

**Faculty Senate Minutes**  
**Minutes of February 17, 2006**

**FACULTY ASSOCIATION OFFICERS**

**PROXY**

Bill Humphrey—Chair	P
Richard Freer—Vice-Chair of the Senate	P
Bill Rowe—Past President	P
William B. Maynard—Secretary of the Faculty Association	P
Margaret McClain—Secretary of the Senate	P
Win Bridges—Acting Parliamentarian	P

**AGRICULTURE (1)**

Bert Greenwalt	Absent
----------------	--------

**BUSINESS (3)**

Mark Foster	Absent
Louella Moore	Absent
Jim Washam	Absent

**COMMUNICATIONS (2)**

Jack Zibluk	P
Osa Amienyi	P

**EDUCATION (5)**

Cindy Albright	Absent
Daniel Cline	Absent
Amany Saleh	P
Marci Malinsky	P
Vacant Seat	---

**ENGINEERING (1)**

Shivan Haran	P
--------------	---

**FINE ARTS (3)**

Alyson Gill	Absent
Tim Crist	Absent
Kelly Shaefer	Absent

**HUMANITIES & SOCIAL SCIENCES (6)**

Win Bridges	P
Mary Donaghy	P
Robert Baum	Absent
Joe Sartorelli	Absent
Richard Wang	P
Eric Gilbert	P

**LIBRARY (1)**

Myron Flugstad	P
----------------	---

**MILITARY SCIENCE (1)**

LTC Larry P. Aikman	Absent
---------------------	--------

**NURSING AND HEALTH PROFESSIONS (3)**

Richard Freer	P
Donna Caldwell	P
Cathy P. Hall	P

**SCIENCE AND MATHEMATICS (4)**

William Burns	Absent
Bob Bennett	P

Jeff Jenness P  
Jie Miao P

## **UNIVERSITY COLLEGE (1)**

Margaret McClain P

Chairman Humphrey called the meeting to order at 3:03 pm.

**I. MINUTES:** The minutes of the February 3, 2006 meeting were approved.

### **II. REPORT ON ARKANSAS CONSORTIUM OF FACULTY SENATE CHAIRS:**

Dr. Humphrey reported on the meeting of the Consortium, which took place in Little Rock. He summarized the remarks of State Senator Argue, who focused mostly on K-12 education. Argue, as well as most of the Faculty Senate Chairs from across the state expressed their concern about transfer credits from high schools and two-year colleges to the universities. Humphrey said that there was extensive discussion of the substandard credit hours, but that no one seemed to know how to solve the problem. Argue was in favor of AP course credits, but he too had reservations about transfer credits earned through concurrent enrollment. Humphrey reported that the Senate Education Committee Chair would initiate any changes to higher education.

Jack Zibluk stated that in his experience a sophomore enrolling at ASU after concurrent enrollment at a state high school was in no way on the same level as a student who had experienced the first two years of college in residence.

Margaret McClain said that in view of President Bush's State of the Union address, in which he vowed to train thousands of high school teachers across the country to teach college courses, the problems associated with concurrent enrollment might worsen before they improved.

Humphrey reported that the next meeting of the Consortium of Faculty Senate Chairs would be hosted by ASU.

### **III. OLD BUSINESS:**

**A. Academic Calendar, WN Grading, Grade Changes, Fall Break, Banner Migration:** Dr. Cooksey addressed the Senate on WN grading and related issues. She stated that deadline dates for grading on the academic calendar were not arbitrary. She mentioned that the Academic Calendar Committee had some faculty members on it, and they had a chance to give input. She did note that last fall was a "freak semester" and that she had warned people in August of potential problems in December.

Dr. Cooksey asked that if faculty members had difficulties entering grades due to computer shutdowns or WFF problems, they needed to contact the IT staff for assistance. The Registrar's Office has no control over IT functions, Cooksey said. She added that if the Registrar's Office staff was abrupt with callers, it was probably because the office received over 500 calls during the last two days of classes. Cooksey asked for patience and warned the faculty that they could experience further difficulties for several semesters until the Registrar's Office files are fully migrated to the new Banner program. Cooksey added, however, that once all files have been successfully migrated and the kinks have been worked out of Banner, grading and other functions should be much smoother.

Cooksey noted that her office had been experiencing some problems with Banner, such as the inability to print out a complete transcript.

She continued that one of the reasons for purchasing the new program was the inability of the old system to handle input from some 500 faculty members.

Dr. Cooksey addressed the narrow window available for grading. She stated that if grading were delayed, the consequences to the student and the university could be grave. Financial aid, athletic eligibility, federal funding to ASU and other variables could all be negatively affected. She predicted that the faculty would like Banner for its ease of organizing rosters, advisement, and carrying out other functions; the new system also has a built-in audit trail if grades disappear.

