

Minutes of the Meeting of the Executive Committee of the Faculty Senate

October 1, 2008 - 2:00 PM,

Admin. Conference Room, Hurley Administration Bldg

Name	Group	Dept	Term	Present
Vacancy	I			
John Peters	II	ENGL	2011	X
Jose Perez	III	PHYS	2009	X
Emile Sahliyah	IV	PSCI	2010*	X
John Windsor	V	ITDS	2011	X
Cynthia Chandler	VI	CDHE	2010*	X
James Swan	VII	AGER	2011*	X
Donna Emmanuel	VIII	MUSIC	2011	X
Terry Clower	Chair	APEC	2009	X
Beth Thomsett-Scott	Vice-Chair	LIBR	2009	X
Pam Harrell	Secretary	TE&A	2009	X
Michael McPherson	Immediate Past Chair	ECON	2009	X

Visitors: Kathy Nichols, President Bataille, Provost Wilkins, Jeff Kline, Chris Foster, Gilda Garcia, Belinda Newman, Anissa Breaux-Schoropp

I. Welcome

The meeting was brought to order at 2:05 PM by Vice-Chair of Faculty Senate Beth Thomsett-Scott.

The agenda was suspended and President Bataille provided an executive summary about the evacuee's for Hurricane Ike.

II. Textbook discussion with Jeff Kline & Wendy Wilkins

A discussion about the availability of books, books for rental, books on loan in the library, and book sellers on campus occurred. The Student Government Association is working on a tax free initiative for textbooks. They are also promoting a grant program to place textbooks for classes on loan in the library. Students are concerned about the cost of texts, the number of required texts, and the availability of texts. The Higher Education Authorization Act will require us to publish what required books there are for courses and the associated cost. Provost Wilkins suggests we need a faculty/student work group to review the textbook process. Senator Clower indicated we will begin to recruit members for this committee next week. We could develop a set of best practices as well as work with the bookstore to improve the ability of students to get the textbooks they need. A suggestion was made to make texts and syllabi available to students before the semester begins.

III. Discussion of Topics with President Bataille

We Mean Green Movement – Sam Atkison is chairing this movement. As soon as the report is available, the results will be distributed. A newly created position, Sustainability Coordinator has been established. The major focus is to serve as a liaison with the community concerning issues and sustainable practices at UNT.

Smoke-free Campus – Cigarettes are no longer sold on campus. It is not possible to smoke in buildings and there is a requirement that smoking not take place closer than 20' from a building entrance. Making this issue a piece of a broader effort to create a smoke-free environment might be considered. For example, stop smoking programs might be an intermediate step. Creating specific locations where smoking might take place is another idea.

Bicycles- UNT authorized bike racks last year. There are complaints that bikers are overtaking pedestrians on campus. Locating the bike racks exterior to the campus might be advised. There are 250-500 bike spaces going in this year. There are presently 100 bike spaces. Perhaps we can have parking on the perimeter of the campus and a 2-3 routes though campus. Bicycles should pattern with vehicles, not pedestrians.

Criteria for Building New Buildings – We hope that we will continue to get to build one new building every (two?) years from the Tuition Revenue Bond (TRB). We have a chemistry building, a business building, and CVAD (largest and best program in TX and in the country). Administrators are aware that Music has needs and some funds have been placed aside for their initiatives. We have tested the water with donors to gain funding for various historic textiles to be showcased. We are hoping to make the case with donors and the state for funding. A suggestion was made to fund a new library.

SECC - Our goal is to reach \$190,000 for 2008/2009. The UNT Research Council - Research has faculty members, but there is no one from the humanities. President Bataille suggested the FS make one appointment in this area. Kris Cheske. We have 15.2% increase in external funding and received \$6.2 million to support Isis. We also received \$2.6 million for the Air Force materials research. Vish Prasad has reorganized the research office. We need representative from the Faculty Senate on the budget hearings. It was requested that we have a current master plan for UNT on the website.

IV. Discussion of Topics with Provost Wilkins

Periodic review of college school charters – Provost Wilkins believes we now need to review college and department charters to make sure they are in compliance with university policy. She believes the best group to review charters is the faculty senate. It needs to be a periodic process and that review cycle needs to be determined. It will take several years to do this. Each Department will need to review their own charter and by laws. The President's office hired someone to take care of university policy changes. It was surprising that Colleges had charters instead of by laws. Whatever they are called, it is the standard agreed for operating procedures. Then, the Colleges need to review the Department charters and/or by laws. The Faculty Handbook also needs to be updated. Provost Wilkins asks that the Faculty Senate take on updating the Faculty Handbook.

