

**Minutes**  
**Faculty Senate**  
**Monday, August 13, 2012**

Senators Present: Melzer, Cavitt, McClellan, Wilson, Furney, Sanders, Feakes, Hindson, Sriraman, Ash

Sigler

1. Call to Order & Announcements
  - a. The University's Fall enrollment will be less than previously estimated; in particular, the transfer student yield was not as high.
2. Faculty Senate Goal Planning
  - a. Complete the *Faculty Handbook*
  - b. Conduct a Workload Audit, examining faculty workload by department
  - c. Learn how the Transportation & Parking Committee will function under the new organization and leadership
  - d. Evaluate and, if needed, offer revisions for the Parental Leave/FMLA Leave policies
3. Meeting Topics Dates for Fall Semester
  - a. PAAG dates 9/5, 10/3, 11/7, 12/5 (Regents' Room)
  - b. Developmental Leave Review Dates 10/24, 10/31
  - c. Rubric for Developmental Leave Review Due 8/29
  - d. REP Presentation on 11/28
  - e. Liaison Meeting 10/17
  - f. Needs from University Surveys: Senate Elections will begin 3/1; Deans/Provost/President Evaluations will begin 4/1; Committee preferences will begin 4/1
4. Committee Charges
  - a. Academic Computing

**Function:** Reviews and makes recommendations to the Senate on budgets, policies and procedures relating to the academic use of computers. Serves as a liaison between Information Technology and the University faculty via the Senate.

    - i. Investigate the technology renewal cycle and how it is being used (including printers).
    - ii. Develop a standard process for proposal evaluation.
  - b. Academic Governance Committee

**Function:** Monitors and studies the system of departmental and college academic governance, including PPS documents and other rules for conducting University business that impact faculty. The

committee will provide to the Senate an annual report on its findings and recommendations.

- i. Investigate and report on departmental policies for Adjunct Faculty for (including, but not limited to) meeting attendance, voting, and service.
- c. Academic Standards

**Function:** Reviews and initiates proposals that affect University academic standards, including changes in admissions requirements, graduation requirements, grade-point requirements/enrollment barriers, and probation/suspension standards; as well as proposals related to assessment, testing, and advanced standing and accreditation; and makes recommendations to the Faculty Senate.

  - i. Monitor the progress of the Security for Online Testing Committee.
  - ii. Investigate how we compare academically with the members of our conference from 2013 forward, the Sun Belt Conference.
- d. Adjunct Faculty Committee

**Function:** Makes recommendations to the Senate on issues and policies that impact faculty who are not tenured or on tenure-track. To facilitate this charge, members maintain a communication network with the adjunct faculty in the college they represent.

  - i. Compose a report of the information found on Adjunct policies across colleges.
- e. Budget Committee

**Function:** Examines the annual budget and the financial report published by the University, and reports significant facts and recommendations to the Senate.

  - i. Explore the impact of reduced state funding on college tuition rates.
  - ii. Explore how salary equity funds were distributed across the campus.
  - iii. Explore Texas State faculty salaries compared to the new list of comparable institutions.
- f. Committee on Committees

**Function:** Recruits able, interested faculty to serve on Senate and other University committees and recommends committee appointments each spring to the Faculty Senate.

  - i. Identify participation rates of those who responded to the Committee Preference Survey (including by rank, college, etc.).
- g. Curriculum Committee

**Function:** Receives and evaluates all curricular requests, including program and course changes, new degree program and course proposals.

  - i. Proceed with current responsibilities.
- h. Facilities and Environment Committee

**Function:** The committee is charged with reviewing the campus master plan and monitoring recommended changes and new proposals submitted to the University Facilities Committee that affect faculty or the campus environment. The committee will report to the Senate annually.

- i. Investigate the ratio of impervious cover on the campus as compared to previous plans.

i. *Faculty Handbook Committee*

**Function:** Revises the *Faculty Handbook* every other year so that it reflects current policies and procedures, recommends new handbook copy to the Academic Administration via the Faculty Senate, and coordinates the ongoing revision of a digital handbook as needed.

- i. Complete *Faculty Handbook*
- ii. Monitor the progression of the Handbook through to the System Office.
- iii. Maintain the currency of the Handbook.

j. Library Committee

**Function:** Recommends policies for the operation of the library and popularizes its resources.

- i. Report on the proposed changes to the library, their progress, and the potential impact on the University community.

k. Piper Selection Committee

**Function:** The Piper Selection Committee recommends to the Faculty Senate the Piper nominee to be submitted to the Provost. In addition, the committee also selects the nominees to the Senate for the Swinney Teaching Award.

- i. Select Piper Professors.

l. Retirement Program Committee

**Function:** Makes recommendations to the Faculty Senate on issues related to retirement programs and interacts with the Texas State Human Resources Office concerning implementation of various policies and issues of mutual interest.

- i. Investigate TRS changes and ORP representative rules.
- ii. Investigate the role (and potential role) for retired faculty at the University.

m. Suspension Appeals Committee

**Function:** Hears appeals, recommends policies, administers approved policies, and recommends revisions as necessary. Each hearing will be composed of three faculty committee members, the chair or vice chair, and student representatives.

- i. Report on annual data for Suspension Appeals.

n. University Arts Committee

**Function:** Bring to the campus outstanding artists, lecturers, and consultants from a broad variety of disciplines across the University who will contribute to an appreciation of the arts.

- i. Develop policies and procedures for the announcements, submission, and evaluation of proposals.
  - ii. Revise Function to **Function:** Bring to the campus outstanding artists, lecturers, and consultants from a broad variety of disciplines across the University who will contribute to an appreciation of the arts.
- o. University Lecturers Committee
 

**Function:** Assists departments and groups in bringing outstanding lecturers to campus; apportions funds and administers the budget approved for this purpose.

  - i. Develop policies and procedures for the announcements, submission, and evaluation of proposals.
- p. University Research Committee
 

**Function:** Reviews and ranks faculty research proposals and awards research grants to the approved proposals as fully as funds will allow. Members of this committee may not apply for research funds during their tenure on this committee. This committee serves from January to December, so terms begin in January and end in December.

  - i. Revise Function to **Function:** Reviews and ranks faculty research proposals and awards research grants to the approved proposals as fully as funds will allow. Members of this committee may not apply for research funds during their tenure on this committee.

## 5. New Business and Approval of Minutes

- a. New Committee for Online Testing Security needs a member. A member was recommended.
- b. Mace Bearers – Senators should be the first choice for serving as mace bearers, but we would like to compile a potential list of retirements for other honors. Senators will sign up for the honor at the first meeting 8/29.
- c. Resumption of service to sanitary supplies dispensers. This is unlikely. Students must provide their own.
- d. Windows in offices; can they be covered, or is it against the law?
- e. Adjunct Committee Representative issue from last meeting.

Adjournment