
Cc: [Oden, Kristy Oneal](#)
Subject: FW: Revised Substantive Change Policy for EC Approval
Date: Monday, October 31, 2022 3:21:38 PM
Attachments: [Revised SACSCOC Sub Change Policy.pdf](#)
[image001.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

On behalf of SGEC Chair Kristy Oden, I wish to inform you that at its meeting today, the Shared Governance Executive Committee considered the enclosed proposal from the SACSCOC Liaison, with approval from the Council of Academic Deans and by Executive Council as an interim policy while it goes through formal shared governance review, for a revised Substantive Change Policy. The SGEC determined this as an issue to be reviewed by all constituent groups, beginning with the Institutional Effectiveness Committee and all three Senates. Therefore, please inform Dr. Oden of the outcome of this review with a copy to me. Thank you.

From: Vandiver, Renee P
Sent: Monday, October 10, 2022 1:38 PM
To: Sherrill, Regina B <rbsherrill@una.edu>
Cc: Alexander, Ross Cory <ralexander3@una.edu>
Subject: Revised Substantive Change Policy for EC Approval

Regina –

Would you please add the attached Revised Substantive Change Policy to the agenda of the next EC meeting? Following behind the revised policy is the current policy. At its meeting this morning, COAD members unanimously agreed to recommend to the Executive Council that the revised Substantive Change Policy **be adopted as an interim policy while it is considered through the shared governance process**. In her presentation to the COAD, Lorie Johnson outlined that the proposed revisions to the Sub Change Policy add the procedures for identifying, documenting, and reporting substantive changes to SACSCOC (absent from the current policy) and transfers the responsible officer from the COAD to the Provost.

Would you please let me know the outcome of EC's consideration so that if approved, I may add it to the agenda of the next scheduled SGEC meeting? Thank you.



Substantive Change Policy for Institutional Accreditation University of North Alabama

Purpose

Compliance

Definition of Terms
Substantive Change:

Significant Departure:

Policy Roles and Responsibilities

Responsible Office:

Responsible Executive:

Responsible Officer:

Document History

Policies and Procedures for Substantive Change

University of North Alabama

As a condition of membership, institutions accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) have responsibility for compliance with the Commission's

and maintaining compliant procedures, including any revisions necessary to maintain continual compliance with SACSCOC Substantive Change Policy.

Summary

In summary, the Council of Academic Deans, in consultation with the UNA SACSCOC Liaison, assumes primary responsibility for remaining abreast of substantive change policies and ensuring that the University of North Alabama is fully compliant with those policies. To assist in compliance, the COAD will hold a workshop each spring semester to review the most recent SACSCOC substantive change policies. The Policies and Procedures for Substantive Change will be revised as required to meet changing SACSCOC guidelines. Official minutes of COAD meetings will be used to document compliance with the policies and procedures outlined herein.

Policy Updates and Approvals

Approved by SACSCOC Leadership Team, February 8, 2012

Approved by Council of Academic Deans, February 13, 2012

Campus Notification of Policy, February 20, 2012

Amended by Council of Academic Deans, August 22, 2012

Approved by SACSCOC Liaison, August 28, 2012

Approved by President of the University, August 30, 2012

Approved by Council of Academic Deans on October 14, 2013

Approved by SACSCOC Liaison, November 6, 2013

Approved by President of the University, November 4, 2013

Amended by Council of Academic Deans, April 6, 2015

Affirmed by Executive Council, April 13, 2015

Amended by Council of Academic Deans, March 8, 2016

Affirmed by Executive Council, March 14, 2016

Amended by SACSCOC Leau App1. (1,)h46 TTW 0.228 0 Td(E)2.1 (x)8.1 4.3 (, (e)4. (a)36 D10 TTc 01. (1,)h46 TTW L)70 KICID

Parental Leave Policy Committee