Cooksey stated that her office did care about faculty concerns and urged faculty members to call her personally if they questioned a grade change.

Cooksey explained that as a former faculty member, she understood perfectly why faculty did not like the timing of the fall break so close to the final exam period. The history of the break goes back to the time when SGA President Satch Oliver

requested it on behalf of the student body. She said she realized that the loss of science lab periods was a big concern for some departments. Cooksey solicited suggestions from the faculty for the 2007 academic calendar.

Dr. Maynard asked how many colleges had a fall break. Cooksey believed that some in Oklahoma and other mostly out-of-state institutions had a similar arrangement to ASU's.

Cooksey then addressed the growing problem of late registrations, even after the late registration period has passed. While she said she did not like the policy, she explained that some students do present legitimate extenuating circumstances. For example, if a graduating senior learns that he or she needs a certain class in order to graduate, Cooksey has no problem allowing late registration. She does not, however, agree with using the late add-in policy for a student to switch sections because he/she did not like the instructor.

Dr. Cooksey stressed that faculty members had the final say in whether students added classes after the late registration period. She told faculty members that they were in complete control of whether to allow late add-ins; all they had to do was refuse to sign the late add sheets. She stated that if a student came into her office with a faculty member's signed permission form, her office had no choice but to register the student. Cooksey did admit that some adjunct faculty did not want to be seen as negative, so they sign the late add forms; many-long time faculty also sign the forms.

Some faculty members said they felt pressured to sign late add forms or did not know they had a choice. Dr. Cooksey encouraged them to "just say no," especially if they deemed that the student's chance of success in a course was slim.

Dr. Bennett commented that the average freshmen and sophomores at ASU were under the impression that they did not have to attend class for the first two weeks of a semester.

Dr. Zibluk noted that when some students sign up for a class on the tenth day and do not show up to class for several days after that, the instructor does not know whether to assign a WN grade on the eleventh day. Again, Dr. Cooksey emphasized the importance of WN grading to the institution; for example, ASU must repay federal aid for students not attending class. She said she could deal easily with a reinstatement, but she had a big problem with faculty assigning WNs for someone who has attended class once. By doing so, an instructor enables the student to be released from all financial obligations for the class. Cooksey informed the Senate that some faculty members had refused to do WN grading because they claimed they did not take attendance. According to Cooksey, failure to follow meticulously the WN policy opens ASU up to violations of federal law and NCAA rules.

Dr. Maynard asked if the Registrar's Office could send out more accurate rosters for attendance purposes. Cooksey stated that the university could not legally circulate any documents with student identification on them. Because Banner is Internet based, added Cooksey, faculty will have access to real-time rosters in the future.

Win Bridges stated that although he printed rosters the night before class, by the next morning the rosters are often already outdated.

Dr. Cooksey moved on to the issue of student grades being changed administratively in her office. Cooksey stated that if a student presented proof of non-attendance in a class, her office does change a failing grade to a WN. She explained that if a student has WN grades in over 60% of his/her courses, Cooksey's office tends to assume that the student probably did not attend any classes. Cooksey again encouraged faculty members to give her a call if they wanted to know why a student's grade was changed.

Cooksey emphasized that her office staff was stretched to the breaking point as her employees worked long hours to migrate 60,000 records covering sixteen years to the Banner system by hand. She predicted problems and asked that faculty members apprise her of any mistakes that could appear in student records.

Dr. Maynard brought up the subject of DOBs appearing on transcripts. Cooksey stated that U of A at Fayetteville had just begun leaving this information off transcripts, while all two-year colleges in the state, except Ozarka, still place this information in student records. UAMS transcripts also continue to show dates of birth. The ASU Registrar's Office has taken a poll in an attempt to determine how to proceed. She states that some birth information, possibly just a day and month, might have to be included in order to identify the student. Identifying information is especially important for transfers from states such as California, where no verifiable identification is placed on transcripts. ASU must have some way of verifying a student's identity. While Cooksey showed concern about age discrimination based on DOBs, she said that her office could not completely protect a student; there was still much data on a transcript that could indicate a student's relative age.

Dr. Rowe mentioned that he had apparently received some misdirected mail regarding a student he had never had in class. The Registrar's Office determined that the mail should have been sent to a Paragould instructor regarding a student attending that campus.

Dr. Bennett reported that one of his colleagues was forced to change a WN grade. He took issue with the fact that the Registrar's Office changed students' grades without even contacting faculty members. Margaret McClain reported that the Registrar's Office did call her about changing an F to a WN—three years after the fact; however, since McClain did not keep sign-in sheets for three years, she had no written proof that the student actually did attend one class.

