

**ASU Faculty Senate Meeting Minutes**  
**3 p.m., December 11th, UC 203-204**

Crystal Kreidler President PSY	X	Rozena McCabe Vice President KIN	X	Michael Burnett Secretary VPA-Art/Theatre	X	Twyla Tasker Parliamentarian C&I	X
Lee Atkins PT	X	Anthony Bartl PSCI/PHL		Alfred Beccera NURS(Clin)	X	Jennifer Braziel NURS	
Jay Brown HSP		David Faught ** ENG/LANG	X	Mark Hama ENG/LANG	X	Larry Hettick M&M	X
John Kellermeier AGRI	X	Heather Lehto PHYS/GEO	X	Sarah Lynch HIST	X	Flor Madero COMM	
Vincent Mangano AEF	X	Nick Negovetich BIO	X	Aldo Pinon- Villarreal CIV ENG	X	Lopa Roychoudhuri CS	X
Christopher Shar SW	X	Andrew Siefker MATH	X	Matt Shipes VPA-Music	X	Marva Solomon T.ED.	X
Kenneth Heinneman SEC.STUD	X	Ralph Zehnder CHEM	X				

**CALL TO ORDER – 3:00PM**

**I. Invited Guests**

- A. Dr. Brian May, President
- B. Dr. Don Topliff, Provost and VP for Academic Affairs – (present)
- C. Dr. Javier Flores, VP for Student Affairs and Enrollment Management
- D. Christopher Houston, Staff Senate President
- E. Austin Habecker, Student Senate President – (present)
- F. Dr. Kinsey Hansen and Dr. Gina Shipley (research survey announcement) – (present)
  - 1. IRB study of all students regarding basic needs insecurity (food, housing)

**II. Approval of Minutes from Previous Meeting**

- Motion to approve as amended, seconded, passed

**III. Standing Committee Reports**

- A. Academic Affairs (Dr. Mark Hama) – no report
- B. Bylaws and Standing Rules (Dr. Andrew Siefker) – no report
- C. University Affairs (Mr. Mike Burnett) – OP06.16 (Sick Leave) – no action to take on the OP
- D. Student Affairs (Dr. David Faught) – no report
- E. External Affairs (Dr. Matt Shipes) - no report
- F. Committee on Committees (Dr. Rozie McCabe) – no report

**IV. Unfinished Business**

- A. Faculty Responsibilities and Duties (OP 6.14)

1. Work is still in progress, no action taken today
- B. Bookstore Ad Hoc Committee Update
  1. Survey being created for faculty to be deployed in spring
  2. Bookstore has some proposals for faculty
    - a) E.g. bookstore fee based on class hours per semester that includes all text materials for that semester
- C. Workload Calculation (OP 06.02) – University Affairs is working on language (hasn't met since last senate meeting). Should have action item in January.
- D. Tenure and Promotion Revision Process Update (OPs 6.23 and 6.28)
  1. Faculty Select Committee has been created
    - a) Archer College of Health & Human Services Dr. Parker, KIN & Dr. Braziel, NURS
    - b) College of Arts & Humanities, Dr. Glassford, HIS & Dr. Hama, EML
    - c) College of Education, Dr. Solomon T.ED & Dr. Self, C&I
    - d) College of Science & Engineering, Dr. Wallace, PHYS/GEO & Dr. Apronti ENGINEERING
    - e) Norris College of Business, Dr. Moody, MM & Dr. Maraef, ACCOUNT

## V. New Business

- A. Syllabus Issues
  1. OP 6.14
  2. Compliance – as faculty we should work towards compliance of the OP and Accessibility issues
  3. Strategies for Implementation
    - a) 3 colleges have templates deployed
    - b) College of Education – piloting software (Concourse) in the spring for syllabus creation
    - c) Currently with the Colleges for syllabus statements, under purview of the Dean & the college Instructional Designers
    - d) ASU is using a program called ALLY to check Blackboard and other content if courses are in compliance (by a percentage). ASU is approximately 73% in compliance.
      - (1) Anything put on Blackboard should be in compliance (handouts, power points, etc...)

## VI. Roundtable

- Concern over accessibility compliance of scanned documents on Blackboard
- Violations of Student Handbook code of honor (plagiarism) – could we develop a new procedure where Student Affairs Office links reports of students (cross departments/courses) together to assist with options
- P/VPAA – meetings in January (emailed today to faculty) will address issues to educate faculty on Title IX, BIT, Student Handbook, and others
  - o Can these presentations be recorded and distributed?
- Reminder that faculty are mandatory reporter of issues (Title IX, BIT, etc...)
- Update on drops/withdrawal committee (working to become official standing committee, 5 faculty, 1 dean, 1 representative from the Registrar, 1 representative from Financial Aid, 1 professional advisor from Freshman College)
  - o Could drop/withdrawal email be sent also to advisor and chair

- Express gratitude to Dr. Swets to chairing the committee
- Leave Reporting – are faculty required to report leave (sick/vacation) on Rampart?
  - PVPAA – yes
- Once classes with Labs were split into 2 courses (lecture/lab), if a course is taught mandatory concurrent does it count as 1 or 2 drops?
  - PVPAA – that can be fixed with registrar
- Student email SPAM (concern from students that they get a lot of emails and ignore important ones due to the amount)
- How do we ensure that the student work (mainly in an online course) is actually the student?
- Student Senate President – IT Student Workers – level of disrespect from Fac/Staff at times. Please remind departments that they are student workers primarily at the initial call

**VII. Adjournment – 4:37pm**