

Cameron University  
Faculty Senate  
Approved Minutes: November 8, 2019

**Officers Present:** Shaun Calix (Chair), Sheila Youngblood (Chair-Elect), Aubree Walton (Secretary)

**Senators Present:** Greg Herring, Jim Heflin, Corey Sanders, Joanni Sailor, Dana Lee, Matt Van Sant, Cathy Blackman, Randa Hollandsworth, Jarred Kelsey, Ali Soylu, Abbas Johari, Jeff Metzger, Courtney Glazer, Claudio Re, Leisha Estep

**Guests Present:** VPAA Vanderslice, Lisa Restivo (Office of Distance Learning), Darius Morris (SGA President), VP Jerrett Phillips

**Agenda Items**

**I. Call to order (Calix)**

The meeting was called to order at 3:15 p.m.

**II. Approval of minutes from previous meetings (October 4, 2019 and October 11, 2019)**

Dr. Johari made the motion to approve the October 4, 2019 minutes. Dr. Heflin seconded the motion. Without objection, the October 4, 2019, minutes were accepted.

Dr. Youngblood made the motion to approve the October 11, 2019 minutes. Dr. Glazer seconded the motion. Without objection, the October 11, 2019, minutes were accepted.

**III. VPAA Vanderslice**

Dr. Vanderslice provided an update on the following Academic Affairs topics:

**(a) Student Make-up Policy.** Although the President approved the Student Make-up Policy in 2015, it has not been distributed or incorporated into the Faculty Handbook. Dr. Vanderslice reviewed the policy with Faculty Senate, noted that it is now in effect and has already been added to the spring 2020 syllabus supplement. The policy will be added to the handbook during the next revision. Dr. Vanderslice explained that this make-up policy addresses absences related to university-sponsored activities and legally required activities (such as jury duty), not absences related to illness or medical complications.

**(b) New Program Requests.** Dr. Vanderslice described the process for requesting new programs and discussed current proposals working through the approval process. Cameron University has submitted a Letter of Intent that addressed two programmatic changes.

(1) Online Delivery. Cameron University intends to offer seven existing programs as online programs.

(2) New Program Request. Cameron University is in the process of adding one new program (Bachelor of Science in Mechanical Engineering).

#### **IV. SGA Update**

SGA President Darius Morris provided an update on the following SGA items.

- (a) **Financial Aid Forum**. About two weeks ago SGA hosted a financial aid forum with VP Phillips and the Director of Financial Aid. The forum addressed the new financial aid disbursement process that went into effect as of the fall 2019 semester.
- (b) **Graduation Regalia Forum**. Since the last Faculty Senate meeting, SGA has met and discussed Cameron's graduation regalia policies. The goal is to send SGA's regalia recommendations to the VPAA and student body by Monday, November 18.
- (c) **Bookstore Forum**. SGA still plans on hosting a bookstore forum by the end of the fall 2019 semester.

#### **VI. Committee Reports**

**Academic Standards and Policies**: Professor Hollandsworth noted the committee has reviewed the Make-up Policy that was previously approved by the President in 2015. As noted in the VPAA's general comments (Part III.a of the minutes), the policy has already been added to the spring syllabus supplements. The policy was not submitted in time to be included in the current Faculty Handbook updates, but will be incorporated during the next revision.

Hollandsworth noted that the Make-up Policy is not an attendance policy, but Academic Standards and Policies Committee is now discussing the need to create one. Before moving forward with development of a new attendance policy Hollandsworth would like additional feedback from departments. Senators were asked to convene with their departments and determine whether a standardized university attendance policy is desired. The goal is to collect department feedback by the December Faculty Senate meeting.

**Faculty Committee**: Dr. Youngblood presented Faculty Committee's policy proposal for promotion to the rank of Senior Instructor. Dr. Heflin moved that Faculty Senate forward the policy, as presented, to President McArthur for approval. Dr. Herring seconded the motion. The motion was approved without objection.

**Curriculum Committee**: Dr. Calix noted that the Curriculum Committee's next meeting will occur before Thanksgiving.

**Educator Preparation Council**: Dr. Glazer announced a change regarding entrance requirements for the Teacher Education program. In addition to OGET scores, students may now also use ACT and SAT scores. Students are required to complete the writing section of the ACT/SAT exams.

**Research Committee**: Dr. Johari noted that Research Committee will meet again before the end of the semester.

**General Education Committee:** Dr. Metzger announced that the General Education Committee has been examining whether syllabi from different sections and modes of delivery use the same set of student learning outcomes.

**VII. Old Business**

(a) **Discussion of leadership of university committees.** Dr. Youngblood opened the discussion, explaining that the topic is being addressed because five to six faculty have contacted her with concerns about committee leadership. Specifically, these faculty noted that several committees are being run by the ex officio member and not by faculty. Dr. Glazer noted that Roberts Rules of Order considers ex officio members to have the same participation rights as other members. The term ex officio merely denotes how that member joined the committee. Discussion ensued. It was proposed that the Faculty Handbook language be evaluated to determine whether clarifications are required regarding committee membership, voting rights, and the chair selection process. Dr. Heflin moved that Faculty Committee be tasked with reviewing Faculty Handbook language related to committee structure and leadership. Dr. Johari seconded the motion. The motion carried without objection.

(b) **Discussion of Faculty Senate representation on Institutional Assessment Committee.** Faculty Senate previously discussed whether it should hold a position on IAC. IAC's response is that the Faculty Senate position is necessary for several reasons, including: (1) the Faculty Senate position allows for an even number of reviewers from each school, (2) IAC needs more reviewers as opposed to fewer, (3) the Faculty Senate member helps provide diversity so that faculty are not reviewing their own academic programs, and (4) the Faculty Senate member ensures that information is shared between IAC and Faculty Senate. Discussion ensued. It was noted that this issue arose because Faculty Senate has experienced turnover in the IAC position for the past two years. However, these issues were random and not indicative of a long-term problem. Professor Hollandsworth proposed that Faculty Senate start selecting both an IAC member and one alternate. Dr. Calix noted this practice could be implemented without Faculty Handbook revisions. Dr. Youngblood moved that Faculty Senate start selecting an alternate member for IAC. Sanders seconded the motion. The motion passed without objection.

**VIII. New Business**

VP Phillips requested feedback and recommendations for improving the funding processes on SAFAC and Lectures and Concerts Committee. He opened the floor for immediate feedback but indicated faculty could also contact him after the meeting.

**X. Adjournment**

Dr. Youngblood moved to adjourn. Dr. Glazer seconded the motion. The meeting adjourned at 4:48 p.m.