Dr. Saleh said a student's grade was changed from an F to a W—also three years after the fact. She stated that the student had turned in all work until the last day of class and had just failed to show up for the final exam, and thus deserved the grade she had been assigned. Dr. Saleh also informed the Senate that despite Dr. Cooksey's suggestion to refuse late add-ins, she had received three phone calls from administrators to make her admit a student to class.

Dr. Bennett strongly voiced his opinion that faculty members should be notified when the Registrar intended to change a student's grade; at the very least, he added, a notation about the reason for the grade change should be placed in the SIS system.

Dr. Cooksey stated that she did not appreciate the Faculty Senate's airing complaints about her office and urged the faculty to discuss individual cases with her personally.

**B. Fall Break:** Dr. Humphrey suggested that if the fall break continued to be during Thanksgiving week, final exams should be administered the week after the break.

Dr. Maynard suggested that the Faculty Senate determine how other universities handled the timing of the fall break, Thanksgiving break, and final exams.

Dr. Amienyi asked if many faculty members saw this issue as an important one, and a majority of those in attendance said they did not.

### **C. Committee Reports:**

**Handbook:** Bill Humphrey reported that the Handbook was still in the attorney's office and would most likely be ready to look at next week. Since we had already passed a resolution to discuss the Handbook at this meeting, Humphrey opened the floor to a new resolution, which was moved by Zibluk and seconded by Amienyi. The new resolution states that the Senate table the Handbook again and discuss it at the next meeting. The motion carried unanimously.

Dr. Bennett of the Handbook Committee introduced a resolution, which would be brought before the Senate for discussion at the next meeting. (See resolution inserted below.)

#### **Arkansas State University (ASU) Faculty Senate Resolution on the Procedure for Approving the ASU Faculty Handbook of Policies and Procedures 2006**

Whereas the attached ASU Faculty Handbook of Policies and Procedures 2006 has been provisionally approved by the ASU Faculty Senate on - -06

Whereas this document is being presented to the ASU administration and Board of Trustees for their consideration and comment.

Whereas in keeping with the Principles of Shared Governance and Section VI Procedure for Making Changes to the Faculty Handbook in the document.

Be it resolved that the ASU Faculty Senate calls for any comments and recommendations, modifications, or edits by the ASU administration, university attorney, or Board of Trustees be presented to the ASU Faculty Senate in writing for its due consideration.

Following such re-consideration the ASU Faculty Senate will forward to the ASU Administration and Board of Trustees the provisionally approved document, which may contain its revisions.

This process will continue until both the ASU Faculty Senate and the ASU administration and Board of Trustees agree on and each formally approves a mutually acceptable ASU Faculty Handbook of Policies and Procedures 2006.

Dr. Bridges said that the information contained in the resolution was included in the previous resolution; he stated that the Senate always had the prerogative to change sections of the Handbook.

Dr. Maynard explained that the new procedure outlined in the Committee's resolution was intended to be placed verbatim in the new Handbook; he said the Committee wanted its declaration on the record.

Win Bridges agreed that it could easily be drawn up as a document to be published in the Handbook.

Chair Humphrey urged everyone to study the resolution before the next meeting.

#### **IV. NEW BUSINESS:**

**A. Town Hall Meetings Re: Chancellor Search:** Dr. Humphrey reported that the Town Hall forum he had attended was well attended and that it yielded much positive feedback.

Dr. Zibluk also commented that he was gratified by the good faculty turnout.

Dr. Rowe stated that he had been researching the Washington search firm and had learned that it had a leading reputation in its field. Rowe was still dismayed by the over-representation of St. Bernard's on the Chancellor Search Committee and by the lack of representation by other clinics.

**B. Other:** Dr. Wang wanted to end the meeting by saying that he had always received the fullest cooperation from the Registrar's Office, but he felt the Faculty Senate was not the place to discuss individual student cases.

Dr. Bennett said that he had entered the Faculty Senate Chair position in previous years with the promise of building bridges to the administration, but that his attempts had been met with resistance.

Dr. Malinsky said she hoped that the new Chancellor would have a positive role in mending these bridges between the faculty and the administration.

Dr. Saleh expressed the utmost respect for Dr. Cooksey.

Dr. Freer agreed with Dr. Freer that complaints about individual student problems should be resolved at the Chair level within departments in cooperation with Cooksey's office. He urged faculty to reduce these kinds of difficulties by being more meticulous in following WN grading and other university policies.

**V. ANNOUNCEMENTS:** There were no announcements.

#### **VI. ADJOURNMENT:**

In the absence of further business, the meeting adjourned at 4:05 PM.