Title of Assistant Deans

If an assistant or associate Dean is responsible for the budget or overseeing research and graduate studies, then that is a different kind of set of experiences. There are lecturers that may have multiple 5-year appointments. So, they may be responsible for curriculum or overseeing research, etc.

Lecturer Policy – All the Colleges except CVAD have had their lecturer policies approved. They define lecturer, senior lecturer, principle lecturer. People were hired into these new categories this year. We need to advance on the promotion reviews for these people. Those who are promoted will receive money at the same time faculty receive increases. It is not apparent if the College has worked out the timeline for how this review will happen.

Dead Week Policy – The Dead Week Policy is a silent policy. A question was put forward about whether or not the calendar (and subsequently Dead Week) might change if UNT went to a Bowl Game. We have the academic calendar set for the next three years. The question is about what exceptions there might be to the Dead Week Policy. The College of Music conducts juries on the Friday of Dead Week. Provost Wilkins suggested the role of the juries be made clear before this occurs to avoid confusion.

Most hiring and review processes don't make allowances for joint hires. We need everyone to begin reviewing this process to streamline the process.

Webcasts – How do we continue to fund the webcasts? Provost Wilkins will defer to Deborah Leliaert about this issue.

Incompletes – There were questions about the procedures for incompletes. These questions will be referred to Lynn McCleary.

V. Dr. Belinda Newman, Ombuds

A brochure, "The University Ombuds Office" was distributed to the committee members. The most frequent issue was communication with a supervisor. The second most common concern dealt with relationships with peers and colleagues. The third issue was that of career progression. Other concerns included: legal, regulatory, complaints; safety, health, physical environment; services, administration issues; organizational, strategic, and mission; values, ethics, and standards questions.

The office provided information and mediation. There were 68 cases handled this year. They will continue to improve security for data and physical security.

A question was asked about the satisfaction of individuals who come to the Ombuds Office for help. There is an interest in developing an instrument to measure the success of the office. The efforts of the office are toward reasoning and logically solving a problem.

VI Dr. Gilda Garcia - VP for Institutional Equity and Diversity

They have a full time Director of Equal Opportunity, Laurie Allen. A Director of Diversity Planning, Kevin Carreathers, has been hired. They have developed goals and objectives and have a plan. The goal is inclusion with respect for individuality. There is a fulltime research analyst that will produce reports by College, Division, Department that will provide a scorecard for a three-year trend. All of the faculty hiring process has been revised and training has been implemented. Dr. Garcia would like to see this process become completely electronic. The Multicultural Center has moved to Equity and Diversity.

The hiring process is available on the website: <http://hr.unt.edu/main/>

Faculty recruitment materials: <http://www.unt.edu/edo/facultyrecruitmentinformation.htm>

VII. Anissa Breaux-Schropp and Chris Foster – Institutional Compliance

UNT Record Retention Schedule and the UNT System Record Retention Schedule information are located on the following websites:

<http://www.unt.edu/compliance/recordretention/UNT%20Retention%20Schedule.03.24.2005.pdf>

<http://www.unt.edu/compliance/recordretention//UNT%20System%20Retention%20Schedule.03.24.2005.pdf>

Faculty members can call (940)369-8516 for a bin in which they can place personal information which must be shredded, and can also ask for pick up of sensitive information.

We have an internal recycling program to dispose of personal information such as grades, social security numbers, student ID's, etc. Personal information should be kept in locked bins or shredded. In the future, there will be requesting a records management person for each department.

We would like clarification about how long grades and student graded documents must be kept.

VIII. Approval of Minutes from September 24, 2008

John Windsor moved to approve the September 24, 2008 minutes. The motion was seconded by Jim Swan. The motion carried unanimously.

IX. Committee Reports

Committee reports were approved

X. EC Dialog (Senate Agenda)

The agenda for the Faculty Senate Meeting on October 8 was approved. We will add the SGA textbook grants.

XI. Unfinished Business

Homecoming – staffing/food - Do we want a volunteer to roast hotdogs for Homecoming? We will ask for a volunteer from the senate.

Recommendations for Graduate Council Flight Memorial SGA Representative Academic Integrity Committee – We need a category III faculty member. John Booth was recommended.

Flight Memorial - We will ask Gus Siegelman to serve on this committee

SGA Representative - A volunteer is needed.

Academic Integrity Committee – We want someone from science, education, and humanities.

Policy Changes – We will postpone this discussion.

XII. Chair's Report – There was a discussion about the new search committee requirements.

Adjournment - Jim Swan made a motion to adjourn at 5:26 PM by Jim Swan. Beth Thomsett-Scott seconded the motion.